

1. What is the difference between "Merge" and "Append" in Power Query?

Append: used when we have similar tables with same rows and need to combine their rows. After appending we will have a table with all the rows from both tables.

Merge: used when to combine tables based on matching key columns.

2. How do you split a "Full Name" column into "First Name" and "Last Name"?
Go to Power Query Editor

Select the "Full Name" column

On the Home or Transform tab, click Split Column → By Delimiter

Choose Space as the delimiter

Choose At the left-most delimiter or Each occurrence of the delimiter

It creates two columns: e.g., Full Name.1, Full Name.2

Rename them to First Name and Last Name

3. What is "Pivot Columns" used for?

"Pivot Columns" is used to transform rows into columns — it reorganizes your data to make it more structured or summarized.

4. How do you undo a step in Power Query?

In Power Query, each transformation (filter, rename, split, etc.) is recorded as a step in the "Applied Steps" pane. To undo a step, you can remove or edit it.

5. What is the purpose of "Reference" vs. "Duplicate" in queries?

Duplicate:

Creates a copy of the full query, including all steps.

You get an independent copy of the original query.

Changes made to the new query do not affect the original.

But: it duplicates the data in memory (less efficient if working with large data).

Reference:

Creates a new query that is linked to the result of the original query.

The new query starts from the output of the original (like a shortcut).

More memory-efficient — the source data is not duplicated.

But: if you change the original query, the reference query is affected too.

6. Merge Orders.csv and Customers.xlsx on CustID (inner join).
7. Pivot the Product column to show total Quantity per product.
8. Append two tables with identical columns (e.g., Orders_Jan.csv + Orders_Feb.csv).
9. Use "Fill Down" to replace nulls in the Email column with the previous value.
10. Extract the domain (e.g., "example.com") from the Email column.
11. Write M-code to merge queries dynamically based on a parameter (e.g., JoinType = "Inner").
12. Unpivot a table with columns like "Jan_Sales," "Feb_Sales" into a "Month" and "Sales" format.
13. Handle errors in a custom column (e.g., division by zero) using try...otherwise.
14. Create a function in Power Query to clean phone numbers (e.g., remove dashes).
15. Optimize a query with 10+ steps—identify bottlenecks and simplify.