

**1. What is the purpose of the "Applied Steps" pane in Power Query?**

Tracks every transformation

**2. How do you remove duplicate rows in Power Query?**

- Open **Power BI Desktop** and click **Transform Data** to open **Power Query Editor**.
- Select the **table** where you want to remove duplicates.
- (Optional) **Select specific columns** to check for duplicates
- Go to the **Home** tab and click **“Remove Rows” > “Remove Duplicates”**.

**3. What does the "Filter" icon do in Power Query?**

Checkboxes for selecting specific values

Text, number, or date filter conditions (e.g., *equals*, *greater than*, *contains*, etc.)

Helps you narrow down data by removing rows that don't match the selected criteria.

**4. How would you rename a column from "CustID" to "CustomerID"?**

In Power BI Desktop, click Transform Data to open Power Query Editor.

Find the column named CustID.

Right-click the column header and select Rename.

Type CustomerID and press Enter.

**5. What happens if you click "Close & Apply" in Power Query?**

Closes the Power Query Editor.

Applies all transformation steps (from the “Applied Steps” pane) to your data.

Loads the transformed data into the Power BI data model.

Updates visuals, tables, and relationships in your report based on the newly shaped data.

**6. Remove all rows where Quantity is less than 2.**

In Power BI Desktop, click Transform Data to open Power Query Editor.

Locate the Quantity column.

Click the filter icon next to Quantity.

Choose Number Filters > Greater Than or Equal To.

In the filter box, enter 2, then click OK.

**7. Split the OrderDate column into separate "Year," "Month," and "Day" columns.**

Open Power Query Editor by clicking Transform Data

Select the OrderDate column (make sure it's of Date type).

Go to the "Add Column" tab on the ribbon Click:

Date > Year > Year → creates a Year column

Date > Month > Month → creates a Month column

Date > Day > Day → creates a Day column

**8. Replace all "Mouse" entries in the Product column with "Computer Mouse."**

Open Power Query Editor (click Transform Data in Power BI Desktop).

Select the Product column.

Go to the Transform tab, then click "Replace Values."

In the dialog:

Value to Find: Mouse

Replace With: Computer Mouse

Click OK.

**9. Sort the table by OrderDate (newest first).**

Open Power Query Editor (click Transform Data in Power BI Desktop).

Locate the OrderDate column.

Click the small dropdown arrow in the column header.

Select Sort Descending — this sorts by newest dates first.

**10. How would you handle null values in the Price column?**

Open Power Query Editor.

Select the Price column.

Go to Transform > Replace Values > choose “Replace Errors” or right-click > “Replace Values”.

In the dialog:

Value to Find: *(leave blank to match nulls)*

Replace With: e.g., 0 or 999 or any placeholder.

Click OK.

**11. Write custom M-code to add a column calculating TotalSpent = Quantity \* Price.**

**AddedTotalSpent = Table.AddColumn(PreviousStep, "TotalSpent", each  
[Quantity] \* [Price], type number)**

AddedTotalSpent = Table.AddColumn(PreviousStep, "TotalSpent", each  
[Quantity] \* [Price], type number)

## **12. Group the table by CustID to show total spending per customer.**

In Power BI Desktop, click Transform Data to open Power Query Editor.

Make sure you already have a TotalSpent column (e.g., Quantity \* Price).

Select the CustID column.

Go to the Home tab → click Group By.

Group by: CustID

New column name: TotalPerCustomer

Operation: Sum

Column: TotalSpent

Click OK.

## **13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.**

Open Power Query Editor (Transform Data).

Select the OrderDate column.

If the column is not already in Date type, do this:

Go to the Transform tab.

Click Data Type dropdown > select Date.

Power Query will attempt to auto-detect and convert different formats to a unified date format.

**14. Create a conditional column: Label orders as "High Value" if Price > 100.**

Open Power Query Editor (Transform Data in Power BI Desktop).

Go to the Add Column tab.

Click Conditional Column.

In the dialog:

New column name: OrderLabel

Column Name: Price

Operator: is greater than

Value: 100

Output: High Value

Click OK.

**15. Optimize the query to reduce refresh time (e.g., remove unused columns early).**

Open Power Query Editor.

Immediately after loading the source, select only the columns you need:

Hold Ctrl and click the columns you want to keep.

Right-click one of them and choose "Remove Other Columns."

Drag this “Removed Other Columns” step up if it’s not already near the top of the Applied Steps pane.