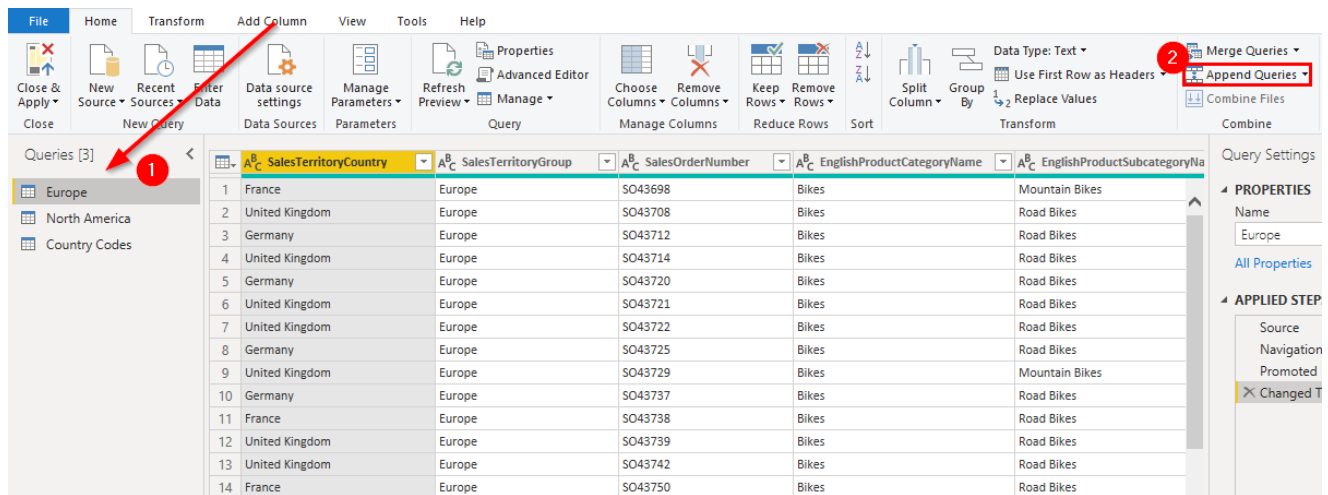


Combining Data

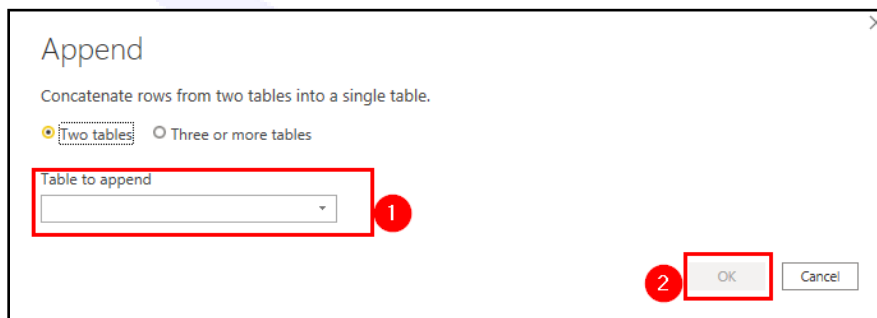
1. Import data from Excel, and click on **Transform Data** in the Navigator window to load the data in Power Query Editor
2. There are two combining operations: **Merging** and **Appending**

Appending

1. In the **Queries** pane, select the query into which you want to append data
2. Then, from the ribbon, select **Append Queries**



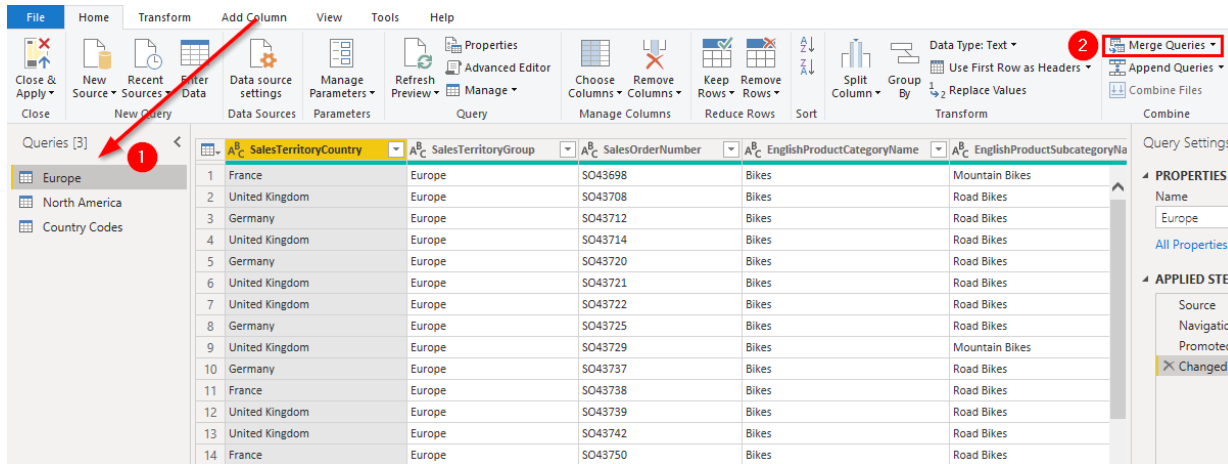
3. The Append window appears, in which select the table you want to append, and then, click on **OK**



4. Use the selection menu on the header to check whether the data is loaded

Merging

1. In the **Queries** pane, select the query which you want to merge with another query
2. In the top ribbon, go to **Combine > Merge Queries**



The screenshot shows the Power BI Desktop interface. In the top ribbon, the 'Merge Queries' button is highlighted with a red circle and the number 2. In the 'Queries' pane on the left, the 'Europe' query is selected, indicated by a red circle and the number 1. The main view displays a table with columns: SalesTerritoryCountry, SalesTerritoryGroup, SalesOrderNumber, EnglishProductCategoryName, and EnglishProductSubcategoryName. The table contains 14 rows of data.

SalesTerritoryCountry	SalesTerritoryGroup	SalesOrderNumber	EnglishProductCategoryName	EnglishProductSubcategoryName
France	Europe	SO43698	Bikes	Mountain Bikes
United Kingdom	Europe	SO43708	Bikes	Road Bikes
Germany	Europe	SO43712	Bikes	Road Bikes
United Kingdom	Europe	SO43714	Bikes	Road Bikes
Germany	Europe	SO43720	Bikes	Road Bikes
United Kingdom	Europe	SO43721	Bikes	Road Bikes
United Kingdom	Europe	SO43722	Bikes	Road Bikes
Germany	Europe	SO43725	Bikes	Road Bikes
United Kingdom	Europe	SO43729	Bikes	Mountain Bikes
Germany	Europe	SO43737	Bikes	Road Bikes
France	Europe	SO43738	Bikes	Road Bikes
United Kingdom	Europe	SO43739	Bikes	Road Bikes
United Kingdom	Europe	SO43742	Bikes	Road Bikes
France	Europe	SO43750	Bikes	Road Bikes

3. The Merge dialog box appears that asks you to choose the table you want to merge with the already selected one; here, select the key column based on which the tables will be merged
4. The joint will be automatically assigned, and then, press **OK**