Difference between Merge vs. Append in Power Query:

Merge - joins two tables **side by side** (like a JOIN), based on matching columns (keys).

Append - stacks tables **on top of each other** (like a UNION), requires the same columns.

How do you split a "Full Name" column into "First Name" and "Last Name"?

Method:
1. Select the Full Name column.
2. Go to → **Home → Split Column → By Delimiter**.
3. Choose a delimiter (e.g. Space).
4. Click OK.

What is "Pivot Columns" used for?

Pivot Columns transforms **rows into columns**.

It summarizes data by turning unique values from one column into new **headers**.

How do you undo a step in Power Query?
1. Go to the **Applied Steps** pane (on the right).
2. Right-click the step you want to remove.
3. Choose **Delete**.

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

Reference → creates a new query **linked to the original.** Changes in the original affect the reference.

Duplicate → makes a **completely separate copy.** Changes in the original **do NOT affect** the duplicate.

→ Use **Reference** to save memory and keep data connected.

→ Use **Duplicate** for a fully independent copy.