

1. Difference Between "Merge" and "Append" in Power Query

- **Merge:** Combines two tables by matching rows on one or more key columns, adding columns from one table to another (like a SQL JOIN). Use when you want to enrich your data with additional columns from another table[11618](#).
 - **Append:** Combines two or more tables by stacking rows on top of each other, increasing the row count (like a SQL UNION ALL). Use when you want to combine similar datasets into one longer table[11618](#).
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2. Split a "Full Name" Column into "First Name" and "Last Name"

- Select the "Full Name" column.
 - Go to the "Transform" tab.
 - Click "Split Column" > "By Delimiter."
 - Choose "Space" as the delimiter.
 - Set the split at "Each occurrence of the delimiter."
 - Click OK.
 - Rename the new columns to "First Name" and "Last Name"[2](#).
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3. What is "Pivot Columns" Used For?

- "Pivot Columns" transforms unique values in a column into new columns, aggregating a numeric column for each value. For example, if you pivot the "Product" column by "Quantity," you get one row per unique grouping (e.g., by customer) and a column for each product showing total quantity[12](#).
 - Use case: Summarize data for reporting and visualization.
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4. How to Undo a Step in Power Query

- Go to the "Applied Steps" pane on the right.
 - Click the "X" next to the step you want to remove.
 - The step and all subsequent steps will be removed.
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5. Purpose of "Reference" vs. "Duplicate" in Queries

- **Reference:** Creates a new query that points to the output of an existing query. Changes to the original query are reflected in the referenced query.
 - **Duplicate:** Creates a copy of the query, independent of the original. Changes to one do not affect the other.
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6. Merge Orders.csv and Customers.xlsx on CustID (Inner Join)

- Load both tables into Power Query.
 - Select the Orders table.
 - Go to the "Home" tab and click "Merge Queries."
 - Choose "Customers" as the second table.
 - Select "CustID" in both tables.
 - Set "Join Kind" to "Inner."
 - Click OK.
 - Expand the new column to include the desired fields from the Customers table [5617](#).
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7. Pivot the Product Column to Show Total Quantity per Product

- Select the "Product" column.
 - Go to the "Transform" tab and click "Pivot Column."
 - Choose "Quantity" as the Values Column.
 - Set the aggregation to "Sum."
 - Click OK.
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8. Append Two Tables with Identical Columns (e.g., Orders_Jan.csv + Orders_Feb.csv)

- Load both tables into Power Query.
 - Select one table.
 - Go to the "Home" tab and click "Append Queries."
 - Choose the other table.
 - Click OK. The result will be all rows from both tables combined [1818](#).
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9. Use "Fill Down" to Replace Nulls in the Email Column with the Previous Value

- Select the "Email" column.
 - Right-click and choose "Fill" > "Down."
 - This replaces null values with the last non-null value above them⁹¹⁹.
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10. Extract the Domain (e.g., "example.com") from the Email Column

- Add a custom column with the formula:

text

`Text.AfterDelimiter([Email], "@")`

- Rename the new column to "Domain."
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11. Write M-code to Merge Queries Dynamically Based on a Parameter (e.g., JoinType = "Inner")

- Create a parameter called "JoinType" with possible values: "Inner", "Left Outer", etc.
- In the Advanced Editor, use:

text

`= Table.NestedJoin(`

`Orders,`

`{"CustID"},`

`Customers,`

`{"CustID"},`

`"Merged",`

`JoinKind = JoinType`

`)`

(Replace JoinType with your parameter name and ensure it is set to "Inner" for your task.)

12. Unpivot a Table with Columns Like "Jan_Sales," "Feb_Sales" into "Month" and "Sales" Format

- Select the columns you want to unpivot (e.g., "Jan_Sales", "Feb_Sales").
 - Right-click and choose "Unpivot Columns."
 - Rename the new columns to "Month" and "Sales"[12](#).
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13. Handle Errors in a Custom Column (e.g., Division by Zero) Using try...otherwise

- Add a custom column with the formula:

text

try [Value] / [Divisor] otherwise null

(This will return null instead of an error if division by zero occurs)[13](#).

14. Create a Function in Power Query to Clean Phone Numbers (e.g., Remove Dashes)

- Go to the "Home" tab and click "Enter Data" to create a sample table.
- Add a column with phone numbers containing dashes.
- Add a custom column with the formula:

text

Text.Remove([Phone], {"-"})

- To make this a reusable function, go to "Home" > "Advanced Editor" and wrap the logic in a function, then invoke it as needed[14](#).
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15. Optimize a Query with 10+ Steps—Identify Bottlenecks and Simplify

- Review the "Applied Steps" pane and look for redundant or unnecessary steps.
- Combine steps where possible by nesting or using let...in in the Advanced Editor.
- Remove columns early to reduce data volume[15](#).
- Avoid unnecessary data type changes and repeated calculations.
- Test performance after each optimization.