

TASK 2 – DATA CLEANING (POWER QUERY)

Detect and remove duplicates or missing values.

The screenshot shows the Power Query Editor interface. On the left, the 'Queries [3]' pane lists 'List of Orders', 'Order Details', and 'Sales target'. The main area displays a table with columns: Order ID, Order Date, CustomerName, State, and City. A tooltip says 'This table is empty.' To the right, the 'Query Settings' pane shows the 'Name' is 'List of Orders'. Under 'APPLIED STEPS', the 'Kept Duplicates' step is highlighted.

Standardize column names and data types.

The screenshot shows the Power Query Editor interface. The 'List of Orders' query is selected. The main area displays a table with columns: Order ID, Order Date, CustomerName, cities, and states. The 'cities' and 'states' columns are newly renamed. To the right, the 'Query Settings' pane shows the 'Name' is 'List of Orders'. Under 'APPLIED STEPS', the 'Renamed Columns' step is highlighted.

Perform necessary transformations (split, merge, replace values).

The screenshot shows the Power Query Editor interface. The 'List of Orders' query is selected. The main area displays a table with columns: Order ID, Order Date, CustomerName, cities, and states. The 'cities' and 'states' columns are newly renamed. To the right, the 'Query Settings' pane shows the 'Name' is 'List of Orders'. Under 'APPLIED STEPS', the 'Renamed Columns' step is highlighted.

Queries [3]

List of Orders

A _c Order ID	A _c Order Date	A _c CustomerName	A _c Locations
1 B-25601	01-04-2018	Bharat	Ahmedabad,Gujarat
2 B-25602	01-04-2018	Pearl	Pune,Maharashtra
3 B-25603	03-04-2018	Jahan	Bhopal,Madhya Pradesh
4 B-25604	03-04-2018	Divsha	Jaipur,Rajasthan
5 B-25605	05-04-2018	Kasheen	Kolkata,West Bengal
6 B-25606	06-04-2018	Hazel	Bangalore,Karnataka
7 B-25607	06-04-2018	Sonakshi	Kashmir,Jammu and Kashmir
8 B-25608	08-04-2018	Aarushi	Chennai,Tamil Nadu
9 B-25609	09-04-2018	Jitesh	Lucknow,Uttar Pradesh
10 B-25610	09-04-2018	Yogesh	Patna,Bihar
11 B-25611	11-04-2018	Anita	Thiruvananthapuram,Kerala
12 B-25612	12-04-2018	Shrichand	Chandigarh,Punjab
13 B-25613	12-04-2018	Mukesh	Chandigarh,Haryana
14 B-25614	13-04-2018	Vandana	Simla,Himachal Pradesh
15 B-25615	15-04-2018	Bhavna	Gangtok,Sikkim
16 B-25616	15-04-2018	Kanak	Goa,Goa
17 B-25617	17-04-2018	Sagar	Kohima,Nagaland
18 B-25618	18-04-2018	Manju	Hyderabad,Andhra Pradesh
19 B-25619	18-04-2018	Ramesh	Ahmedabad,Gujarat
20 B-25620	20-04-2018	Sarita	Pune,Maharashtra
21 B-25621	20-04-2018	Deepak	Bhopal,Madhya Pradesh
22 B-25622	22-04-2018	Monisha	Jaipur,Rajasthan
23 B-25623	22-04-2018	Atharv	Kolkata,West Bengal

= Table.CombineColumns(#"Kept First Rows", {"City", "State"}, Combiner.CombineTextByDelimiter(", ", QuoteStyle.None),)

Query Settings

- PROPERTIES
 - Name: List of Orders
 - All Properties
- APPLIED STEPS
 - Source
 - Changed Type
 - Promoted Headers
 - Changed Type1
 - Kept First Rows
 - Merged Columns