

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

It shows a **step-by-step record of all transformations** applied to the data (e.g., filtering, renaming, removing columns). Each step can be edited, reordered, or deleted.

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

Select the columns → **Home** → **Remove Rows** → **Remove Duplicates**.

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

It allows you to **filter rows** in a column by values, ranges, or conditions (similar to Excel filters).

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

Right-click the column header → **Rename** → type **CustomerID**.

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

It **applies all transformations** and **loads the data** into the Power BI data model for reporting.

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

Home → Remove Rows → Keep Rows → Keep Rows Where Quantity \geq 2.

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

Select OrderDate → **Transform** → **Date** → **Year/Month/Day** → **Extract**.

Or split using **Split Column** → **By Delimiter**.

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

Right-click Product column → **Replace Values** → "Mouse" → "Computer Mouse".

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

Click column → **Sort Descending**.

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

Options:

- Replace with **0** → Replace Values → null → 0
 - Replace with **mean/median** using Transform → Statistics
 - Remove rows with null values
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12. Group the table by CustID to show total spending per customer.

- Select CustID → Home → Group By
 - Operation: Sum of TotalSpent
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13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.

Change data type → **Date**.

Power Query automatically converts different formats to a standard **date type**.

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

Add Column → Conditional Column → If Price > 100 then "High Value" else "Normal".

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

- Remove unnecessary columns at the start (**Home** → **Remove Columns**)
- Filter rows early

- Disable “**Enable load**” for intermediate queries
- Avoid unnecessary steps (like multiple sorts/renames)