1. Difference between Merge and Append

- **Merge** = join tables side by side (like SQL JOIN) based on a key.

- **Append** = stack tables on top of each other (like UNION).

2. Split "Full Name"

- Use **Split Column → By Delimiter (space)** → into First Name and Last Name.

3. Pivot Columns

- Turns values in a column into new columns (e.g., Product names into separate columns with totals).

4. Undo a step

- In the Applied **Steps** pane → click the **X** next to the step.

5. Reference vs Duplicate

- **Duplicate** = full copy, independent.

- **Reference** = linked copy, depends on original query.

6. Merge Orders.csv + Customers.xlsx

- **Home → Merge Queries** → join on **CustID** → choose **Inner Join**.

7. Pivot Product column

- Select **Product**, then **Transform → Pivot Column** → Values = Quantity → Aggregation = Sum.

8. Append two tables

- **Home → Append Queries** → select **Orders_Jan** and **Orders_Feb**.

9. Fill Down Email

- Select **Email column** → **Transform** → **Fill** → **Down**.

10. Extract domain from Email

- **Transform** → **Extract Text After Delimiter** → **"@"**.

12. Unpivot Jan_Sales, Feb_Sales

- Select those columns → **Transform** → **Unpivot Columns** → rename to Month & Sales.