Lesson 3 — Javoblar: Data Transformation with Power Query (Part 1)

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

It shows a chronological list of transformations applied to the dataset (e.g., filter, rename, group), allowing you to review, edit, or remove steps.

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

Select the entire table or specific columns → **Home** tab → Click on **"Remove Duplicates"**.

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

It allows you to **filter rows** based on column values, such as selecting, excluding, or filtering by condition (e.g., greater than, equals, etc.).

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

Right-click the column header → Click **"Rename"** → Type **CustomerID**.

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

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

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

Select Quantity column → Click filter icon → Choose **“Number Filters” > “Greater than or equal to 2”** → Apply.

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

Select OrderDate → Go to **Add Column** → Use **Date → Year / Month / Day** extractors.

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

Select Product column → **Transform** tab → Click **"Replace Values"** → Replace Mouse with Computer Mouse.

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

Click on OrderDate header → Sort descending (↓) icon.

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

Options:

- Replace with default: Transform → **Replace Values** → Replace null with e.g., 0.
- Or: Remove rows with nulls → Home → **Remove Rows** → Remove Blank Rows.

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11. Write custom M-code to add a column calculating TotalSpent = Quantity * Price.

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= Table.AddColumn(#"Previous Step", "TotalSpent", each [Quantity] * [Price], type number)

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12. Group the table by CustID to show total spending per customer.

Select CustID → Transform tab → Click **Group By**
Group by CustID, aggregate TotalSpent with **Sum**.

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13. Fix inconsistent date formats (e.g., 01/10/2023 vs. 2023-01-10) in OrderDate.

Select OrderDate → **Transform → Data Type → Date** → It automatically standardizes formats.

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

Add Column → Conditional Column →
If Price > 100 → then "High Value", else "Standard"

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

Right after loading → Select and **Remove unnecessary columns early**, before heavy steps like Group By or Merge.