

# Merging Queries <Doc 000043X-Day 00006Y BI>

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★ Merging queries allows you to join tables based on a common column (like a lookup in Excel)

★ Just because you can merge tables, doesn't mean you should!

In the Power Query Editor Box Inside the Home Option Inside the Combine Section Click the Merge Queries Drop Down

Click the Merge Queries Option

★ If you use Merge Queries as New Option you will get a new Merged Table and your original tables will still be there

The Merge Box Pops Up

First Drop Down: Product Lookup Value

The only Column that the Sales Data 2022 Table and the Product Lookup Table have in common is the ProductKey Column

Join Kind Drop Down: Left Outer (all from first, matching from second) Value

At the Bottom of the Merge Box the Message "The selection matches [x] of [x] rows from the first table"

Click the Green Rectangular Ok Button

## You Return to the Power Query Editor

Click the Double Arrow Icon Button in the Product Lookup Column Header to expand the table

Click the (Select All Columns) Checkbox so that it is Unchecked

Click the ProductKey Checkbox so that it is Currently Checked

Click the ProductName Checkbox so that it is Currently Checked

Click the ProductColor Checkbox so that it is Currently Checked

Click the Use original column name as prefix Checkbox so that it is Currently Checked

Click the Green Rectangular Ok Button

Inside Power Query's Applied Steps Section the Expanded Product Lookup Step will be added

Delete the Expanded Product Lookup Step