

# Text Tools <Doc 000028X-Day 00006Y BI>

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## ★ At the Top of the Power Query Editor Inside the Transform Option in the Text Column Section is our Text Specific Tools

We can split a text column based on a specific delimiter, number of characters or other attributes

We can Format a text column to upper, lower or proper case, or add a prefix or suffix

We can eliminate leading or trailing spaces with Trim

We can eliminate leading or trailing spaces with Clean and also eliminate non-principal characters

## ★ Values with Trailing Spaces look the same to People as those with non-trailing spaces, but to Power BI it looks different

We can extract a certain subset of characters from a string based on a specific length; the first or last characters or a range

The Merge Columns Option is not available if you've only selected one column

If you've selected a numeric based column the Text Specific Tools will dynamically change

## ★ If you Select some of the Text Tools from the Add Column Option you will Add these changes to a New Column, if You Select some of these Tools from the Transform Option you will overwrite an existing column

### Add a Column with Text Changes

Click the Prefix Column Header

At the Top of the Power Query Editor Inside the Add Column Option in the From Text Section Click the Format Option

Click the Capitalize Each Word Option

Power BI will add a new Column Called Capitalize Each Word to the end of the Data Set with each word having the first letter Capitalized

### Change a Column with Text Changes

Click the Prefix Column Header

At the Top of the Power Query Editor Inside the Transform Option in the Text Column Section Click the Format Option

Click the Capitalize Each Word Option

Power BI will change the Prefix Column so that each word has the first letter Capitalized

### Add a Merged Column with Text Changes

Highlight the Columns you want to merge into a new column, the selection order you highlight these columns will affect the order of the words in the merged column

At the Top of the Power Query Editor Inside the Add Column Option in the From Text Section Click the Merge Columns Option

The Merge Columns Box Pops Up

Separator Field: [Character you want to separate with Entry]

New column name Field: [New Column's Name Entry]

Click the Green Rectangular Ok Button

Inside Power Query's Applied Steps Section the Inserted Merged Column Step will be added, You may want to rename this step for simplicity sake

Power BI will add a new Column at the end of the Data Set

In the Power Query Editor Box Inside the Home Option Click the Close & Apply Option