

# ASSIGNMENT: Table Transformations <Doc 000022X-Day 00006Y BI>

Monday, July 31, 2023 4:03 PM

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## Add a Duplicate Column in Power Query Based on Another Column

In the Power Query Editor Box Inside the Add Column Option Click the Custom Column Option

The Custom Column Box Pops Up

New column name Field: [Column Name Entry] Value

In the Available columns Section Click the [Column Name Entry] Option

Click the White Rectangular Insert Button

Click the Green Rectangular Ok Button

## Add a New Column in Power Query Based on the Extraction of Another Column

Highlight the Column You want to Extract the Characters from

In the Power Query Editor Box Inside the Add Column Inside the From Text Section Click the Extract Option

### Extract Characters based on Delimiter in Power BI

→ If you're Editing a current column instead of Adding a New Column Based on the Extraction of Another Column then...

Highlight the Column You want to Extract the Characters from

→ If You want to Extract Text Before a Delimiter then...

In the Power Query Editor Box Inside the Transform Option Inside the Text Column Section Click the Extract Option

Click the Text Before Delimiter Option

The Text Before Delimiter Box Pops Up

Delimiter Field: [Character You want to extract before Entry]

→ If You need to specify whether you want to start at the beginning of the entries or the end of the Entries then...

Click the Advance options Option

Scan for the delimiter Drop Down: [Which End of the Word to Start from Entry]

Number of Delimiters to skip Field: [The Number of Delimiters you want to skip Entry]

Click the Green Rectangular Ok Button

→ If You want to Extract Text After a Delimiter then...

In the Power Query Editor Box Inside the Transform Option Inside the Text Column Section Click the Extract Option

Click the Text After Delimiter Option

The Text After Delimiter Box Pops Up

Delimiter Field: [Character You want to extract after Entry]

→ If You need to specify whether you want to start at the beginning of the entries or the end of the Entries then...

Click the Advance options Option

Scan for the delimiter Drop Down: [Which End of the Word to Start from Entry]

Number of Delimiters to skip Field: [The Number of Delimiters you want to skip Entry]

Click the Green Rectangular Ok Button

→ If you're Adding a new Column Based on the Extraction of Another Column then...

Look for the New Column at the End of your spreadsheet

## Update an Already Existing Extraction

Inside Power Query's Applied Steps Section Double Click the Extracted Text [Before or After Entry] Delimiter Option

The Text [Before or After Entry] Delimiter Box Pops Up

Make the Changes to the:     Delimiter Field or  
   Scan for the delimiter Field or  
   Number of delimiters to Skip Field

Click the Green Rectangular Ok Button

## Replace Characters in Power Query

Highlight the Column You want to Replace the Characters in

In the Power Query Editor Box Inside the Transform Option Inside the Any Column Section Click the Replace Values Option

The Replace Values Box Pops Up

Value to Find Field: [Character you Want to Replace Entry]

Replace With Field: [Character you Want to Replace the Value You've Selected With Entry]

### → If You Need More Options For Replacing Values with Then...

Click the Match entire cell contents Checkbox so that it is Checked if you need an Exact and Complete Match

Click the Replace using special characters Checkbox so that it is Checked if you need to replace with a Tab, Carriage Return, Line Feed, Carriage Return and Line Feed or Non-breaking Space

Select the Special Character from the Insert special character Drop Down that you need to Replace the Values with

Click the Green Rectangular Ok Button