Appending Queries <Doc 000044X-Day 00006Y BI>

07.23.2023

★ Appending queries allows you to combine or stack tables sharing the exact same column structure and data types

★ Use the Folder Option (Get Data > More > Folder) to append all files within a specificized folder, as you add or delete new files, simply refresh the query and they will automatically append!

In the Power Query Editor Box Inside the Home Option Inside the New Query Section Click the New Source Option

Click the Text/CSV Option

Open the AdventureWorks Sales Data 2021 Excel File

The AdventureWorks Sales Data 2021.csv Box Pops Up

Click the Green Rectangular Ok Button

Rename the Table Sales Data 2021

In the Power Query Editor Box Inside the Home Option Inside the New Query Section Click the New Source Option

Click the Text/CSV Option

Open the AdventureWorks Sales Data 2020 Excel File

The AdventureWorks Sales Data 2020.csv Box Pops Up

Click the Green Rectangular Ok Button

Rename the Table Sales Data 2020

Remove the Quantity Type Column from the Sales Data 2022 Table (This way it will match the Table Sales Data 2020 and 2021)

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

Click the Append Queries as New Option

The Append Box Pops Up

Click the Three or more tables radio so that it is filled

Hold Shift and Inside the Available Tables Section Click the Sales Data 2021 Option and the Sales Data 2020 Option

Click the White Rectangular Add Button

Inside the Tables to append Section you should see Sales Data 2022, Sales Data 2021, Sales Data 2020

Click the Green Rectangular Ok Button

Rename the Table to Sales Data 2020-2022

★ If you try to Delete tables that are referenced in another query Power BI won't let you

★ If your queries are really messy since they're referenced in other tables move them to another folder and reference that folder