## A blue and black text Description automatically generatedA close up of a sign Description automatically generatedLab – REMOVE COLUM

Consider the difference between removing a column and removing other columns. When you choose to remove other columns, and then you refresh your data, new columns added to the data source since your last refresh operation might remain undetected because they would be considered other columns when the **Remove Column** step is again executed in the query. This situation won’t occur if you explicitly remove a column. The new columns added since the last refresh would still appear in Data Preview.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see Create, load, or edit a query in Excel.
2. Do one or more of the following:
   * To remove a single column, select the column you want to remove, and then select **Home**> **Remove Columns**> **Remove Columns**.
   * To remove several columns, select the columns by using Ctrl + Click or Shift + Click. The columns can be contiguous or discontiguous.
   * To remove all columns *except* the selected column, select one or more columns, and then select **Remove Other Columns**.

## Split columns

**Note**   The expand icon  Expand in a column header is not used to split a column. It is used to expand structured columns, such as **List**, **Record**, or **Table**. For more information see [Work with a List, Record, or Table structured column.](https://support.microsoft.com/en-au/office/work-with-a-list-record-or-table-structured-column-power-query-d5e552be-c143-4f06-9a5e-0960bbaaf480)

Split a column by delimiter

You can split a column with a text data type into two or more columns by using a common delimiter character. For example, a  Name column that contains values written as <LastName>, <FirstName> can be split into two columns using the comma (,) character.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select the column you want to split. Ensure that it is a text data type.
3. Select **Home** > **Split Column** > **By Delimiter**. The **Split a column by delimiter** dialog box appears.
4. In the **Select or enter a delimiter** drop-down, select **Colon**, **Comma**, **Equals Sign**, **Semicolon**, **Space**, **Tab**, or **Custom**. You can also select **Custom** to specify any character delimiter.
5. Select a **Split** **at**option:
   * **Left-most delimiter**   If there are several delimiters, the first split column is based on the delimiter farthest to the left and the second split column is based on the rest of the characters on its right.
   * **Right-most delimiter**   If there are several delimiters, the second split column is based on the delimiter farthest to the right and the first split column is based on the rest of the characters on its left.
   * **Each occurrence of the delimiter**   If there are several delimiters, split each column by the delimiter. For example, if you have three delimiters, you end up with four columns.
6. Select **Show advanced options**, and the enter the number of columns or rows to split into.
7. If you choose **Custom** in **Select or enter a delimiter** drop-down list, you may need to enter an alternative quote character or a special character.
8. Select **OK**.
9. You may want to rename the new columns to more meaningful names. For more information see [Rename a column](https://support.microsoft.com/en-au/office/rename-a-column-power-query-d72034d0-f271-4b62-bb57-1cce49d13a29).

Split a column by number of characters

You can split a column with a text data type into two or more columns by using the number of characters within a text value.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select the column you want to split. Ensure the column is a text data type.
3. Select **Home**> **Split Column** > **By Number of Characters**. The **Split a column by Number of Characters**dialog box appears.
4. In the **Number of characters** textbox, enter the number of characters used to split the text column.
5. Select a **Split** option:
   * **Once, as far left as possible**    The first split column is based on the number of characters counting from the left and the second split column is based on the rest of the characters on the right.
   * **Once, as far right as possible**    The second split column is based on the number of characters counting from the right  and the first split column is based on the rest of the characters on the left.
   * **Repeatedly**   If the column has many characters, split into many columns based on the number of characters. For example, if the original column has 25 characters and you specify the number of characters as 5, you end up with five new columns, each with 5 characters.
6. Select **Show advanced options**, and the entern the number of columns to split into.
7. Select **OK**.
8. You may want to rename the new columns to more meaningful names. For more information, see [Rename a column](https://support.microsoft.com/en-au/office/rename-a-column-power-query-d72034d0-f271-4b62-bb57-1cce49d13a29).

Split a column by positions

You can split a column by specifying fixed numeric positions of characters.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select the column you want to split. Ensure the column is a text data type.
3. Select **Home**> **Split Column** > **By Positions**. The **Split Column by Positions**dialog box appears.
4. In the **Positions** box, enter the position numbers to split the text column. For example, enter 5, 10, 15 to split the column into 3 columns of 5 characters.
5. Optionally, select **Advanced options**, and then select one of the following:
   * **Columns**    Each column length is based on the the positions you specified. This is the default action.
   * **Rows**    Instead of a new column, a new row is added based on the the positions you specified. For example, enter 5, 10, 15 to split the column into 3 rows of 5 characters.
6. Select **OK**.
7. You may want to rename the new columns to more meaningful names. For more information, see [Rename a column](https://support.microsoft.com/en-au/office/rename-a-column-power-query-d72034d0-f271-4b62-bb57-1cce49d13a29).

Split a column by letter case combinations

You can split a column based on case letter combinations, lowercase to uppercase or uppercase to lowercase:

**Lowercase to uppercase**    For every instance of two consecutive letters, the first being lowercase and the second being uppercase, split the original column so that the second split column begins with the uppercase letter. For example:

| Original column | First split column | Second split column |
| --- | --- | --- |
| AirPlane | Air | Plane |
| AngelFish | Angel | Fish |
| BallPark | Ball | Park |

**Uppercase to lowercase**    For every instance of two consecutive letters the first being uppercase and the second being lowercase, split the original column so that the second split column begins with the lowercase letter. For example:

| Original column | First split column | Second split column |
| --- | --- | --- |
| Iphone | I | phone |
| Ipad | I | pad |
| Ebay | E | bay |

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select the column you want to split. Ensure that it is a text data type.
3. Do one of the following:
   * Select **Home** > **Split Column** > **By Lowercase to Uppercase**.
   * Select **Home** > **Split Column** > **By Uppercase to Lowercase**.
4. You may want to rename the new columns to more meaningful names. For more information see [Rename a column](https://support.microsoft.com/en-au/office/rename-a-column-power-query-d72034d0-f271-4b62-bb57-1cce49d13a29).

Split a column by digit and non-digit combinations

You want to split a column based on digit and non-digit combinations, digit to non-digit or non-digit to digit.

**Digit to non-digit**    For every instance of two consecutive characters, the first being a digit and the second being a non-digit, split the original column so that the second split column begins with the non-digit character. For example:

| Original column | First split column | Second split column |
| --- | --- | --- |
| 123Shoes | 123 | Shoes |
| 456Gloves | 456 | Gloves |
| 789Scarf | 789 | Scarf |

**Non-digit to digit**    For every instance of two consecutive characters, the first being non-digit and the second being a digit, split the original column so that the second split column begins with the digit character. For example:

| Original column | First split column | Second split column |
| --- | --- | --- |
| 123Shoes | Shoes | 123 |
| 456Gloves | Gloves | 456 |
| 789Scarf | Scarf | 789 |

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select the column you want to split. Ensure that it is a text data type.
3. Do one of the following:
   * Select **Home** > **Split Column** > **By Lowercase to Uppercase**.
   * Select **Home** > **Split Column** > **By Uppercase to Lowercase**.
4. You may want to rename the new columns to more meaningful names. For more information see [Rename a column](https://support.microsoft.com/en-au/office/rename-a-column-power-query-d72034d0-f271-4b62-bb57-1cce49d13a29).

## Replace values

 Power Query, you can replace one value with another value in a selected column. You can replace specific values or the whole value in a cell. Replacing values in a query does not edit the external data source in any way.

## Replace text values

The default behavior for text values is to search and replace a specific text string. This behavior can be changed.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select a column with a text data type.
3. Select **Home**or **Transform**> **Replace Value**. The **Replace Values** dialog box appears.
4. In the **Value To Find** box, enter the value to search.
5. In the **Replace With**box, enter the value to replace.
6. Under **Advanced options**, do one or more of the following:  
     
   **Match**   By default, specific text values are replaced. To replace the the whole cell value, select **Match entire cell contents.**

**Special characters**    To handle special characters, select **Insert special characters** and then select one of the following from the drop-down list: **Tab**,**Carriage Return**, **Line Feed**, **Carriage Return and Line Feed**, and **Non-breaking Space**.

1. Select **OK**.

## Replace number, date/time, or logical values

The default behavior for non-text columns is to search and replace the full contents of a cell. This behavior can’t be changed.

1. To open a query, locate one previously loaded from the Power Query Editor, select a cell in the data, and then select **Query**> **Edit**. For more information see [Create, load, or edit a query in Excel](https://support.microsoft.com/en-au/office/create-load-or-edit-a-query-in-excel-power-query-ca69e0f0-3db1-4493-900c-6279bef08df4).
2. Select a column with a number, date/time, or logical data type.
3. Select **Home**or **Transform**> **Replace Value**. The **Replace Values** dialog box appears.
4. In the **Value To Find** box, enter the value to search.
5. In the **Replace With**box, enter the value to replace.
6. Select **OK**.