

# Lesson – Data Transformation with Power Query

## (Part 1)

1. Purpose of the 'Applied Steps' pane: Records each transformation applied to the data and allows editing/removal of steps.
2. Remove duplicate rows: Home → Remove Rows → Remove Duplicates.
3. Function of the 'Filter' icon: Filters table rows based on column values.
4. Rename column 'CustID' to 'CustomerID': Right-click column header → Rename → type 'CustomerID'.
5. What happens when clicking 'Close & Apply': Applies transformations and loads data into Power BI.
6. Remove rows where Quantity < 2: Filter column Quantity → Number Filters → Greater Than or Equal To → 2.
7. Split OrderDate into Year, Month, Day: Transform → Date → Year / Month / Day → Extract.
8. Replace 'Mouse' with 'Computer Mouse' in Product: Transform → Replace Values.
9. Sort by OrderDate (newest first): Select OrderDate → Sort Descending.
10. Handle nulls in Price column: Replace Values (null → 0) or Remove Blank Rows.
11. M-code to add TotalSpent: = Table.AddColumn(PreviousStepName, "TotalSpent", each [Quantity] \* [Price], type number)
12. Group by CustID for total spending: Home → Group By → Sum of TotalSpent.
13. Fix inconsistent date formats: Change type to Date or use Locale to standardize.
14. Conditional column 'High Value' if Price > 100: Add Column → Conditional Column.
15. Optimize query: Remove unused columns early and filter before joins.