Power query

1. Load Data into Power Query

- **Where to find it:**
  - Select the data range.
  - Go to **Data → Get & Transform Data → From Table/Range**.
  - If prompted, confirm the selection by clicking **OK**.

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2. Remove Duplicates

- **Where to find it:**
  - In **Power Query**, select the relevant column(s).
  - Go to **Home → Remove Duplicates**.

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3. Handle Missing Data

Replace Missing Values

- **Where to find it:**
  - Select the column.
  - Go to **Transform → Replace Values**.
  - Enter the value to replace nulls (e.g., replace blanks with "N/A" or 0)

Remove Rows with Null Values

- **Where to find it:**
  - Select the column.
  - Go to **Home → Remove Rows → Remove Blank Rows**.

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4. Split Columns (For Delimited Data)

- **Where to find it:**
  - Select the column (e.g., Full Name).
  - Go to **Transform → Split Column → By Delimiter**.
  - Choose a delimiter (e.g., space for splitting "John Doe" into First and Last Name).

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5. Trim and Clean Text

Trim Extra Spaces

- **Where to find it:**
  - Select the column.
  - Go to **Transform → Format → Trim**.

Remove Non-Printable Characters

- **Where to find it:**
  - Select the column.
  - Go to **Transform → Format → Clean**.

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6. Change Data Types

- **Where to find it:**
  - Select the column.
  - Go to **Transform → Data Type** (Choose: Text, Date, Number, etc.).

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7. Unpivot Data (For Normalization)

- **Where to find it:**
  - Select the columns that need to be transformed into row format.
  - Go to **Transform → Unpivot Columns**.

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8. Group and Aggregate Data

- **Where to find it:**
  - Select the column to group by.
  - Go to **Transform → Group By**.
  - Choose an aggregation function like **Sum, Count, or Average**.

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9. Load Cleaned Data Back to Excel

- **Where to find it:**
  - Once done, click **Close & Load** → Choose **Load to Worksheet/Table**.

Date Modification with Power Query

Age Calculation

- Determines the number of days between a specified date and the current date.
- Replaces the current date with a second date column if needed.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Age**.
3. Transforms date into the Days.Hours:Minutes:Seconds format.

Date Only

- Removes the time portion from the date column.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Date Only**.
3. Transforms date into Date format (e.g., 12-01-2015).

Year Extraction

- Extracts only the year from the date column.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Year**.
3. Transforms date into Year format (e.g., 2015).

Month Extraction

- Extracts only the month from the date column.
- Available options: start of the month, end of the month, days in the month, and month name.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Month** (e.g., **Days in a Month**).
3. Displays the number of days in a month (e.g., 31/30).

Quarter Extraction

- Extracts the quarter from the date column.
- Options: quarter of the year, start of the quarter, and end of the quarter.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Quarter**.
3. Displays the quarter (e.g., Q1).

Week Extraction

- Extracts only the week from the date column.
- Options: week of the year, week of the month, start of the week, and end of the week.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Week**.
3. Displays the week of the year (e.g., Week 3).

Day Extraction

- Extracts only the day from the date column.
- Options: day, day of the week, day of the year, start of the day, end of the day, and name of the day.

Steps:

1. Select the date column.
2. Navigate to **Add Column → Date → Day** (e.g., **Name of Day**).
3. Displays the day name (e.g., Monday).

Parse Date

- Converts a text-formatted date back into a proper date format.

Steps:

1. Convert the date to text.

2. Navigate to **Add Column → Date → Parse**.
3. Transforms text back into date format (e.g., 12-01-2015).

Subtract Days

- Subtracts one date column from another.

Steps:

1. Select two date columns.
2. Navigate to **Add Column → Date → Subtract Days**.
3. Displays the difference in days (e.g., -169).

Combine Date and Time

- Merges date and time columns into one.

Steps:

1. Select date and time columns.
2. Navigate to **Add Column → Date → Combine Date and Time**.
3. Displays merged result (e.g., 12-01-2015 12:02:12).

Earliest and Latest Days

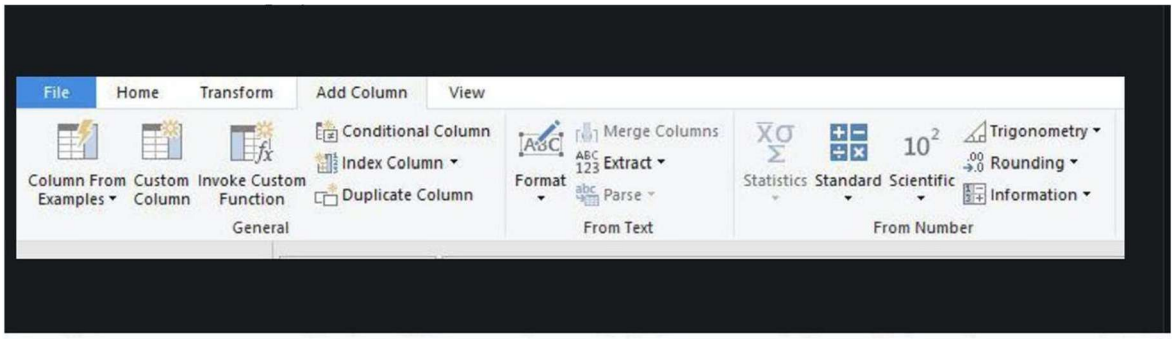
- Finds the earliest or latest date value.
- Only applicable for **Transform**, not **New Column**.

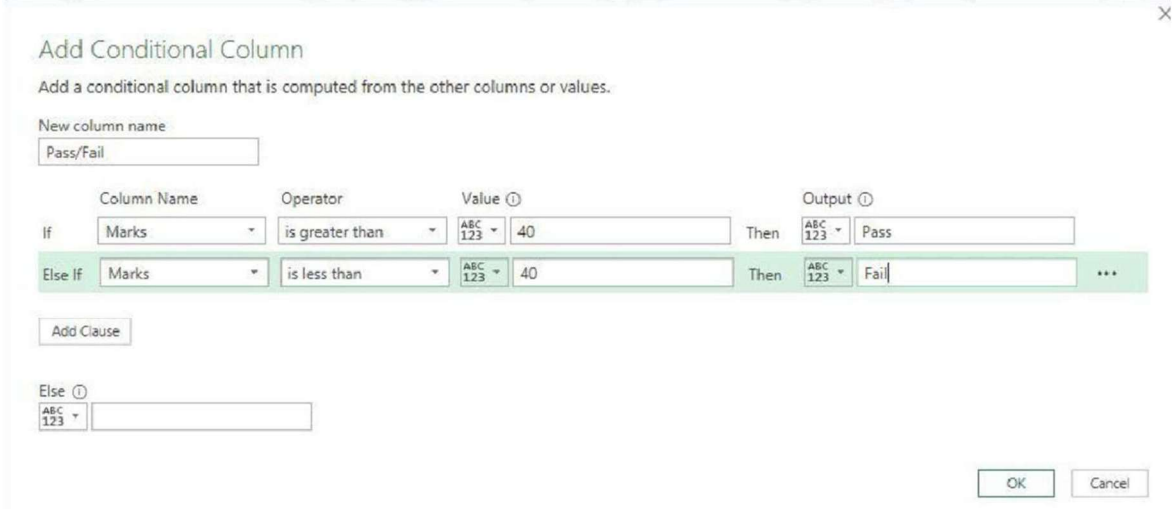
Creating a Conditional Column

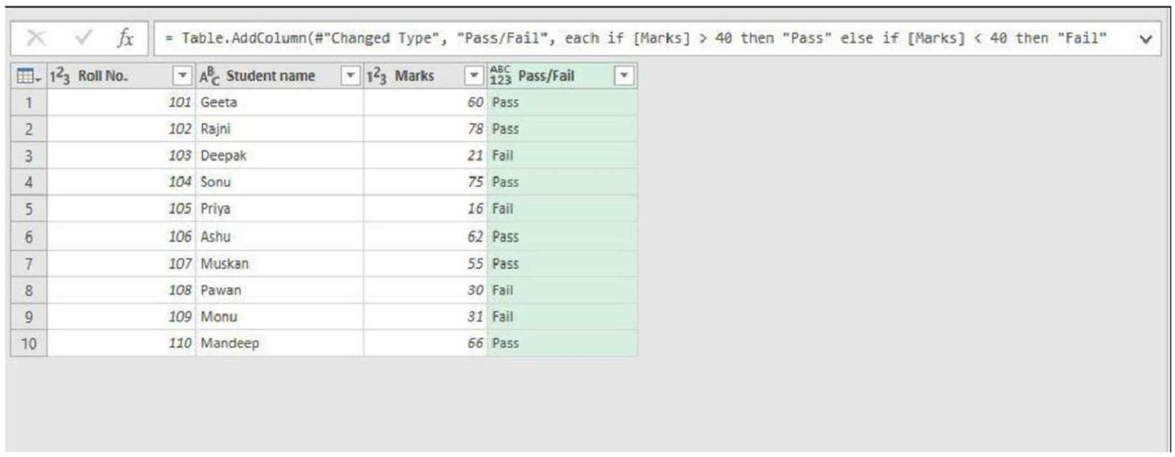
- Creates a new column based on conditions.

Steps:

1. Navigate to **Add Column → Conditional Column**.
2. Enter the **New Column Name** (e.g., **Pass/Fail**).
3. Set conditions:
    - If Marks > 40, output **Pass**.
    - If Marks < 40, output **Fail**.
4. Click **OK** to generate the new column.
5. The column displays **Pass** for marks ≥40 and **Fail** for marks <40.







	Roll No.	Student name	Marks	Pass/Fail
1	101	Geeta	60	Pass
2	102	Rajni	78	Pass
3	103	Deepak	21	Fail
4	104	Sonu	75	Pass
5	105	Priya	16	Fail
6	106	Ashu	62	Pass
7	107	Muskan	55	Pass
8	108	Pawan	30	Fail
9	109	Monu	31	Fail
10	110	Mandeep	66	Pass