

1. What is the purpose of the "Applied Steps" pane in Power Query?

In **Power Query** (both in Excel and Power BI), the "**Applied Steps**" pane serves as a **recorded list of all transformations** you've applied to your data, in the exact order you performed them.

Here's what it's for:

- **Tracks transformations** – Every time you filter rows, change data types, merge queries, or perform any other action, Power Query adds it as a step.
- **Editable history** – You can click on a step to view how the data looked at that stage.
- **Reorder or remove steps** – You can move steps up or down (with caution), or delete ones you don't need.
- **Dynamic updates** – When the source data changes, Power Query replays these steps in sequence to produce the updated result automatically.
- **Transparency** – It acts as a clear, step-by-step record of your data preparation process.

Basically, it's like a "**recipe**" for your data cleaning — each step is an ingredient or instruction, and the list is your cookbook. 📖

If you want, I can also give you an **example showing how a single column filter appears in Applied Steps** so it's clearer.

2. How do you remove duplicate rows in Power Query?


In **Power Query**, removing duplicate rows is straightforward:
Steps:

1. Open the **Power Query Editor**.
2. Select the **table** or **column(s)** you want to check for duplicates.
 - If you want to check duplicates based on a single column — select that column.
 - If you want to check based on the entire row — don't select any column.
3. Go to the **Home** tab → **Remove Rows** → **Remove Duplicates**.
4. Power Query will keep the **first occurrence** and remove all other identical rows.

💡 **Note:**

- Duplicate detection is based on the column(s) you select.
- The step is recorded in the **Applied Steps** pane, so you can edit or remove it later.

3. What does the "Filter" icon do in Power Query?

In **Power Query**, the **Filter** icon (the little funnel symbol  next to a column header) lets you **control which rows are shown** by including or excluding values based on your criteria.

Main functions:

- **Value selection** – You can tick/untick specific values to keep or remove them.
- **Text filtering** – Options like *Contains*, *Does Not Contain*, *Begins With*, *Ends With*.
- **Number filtering** – Options like *Greater Than*, *Less Than*, *Equals*, *Between*.
- **Date/time filtering** – Filter by year, month, day, before/after a certain date, etc.

💡 When you apply a filter, Power Query:

1. **Hides the unwanted rows** from your working data.
2. Adds a **Filter Rows** step in the **Applied Steps** pane, so it's repeatable whenever the data refreshes.

It's basically your **data gatekeeper** — deciding who gets in and who's turned away at the door. 🚪

4. How would you rename a column from "CustID" to "CustomerID"?

In **Power Query**, to rename a column from "**CustID**" to "**CustomerID**":

Steps:

1. In the **Power Query Editor**, locate the **CustID** column header.
2. **Double-click** the column name (or right-click it and choose **Rename**).
3. Type **CustomerID** and press **Enter**.

💡 This creates a **Renamed Columns** step in the **Applied Steps** pane, so the rename will happen automatically whenever the query refreshes.

Would you like me to also show the **M code** that Power Query generates for this rename?

5. What happens if you click "Close & Apply" in Power Query?

In **Power Query** (in Power BI), when you click **Close & Apply**:

1. **Closes the Power Query Editor** window.
2. **Applies all the transformation steps** you created (in the Applied Steps pane) to your data.
3. **Loads the transformed data** into the Power BI data model, ready for use in reports, visuals, and further analysis.
4. If your data source changes later, these steps will be **automatically replayed** when you refresh.

💡 Think of it as "**Save changes and send to Power BI**" — it's the final confirmation that you want to keep the changes and load the results.

In Excel's Power Query, **Close & Load** works similarly but loads the data into a worksheet or the Data Model instead.