

POWER QUERY



CHEAT SHEET

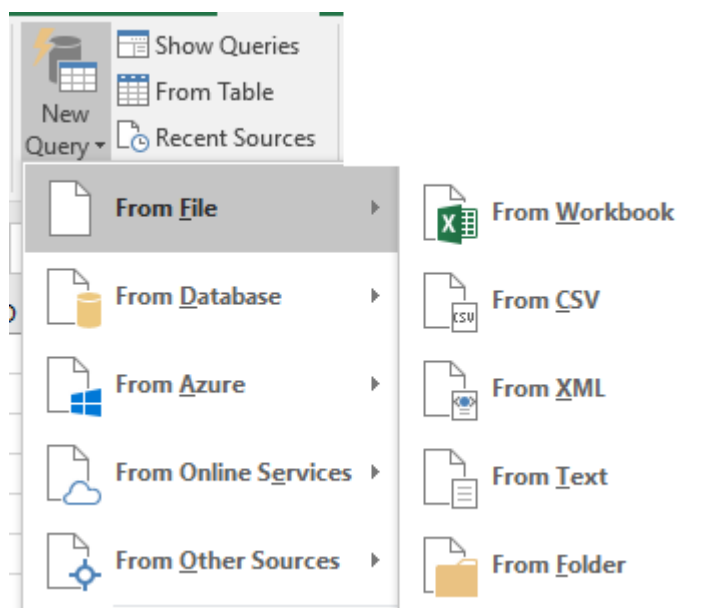
IMPORTING DATA

FIND AND IMPORT DATA

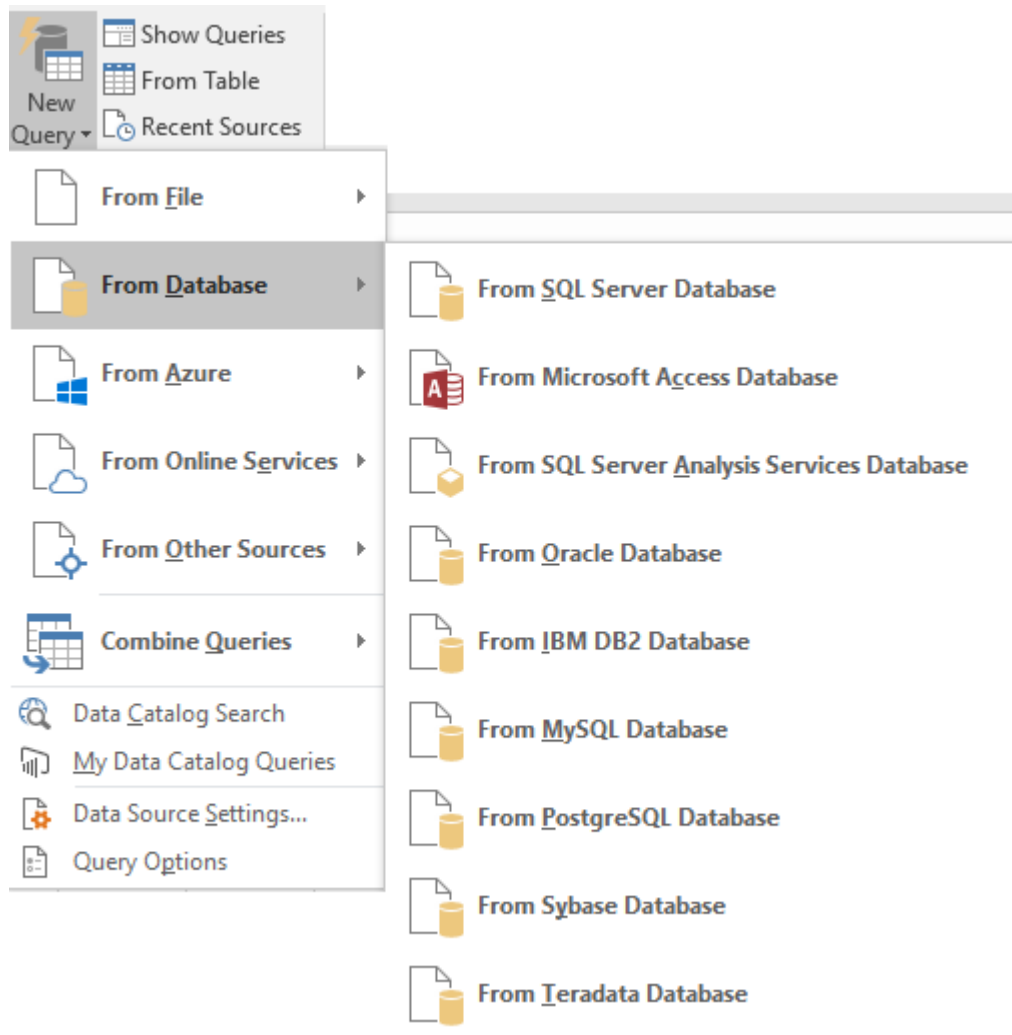
What makes Power Query so powerful is its capability of retrieving data from multiple sources.

You will be surprised at what Power Query can do when retrieving data from your sources. Let's have a look at the common scenarios below...

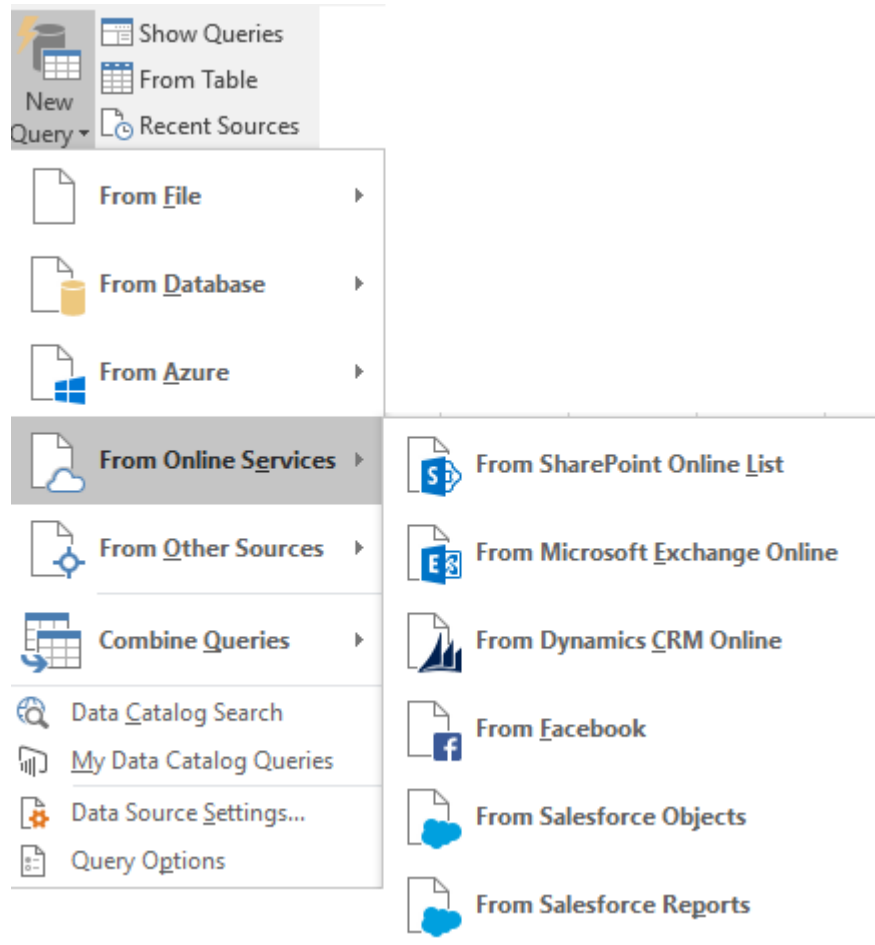
- **Get data from** Excel workbooks, Comma delimited files, XML files, text files and multiple files from a folder



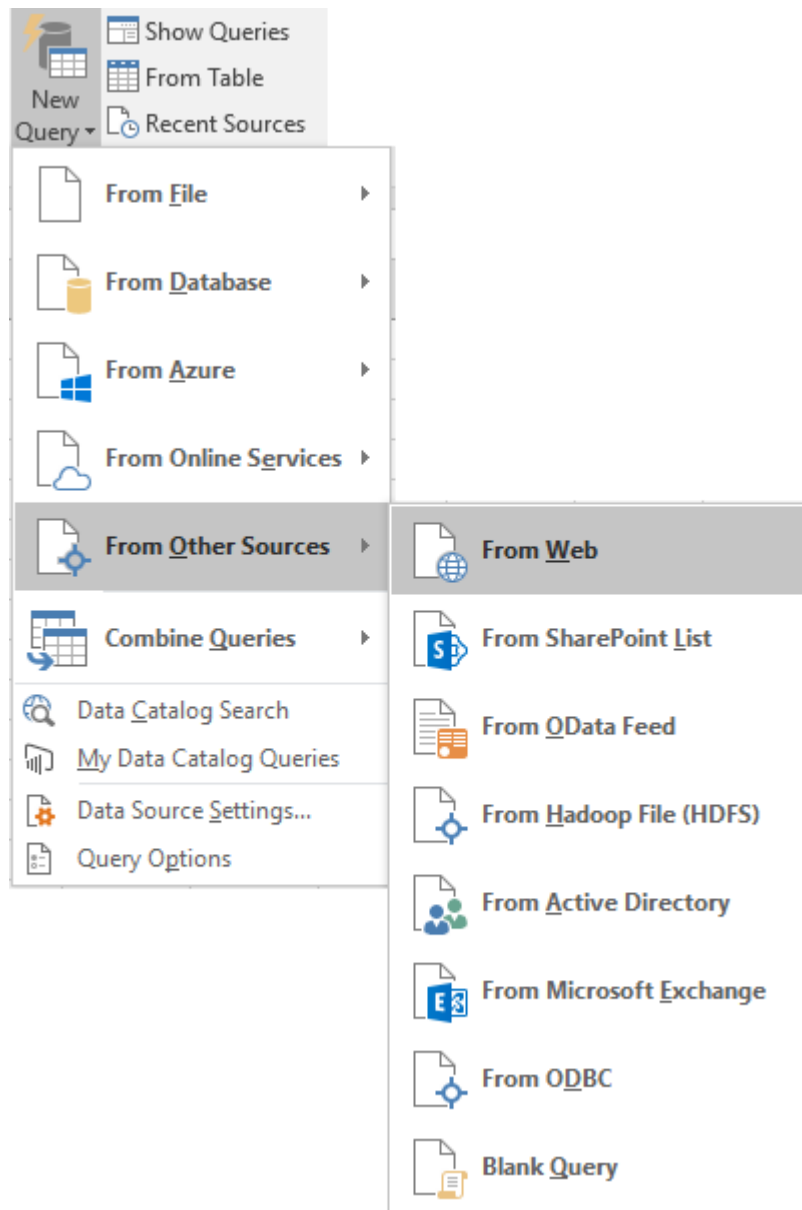
- **It can support a wide array of databases** – Microsoft Access, Microsoft SQL Server, Oracle, MySQL, DB2, PostgreSQL, Sybase, you name it!



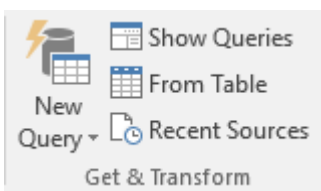
- **For Online Services**, we have Sharepoint, Microsoft Exchange, Salesforce, even Facebook!



- **From Other Sources**, you can get data from OData or even web pages.

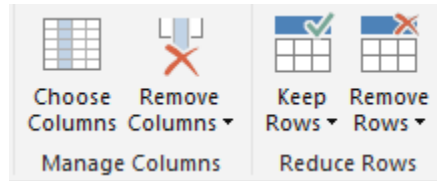


- **From Table** – Get your data from good old Excel Tables - My favourite!

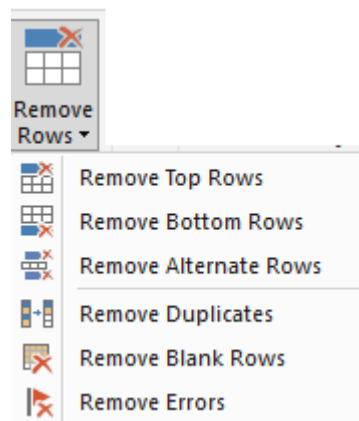


POWER QUERY HOME TAB

FILTERING DATA

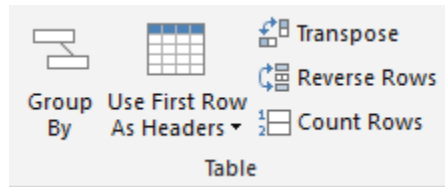


- **CTRL + Click Column Header** – to select multiple individual columns
- **Remove Columns** – remove the selected columns
- **Remove Other Columns** – remove the non-selected columns
- **Keep and Remove Rows** – you can choose to keep or remove rows from the top /bottom or alternate rows
- **Remove Duplicates** – handy way to remove the rows that have duplicate values in your selected columns
- **Remove Errors** - handy way to remove the rows that have errors in your selected columns



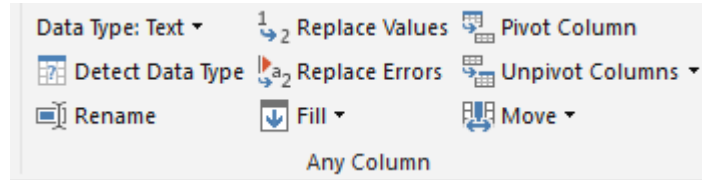
POWER QUERY TRANSFORM TAB

TRANSFORMATIONS

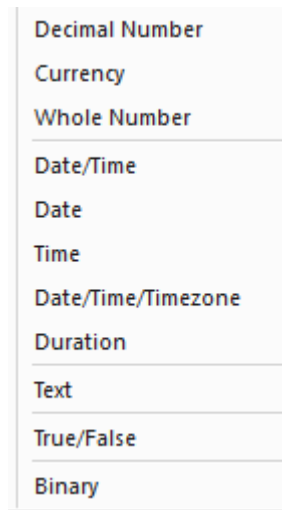


- **Group By** – aggregate your data based on your selected columns
- **Use First Row as Headers** – deletes the first row in your table and uses that as your column header
- **Transpose** – quick way to swap the rows and columns of your data
- **Reverse Rows** – swaps the order of your rows
- **Count Rows** – returns the number of rows

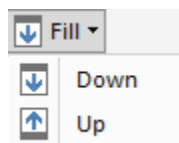
DATA TYPES AND PIVOTING



- **Data Type** – select from any of the data types below:

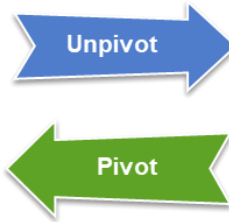


- **Rename** – you can also rename the column header by double clicking on it
- **Move** – rearrange your columns
- **Replace Values / Errors** – find and replace values/errors with another specified value
- **Fill** – fill empty cells up / down. Here's a cool tip, if you want to fill empty cells left / right, combine Transpose with Fill!



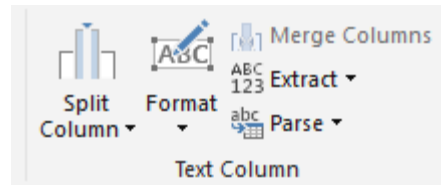
- **Pivot / Unpivot Columns** – See example below on what it does. Allows you to unpivot your data to allow for further analysis.

CUSTOMER	Jan	Feb	Mar	Apr	May	Jun
1 Acme, inc.	1625	3866	7068	5276	4822	8421
2 Widget Corp	1481	1424	8957	3753	1159	6678
3 123 Warehousing	8704	6881	3161	4636	4011	8291
4 Demo Company	4118	3671	2425	9649	9152	8631
5 Smith and Co.	9273	9492	4711	7431	1223	6151
6 Foo Bars	9640	3024	7757	8310	4151	7381
7 ABC Telecom	8566	8602	3657	3915	4000	8649
8 Arsenal FC	9522	4893	9454	6286	5074	5808
9 Fake Brothers	3325	6938	9708	8632	1425	6944

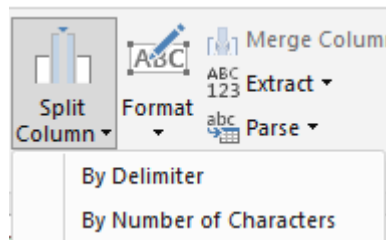


	A	B	C
1	CUSTOMER	Attribute	Value
2	Acme, inc.	Jan	1625
3	Acme, inc.	Feb	3866
4	Acme, inc.	Mar	7068
5	Acme, inc.	Apr	5276
6	Acme, inc.	May	4822
7	Acme, inc.	Jun	8421
8	Acme, inc.	Jul	6138
9	Acme, inc.	Aug	4932
10	Acme, inc.	Sep	6864
11	Acme, inc.	Oct	7780
12	Acme, inc.	Nov	9601
13	Acme, inc.	Dec	3091
14	Widget Corp	Jan	1481
15	Widget Corp	Feb	1424
16	Widget Corp	Mar	8957
17	Widget Corp	Apr	3753
18	Widget Corp	May	1159

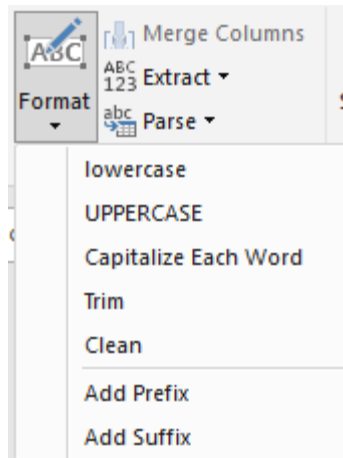
TEXT TRANSFORMATIONS



- **Split Column** – you can split the column by a specific delimiter (e.g. spaces, commas, etc.) or split the column by a specified number of characters

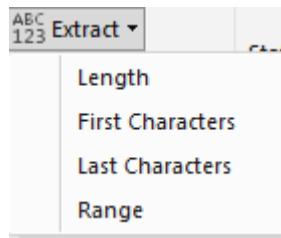


- **Format** – change the capitalization of your text, trim strings or clean by removing the non-printable characters

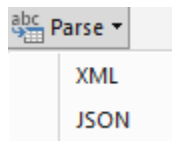


- **Merge Columns** – select multiple columns and these will be combined into one column

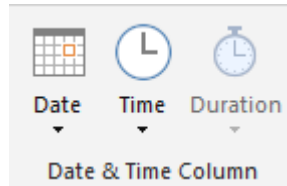
- **Extract** – extract either the length, first characters, last characters, or a specific range of characters



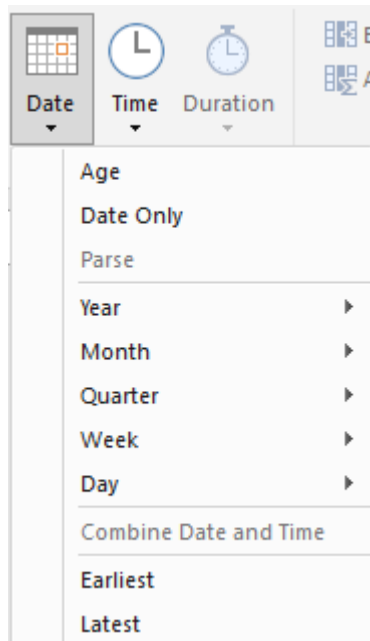
- **Parse** – use this on a column that has data in the XML or JSON format



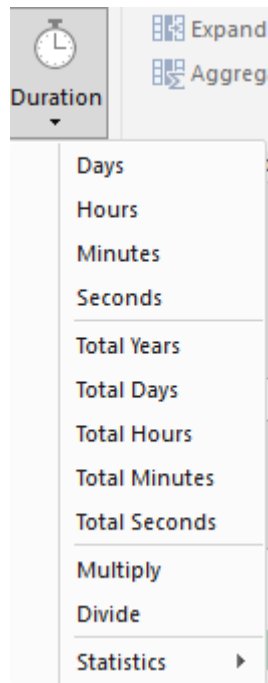
DATE AND TIME TRANSFORMATIONS



- **Date** – there are a lot of manipulations you can do here:
 - **Age** – gets the difference with the current date. The output is a duration type value
 - **Date Only** – gets the date component of a date-time column
 - **Year / Month / Quarter / Week / Day** – date calculations based on the date column you have selected
 - **Earliest / Latest** – returns the earliest / latest date on the selected date column



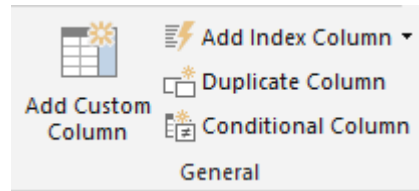
- **Time – Time Only** - gets the time component of a date-time column
- **Duration** – converts the selection duration column and converts to the unit you have selected (e.g. total years / days / hours, etc.)



POWER QUERY

ADD COLUMN TAB

ADDING CUSTOM CALCULATIONS



- **Add Custom Column** – use the Power Query formula language to create a new column with your custom calculations
- **Add Index Column** – add a new column that has a sequential numbering
- **Duplicate Column** – copy a column into an additional one
- **Conditional Column** – add a new column wherein its value is dependent on the condition that you have specified. It can conditionally get values from a different column.

Add Conditional Column

Add a conditional column that is computed from the other columns or values.

New column name

Custom

	Column Name	Operator	Value		Output	
If	<input type="text"/>	<input type="text"/>	ABC 123		Then	ABC 123

Add Rule

Otherwise

ABC
123

OK

Cancel

my**excel**  **nline.com**
Stand out from the crowd

