

# **POWER QUERY ACTION REFERENCE**

**By  
Jordan Goldmeier**

# Power Query Action Reference

I wrote this reference guide to help you use the best parts of Power Query. The following table is broken into multiple sections reflecting the different tabs upon which each action appears.

Please let me know if you have any questions, thoughts, comments or feedback.

Thanks,

Jordan

## Home tab

### **Refresh Preview**

Refreshes the current view up to selected step.

### **Choose Columns**

Let's you choose which columns you want to keep. Or, let's you hop to a specific column.

### **Remove Columns**

Let's you remove the specific column selected or to remove everything but the selected column.

### **Remove Rows**

Allows you to remove rows based on specific choices:

Remove Bottom Rows – Remove n amount of rows from the bottom.

Remove Top Rows – Remove n amount of rows from the top.

Remove Alternate Rows – Remove rows in an alternative pattern or sequence.

Remove Blank Rows – Remove rows with blank values

Remove Errors – Remove rows where cells contain errors

### **Keep Rows**

Allows you to keep a specified set of rows

Keep Bottom Rows – Keep n amount of rows from the bottom.

Keep Top Rows – Keep n amount of rows from the top.

Keep Range of Rows – Keeps rows in a specified range.

Keep Duplicates – Keeps rows with cells that have duplicate values

Keeps Errors – Keeps rows where cells contain errors

<b>Split Column</b>	<p>Let's you split a column with multiple values over multiple columns. You can specify by delimiter, by position, or by number of characters.</p> <p>You can also split by differently cased letter and when moving from text to numbers—or vice versa</p>
<b>Group By</b>	<p>This action allows you to summarize data by row values.</p> <p>This is like dropping a field into the row well of a pivot table and then dropping a corresponding field into the value well.</p>
<b>Replace Values</b>	<p>This allows you to replace one value with another for the selected columns.</p>
<b>Merge</b>	<p>Let's you merge the current query with another. You can either merge onto the given table itself or create a new query from the result. I recommend you always create a new query.</p>
<b>Append</b>	<p>This let's you stack two similar tables on top of each other.</p>
<b>Transform Tab</b>	
<b>Use First Rows as Headers</b>	<p>Promotes the top row to become a header column</p>
<b>Use Headers as First Row</b>	<p>Demotes the column headers to become the first row.</p>
<b>Transpose</b>	<p>Switches the rows and columns of the dataset.</p>
<b>Reverse rows</b>	<p>Causes the sorting order to be reversed.</p>
<b>Detect Datatype</b>	<p>Allows you to have power query automatically suggest a data type based on the data in the column field</p>
<b>Fill</b>	<p>Allows you to fill values up or down</p>

<b>Unpivot Columns</b>	Allows you to effectively take a crosstab table (think: pivot tales) and convert it back to a flat table format (think about the many-rowed data supports a pivot table).
<b>Move</b>	Let's you move a column to the front or end of the table.
<b>Format</b>	Let's you apply Excel functions like TRIM and CLEAN as well as define the cases of the text.
<b>Extract</b>	Allows you to extract specific values from the text. You can extract by delimiter, by character and more. This is similar to using the functions LEFT, RIGHT, MID, SEARCH, and FIND in excel.
<b>Merge Columns</b>	Allows you to join multiple columns into one
<b>Add Column Tab</b>	
<b>*Note*</b>	Several of the actions on the Add Column ribbon are the same as on the transform ribbon. The core difference is that the transform ribbon will change the values of the rows specified; the add column ribbon will add a new column as a result.
<b>Insert Custom Column</b>	This will allow you apply a custom formula written in M code.
<b>Insert Index Column</b>	Let's you create a new column where each row represents the row index. Starts with a zero.
<b>Duplicate Column</b>	Creates a duplicate of column.
<b>View tab</b>	
<b>Query Settings</b>	Let's you define how the query is loaded in Excel.
<b>Formula Bar</b>	Check this to see the formula bar. I highly recommend you do.

**Column Quality**

Let's you see a preview of how much of the data in the column has errors.

**Column Distribution**

Shows a histogram preview of each column field.

**Column Profile**

Provides a preview of summary statistics for a selected column field.