

## MODULE 1.1 THE POWER QUERY EDITOR

You can open the Power Query editor from the Excel’s Data tab, by going to **Data > Get Data > Launch Power Query Editor**.

You can also automatically launch the editor by importing data into Power Query. Simply select the appropriate option from the **Get & Transform Data** group on the Ribbon.

Formula Bar: Activate it from the View Tab

List of queries in the current workbook

How many rows and columns loaded

5 COLUMNS, 35 ROWS Column profiling based on top 1000 rows

Name of the Query (Also the final table name)

Applied Steps record each transformation. You can adjust, delete or add new steps anytime. (Note: there is no “undo” button in PQ)

PREVIEW DOWNLOADED AT 9:50 AM

If more than a 1000 rows are loaded, click on the text to base column profiling on the full dataset.

If preview of data is outdated, click on “refresh preview” from the Home Tab

	Document Date	Customer Name	Article Description
1	10/7/2020	Aida GmbH	Women dress (red) Cocktail
2	10/7/2020	Aida GmbH	Women type T (black) simple
3	10/7/2020	Aida GmbH	Women crop top (black)
4	10/7/2020	Aida GmbH	Women type T simple (red)
5	10/8/2020	Werner Strauss	Women type T (black) simple
6	10/8/2020	Werner Strauss	Women type T simple (red)
7	10/8/2020	Werner Strauss	Smartphone case diamond
8	10/11/2020	Werner Strauss	Smartphone case diamond
9	10/11/2020	Werner Strauss	Women dress (black) long
10	10/11/2020	Werner Strauss	Women dress (red) Cocktail
11	10/11/2020	Werner Strauss	Unisex tank top (white)
12	10/11/2020	Werner Strauss	Smartphone case simple
13	10/11/2020	Werner Strauss	Smartphone case diamond
14	10/11/2020	Werner Strauss	Laptop bag (red)
15	10/15/2020	Aida GmbH	Women type T simple (red)
16	10/15/2020	Aida GmbH	Women type T (white) simple
17	10/15/2020	Aida GmbH	Women type T (black) simple
18	10/15/2020	Aida GmbH	Women dress (red) Cocktail
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**MODULE 1.2 UNDERSTANDING DATA TYPES**

It is very important to define your fields (*columns*) with the proper data types. This ensures the following:

- Data can be properly interpreted/understood.
- Data can be manipulated properly.
- Data cannot be manipulated improperly.
- Proper level of numeric precision is maintained.

1.2	Decimal Number
\$	Currency
1 <sup>2</sup> <sub>3</sub>	Whole Number
%	Percentage
	Date/Time
	Date
	Time
	Date/Time/Timezone
	Duration
A <sup>B</sup> <sub>C</sub>	Text
	True/False
	Binary
	Using Locale...

Data Type	Description and Use	M Code
Decimal Number	Maximum 15 digits regardless of decimal placement.	type number
Currency	4 digits to the right of decimal; maximum 19 digits regardless of decimal placement. Anything after the 4th decimal place is rounded.	Currency.Type
Whole Number	Integer value ( <i>no decimal precision</i> ). Maximum 19 digits. Any fractions are rounded.	Int64.Type
Percentage	Displayed as percentages in Power Query; displayed as decimals in a workbook.	Percentage.Type
Date/Time	Date & Time in a single column. Stored as a decimal type.	type datetime
Date	Dates from 1900 to 9999 are supported. Stored as whole numbers.	type date
Time	Time only. Stored as decimal type.	type time
Date/Time/Timezone	UTC Date/Time	type datetimetimezone
Duration	Length of time shown as days, hours, minutes, and seconds. Stored as decimal type.	type duration
Text	Text and numbers. Maximum of 268K characters.	type text
True/False	Boolean value.	type logical
Binary	A sequence of bytes ( <i>e.g. when loading files from a folder</i> ).	type binary
Using Locale...	Important if importing data from sources that have different regional settings.	
Any	Set numbers ( <i>ex: dates and decimals</i> ) according to regional settings.	type any