# Power Query #1

## Introduction to Power Query and Data Analysis

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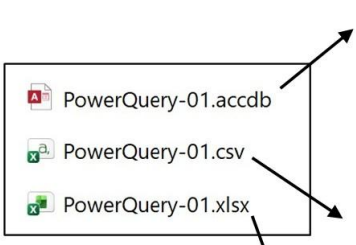
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## Why Power Query?

### What if you are given this data?




**1) Lookup Table (Dimension Table)**

LocationDiscount

| ID | Sales Locatio | % Discount | Click to Add |
|---|---|---|---|
| 1 | Phone | 0.00% | |
| 2 | Web Site | 12.75% | |
| 3 | Store | 6.75% | |

**2) Sales Table (Fact Table)**

```
Date,Description,Units
20261113,375-Web Site,2
20261015,250-Web Site,60
20261030,200-Web Site,6
20260615,375-Web Site,120
20251207,350-Web Site,1
```

**3) Lookup Table (Dimension Table)**

| ProductID | Boomerang | Category | Flight Range (m) | COGS | Price |
|---|---|---|---|---|---|
| 200 | Quad | Freestyle | 20 | 21.79 | 43.95 |
| 225 | Carlota | Freestyle | 20 | 17.28 | 34.95 |
| 250 | Sunshine | Fast Catch | 20 | 16.36 | 29.95 |
| 275 | GelFast | Fast Catch | 20 | 29.6 | 49.95 |
| 300 | Eagle | Beginner | 22 | 8.68 | 19.95 |

### But you need a table like this:

| | Date | SalesChannel | Boomerang | NetSales |
|---|---|---|---|---|
| 1 | 11/13/2026 | Web Site | Bellen | 43.54 |
| 2 | 6/15/2026 | Web Site | Bellen | 2612.26 |
| 3 | 10/12/2026 | Web Site | Bellen | 21.77 |
| 4 | 11/21/2025 | Web Site | Bellen | 1567.36 |
| 5 | 4/13/2026 | In Store | Bellen | 69.8 |
| 6 | 10/30/2026 | Web Site | Quad | 230.08 |
| 7 | 12/11/2025 | Web Site | Quad | 76.69 |
| 8 | 10/15/2026 | Web Site | Sunshine | 1567.88 |

## Power Query to the rescue!

## What Power Query does:

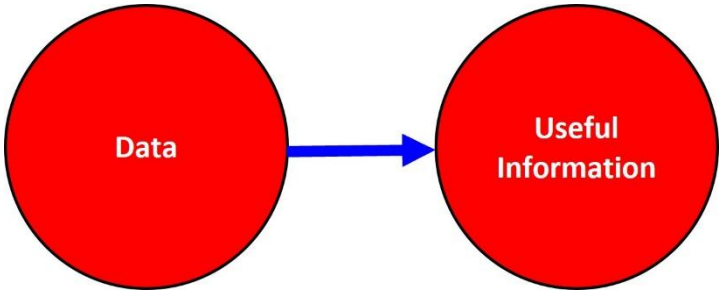
1) Import data from different data sources.
2) Clean and transform the data (in the Power Query Editor)
3) Load the data to the worksheet, PivotTable, Data Model or Connection Only
   and then use other tools to create the reports and dashboards

OR

4) Create the reports and analytics in Power Query before loading the data

➔ Before we study Power Query, we must know where the Power Query tool fits into the full data analysis process.

## What is data analysis?

- First: there are many synonyms for data analysis such as:
    - Data analysis
    - Data analytics
    - Business intelligence
    - Data science
- Each term has context that prescribes slightly different details, but at the heart of each is this definition:
    - Data Analysis = convert raw data into useful information for decision makers.
    - 

    - Alternative definitions:
        - Convert data into refreshable solutions that create actionable information.
        - Create solutions that allow data-drive decision making.
        - Create solutions that reveal undiscovered useful trends and patterns.
    - The goal is to allow decisions to be made based on data / empirical evidence.
    - At the heart of data analysis is:
        - Source data.
        - Transformations, logical tests and mathematical calculations to create proper tables of data and a final source data model.
        - Create useful information from the source data model.

## Steps in data analysis process

1) Interview decision makers and ask:
    - What information do they need?
    - What questions do they need to answer?
    - What trends would they like revealed?
2) Where is the data? Investigate and find the source for the data needed to create the information.

**Power Query covers these steps**

3) Connect to the data sources and clean and transform the data into the structure required to create useful information, usually the structure is a proper table.
4) Load the data to the worksheet, a PivotTable, the Data Model or Connection Only.

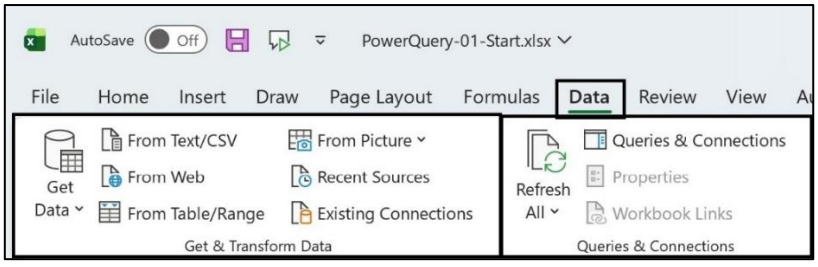
5) Create the data model, such as:
    - Flat table for the PivotTable tool.
    - Star schema data model for the Data Model tool in Power Pivot or Power BI. Star schema data model has fact tables, dimension tables, relationships, Measures, KPIs, and hidden fields.
6) Create useful information with:
    - Excel PivotTables, Charts, Worksheet Formulas.
    - Power BI Interactive Visuals and Dashboards.

    a. Power Query when the Tabular Reports are more easily created in Power Query than with other tools.

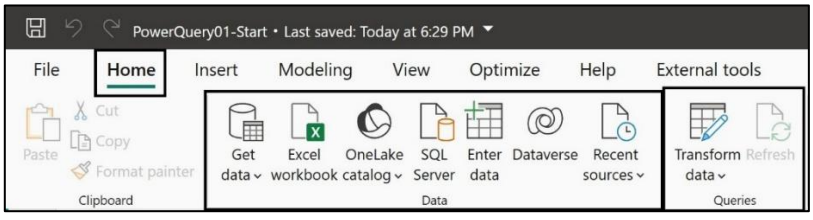
7) Review information and determine if information is sufficient.
8) Get more data if needed. Fix data model if needed.
9) Refresh reports, visuals and dashboards when new data arrives.

## Power Query is in Excel and Power BI!

In Excel:

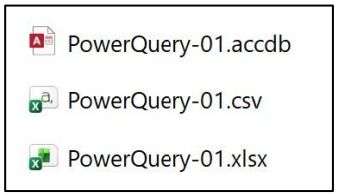


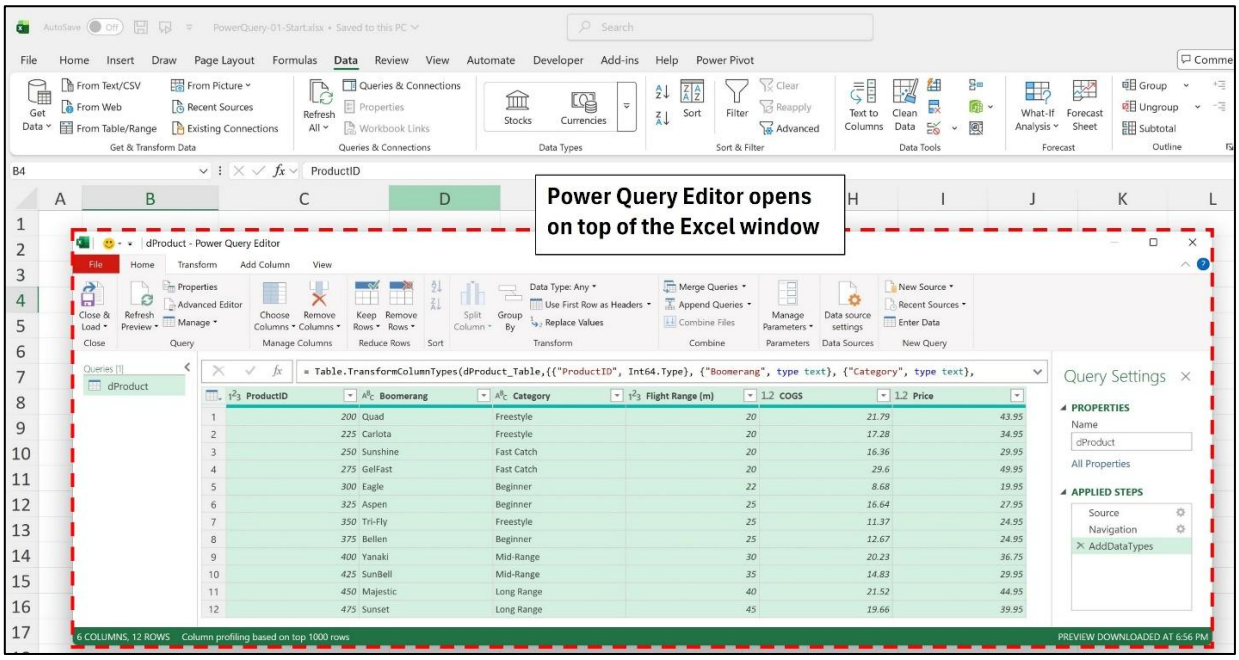

In Power BI Desktop:

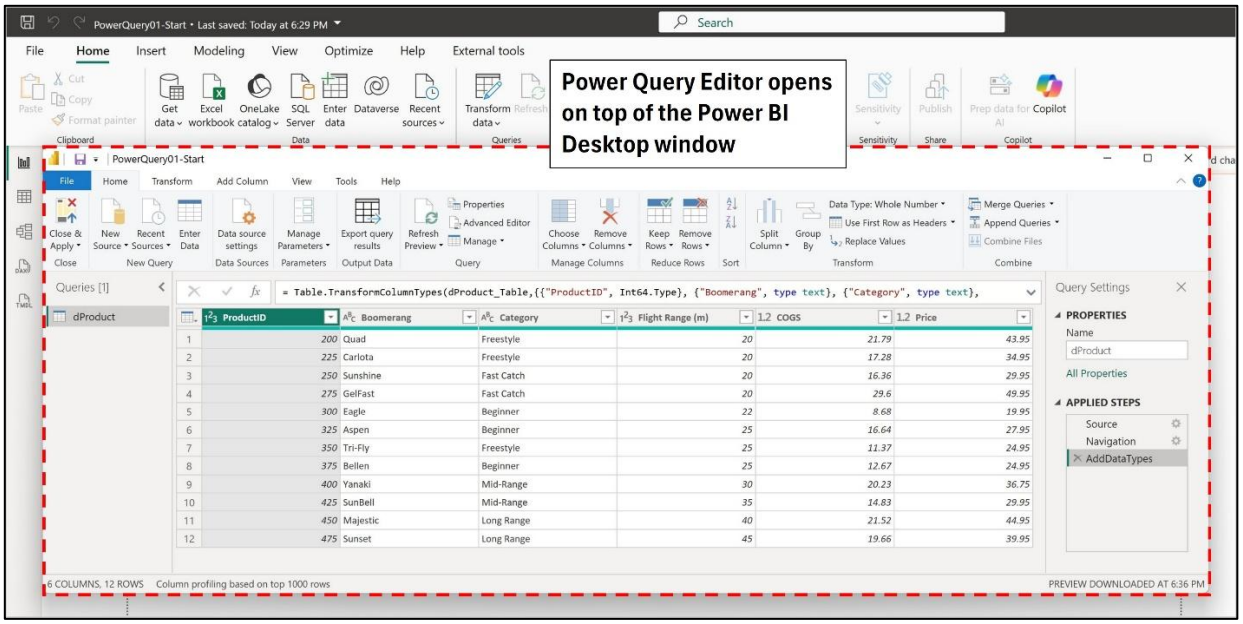


## What Does Power Query do?

1. Connect to data sources, such as:
    - Csv files.
    - Other Excel files.
    - Access database.
    - SQL database.
    - Online locations.




2. Bring data into Power Query Editor:
    - In Excel:
    - 

    - In Power BI Desktop:
    - 

3. Clean the data:
    - Example, change an ISO date into a serial number date:

| ISO Date | | Real Date (Serial Number Date) |
|---|---|---|
| 20260625 | => Into => | 6/25/2026 |

    - Example: Remove M from text number to create a real number:

| ISO Date | | Real Date (Serial Number Date) |
|---|---|---|
| 2.7 M | => Into => | 2.7 |

4. Transform the data:
    - Example, transform a column of records into a proper table:

| Data |
|---|
| 01/05/2023 |
| Chantel |
| $1,645 |
| 01/06/2023 |
| Jim |
| $4,829 |
| 01/08/2023 |
| Chantel |
| $3,635 |
| 01/11/2023 |
| Chantel |
| $2,713 |

→

| Date | Person | Sales |
|---|---|---|
| 1/5/2023 | Chantel | 1,645 |
| 1/6/2023 | Jim | 4,829 |
| 1/8/2023 | Chantel | 3,635 |
| 1/11/2023 | Chantel | 2,713 |

    - Example: transform table by removing columns:

| Date | Person | Product ID | Units Sold |
|---|---|---|---|
| 1/5/2023 | Chantel | Q4369 | 45 |
| 1/6/2023 | Jim | S5189 | 43 |
| 1/8/2023 | Chantel | A3451 | 75 |
| 1/11/2023 | Chantel | Q4369 | 61 |
| 1/13/2023 | Jim | S5189 | 89 |

→

| Person | Units Sold |
|---|---|
| Chantel | 45 |
| Jim | 43 |
| Chantel | 75 |
| Chantel | 61 |
| Jim | 89 |

5. Load the data to the Worksheet, PivotTable, Data Model, or Connection Only.

## What is data?

**Data = Raw Data** = data stored in its smallest form in a cell

Not Raw Data:

| Sales Record |
|---|
| 01/05/2023, Chantel, $1,645.01 |

Raw Data:

| Date | Person | Sales |
|---|---|---|
| 1/5/2023 | Chantel | $1,645.01 |

Because each bit of data is stored separately, we can easily perform actions like sorting or summing a column of data.

**Default alignment** indicates data type and can help track down errors

| <= Text is aligned left | Numbers aligned right => |
|---|---|
| Chantel | $1,645.01 |
| Jim | 1/5/2023 |
| Excel | 8:29 AM |
| $45..50 | 2/31/2025 |

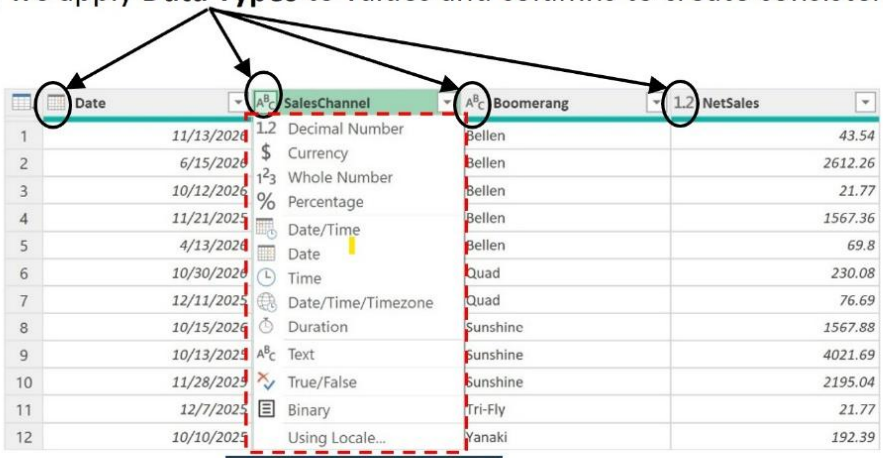
In the Excel worksheet & Power BI Visuals, **Number Formatting** displays a number in a certain way without changing the underlying number

| Number Format displays in certain way => | Sales | Date | Time | |
|---|---|---|---|---|
| | $50.57 | 2/28/2025 | 8:00 AM | |
| | 50.57 | 45716 | 0.333333 | <= What is really in the cell |

In Worksheet & DAX: Dates are the number of days since 12/31/1899. Examples: 1/1/1900 = 1, 1/2/1900 = 2, 2/28/2025 = 45,716
In Power Query: Dates are the number of days since 1/1/0001. Examples: 12/29/1899 = -1, 1/1/1900 = 2, 2/28/2025 = 45,717
Time is proportion of 24 hour day. Examples: 8 AM => 8/24 = 1/3 = 0.33333, 12 PM => 12/24 = 0.5

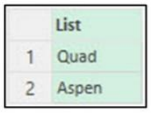
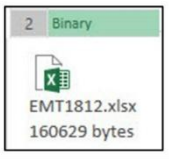
## Data Types & Values.

In Power Query we apply **Data Types** to values and columns to create consistent data for analysis.




Data Types you can apply to column

**Values Possible in M Code:**

| | Value | Description | M Code to Hard Code Value |
|---|---|---|---|
| 1 | Null | Absence of data. | Example: null |
| 2 | Logical | Boolean: true or false. | Example: true or false |
| 3 | Text | A string of Unicode characters. | Examples: "Quad", "A430G" |
| 4 | Number | Used for numeric and arithmetic operations. | Examples: -43 , 0 , 43.46 , 9.9e-5 |
| 5 | Time | Time for 24 hour day as decimal between 0 and 1. | #time(hour, minute, seconds)<br>Example: #time(11,10,57) = 11:10:57 |
| 6 | Date | Date as a serial number (Common Era Gregorian calendar). Dates span from 01/01/0001 to 12/31/9999. | #date(year, month, day)<br>Example: #date(1598, 01, 15)= 1/15/1598 |
| 7 | DateTime | Datetime value contains both date and time. | #datetime(year, month, day, hour, minutes, seconds)<br>Example: #datetime(2021,10,01,11,10,57)) =<br>10/01/21 11:10:57 AM |
| 8 | DateTime Zone | Represents a UTC (Universal Coordinated Time) date/time with a time-zone offset (last two arguments: hours & minutes). | #datetimezone(year, month, day, hour, minute, second, offset-hours, offset-minutes)<br>Example: #datetimezone(2021,10,01,11,10,57,09,00) =<br>10/01/21 11:10:57 AM + 9 hours |
| 9 | Duration | An amount of time in units of days, hours, minutes, and seconds.<br>Not supported in Dataflow. | #duration(days, hours, minutes, seconds)<br>Example: #duration(01,01,10,0) =<br>1 day and 1 hour 10 minutes |
| 10 | Table | Table with field names and records. | Example: #table({"Boom Product", "Sales"}, {{"Quad",43},{"Aspen",35}}) =  |
| 11 | Record | An ordered sequence of fields. | Example: [Boom Product = "Quad", Sales = 43] =  |
| 12 | List | A sequence of M Code values. | Example: {"Quad","Aspen"} =  |
| 13 | Binary | Represents a sequence of bytes. | Example: Excel file =  |
| 14 | Function | Custom function that defines the variables and the mapping for those variables to deliver a value. | Example: Function calculates the effective rate =<br>(APR, Periods) =><br>Number.Power(1+APR/Periods, Periods)-1 |
| 15 | Type | Classifies values with 1 of 16 data types. | Example: "type number" for defining the Decimal data type. The expressions: Value.Type(43) = "number" and the expression Value.Type(Value.Type(43)) = "type". |

**Data Types Possible in M Code:**

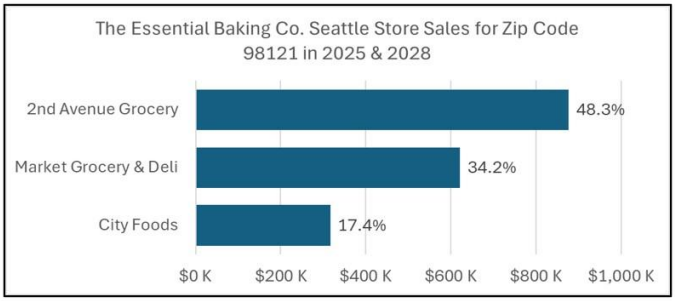
| | Data Type | Icon | Short Description | M Code |
|---|---|---|---|---|
| 1 | Decimal number | 1.2 | Number up to 15 decimals. | type number |
| 2 | Currency (Fixed decimal number) | $ | Number up to 4 decimals. | Currency.Type |
| 3 | Whole number | 123 | Number with no digit to right of decimal.<br>It removes decimals using bankers rounding. | Int64.Type |
| 4 | Percentage | % | Number up to 15 decimals with % Number Format. | Percentage.Type |
| 5 | Date/Time | | Serial number date and time together. | type datetime |
| 6 | Date | | Serial number date. | type date |
| 7 | Time | | Serial number time. | type time |
| 8 | Date/Time/Timezone | | Represents a UTC date/time with a time-zone offset. | type datetimezone |
| 9 | Duration | | Serial Number Length of Date and Time (not supported in Dataflow). | type duration |
| 10 | Text | ABC | Text. | type text |
| 11 | True/False | | Boolean. | type logical |
| 12 | Binary | | File like Excel file or Text file. | type binary |
| 13 | Any | ABC 123 | is used it will set numbers such as dates and decimals according to regional settings.<br>No expression will every deliver an any value type, though. | type any |
| 14 | nullable | | You can add the keyword nullable to data types like number so that the column can have the number or a null. However, many M Code features, such as List.Sum, Custom Functions with the type number, Merge feature, Append feature are programmed to silently ignore nulls. Functions like: Table.ColumnsOfType, Value.Is and Value.As do, for example, treat type number and type nullable number as different. For example, Value.Is(43, type nullable number) = TRUE and Value.Is(43,type null) = FALSE. | type nullable number |
| 15 | anynonnull | | Any non-null value (all values excluding null). | type anynonnull |
| 16 | none | | No values are classified. This type is sometimes used in helper functions that raise errors because any other value returned when the type is none will raise an error. | type none |
| 17 | Table | | Table with one or more fields and one or more records. Example in the Table.AddColumn function:<br>Table.AddColumn(PrevoiusStep, "Table", each #table(type table [Sales = number, Product = text],{{43,"Quad"},{69,"Carlota"}}), type table) | type table |
| 18 | Record | | Record with one or more fields and one or more values associated with the fields. Example in the Table.AddColumn function:<br>= Table.AddColumn(CCTableColumn, "Record", each _, type record) | type record |
| 19 | List | | List with one or more items. Example in the Table.AddColumn function:<br>= Table.AddColumn(CCRecordColumn, "List", each {"Quad",43}, type list) | type list |
| 20 | Function | fx | Built-in or Custom Function. Example in the Table.AddColumn function:<br>= Table.AddColumn(CCRecordColumn, "Function", each (x) => x +1, type function) | type function |

## Data is NOT Information!

Information is NOT data.
Information is created from data.
Information helps people make decisions and gain insight.

**Data** → into → **Information**

| | Date | Store | Zip | UPC | Units | Sales($) |
|---|---|---|---|---|---|---|
| 28 | 1/1/2025 | City Foods | 98121 | 8-13305-01659-7 | 65 | 492.05 |
| 29 | 1/1/2025 | City Foods | 98121 | 8-13305-01647-4 | 23 | 133.4 |
| 30 | 1/1/2025 | Metropolitan Market | 98199 | 8-13305-01647-4 | 31 | 179.8 |
| 39 | 1/1/2025 | Melrose Market | 98122 | 8-13305-01265-0 | 30 | 213.3 |
| 40 | 12/31/2028 | Seattle Super Market | 98108 | 8-13305-01265-0 | 65 | 477.1 |
| 60741 | 12/31/2028 | Seattle Super Market | 98108 | 8-13305-01647-4 | 34 | 207.4 |
| 60742 | | | | | | |




## Define Table

**Proper Data Set = Data Set = Table**

Table is made up of:
**Field** = column in table
**Field Name**= name at top of field that describes what data goes into field
**Record** = one row in table that contains related data for an observation or measurement.

The structure of a table is as follows:
1) Field names in first row
2) Records of related data in subsequent rows
3) Empty cells or Excel Row/Column Headers, all the way around table

**In Excel this must be true**

| Date | Person | Sales |
|---|---|---|
| 1/5/2023 | Chantel | 1,645 |
| 1/6/2023 | Jim | 4,829 |
| 1/8/2023 | Chantel | 3,635 |
| 1/11/2023 | Chantel | 2,713 |
| 1/13/2023 | Jim | 679 |
| 1/13/2023 | Tyrone | 1,527 |
| 1/14/2023 | Tyrone | 3,152 |
| 1/14/2023 | Jo | 3,554 |
| 1/14/2023 | Tyrone | 3,410 |
| 1/15/2023 | Jo | 458 |
| 1/15/2023 | Chantel | 2,140 |
| 1/15/2023 | Chantel | 3,361 |
| 1/17/2023 | Jim | 3,882 |
| 1/21/2023 | Tyrone | 3,223 |
| 1/21/2023 | Chantel | 1,609 |

← Fields
← Records

| Survey Data |
|---|
| Yes |
| Yes |
| No |
| Yes |
| No |
| No |
| No |
| Somewhat |
| Yes |
| Yes |
| Yes |
| Yes |
| Somewhat |
| No |
| No |

← Fields
← Records

## The Importance of Tables!

- The table structure is required by data analysis tools such as: Sorting, Filtering, PivotTables, Power Query, Power Pivot, Power BI and others.
- Simple tasks such as creating summary reports can be very difficult if the data is not stored in a table.

## What is NOT a table

**Not a Table** = Collections of data that are not structured as tables.

**Problem 1:**

Records are in 1 column.

| Data |
|---|
| 01/05/2023 |
| Chantel |
| $1,645 |
| 01/06/2023 |
| Jim |
| $4,829 |
| 01/08/2023 |
| Chantel |
| $3,635 |
| 01/11/2023 |
| Chantel |
| $2,713 |

^ ^ ^

With this structure, it is hard to add numbers or count names

Proper Table

| Date | Person | Sales |
|---|---|---|
| 1/5/2023 | Chantel | 1,645 |
| 1/6/2023 | Jim | 4,829 |
| 1/8/2023 | Chantel | 3,635 |
| 1/11/2023 | Chantel | 2,713 |

**Problem 2:**

Each row contains data for 4 records.

**Units Sold:**

| Week/SalesRep | Chantel | Jim | Jo | Tyrone |
|---|---|---|---|---|
| **Week 1** | 776 | 545 | 465 | 814 |
| **Week 2** | 697 | 706 | 671 | 555 |
| **Week 3** | 753 | 607 | 410 | 703 |

^ ^ ^

With this structure, it is hard to sort or filter

Proper Table

| Week | SalesRep | Units |
|---|---|---|
| Week 1 | Chantel | 776 |
| Week 1 | Jim | 545 |
| Week 1 | Jo | 465 |
| Week 1 | Chantel | 814 |
| Week 2 | Jim | 697 |
| Week 2 | Jo | 706 |
| Week 2 | Chantel | 671 |
| Week 2 | Jim | 555 |
| Week 3 | Jo | 753 |
| Week 3 | Chantel | 607 |
| Week 3 | Jim | 410 |
| Week 3 | Jo | 703 |

## Different Types of Tables

**Fact Tables**

Are the tables that have the data to summarize.
Each row is an observation or measurement.

| Date | Person | Product ID | Units Sold |
|---|---|---|---|
| 1/5/2023 | Chantel | Q4369 | 45 |
| 1/6/2023 | Jim | S5189 | 43 |
| 1/8/2023 | Chantel | A3451 | 75 |
| 1/11/2023 | Chantel | Q4369 | 61 |
| 1/13/2023 | Jim | S5189 | 89 |

Each row represents
a sale or transaction

| Date | Close GOOG |
|---|---|
| 11/26/2024 | $20.43 |
| 11/25/2024 | $20.43 |
| 11/22/2024 | $19.74 |
| 11/21/2024 | $18.79 |
| 11/20/2024 | $18.65 |

Each row represents
the stock price at the end of the day

| Student ID | Student | Class Taken |
|---|---|---|
| A2-088-05-0499 | Chike | Acct& 455 |
| A2-088-05-0933 | Jamila | Acct& 202 |
| A2-088-06-7551 | Mizuki | Acct& 455 |
| A2-088-06-7551 | Mizuki | Acct& 202 |
| A2-088-01-4811 | Akosua | Acct& 203 |

Each row represents
a class that the student attended

**Lookup Tables / Dimension Tables**

These tables have a unique list in the first column
and have other columns that contain lookup data or have report attribute data

Unique Identifier  Items to lookup

| Product ID | Product | Price |
|---|---|---|
| Q4369 | Quad | 43.95 |
| S5189 | Sunshine | 24.95 |
| A3451 | Aspen | 28.95 |

Unique Identifier  Report attribute data

| Date | Year | Month | Fiscal Q |
|---|---|---|---|
| 12/31/2024 | 2024 | Dec | 3 |
| 1/31/2025 | 2025 | Jan | 4 |
| 2/28/2025 | 2025 | Feb | 4 |

Unique Identifier  Items to lookup

| CustomerID | Name | Zip |
|---|---|---|
| 34-00987-M | 56th Market | 98103 |
| 65-00514-S | Sosio's Store | 98101 |
| 80-00781-M | Blue Market | 98106 |

## Table Granularity

The word **"grain"** means the size of the detail in the table.

| Date | Invoice No. | Product Cod | Sales($) |
|---|---|---|---|
| 1/1/2025 | 50256 | Q4369 | 492.05 |
| 1/1/2025 | 50256 | S5189 | 133.4 |
| 1/1/2025 | 50257 | A3451 | 179.8 |
| 1/1/2025 | 50258 | Q4369 | 213.3 |
| 12/31/2028 | 50258 | S5189 | 477.1 |
| 12/31/2028 | 50258 | A3451 | 207.4 |

The size of the detail is
is at the sales or transactional level
Month Grain > Invoice Grain > **Transactional Grain**

| Invoice No. | DeliveryFee | Discount ($) |
|---|---|---|
| 50256 | 7.7 | 71.93 |
| 50257 | 4.81 | 35.99 |
| 50258 | 6.74 | 44.4 |

The size of the detail is
is at the invoice level.
Month Grain > **Invoice Grain** > Transactional Grain

| Month | Ad Cost ($) | Sales ($) |
|---|---|---|
| Jan-25 | 20,749 | 192,642 |
| Feb-25 | 20,613 | 196,425 |
| Sep-26 | 15,832 | 211,775 |
| Oct-26 | 21,954 | 205,801 |
| Nov-26 | 31,034 | 687,783 |
| Dec-26 | 26,273 | 568,151 |

The size of the detail is
is at the Month level.
**Month Grain** > Invoice Grain > Transactional Grain

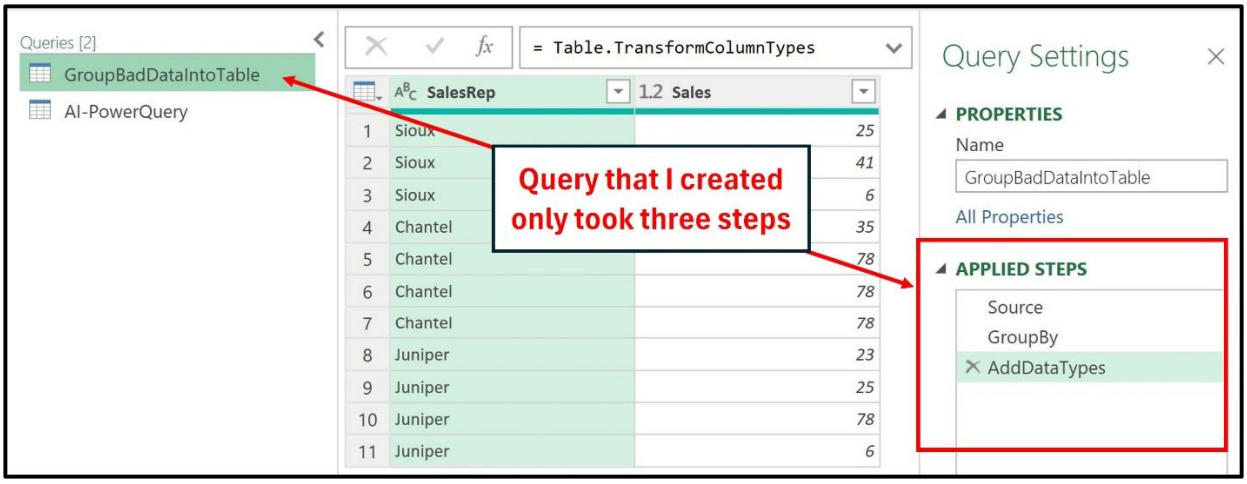
- Understanding grain is important because sometimes you need to make reports from tables with different grains.
    - Examples:
        - A Budget Variance Report with the budget numbers at the month grain and sales at the transaction grain.
        - An Invoice Sales Costs Report with the costs at the invoice grain and sales at the invoice line grain.

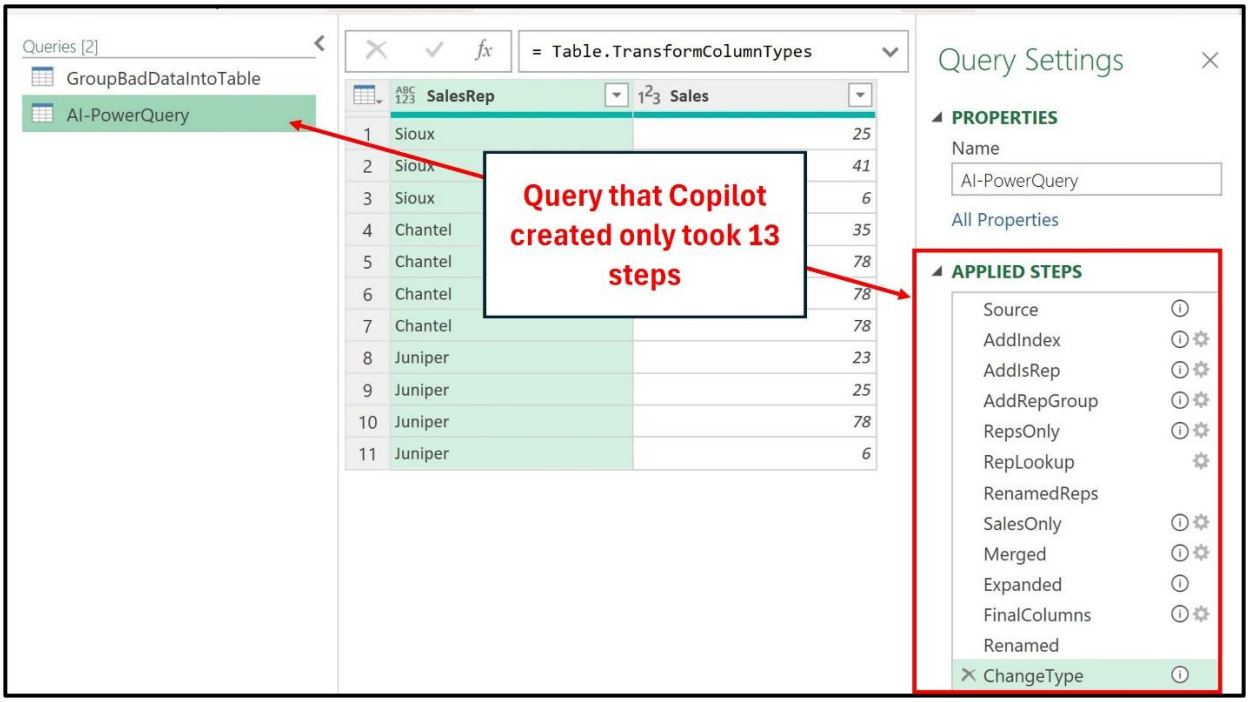
## Copilot / AI and Power Query

Copilot is Microsoft's AI tool. Copilot and other AI tools can be helpful, but they do not always provide correct or efficient answers—especially for Power Query questions. My job as a Power Query teacher is to help you learn the fundamentals so that, if you choose to use AI, you can determine whether the answers it provides are accurate and useful.

In my experience, I have seen Copilot and other AI tools give completely incorrect answers to questions about Power Query's Table.Group function and about creating formulas for approximate-match lookups, similar to what VLOOKUP or XLOOKUP can do easily in Excel worksheets.

Throughout the class, I will show examples where AI tools struggle with Power Query questions. In Video #1, I showed an example of asking Copilot to convert a column of records into a proper data set using Power Query. I also showed the Power Query query that I created, which was much more efficient. Here are two pictures from the video:



## Project Goal for Video 02

### 1) Import Source Data:

PowerQuery-01.accdb
PowerQuery-01.csv
PowerQuery-01.xlsx

**1) Lookup Table (Dimension Table)**

LocationDiscount

| ID | Sales Locatio | % Discount | Click to Add |
|---|---|---|---|
| 1 | Phone | 0.00% | |
| 2 | Web Site | 12.75% | |
| 3 | Store | 6.75% | |

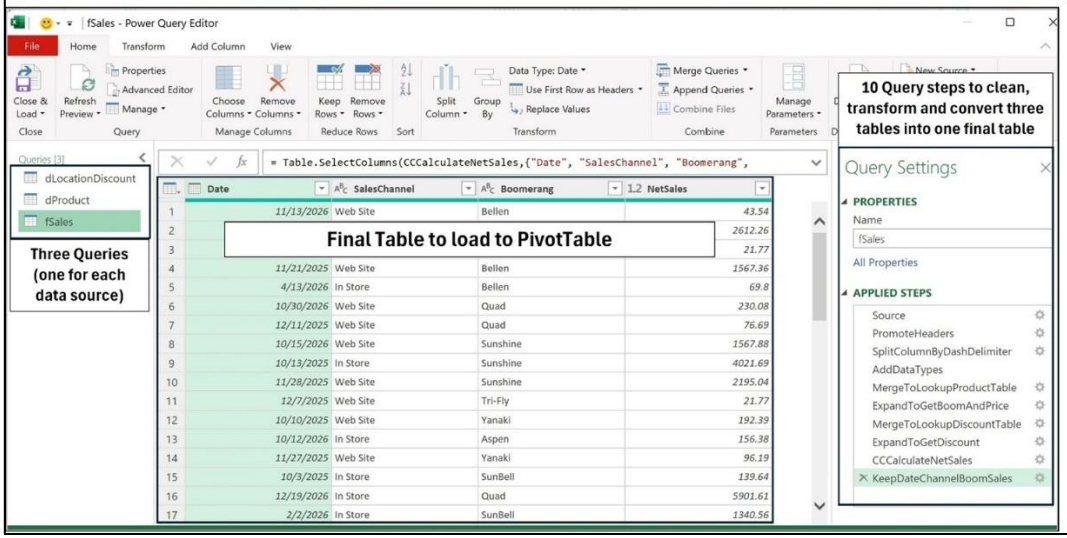
**2) Sales Table (Fact Table)**

```
Date,Description,Units
20261113,375-Web Site,2
20261015,250-Web Site,60
20261030,200-Web Site,6
20260615,375-Web Site,120
20251207,350-Web Site,1
```

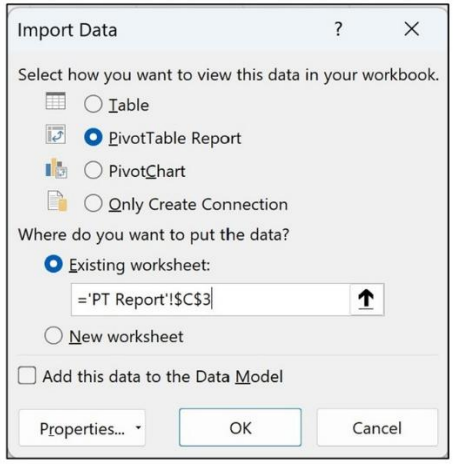
**3) Lookup Table (Dimension Table)**

| ProductID | Boomerang | Category | Flight Range (m) | COGS | Price |
|---|---|---|---|---|---|
| 200 | Quad | Freestyle | 20 | 21.79 | 43.95 |
| 225 | Carlota | Freestyle | 20 | 17.28 | 34.95 |
| 250 | Sunshine | Fast Catch | 20 | 16.36 | 29.95 |
| 275 | GelFast | Fast Catch | 20 | 29.6 | 49.95 |
| 300 | Eagle | Beginner | 22 | 8.68 | 19.95 |

### 2) Clean & Transform the Data:



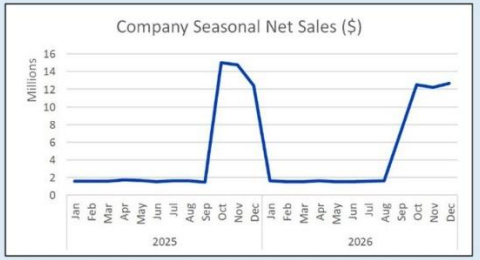

### 3) Load the Data to a PivotTable:

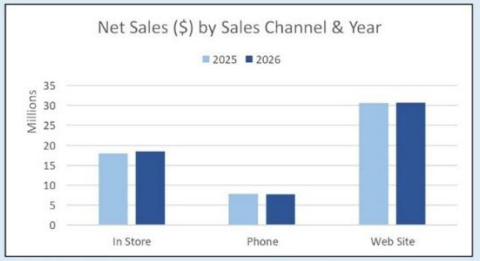



### 4) Create PivotTables and Charts:

**Boomerang.com 2025-2026 Net Sales**

| Year | Month | Net Sales ($) |
|---|---|---|
| 2025 | Jan | 1,568,826 |
| | Feb | 1,539,354 |
| | Mar | 1,567,205 |
| | Apr | 1,701,921 |
| | May | 1,641,913 |
| | Jun | 1,494,438 |
| | Jul | 1,590,494 |
| | Aug | 1,597,763 |
| | Sep | 1,465,770 |
| | Oct | 15,008,566 |
| | Nov | 14,751,513 |
| | Dec | 12,414,287 |
| 2025 Total | | 56,342,048 |
| 2026 | Jan | 1,623,865 |
| | Feb | 1,514,313 |
| | Mar | 1,533,000 |
| | Apr | 1,627,930 |
| | May | 1,508,698 |
| | Jun | 1,517,528 |
| | Jul | 1,574,307 |
| | Aug | 1,601,426 |
| | Sep | 7,044,629 |
| | Oct | 12,522,522 |
| | Nov | 12,192,052 |
| | Dec | 12,666,864 |
| 2026 Total | | 56,927,136 |
| Grand Total | | 113,269,184 |



## Keyboard shortcuts seen in video

1. Open Excel Power Query Editor: **Alt + F12**