AUTOMATE BORING AND REPETITIVE DATA CLEANING WITH POWER QUERY

Hi-res PDF, Video & Practice File: bit.ly/pq-data-cleaning

1 Use Excel Tables: Make data easier for Power Query to read

C001	JOHN DOE	12/25/2024	$100	New York, NY	john.doe@example.com
C002	jane smith	12/26/2024	250USD	Los Angeles, CA	jane.smith@example.com
C003	Michael Brown	25-Dec-24	$150	Chicago, IL	bob.johnson@example.com
C004	Sarah_Jones	12/27/2024	200	Houston, TX	alice.williams@example.com
C005	Mark Johnson	28-Dec	50	Miami, FL	mike.brown@example.com

How?

Select any cell in your data > Use Keyboard shortcut

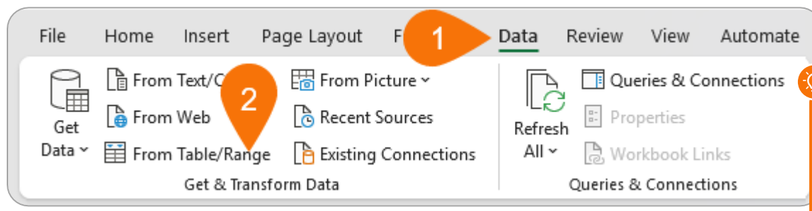
Ctrl + T

CustomerID	Full Name	Purchase Date	Amount	Location	Email
C001	JOHN DOE	12/25/2024	100	New York, NY	john.doe@example.com
C002	jane smith	12/26/2024	$250	Los Angeles, CA	jane.smith@example.com
C003	Michael Brown	25-Dec-24	150	Chicago, IL	bob.johnson@example.com
C004	Sarah_Jones	12/27/2024	$200	Houston, TX	alice.williams@example.com
C005	Mark Johnson	28-Dec	50	Miami, FL	mike.brown@example.com

Bonus Tip

For easy referencing, rename the table "USTransactions" via the Formulas tab > Name Manager

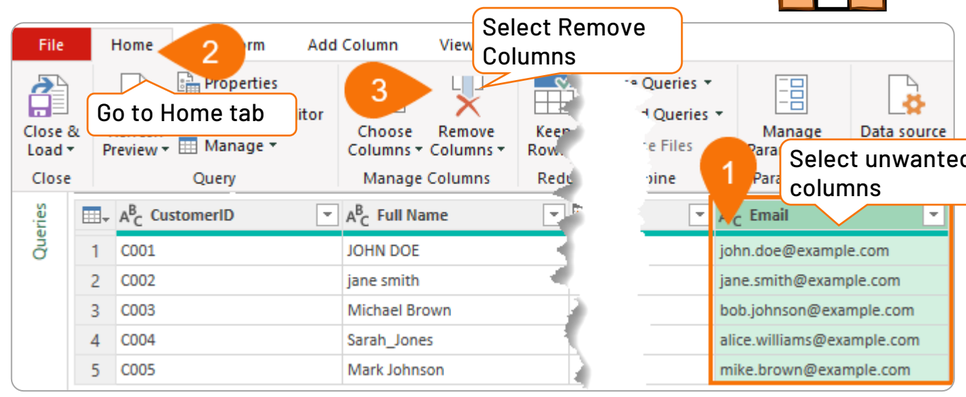
2 Load data: Data tab > From Table/Range



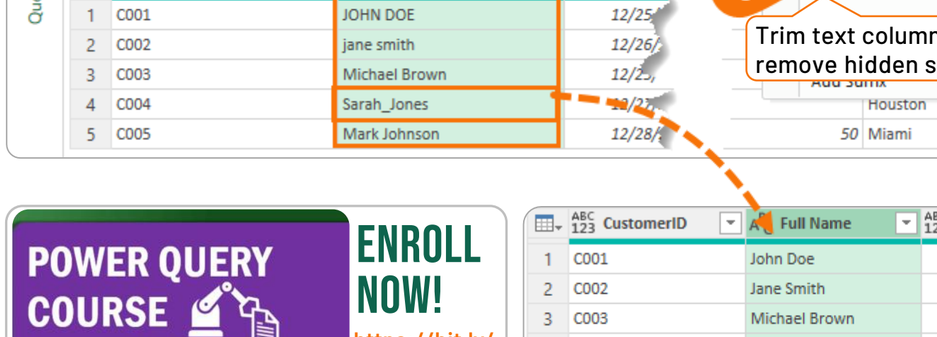
Bonus Tip

Power Query can get data from almost anywhere!

3 Remove Unwanted Columns



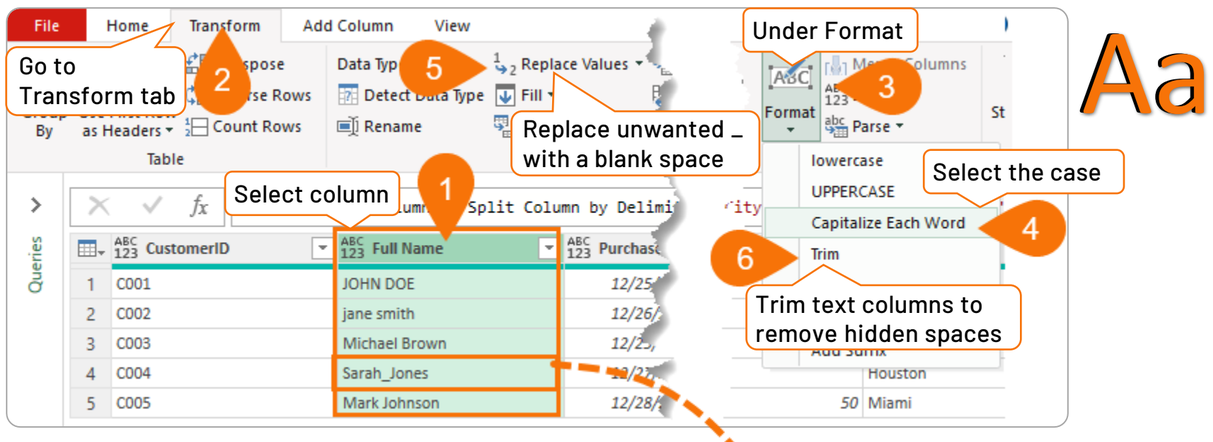
4 Split Columns by Delimiter: Split Location into City & State



Bonus Tips

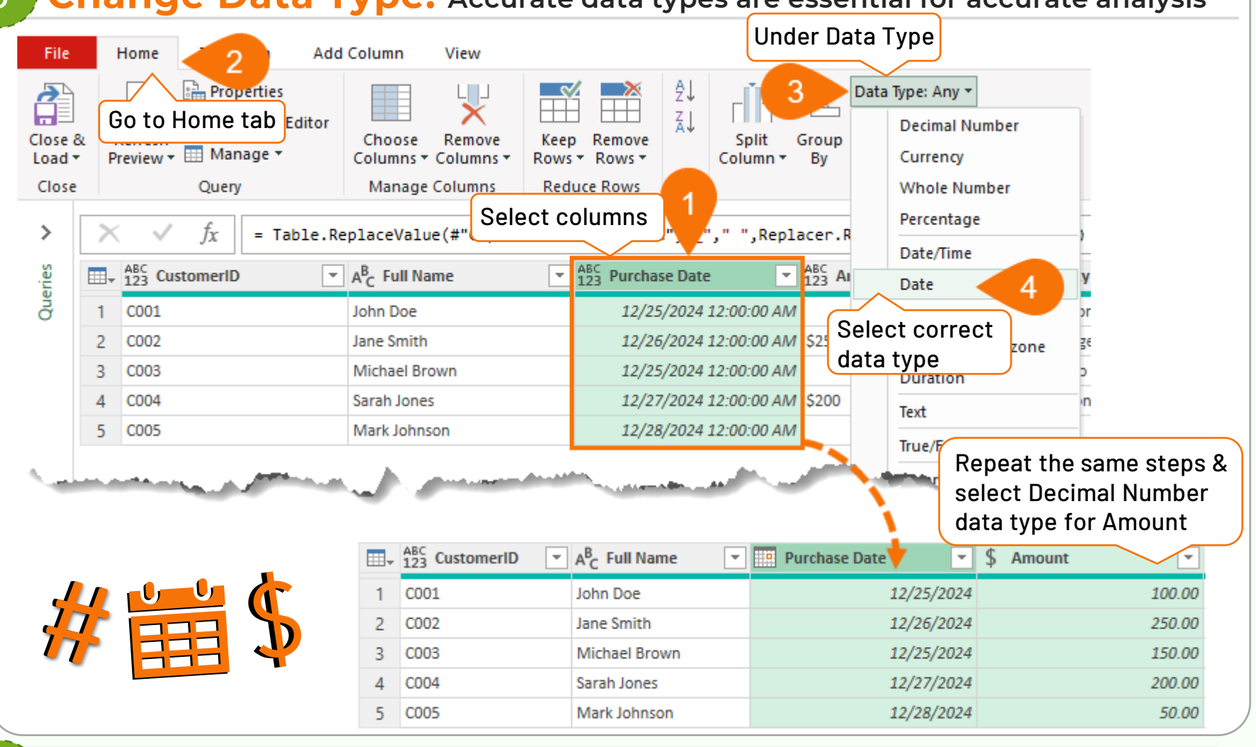
1. Steps performed in the Power Query editor do not alter the source data.
2. Steps taken can be reused on new data with same columns.

5 Standardize Data: Change case uniformly, remove unwanted characters

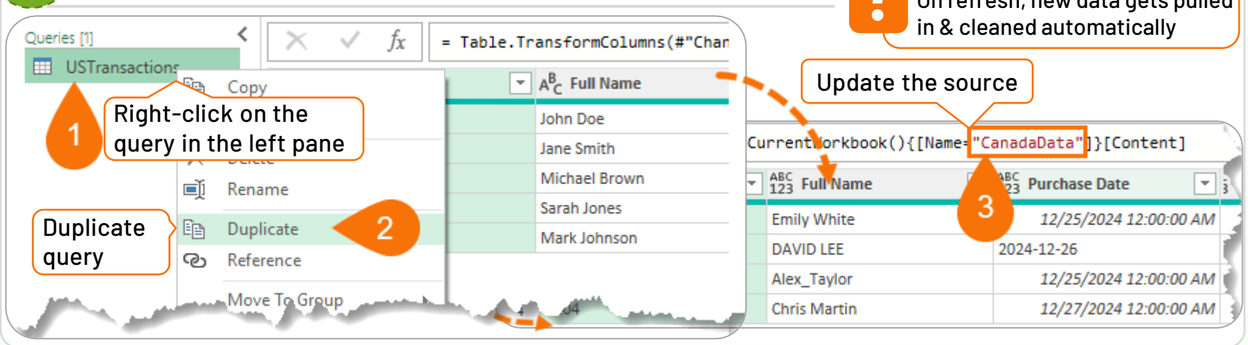


Aa

6 Change Data Type: Accurate data types are essential for accurate analysis



7 Duplicate Query: Reuse same steps on new data



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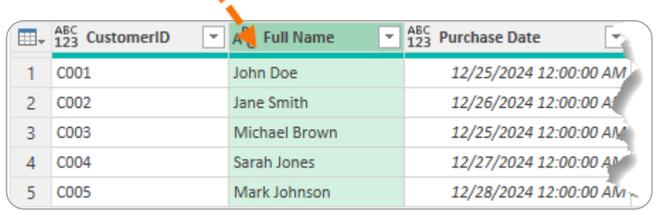
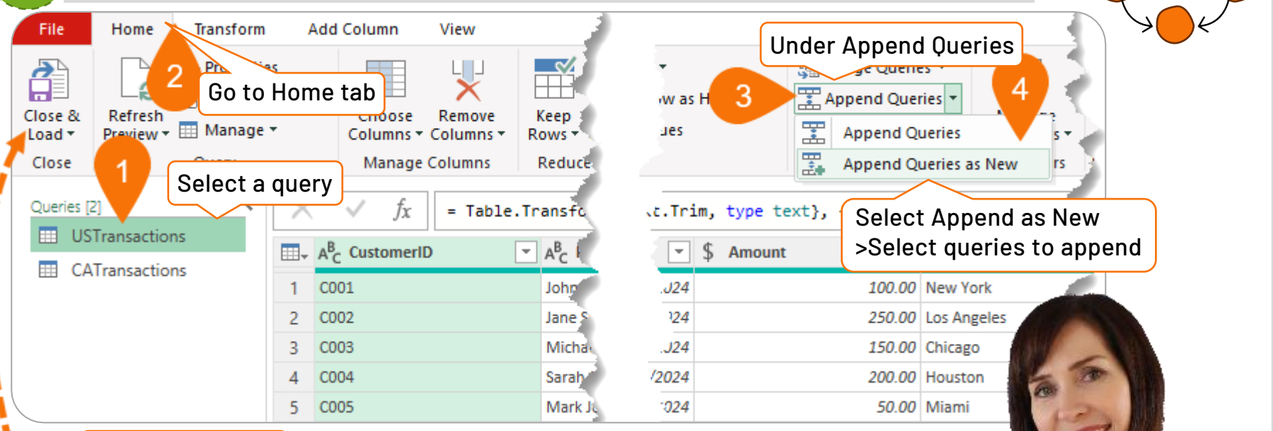


8 Append Query: Combine data from multiple sources into one sheet.

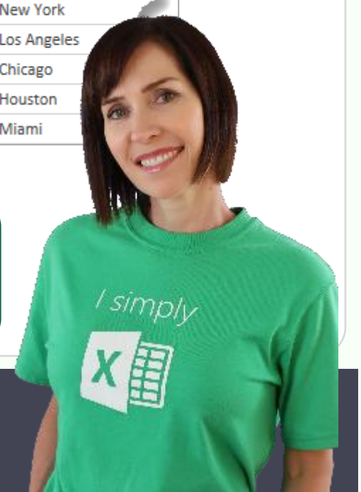


What Next?

Append queries adds all data under one another.
Close & Load the Power Query Editor to load the transformed data to Excel grid!

Must-Know:

- Column names must be identical in all data sources
- Power Query is case sensitive



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