

POWER QUERY RECIPES

Master Your Data in
Excel & Power BI





ABOUT POWER QUERY RECIPES

These cards are a set of ready-to-use Power Query Recipes to lead you step-by-step through a variety of data transformations and techniques. These cards are a useful reference where you can look up the exact steps needed for a particular data transformation pattern. We hope you find them as handy as we do ourselves!

USING THE RECIPE CARDS

The Table of Contents and the recipe cards are fully linked so you can easily navigate between them. Clicking on the recipe number or name on the Table of Contents will take you directly to that recipe. Likewise, if a recipe card references another recipe, clicking that reference will take you directly to the referenced recipe.

Many of the recipes are also linked to corresponding videos in our Power Query Academy courses and are indicated with the video icon shown here:



If you are enrolled in the corresponding Power Query Academy course (not in any of our other courses), clicking the video icon will take you to that video on the course site. Please note that you will first need to login to the course site before being able to watch the video. *You will not be able to watch the video if you are not enrolled in the corresponding course.*

If you are on the ongoing subscription of these cards, we will let you know when new cards have been added to the set you so can download your updated copy.





POWER QUERY RECIPES – TABLE OF CONTENTS

00. BEST PRACTICE ARCHITECTURES

- 0.100.1902 Files as a Data Source
- 0.110.1910 Creating a Staging Query
- 0.120.1910 Modifying Query Load Destinations

Course for Corresponding Video:

- n/a
- Power Query Fundamentals
- Power Query Fundamentals

10. SPLITTING DATA

- 10.100.1910 Split Records into Columns
- 10.105.1910 Split Records into Rows

- Power Query Essentials
- Power Query Essentials

20. RESHAPING DATA

- 20.100.1910 Pivoting Data
- 20.105.1910 Unpivoting Data
- 20.106.1906 Keep *nulls* During Unpivot
- 20.107.1910 Prevent Errors During Unpivot
- 20.110.1910 Transposing Data
- 20.115.1910 Unpivot Subcategorized Data
- 20.116.1910 Unpivot Subcategories – Big Data
- 20.120.1910 Pivoting Stacked Data

- Power Query Essentials
- Power Query Essentials
- n/a
- n/a
- Power Query Advanced
- Power Query Advanced
- Power Query Advanced
- Power Query Advanced

Look for the Pattern
Difficulty scale:



No Code



Lo Code



Pro Code

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TOC: 00.001.1910





POWER QUERY RECIPES – TABLE OF CONTENTS

30. COMBINING DATA

30.100.1910	7 Ways to Join Your Data
30.105.1910	Exact Match
30.110.1910	Left Outer Join
30.111.1910	Right Outer Join
30.112.1910	Full Outer Join
30.113.1910	Inner Join
30.114.1910	Left Anti Join
30.115.1910	Right Anti Join
30.116.1910	Full Anti Join
30.120.1910	Cartesian Product (Many to Many Join)
30.125.1910	Approximate Match

Course for Corresponding Video:

	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials
	Power Query Essentials

35. APPENDING DATA

35.100.1910	Basic Append		Power Query Essentials
35.400.1908	Appending Data Recipe Navigation		n/a
35.410.1910	Local/Network Drive "FilesList" Query		Power Query Essentials
35.412.1901	SharePoint/Office 365 Groups "FilesList" Query		n/a

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TOC: 00.002.1910





POWER QUERY RECIPES – TABLE OF CONTENTS

35. APPENDING DATA CONTINUED...

35.414.1901	OneDrive for Business “FilesList” Query
35.420.1910	Combine All “Flat” Files in a Folder
35.500.1910	Appending a Named Worksheet or Table from Multiple Excel Files
35.510.1907	Appending Contents of x th Table or Worksheet from Multiple Excel Files
35.520.1907	Appending Contents and Name of x th Table

Course for Corresponding Video:

n/a
Power Query Essentials
Power Query Essentials
n/a
n/a

40. CONDITIONAL LOGIC

40.100.1910	Extract to New Column Based on Prior Row
40.105.1910	Extract to New Column Based on Next Row

Power Query Advanced
Power Query Advanced

50. RANKING

50.100.1809	Ordinal Ranking	n/a
50.105.1905	Standard Competition Ranking	n/a
50.110.1905	Modified Competition Ranking	n/a
50.115.1905	Dense Ranking	n/a
50.120.1905	Fractional Ranking	n/a
50.125.1903	Number Grouped Rows	n/a

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TOC: 00.003.1910








POWER QUERY RECIPES – TABLE OF CONTENTS

60. DATE & TIME TECHNIQUES

60.100.1910	Dynamic Calendar Boundaries
60.105.1910	Dynamic Calendar: Start Date to End Date
60.110.1910	Dynamic Calendar: Start Date + x Days
60.800.1910	Replace <i>null</i> with Current Date
60.900.1903	Convert a Unix Timestamp to a Valid Date
60.910.1903	Convert UTC DateTime to Local DateTime
60.920.1903	Switching DateTimes Zones

Course for Corresponding Video:

	Power Query Advanced
	Power Query Advanced
	Power Query Advanced
	n/a
	n/a
	n/a
	n/a

70. MISCELLANEOUS

70.100.1809	Add a Random Number to all Table Rows	n/a
70.110.1908	Difference from Prior Row	n/a
70.120.1908	Import the most Recent File in a Folder	n/a

Look for the
Pattern
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Code



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TOC: 00.004.1910





SAMPLE RECIPES

Get the full set of Power Query Recipes at:
<https://powerquery.training/shop>

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MASTER YOUR DATA IN EXCEL & POWER BI



Source Table

```

Transactions
2/28/2017
HOLIDAY INN VANCOUVER CENVANCOUVER BC
158.14

2/28/2017
BCF-RBI-ONLINE BOOKING VICTORIA BC
18.5

2/27/2017
BCF-HORSESHOE BAY VICTORIA BC
105.65

2/25/2017
WESTIN GRAND HOTEL VANCOUVER BC
117

2/23/2017
ORIGINAL JOES RESTAURANT VANCOUVER BC
57.96

2/22/2017
JOEY BENTALL ONE VANCOUVER BC
185.93
    
```

Pivoting Stacked Data Recipe

Add a columns for transaction and line IDs

Add Column → Index Column → From 0

Select **[Index]** → Add Column → Standard → Integer-Divide*

Select **[Index]** → Transform → Standard → Modulo*

Pivot the data

Select **[Index]** → Transform → Pivot Column

Set the Values field to your data column

Go Advanced and "Don't Aggregate"

Right click the **[Integer-Divide]** column → Remove

Rename the newly created columns

Set your data types

Output Table

Date	Vendor	Amount
Tuesday, February 28, 2017	HOLIDAY INN VANCOUVER CENVANCOUVER BC	\$158.14
Tuesday, February 28, 2017	BCF-RBI-ONLINE BOOKING VICTORIA BC	\$18.5
Monday, February 27, 2017	BCF-HORSESHOE BAY VICTORIA BC	\$105.65
Saturday, February 25, 2017	WESTIN GRAND HOTEL VANCOUVER BC	\$117
Thursday, February 23, 2017	ORIGINAL JOES RESTAURANT VANCOUVER BC	\$57.96
Wednesday, February 22, 2017	JOEY BENTALL ONE VANCOUVER BC	\$185.93
Tuesday, February 21, 2017	SUTTON PLACE HOTEL VAN VANCOUVER BC	\$458.96
Monday, February 20, 2017	SPICY 6 FINE INDIAN CUISIVANCOUVER BC	\$27.72
Monday, February 20, 2017	BCF-RBI-ONLINE BOOKING VICTORIA BC	\$33.5
Monday, February 20, 2017	BCF- NANAIMO VICTORIA BC	\$71.75
Monday, February 20, 2017	"BCF-COWICHAN, QUEEN VICTORIA BC "	\$11.64
Tuesday, February 14, 2017	BCF-HORSESHOE BAY VICTORIA BC	\$88.7
Friday, February 10, 2017	SUTTON PLACE HOTEL VAN VANCOUVER BC	\$9.71
Friday, February 10, 2017	SUTTON PLACE HOTEL VAN VANCOUVER BC	\$233.16
Friday, February 10, 2017	BCF- NANAIMO VICTORIA BC	\$88.7

	Transactions	1.2 Index
1	2/28/2017	0
2	HOLIDAY INN VANCOUVER CENVAN...	1
3	158.14	2
4		3
5	2/28/2017	4
6	BCF-RBI-ONLINE BOOKING VICTO...	5
7	18	6
8		7
9	2/27/2017	8
10	BCF-HORSESHOE BAY VICTORIA BC	9
11	105.65	10
12		11
13	2/25/2017	12

* Modulo and Integer Divide always target the number representing the 1st row of the 2nd transaction

Power Query Academy
Subscribers: Click here to see this recipe in action!

For more data patterns check out our Academy at:
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Recipe: 20.120.1910

US\$19.95





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Source Table

Order ID	Quantity
TX000987	75
TX000988	2,755
TX000989	5,919
TX000990	1,000
TX000991	14,169

Key Match

Match Return

Quantity	Price Per
1	5.95
250	5.85
1000	5.75
2500	5.65
5000	5.55
10000	5.45

Lookup Table

Approximate Match Recipe

- Prepare **Source** table
 - Set data types
- Prepare **Lookup** table
 - Rename **[Match]** column to match **Source** table
 - Set data types
- Perform the match
 - Reference the **Source** table
 - Go to Home → Append → **Lookup** table
 - Filter the **[Match]** column → Sort Ascending
 - Filter the **[Key]** column → Sort Ascending
 - Right click the **[Return]** column → Fill → Down
 - Filter the **[Key]** column → uncheck *null*

Output Table

Order ID	Quantity	Price Per
TX000987	75	5.95
TX000990	1000	5.75
TX000988	2755	5.65
TX000989	5919	5.55
TX000992	10670	5.45
TX000991	14169	5.45

Key Match Return



Power Query Academy
Subscribers: Click here to see this recipe in action!

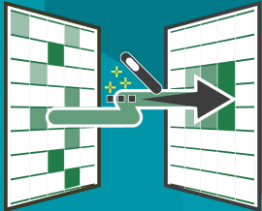
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Recipe: 30.125.1910



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