

- **Activate Formula Bar** – If you don't see it, go to View Tab >> Check the Formula Bar
- **Run Queries Faster** – To speed up the query load time, go to File >> Options & Settings >> Query Options. In the Data Load tab, check Fast Data Load. This will disable any parallel excel operations and allocate all the RAM for processing queries. This option is available in Excel, NOT in Power BI
- **Query Dependency Tree** – While working on multiple interlinked queries you might want to see their interdependency. Go to View Tab >> Query Dependencies
- **Advanced Editor** – All queries generate M code. The code can be seen, copied, shared and edited in the Advanced Editor. Go to View Tab >> Advanced Editor
- **Add Columns v/s Transform Tab** – Both these tabs have some common tools and options, remember that options in Add Columns will create a new column whereas Transform options will work on the existing column
- **PQ counts from 0 NOT 1** – You'll find this while referencing a row in table or while creating a default Index column
- **Referencing v/s Duplicating** – In queries pane, when you right click on a query, you'll see options for referencing or duplicating it. Referencing is almost always better unless you want to, for a reason, perform all the steps all over again which is duplicating a query
- **Change the Query Load Options** – Most times you'll create multiple supporting queries merging into a single query. While actually you want a single query output but when you click on Close & Load / Apply all supporting queries also get loaded in excel or the data model in Power BI. To stop this, you can change the load behavior
 - In Excel : In the Query Tab >> Load to >> Only Create Connection
 - In Power BI : In the Queries Pane, right click on the query >> uncheck Enable Load
- **Lower Case before applying VLOOKUP** – Power Query is case sensitive so while applying a lookup it's a good practice to convert the lookup value to lower / upper case for consistent results
- **Disable auto detect data types** – Power Query tries to be helpful and applies a 'changed data type step' automatically, incase you don't need that help you can turn that off. In File Tab Menu >> Options and Settings >> Options >> Data Load (Current File Menu) >> turn off 'Automatically Detect Column Types.. Sources'
- **Referring to previous step** – Power Query allows you to refer to the previous step to do that
 1. Click on 'fx' icon in the formula bar
 2. = #"Write the name of the previous step" – In case the previous step name has spaces
 3. = PreviousStep – Incase it is without any spacesMake sure to adhere to case sensitivity
- **Split the query into 2 parts** – Incase you would like to split a long query into 2 parts. Right click on the step from where it is to be split >> Extract Previous
- **Explore power query functions** - Create a new blank query, Data tab >> Get Data>> From Other Sources >> Blank Query. Now in the formula bar type **=#shared** and press Enter. Power query will show all items available including the list of functions
- **Protecting your query** – Incase you want the end user to not be able to look at your query. In Excel >> Review Tab >> Choose Protect Workbook >> Ensure that Structure is checked >> Provide a password (optional). Power Query toolsets will be greyed out. **Note that** if you are using Power Pivot as well the refresh won't work but incase you are just using Power Query the refresh will work
- **Preview of Tables** – Useful especially when you get a column which contains expandable tables. You can preview them by clicking on empty space in each row next to the word "Table". **Note** - don't click ON the table unless you want to load it.

Common errors in Power Query

- **Data Type Errors** – If you trying to perform = 1 + "apple" in power query, it'll result in an error. You can't add a number and text, also applying a specific data type to a wrong value will result in an error e.g. trying to convert "apple" to data type as a Whole Number
- **Case Sensitivity** – Apple, apple and aPple are 3 different values for PQ. While mentioning anything (formulas, values, column headers) be extremely careful of case sensitivity
- **Errors from Excel** – If your excel data is resulting in a error (#DIV/0, #NUM!, #N/A etc..), power query will read that value as an error value.
- **Types of files** – I have generally seen that power query has a trouble reading data from .xls (old excel format) and .xlsb (binary format). Also active hyperlinks in your .xlsx (excel) files creates a problem
- **Password Protected** – Make sure that your excel files are not password protected, that again is a killer and power query might not be able to connect to your data source