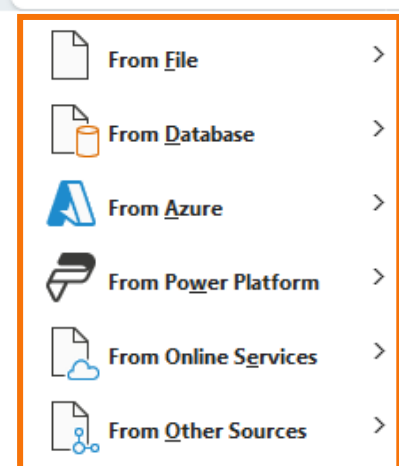
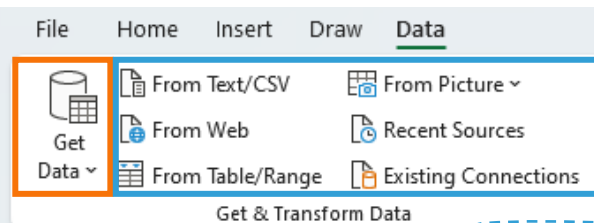


## Get Data

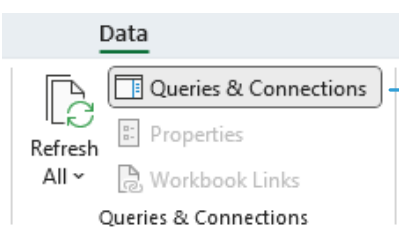
in the Data tab



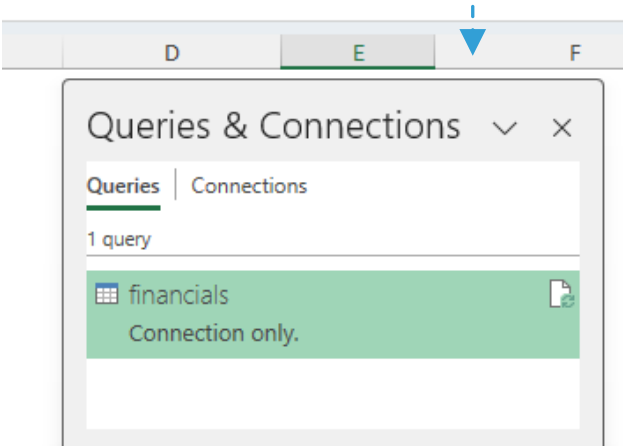
Common Sources

All Sources

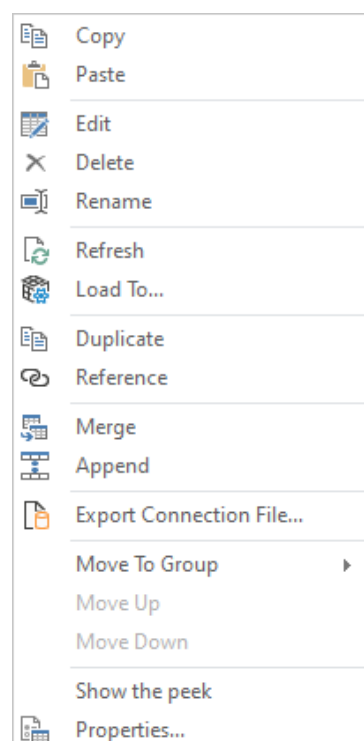
## Queries & Connections



in the Data tab



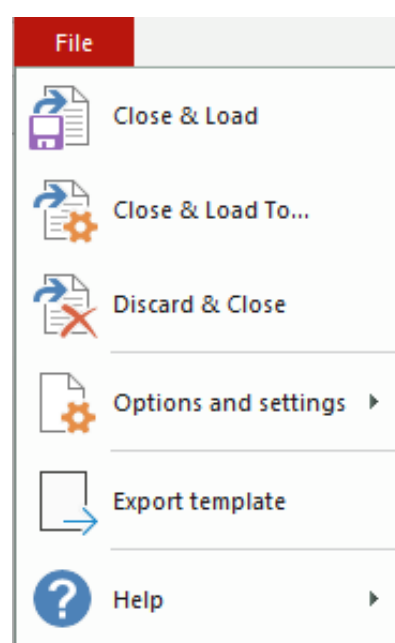
Right-click menu for query pane above (i.e. right-clicking on the green section of the query above will reveal this menu)



Edit,  
Refresh,  
Duplicate,  
Reference,  
Merge,  
Append,  
Properties

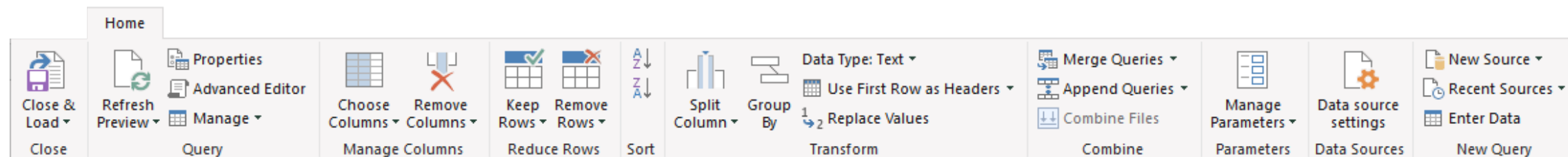
## File tab

Options & Settings,  
Export Template



## Home tab

Load, manage & combine queries, data source settings & some transformations.



Load data to Excel or data model

Manage queries, properties, refresh, Advanced Editor

Remove columns. Remove rows containing duplicates, blanks and errors

Sort

Split columns by delimiter, characters & position. Group rows, set data types and header row, find & replace values

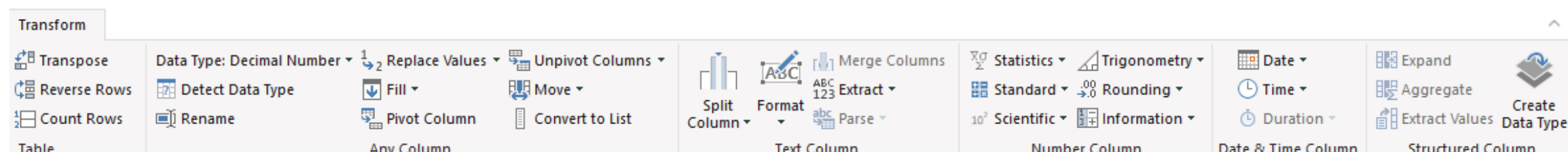
Merge/join queries, append/add queries together

Manage parameters and data source settings

Create new queries

## Transform tab

Group, Transpose, Pivot & Unpivot, Data Types, Split Columns & Text



Transpose, reverse and count rows

Column tools: Rename, Pivot, unpivot, set data types, fill, find up/down, replace values, convert to list

Transform text: split columns by delimiter, characters, position, case and digit to non-digit

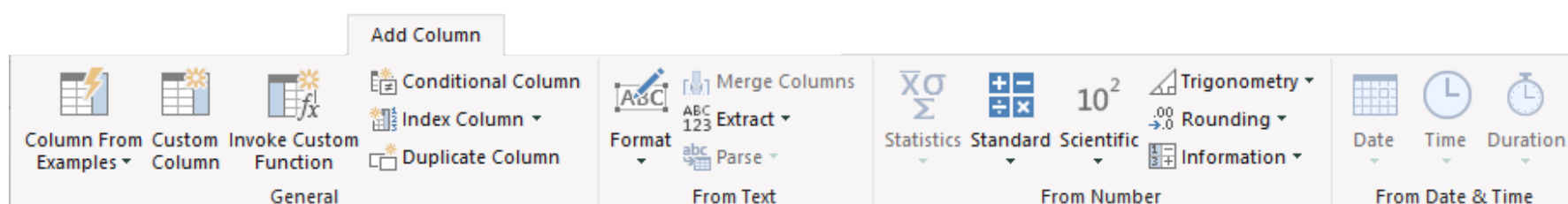
Derive statistics and perform calculations on numeric columns

Convert date/time into weeks, months, hours, minutes etc.

Create and work with custom data types

## Add Column tab

Custom Columns & Functions



Use AI, formulas, logic or custom functions to create new columns, add index column and duplicate columns

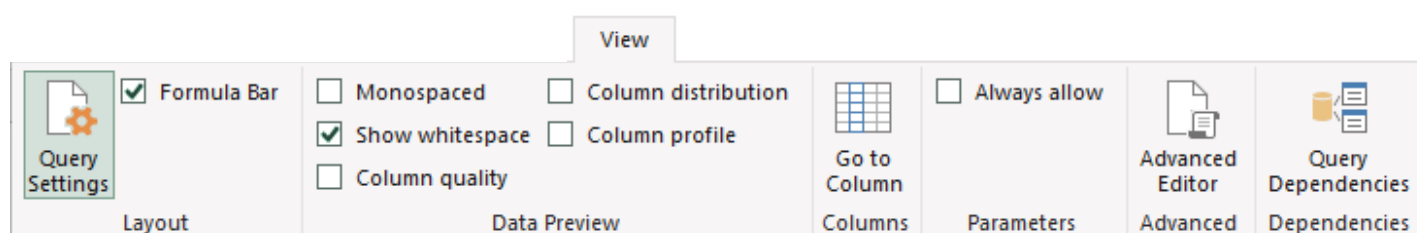
Trim, clean, convert to upper/lower/proper, add prefix/suffix, split text, merge columns

Add columns for statistics and calculations on numeric columns

Add columns for date/time into weeks, months, hours, minutes etc.

## View tab

Query Settings, Data Integrity, Parameters, Query Dependencies



Show/hide the query settings pane and formula bar.

Data integrity tools: identify columns with errors, empty cells abnormal distribution of values

Jump to a column

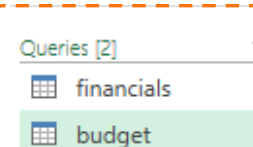
Parameter settings

Understand query dependencies

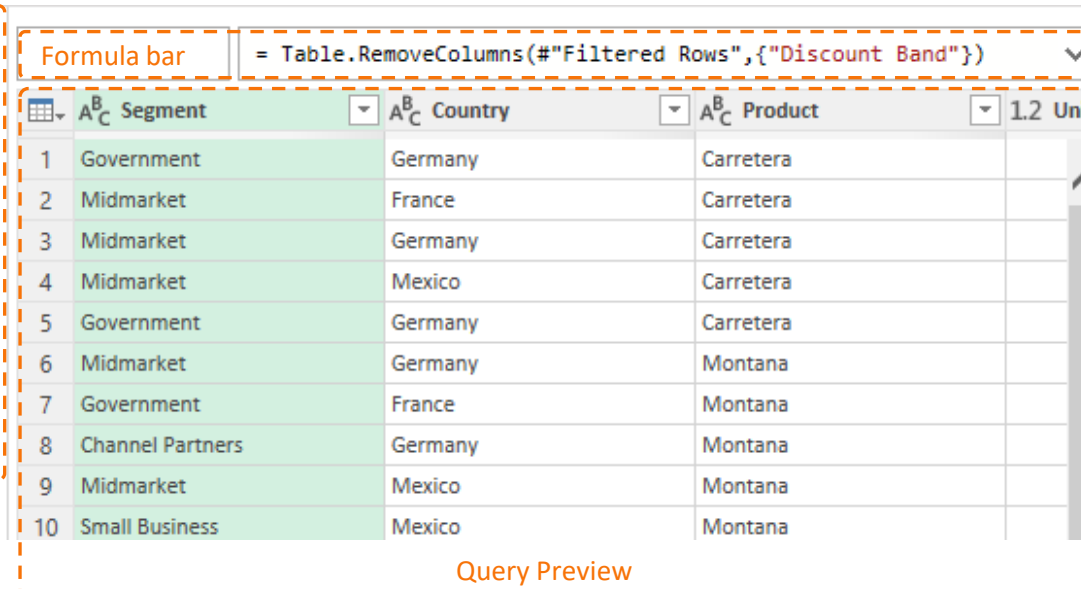
Open advanced editor

## Query Editor

Queries List,  
Query Preview,  
Formula bar,  
Query Settings



Queries List:  
Select the query to display. Right-click to copy, duplicate, reference and group



Query Preview

