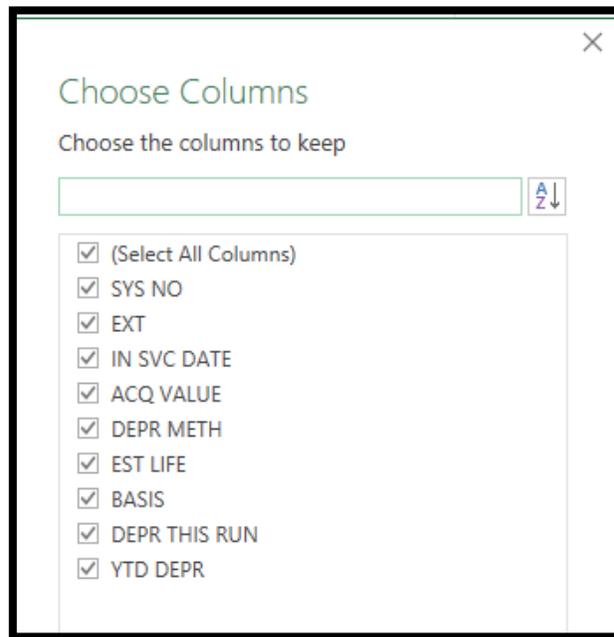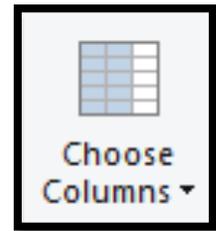# Top 6 Power Query Productivity Tricks

1. **Use the Choose Columns** button (on the Home tab) to select those columns that you want to keep Instead of scrolling through too many columns of data and wasting time.


2. **Use to Go to Column button** (beneath the Choose Columns button) to jump to a particular column instead of scrolling through all of the columns to find the one you want.

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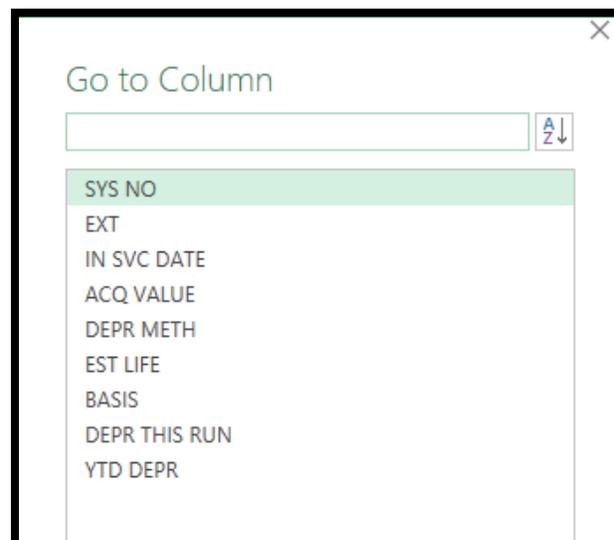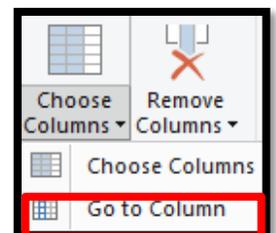
3. **Use the Group By feature** to replace some of your aggregate functions like SUMIFS, AVERAGEIFS, and COUNTIFS. To use this feature, first create a **Reference** to your existing query so that you are working on a linked copy of the original data. Do this by right clicking on the existing query and selecting **Reference**.
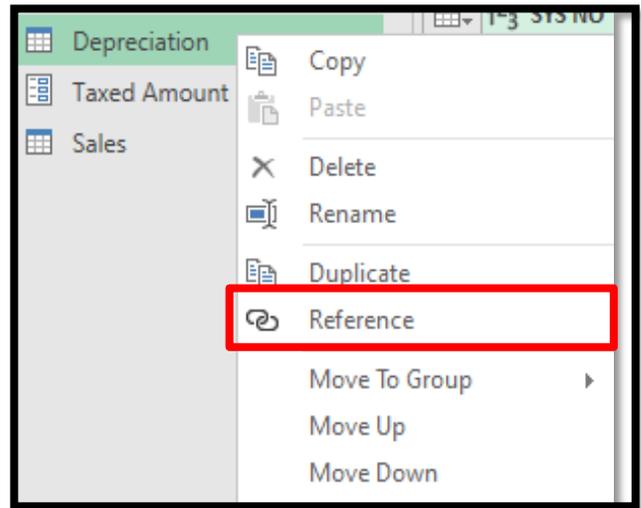
Then right click on the column that you want to group the data by (e.g., EXT) and select **Group By**…
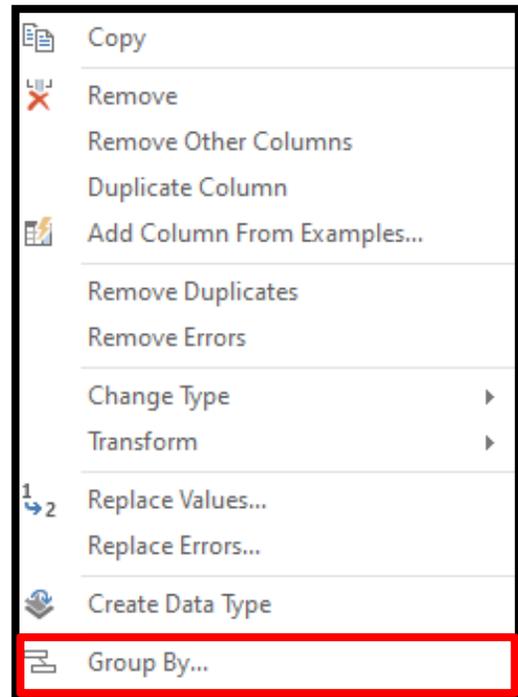
Then fill in the New column name, the Operation, and the column on which you would like to perform the operation.
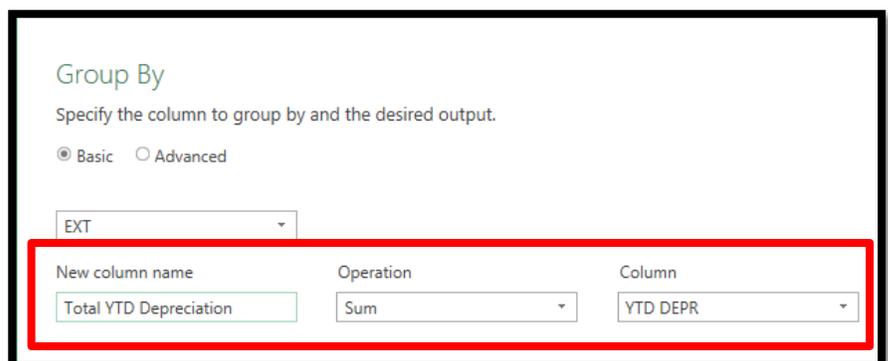
4. **Use the Data source settings** button (on the Home tab) to quickly change all data sources instead of having to update the Source step for each query.

5. **Set up Parameters** to hold information that may be used multiple times in formulas (e.g., Taxed Amount field). Instead of typing in the tax amount in several formulas (and then having to edit multiple formulas when the amount changes) you can create a parameter that holds the amount and then apply it to your formulas.

   To create a Parameter:

   a. Click **Manage Parameters** button (on the Home tab)
   b. Click **New**
   c. Fill in the details for your parameter field (e.g., Taxed Amount of .06) and click **OK**
   d. Then use the parameter field when writing your formulas
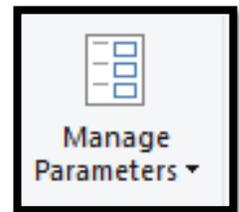
6. **Set up the Quick Access Toolbar in Power Query**

   a. Open **Power Query Editor**

   b. Click on the drop-down arrow on the QAT (Quick Access Toolbar) in top-left of screen and click on "Show below the Ribbon".
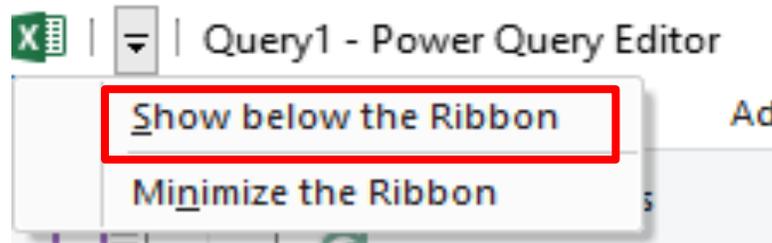
   c. Then right click on any button in the ribbon that you want to add to the QAT (e.g., the **Close & Load** button) and click on "Add to Quick Access Toolbar".
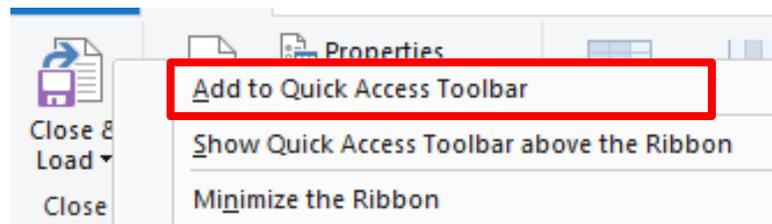
   d. This will now add the button to the QAT and save you from always having to switch back to the Home tab to find it!

   Useful Power Query buttons to add to the QAT are:

   - Close & Load
   - New Source
   - Choose Columns
   - Go to Column
   - Merge Queries

   - Append Queries
   - Extract
   - Custom Column
   - Add Column→ Date
   - Data source settings