

**MODULE TITLE** : Microsoft Excel Power Query  
**DURATION** : 1 day

## INTRODUCTIONS

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The Excel Power Query gets data from almost anywhere (web sites, databases, Excel files, SharePoint, Salesforce etc.) and enables you to manipulate it in many ways (clean, transform, merge and append) using a straightforward interface add-in to Microsoft Excel. Non-technical Excel users can access large corporate databases to conduct analysis and produce reports.

## TARGET AUDIENCE

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Experienced Excel users wishing to create complex reports, or needing advanced data analytics to process, analyse and display data.

## TRAINING OBJECTIVES

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At the end of this course, delegates will be able to:

- Create effective and professional reports
- Gather and transform data from multiple sources
- Discover and combine data in mashups
- Learn about data model creation
- Explore, analyse, and visualize data

## COURSE CONTENTS

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### Introduction to Power Query

- Installing Power Query
- Create and Edit a simple query

### Common Data Import Sources

- Working with CSV; Text; Excel Files
- Importing multiple files
- Working with Web data
- Scraping Data from Web Pages
- Calling a Web Service
- Finding Data using a Power Query Online Search

### Working with Folders and Multiple Files

- Using data from Windows File manager
- Combining Data from Multiple Files

### Working with Columns

- Name; Move; Split; Merge

### Filtering and Sorting

- Using Auto-Filter
- Using Number, Text and Date Filters
- Filtering Rows by Range
- Removing Duplicate Values
- Filtering out Rows with Errors
- Sorting
- Grouping rows

### Changing Values in a Table

- Replacing Values
- Transformations: – Text; Number; Date/Time
- Replacing Missing Values

### Table Transformations

- Un-pivoting Columns to Rows
- Transposing a Table
- Creating Custom Columns

### Loading Data

- Loading Data into a Worksheet
- Loading Data into the Excel Data Model
- Power Query and Table Relationships
- Refreshing Queries Manual & Auto

### Query Editor

- Edit Query Steps
- Edit Query Step Settings
- Refresh a Query

## Queries

- Understanding Power Query's language syntax
- Merging tables and queries
- Using Power Query functions in columns
- Using conditional (IF) statements
- Creating custom Power Query functions
- Implementing dynamic parameter tables
- Creating calendar tables
- Sharing queries
- Best practices for Query organization