Microsoft Power Query for Excel

Price: $ 240

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Length:	7 Hours (1 day)

Introduction: This one-day instructor-led course will provide a working knowledge of Power Query. Power Query is an intuitive tool for data discovery, transformation and enrichment. It allows you to quickly and easily combine data from one or more structured or semi-structured sources (Excel, CSV, relational databases, SAP, online services, etc.) in a repeatable manner. This course will provide in-depth working knowledge of Power Query including practical solutions to common scenarios.

Prerequisites: The user should be comfortable working in Excel and should understand common Excel features such as data formats, tables, formulas and absolute and relative addressing.

Objectives: Upon successful completion of this course, students will be able to:
- Import data into Excel from various external sources
- Perform data cleansing functions
- Shape data to meet data analysis requirements
- Perform conditional logic, error handling and other advanced functions
- Edit query scripts using the M programming language
- Create re-usable data extraction and cleansing routines

Course Outline

I.   Power Query for Business Users
  A.   Power Query overview
  B.   Getting started with Power Query

II.   Importing Data
  A.   Excel data sources
  B.   CSV and structured text
  C.   SQL Server and other relational databases
  D.   SharePoint Lists
  E.   Structured data from websites
  F.   Data outputs

III. Transforming Data
  A.   Using data types
  B.   Cleansing data
      i.   Handling missing and invalid values
      ii. Consistent formatting
  C.   Making data more meaningful
  D.   Sorting, filtering and grouping

III. Transforming Data (continued)
  E.   Splitting and merging
  F.   Appending and merging data sets
  G.   Creating derived values

IV. Advanced Functionality
  A.   Customizing queries using M
  B.   Built-in functions
  C.   Conditional logic
  D.   Error handling

V.   Practical Solutions to Everyday Scenarios