



Microsoft Power Query for Excel Advanced

Course Description

This one-day instructor-led course will provide advanced knowledge of Power Query. Power Query is an intuitive tool for data discovery, transformation, and enrichment. It allows you to combine data quickly and easily 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.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 7 hours (1 day)

Course Objectives: Learn to perform intermediate data manipulation using Microsoft Excel’s Power Query toolset.

Upon successful completion of this course, students will be able to:

- Import data from external sources (*ex: Access, SQL, Web, etc.*).
- Perform sophisticated transformations.
- Aggregate and extrapolate information from incomplete data.
- Edit query scripts using the M programming language.
- Implement branching logic.

Prerequisites: Microsoft Power Query for Excel – Basics

Course Outline

Importing Data

- Importing from Databases
- Importing Web Data

Manipulating Data

- Merging Tables and Queries
- Combining Queries with Different Data Types
- Applying Grouping
- Creating Summary Statistics
- Transposing and Unpivoting Complex Data
- Transposing Stacked Tables

Formulas and Logic

- Creating Power Query Formulas
- Creating Conditional Logic

The M Language

- Understanding the Power Query “Mashup” Language (“M” Language)

Power Query Objects

- Automating Query Refreshes