



# Microsoft Power Query for Excel Basics

## Course Description

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.

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

**Course Objectives:** Become familiar with the Microsoft Excel's Power Query toolset for connecting to data sources and performing data manipulations to produce data sets used in the construction of Excel reports (i.e. pivot tables, charts.)

**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

**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.

## Course Outline

<p><b>Power Query for Business Users</b></p> <ul style="list-style-type: none"><li>• Power Query overview</li><li>• Getting started with Power Query</li></ul> <p><b>Importing Data</b></p> <ul style="list-style-type: none"><li>• Importing Delimited Data</li><li>• Importing Excel Data</li><li>• Overriding Power Query Defaults</li><li>• Forcing Date Types</li><li>• Basic Append Operations</li><li>• Importing All Files in a Folder</li><li>• Preserving File Properties on Import</li></ul> <p><b>Aggregating Data</b></p> <ul style="list-style-type: none"><li>• Aggregating Excel Worksheets</li><li>• Consolidating Ranges and Worksheets</li><li>• Aggregating Data from Other Workbooks</li><li>• Unpivoting Data</li><li>• Merging Tables and Queries</li></ul>	<p><b>Data Types</b></p> <ul style="list-style-type: none"><li>• Importing Nondelimited Text Files</li><li>• Importing from Databases</li></ul> <p><b>Data Destination</b></p> <ul style="list-style-type: none"><li>• Query Loading Destinations</li><li>• Loading Queried Data into a Data Model</li></ul> <p><b>Data Types</b></p> <ul style="list-style-type: none"><li>• Defining Data Types</li><li>• Combining Queries with Different Data Types</li></ul>
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