



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 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: 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

Power Query for Business Users

- Power Query's Purpose
- Getting started with Power Query
- The Power Query Editor

Importing Data

- Importing Delimited Data (Text Files)
- Importing Excel Data (Tables & Ranges)
- Overriding Power Query Defaults
- Setting Proper Date Types
- Basic Append Operations
- Importing All Files in a Folder
- Preserving File Properties on Import

Aggregating Data

- Aggregating Excel Worksheets
- Consolidating Ranges and Worksheets
- Aggregating Data from Other Workbooks
- Unpivoting Data

Unstructured Data

- Importing Nondelimited Text Files

Data Destination

- Query Loading Destinations
- Loading Queried Data into a Data Model

Data Types

- Defining and Understanding Data Types