



Microsoft Power Query for Excel Deep Dive

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 advanced data manipulation using Microsoft Excel’s Power Query toolset.

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

- 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.

Prerequisites: Microsoft Power Query for Excel – Intermediate

Course Outline

<p>Power Query Objects</p> <ul style="list-style-type: none">• Tables• Lists• Records <p>Advanced Functionality</p> <ul style="list-style-type: none">• Referring to Steps or Rows• Referring to the Previous Row Dynamically <p>Custom Functions</p> <ul style="list-style-type: none">• Creating Custom Functions• Calling a Custom Function• Debugging Custom Functions <p>Branching Logic</p> <ul style="list-style-type: none">• Advanced Conditional Logic (OR & AND Functions) <p>Organization</p> <ul style="list-style-type: none">• Organizing Queries into Query Groups	<p>Dynamic Operations</p> <ul style="list-style-type: none">• Dynamic Parameter Tables• Dynamic Arrays as Parameters• Dynamic Calendar Tables <p>Lookup Operations</p> <ul style="list-style-type: none">• Exact Match Lookups with Discovery Fields• Exact Match Lookups without Discovery Fields• Approximate Match Lookups <p>Table Iteration Using Functions</p> <ul style="list-style-type: none">• Iterating Through Nested Tables <p>Reducing Development Lag</p> <ul style="list-style-type: none">• Creating and switching between a development dataset and a production dataset
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