

# POWER QUERY IN MICROSOFT EXCEL

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Excel Table Revision

- ▶ Creating & Formatting Tables
- ▶ Summarising Data & Table Calculations
- ▶ Interactive Filter Slicers

## Getting Started with Power Query

- ▶ Accessing Power Query
- ▶ Creating Queries & Connecting to Data Sources
- ▶ External Data Sources
- ▶ Producing Excel Table Outputs
- ▶ Working with the Query Editor
- ▶ Importing & Loading Data

## Transforming Data

- ▶ Managing Columns
- ▶ Reducing Rows & Applying Filters
- ▶ Transposing Tables
- ▶ Unpivot Columns
- ▶ Replacing Values
- ▶ Cleansing Values (Text, Numbers & Dates)
- ▶ Creating New Columns
- ▶ Sorting & Grouping Data

## Working with the Query Editor

- ▶ Query Step Settings
- ▶ Editing Query Steps
- ▶ Refreshing Query Data

## Advanced Queries

- ▶ Power Query Formulas
- ▶ Modifying Query Functions
- ▶ Advanced Query Editing

## Multiple Data Sources & Relationships

- ▶ Related Data Sources
- ▶ Creating Additional Queries
- ▶ Merge & Append Queries
- ▶ Producing Related Data Outputs
- ▶ Adding Queries to the Data Model
- ▶ Using the Data Model

**Course Duration: 1 Day**

**Price Per Delegate: £245**  
(Public Scheduled Course)

**Price Per Course: £745**  
(On-Site at Customer Premises)

### Suitable For:

Those who need to interrogate, analyse and present data from a variety of external data sources in Excel spreadsheets.

### Learning Outcomes:

At the end of the course delegates will be able to import data into Excel using queries and manipulate the fields and tables produced.

### Prerequisite Skills:

Delegates attending this course should have an advanced understanding of working with data tables to arrange and present data, including working with pivot tables and creating functions in Excel.