

1 DAY

EXCEL POWER QUERY



Corporate IT Course

LEARNING OUTCOMES

- Navigate the Power Query Editor and perform essential data transformations.
- Connect to and load data from multiple sources efficiently.
- Clean and prepare data using formatting, splitting, filtering, and error correction.
- Pivot, unpivot, and transpose datasets for effective analysis.
- Apply advanced transformations including conditional columns, merging, appending, and fuzzy matching.
- Perform date and time calculations for reporting and analysis.
- Create custom columns and structured datasets for accurate insights.
- Automate tasks and leverage the Data Model to build powerful, multi-source Pivot Tables.

COURSE OVERVIEW

Master Power Query, Excel's most powerful tool since Pivot Tables, and revolutionise the way you work with data. Learn to clean, transform, and combine data from multiple sources, automate repetitive tasks, and handle large datasets efficiently. Discover advanced techniques for reshaping data, creating custom transformations, and streamlining workflows—all without the need for complex formulas or VBA. By the end, you'll work faster, smarter, and more confidently in Excel.

TOPICS COVERED IN THIS COURSE

Introduction to Power Query

Learn the Power Query Editor, basic transformations, quick insights, and techniques to assess data quality and distribution.

Connecting and Loading Data

Connect to multiple data sources including SharePoint, CSV, Web, and Email, and load data efficiently into Excel. Explore refresh options for keeping your data up to date.

Common Transformations

Perform essential transformations such as splitting and formatting columns, rounding, replacing values, filtering, removing duplicates, and handling data types.

Pivoting, Transposing, and Reshaping Data

Pivot and unpivot columns, transpose data, and restructure datasets to prepare them for analysis.

Advanced Transformations

Use conditional columns, merge data from multiple files, create columns from examples, append datasets, extract text patterns, perform fuzzy matching, and group data efficiently.

Data Cleaning and Error Handling

Find and correct errors, fill and replace missing values, and create custom columns to ensure clean, accurate datasets.

Time and Date Transformations

Perform date and time calculations including building calendars, calculating age, durations, and differences between dates and times.

Automation and Data Models

Automate repetitive steps using Applied Steps, refresh options, and leverage Excel's Data Model to combine multiple sources for powerful Pivot Table reporting.