POWER QUERY FOR EXCEL

Power Query is an add-on to Excel that allows users to import, clean, transform, aggregate and manipulate data. Power Query is a tool that allows you to do all this. It can retrieve data from a large variety of sources, from the common Excel or CSV files, to all sorts of databases and even internet pages. If you find yourself doing month after month the same actions to import data into Excel prior to analysis, Power Query is most certainly the tool for you.

Level:

For advanced levels

Prerequisites:

Excel Core Knowledge is a minimum, ideally Data Analysis with Pivot Tables.

Audience:

Anyone who needs to import data into Excel from various sources and reshape it before analysis.

Course Description:

The course is organised into 3 stages: Extraction, Transformation and Loading. We start by getting acquainted with the Power Query window and how to extract data from various sources such as CSV, text, Excel files, as well as databases (we will use SQL server and Access as an example) and various websites. Once students are comfortable with extracting data, will we learn all the different types of transformations Power Query has on offer. The trainer will provide specific real-life examples for that purpose. During this part of the course we will have several opportunities to learn how to edit andrefresh existing queries and automate certain tasks. The last topic is relatively quick as we will see the two options to load this data (into Excel directly or into PowerPivot).

Overview:

Module 1: Extract from Different Sources
• CSV, XLS and TXT files
• SQL Server and Access
• Webpages

Module 2: Transform Data
• Manipulate rows and columns
• Specify headers
• Filter subsets
• Fill missing information
• Replace values
• Remove duplicates
• Split columns
• Group columns and aggregate calculation
• Create append and merge queries
• Deal with errors
• Unpivot tables into databases
• And many more.

Module 3: Load
• Load into Excel
• Load into PowerPivot Data Model
• Refresh queries
• Automate tasks with queries

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day