

Course Outline | Excel Power Query Introduction

1 day(s)

Course Requirements

- You should have a reasonable knowledge of using Excel.
- Familiarity with Excel pivot tables would be an advantage.
- You should be aware of the Table feature in Excel.
- You should have Excel 2010 or a later version installed on your PC.

What will you learn

- Filtering out data you don't need.
- Deleting/sorting rows, columns, or blanks
- Transforming text, numeric, and date columns.
- Removing spaces and special characters from your data.
- Renaming, adding/removing, Splitting/joining, and reordering columns.
- Creating calculating columns/fields which never existed in the source data.
- Merging / consolidating / appending data from Text files, CSV files or database tables.

Course Outline

Topics

- Power Query Introduction
- Import Data to Power Query
- Load & Refresh Data
- Data Transformation
- Using the Merge & the Append query features
- Understanding the basics of the M Language
- Aggregating Excel Worksheets
- Introduction to Power Query Formulas