Microsoft Excel Power Query

Power Query is a data connection technology that enables you to discover, connect, combine and refine data sources to meet your analysis needs. If your day-to-day work includes retrieving and importing data, cleaning this data, merging data into a consolidated file, (VLOOKUP) to combine data with other tables and/or create macros to streamline the above, this Power Query course might be interesting for you!

Course duration

The duration of the course is six hours completed in one day.

Audience and Prerequisites

The necessary prior knowledge can be found in our Excel Advanced courses.

Summary

Introduction

- What is Power Query?
- Where can I find it?

Importing data from various sources

- CSV
- Excel
- Access
- Web
- Files

Change data type

- Accept defaults or do it yourself

Combine similar data

- Add queries (Append)
- Combining tables with data in an Excel file to a table
- Combine multiple files with similar tables into a table on which you can create a pivot table

Grouped data grouping

- Disbanding groups (unpivoting data)
- Multiple tabs
- Multiple columns
- Multiple files

Import .TXT without separator

Loading a Query

- Connection only
- To table
- To data model

Group and summarize

- Group data
- Retrieve details of these grouped data

Transpose and group complex data

- Data with multiple headers
- Data delivered underneath each other instead of in tabular form

Power Query formulas

- How to use the most famous Excel functions in Power Query: IF(), LEFT(), RIGHT(), IF.ERROR(), LENGTH(), SEARCH(), AND(), OR()

The advanced editor

- Getting to know the M
- Syntax of the language M

Convert a query to a function

- Using a query on multiple files

Using worksheet variables

- Using cells on your Excel worksheet as variables for the query