



## 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 this course is six hours, completed in one day.

### Audience

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

### Prerequisites

Advanced knowledge of Excel is needed.

## Summary

### Introduction

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

### Importing data from various sources

- CSV
- Excel
- Access



- Web
- Files

### 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 letter 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