

Mastering Microsoft Excel Power Query Editor

Duration: 1 Day **Course Code: MSEXPQE** **Delivery Method: Virtual Learning**

Overview:

This course is designed to equip participants with the skills needed to effectively use the Power Query Editor in Microsoft Excel. Throughout the course, participants will learn to navigate the Power Query Editor interface, transform and clean data, and apply best practices in data preparation for analysis. The course includes hands-on modules covering topics such as importing data from multiple Excel Worksheets, Excel Workbooks and other various sources, using data transformation tools, and performing advanced data transformations like pivot tables and charts.

By the end of the course, participants will have a solid understanding of the tools available in the Power Query Editor and be able to confidently prepare data for analysis by using Pivot Tables, Charts and Power Pivot.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

Target Audience:

Anyone who works with data analysis, needs to clean and transform large datasets from various sources regularly, and wants to efficiently prepare data for visualization and reporting within Microsoft Excel.

Objectives:

- By actively participating in this course, you will learn about the following:
 - Understand the purpose and benefits of using Power Query in Microsoft Excel.
 - Navigate the Power Query Editor interface with confidence.
 - Use the available tools to transform and clean data effectively.
 - Apply best practices in data preparation for analysis.
 - Using Pivot Tables from multiple Excel Worksheets, Workbooks, other data sources.
 - Using the Power Pivot interface to create relationships and explore the function language (DAX) used.
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Prerequisites:

We recommend that delegates have existing experience with Excel or Databases and should understand basic data concepts, with some experience in Pivot Tables and Pivot Charts. No prior experience with Power Query required.

Software Requirements for Virtual Classroom

If you are attending our Virtual Classroom training, you will need a laptop or PC with a working microphone and two screens. A webcam is also recommended for the best experience!

Content:

Introduction to Power Query Editor	Changing data types.	Working with the "Invoke Custom Function" feature.
What is Power Query and why use it?	Using the "Replace Values" feature.	Analysing Data
How Power Query fits into Microsoft Excel's ecosystem.	Sorting and grouping data.	Using Pivot Tables and Charts to analyse multiple sourced data.
Importing data from various sources (Multiple Excel Worksheets, Multiple Excel Workbooks, CSV, databases, and other sources).	Adding custom columns.	Create relationships for Pivot Tables.
Launching the Power Query Editor.	Using "Conditional Column" for logical transformations.	Use Power Pivots for advanced data modelling features.
Navigating the Power Query Editor	Filling down or up for missing data.	Use Data Analysis Expressions (DAX) to solve a number of basic data modelling and analytical problems.
Overview of the Power Query Editor interface.	Advanced Data Transformations	Best Practices and Final Q;A
Understanding applied steps and query dependencies.	Pivoting and unpivoting columns.	Naming conventions for queries and applied steps.
Data Transformation Tools	Transposing data.	Organising and documenting queries.
Removing and filtering rows.	Using the "Merge Queries" and "Append Queries" tools.	
Splitting and merging columns.	Creating and editing parameters.	

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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