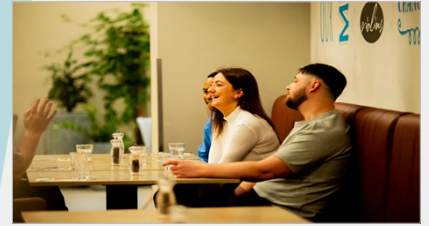


# Power Query For Excel

1 day training course



## Course contents

This course will cover the following topics. Those marked with (\*) will be covered if time allows.

### Power Query basics

- Connecting to data
- Viewing a query
- Loading data into Excel
- Refreshing queries

### Column transforms

- Changing data types
- Splitting columns
- Merging columns
- Extracting data

### Combining queries

- Duplicating queries
- Appending queries
- Merging queries
- Query dependencies

### Query Steps

- Adding basic query steps
- Undoing query steps
- Viewing query history

### Calculated columns

- Basic calculations
- Conditional columns
- Columns by example
- Other Power Query functions

### Manipulating tables

- Grouping and aggregating
- Pivoting and unpivoting
- Transposing data

### Row transforms

- Removing rows
- Promoting header rows
- Sorting and filtering rows

### Dealing with errors

- Column profiling
- Replacing errors
- Removing error rows

### Importing folders

- The folder connector
- Filtering file types
- Editing the helper query
- Updating the file list

## Pre-requisites for Power Query For Excel course

In order to attend this course you must already know how to use Excel (you don't need to be a guru, but you should be comfortable entering formula).

### Prices

Venue	Address	Price per place
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£995 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£795 per person + VAT
<a href="#">Online</a>	Your home or office!	£595 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Friday 10 July 2026	Online	09:30-16:30	£595 + VAT	<a href="#">Book this</a>
Monday 10 August 2026	Online	09:30-16:30	£595 + VAT	<a href="#">Book this</a>
Thursday 10 September 2026	Online	09:30-16:30	£595 + VAT	<a href="#">Book this</a>
Friday 09 October 2026	Online	09:30-16:30	£595 + VAT	<a href="#">Book this</a>
Friday 13 November 2026	Online	09:30-16:30	£595 + VAT	<a href="#">Book this</a>

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.