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

Query Steps

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

Row transforms

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

Column transforms

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

Calculated columns

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

Dealing with errors

- Column profiling
- Replacing errors
- Removing error rows

Combining queries

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

Manipulating tables

- Grouping and aggregating
- Pivoting and unpivoting
- Transposing data

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
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£995 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£795 per person + VAT
Online	Your home or office!	£595 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Friday 20 November 2026	Online	09:30-16:30	£595 + VAT	Book this
Friday 22 January 2027	Online	09:30-16:30	£595 + VAT	Book this
Wednesday 03 March 2027	Online	09:30-16:30	£595 + VAT	Book this
Friday 16 April 2027	Online	09:30-16:30	£595 + VAT	Book this
Monday 24 May 2027	Online	09:30-16:30	£595 + VAT	Book this

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.