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