

# Software Solutions

## Microsoft Excel – Power Query

### Level Four

### Get and Transform Data



This course teaches the learner how to get data from a variety of sources including text/csv, Excel and database files and bring that data into Microsoft Excel. This course is jammed packed with exercises that teach the learner how to transform data using the Power Query editor including pivoting, transposing, splitting, duplicating, merging, appending, replacing, formatting, applying functions and creating parameter queries and dynamic lists. It is fundamental that an Excel user be able to get data and transform data so that it can then be reported effectively.

#### COURSE CONTENT

##### GET DATA & THE POWER QUERY EDITOR

|  |  |
|--|--|
| <input type="checkbox"/> FLAT FILE LOCATIONS                             | <input type="checkbox"/> GET EXCEL DATA                          |
| <input type="checkbox"/> USING THE NAVIGATOR WINDOW                      | <input type="checkbox"/> THE POWER QUERY EDITOR                  |
| <input type="checkbox"/> QUERY PANE                                      | <input type="checkbox"/> COLUMNS & DATA TYPES                    |
| <input type="checkbox"/> QUERY SETTINGS & STEPS                          | <input type="checkbox"/> SWITCH BETWEEN POWER QUERY AND MS EXCEL |
| <input type="checkbox"/> CHANGING THE SOURCE FILE LOCATION & PERMISSIONS | <input type="checkbox"/> GET DATA FROM RELATIONAL DATABASE       |
| <input type="checkbox"/> GET DATA FROM TEXT/CSV FILE                     | <input type="checkbox"/> ENTER DATA                              |

##### TRANSFORM DATA USING THE POWER QUERY

|  |  |
|--|--|
| <input type="checkbox"/> SHAPE THE INITIAL DATA                | <input type="checkbox"/> REMOVE TOP ROWS                             |
| <input type="checkbox"/> PROMOTE HEADERS                       | <input type="checkbox"/> SELECTING COLUMNS                           |
| <input type="checkbox"/> REMOVE COLUMNS                        | <input type="checkbox"/> RENAME COLUMNS                              |
| <input type="checkbox"/> RENAME A QUERY                        | <input type="checkbox"/> QUERY SETTINGS                              |
| <input type="checkbox"/> QUERY STEPS                           | <input type="checkbox"/> NAMING BEST PRACTICES                       |
| <input type="checkbox"/> EVALUATE AND CHANGE COLUMN DATA TYPES | <input type="checkbox"/> CHANGE THE COLUMN DATA TYPE                 |
| <input type="checkbox"/> CHANGE THE COLUMN DATA TYPE           | <input type="checkbox"/> MOVE COLUMNS                                |
| <input type="checkbox"/> SORT COLUMNS                          | <input type="checkbox"/> FILTER COLUMNS                              |
| <input type="checkbox"/> PIVOT & UNPIVOT COLUMNS               | <input type="checkbox"/> PIVOT COLUMNS                               |
| <input type="checkbox"/> MANAGER & QUERY PROPERTIES            | <input type="checkbox"/> DELETE A QUERY                              |
| <input type="checkbox"/> REVERSE ROWS                          | <input type="checkbox"/> TRANSPOSE                                   |
| <input type="checkbox"/> COUNT ROWS                            | <input type="checkbox"/> MERGE COLUMNS                               |
| <input type="checkbox"/> REPLACE VALUES                        | <input type="checkbox"/> REPLACE NULL VALUES                         |
| <input type="checkbox"/> DUPLICATE A QUERY                     | <input type="checkbox"/> REMOVE DUPLICATES                           |
| <input type="checkbox"/> FILL A COLUMN                         | <input type="checkbox"/> CHOOSE TRANSFORM OR ADD COLUMN              |
| <input type="checkbox"/> DUPLICATE COLUMN                      | <input type="checkbox"/> FORMAT TEXT COLUMN                          |
| <input type="checkbox"/> EXTRACT                               | <input type="checkbox"/> FORMAT OR EXTRACT DATE VALUES               |
| <input type="checkbox"/> FORMAT AND EXTRACT TIME VALUES        | <input type="checkbox"/> DURATION VALUES                             |
| <input type="checkbox"/> CONDITIONAL COLUMN                    | <input type="checkbox"/> EDIT QUERY STEP SETTINGS                    |
| <input type="checkbox"/> ADD A COLUMN FROM EXAMPLES            | <input type="checkbox"/> COLUMN FROM EXAMPLES, FROM ALL COLUMNS      |
| <input type="checkbox"/> ADD AN INDEX COLUMN                   | <input type="checkbox"/> CREATE A CUSTOM COLUMN                      |
| <input type="checkbox"/> ROUNDING                              | <input type="checkbox"/> INFORMATION                                 |
| <input type="checkbox"/> TRIGONOMETRY                          | <input type="checkbox"/> SCIENTIFIC                                  |
| <input type="checkbox"/> STANDARD                              | <input type="checkbox"/> STATISTICAL                                 |
| <input type="checkbox"/> MERGE COLUMNS                         | <input type="checkbox"/> SPLIT COLUMNS                               |
| <input type="checkbox"/> GROUP BY                              | <input type="checkbox"/> COMBINE MULTIPLE TABLES INTO A SINGLE TABLE |
| <input type="checkbox"/> APPEND QUERIES                        | <input type="checkbox"/> MERGE QUERIES                               |
| <input type="checkbox"/> COMBINE FILES                         | <input type="checkbox"/> THE ADVANCED EDITOR                         |
| <input type="checkbox"/> REFRESH DATA                          | <input type="checkbox"/> CREATE A DATA TYPE                          |
| <input type="checkbox"/> PARAMETER QUERIES                     | <input type="checkbox"/> CREATE AND APPLY A PARAMETER QUERY          |
| <input type="checkbox"/> MANAGE PARAMETER QUERIES              | <input type="checkbox"/> CONVERT TO LIST & DYNAMIC LISTS             |
| <input type="checkbox"/> VIEW RELATED VALUES                   | <input type="checkbox"/> EXCEL QUERY TAB                             |

##### PROFILE DATA IN MS EXCEL

|  |   |
|--|---|
| <input type="checkbox"/> FIND DATA ANOMALIES AND DATA STATISTICS | <input type="checkbox"/> COLUMN DISTRIBUTION, QUALITY & PROFILE |
| <input type="checkbox"/> USE ADVANCED EDITOR TO MODIFY M CODE    | <input type="checkbox"/> MONOSPACED FONT                        |
| <input type="checkbox"/> SHOW WHITESPACE                         |   |

*Microsoft Excel Level One is a pre-requisite for this course. Attendees must be able to quickly and effectively manipulate data in Microsoft Excel.*