Software Solutions
Microsoft Excel – Power Query
Get and Transform Data
Level Four

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

☐ GET EXCEL DATA	☐ USING THE NAVIGATOR WINDOW
☐ THE POWER QUERY EDITOR	☐ QUERY PANE, QUERY SETTINGS & STEPS
☐ COLUMNS & DATA TYPES	☐ SWITCH BETWEEN POWER QUERY AND MS EXCEL
☐ CHANGING THE SOURCE FILE LOCATION & PERMISSIONS	☐ GET DATA FROM RELATIONAL DATABASE
☐ GET DATA FROM TEXT/CSV FILE	☐ ENTER DATA

TRANSFORM DATA USING THE POWER QUERY

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

PROFILE DATA IN MS EXCEL

☐ FIND DATA ANOMALIES AND DATA STATISTICS	☐ COLUMN DISTRIBUTION, QUALITY & PROFILE
☐ USE ADVANCED EDITOR TO MODIFY M CODE	☐ MONOSPACED FONT AND SHOW WHITESPACE

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