

The Modern Excel **Power Query Essentials**



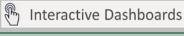




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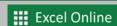












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Power Query Essentials—The Practical Skills

A customizable course according to your company's requirements.

Duration

8 hours

Objectives

- 1. Introduction to Power Query
- 2. Introduction to Data Transformation in Power Query
- **Data Transformation Techniques**
- Introduction to Power Query Functions
- **Query Folding and Optimization**
- **Data Loading and Output**
- Real-world Applications and Case Studies

Pre-requisite

You must have worked on Excel for at least 6 months.





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Outline of Power Query Essentials

1. Introduction to Power Query

1.1 Understanding Power Query

- What is Power Query?
- Key features and benefits

1.2 Installing and Enabling Power Query

- Installing Power Query add-in
- **Enabling Power Query in Excel**

1.3 Getting Started with Power Query

- Navigating the Power Query Editor
- Connecting to data sources

2. Introduction to Data Transformation in Power Query

2.1 Loading Data into Power Query

- Importing data from Excel, CSV, and other sources
- Connecting to databases and online sources

2.2 Basic Data Cleaning

- Removing duplicates
- Handling missing values
- Renaming columns

2.3 Filtering and Sorting Data

- Applying filters
- Sorting data in Power Query







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3. Data Transformation Techniques

3.1 Data Types and Formatting

- Understanding data types
- Formatting columns in Power Query

3.2 Merging and Appending Queries

- Combining data from multiple sources
- Joining tables in Power Query

3.3 Conditional Columns and Custom Columns

- Adding conditional logic to data
- Creating custom columns with formulas

4. Introduction to Power Query Functions

4.1 Common Power Query Functions

- Overview of basic functions (Text, Number, Date)
- Application of functions in data transformation

4.2 Creating and Using Custom Functions

- Defining custom functions in Power Query
- Applying custom functions to transform data

5. Query Folding and Optimization

5.1 Understanding Query Folding

- Optimizing data transformations for performance
- Recognizing query folding in Power Query

5.2 Query Dependencies and Evaluation

- Managing query dependencies
- Controlling query evaluation steps





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6. Data Loading and Output

6.1 Loading Options in Power Query

- Loading data to Excel
- Loading to the Data Model for PivotTables and Power Pivot

6.2 Refreshing Data and Automation

- Setting up automatic data refresh
- Creating a refreshable connection

7. Real-world Applications and Case Studies

7.1 Building a Data Transformation Workflow

- Combining all learned techniques into a workflow
- Addressing real-world data challenges

7.2 Q&A and Troubleshooting

- Addressing common issues
- Answering participant questions





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