



The Modern Excel Power Query Essentials



Table



Slicer



PivotTable



PivotChart



Interactive Dashboards

Data Model

DAX

Power Pivot

Power Query

Power BI



Excel Online



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Table of Contents

Power Query Essentials– The Practical Skills	3
Duration	3
Objectives	3
Pre-requisite	3
Outline of Power Query Essentials	4
1. Introduction to Power Query	4
1.1 Understanding Power Query	4
1.2 Installing and Enabling Power Query	4
1.3 Getting Started with Power Query	4
2. Introduction to Data Transformation in Power Query	4
2.1 Loading Data into Power Query	4
2.2 Basic Data Cleaning	4
2.3 Filtering and Sorting Data	4
3. Data Transformation Techniques	5
3.1 Data Types and Formatting	5
3.2 Merging and Appending Queries	5
3.3 Conditional Columns and Custom Columns	5
4. Introduction to Power Query Functions	5
4.1 Common Power Query Functions	5
4.2 Creating and Using Custom Functions	5
5. Query Folding and Optimization	5
5.1 Understanding Query Folding	5
5.2 Query Dependencies and Evaluation	5
6. Data Loading and Output	6
6.1 Loading Options in Power Query	6
6.2 Refreshing Data and Automation	6
7. Real-world Applications and Case Studies	6
7.1 Building a Data Transformation Workflow	6
7.2 Q&A and Troubleshooting	6



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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
3. Data Transformation Techniques
4. Introduction to Power Query Functions
5. Query Folding and Optimization
6. Data Loading and Output
7. 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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