

Microsoft Excel - Power Query

Course Contents

Lesson 01: What is Power Query?

- What is Power Query and What Does it Do?
- Navigate and get a basic understanding of Power Query
- Understand Applied Steps in Query Settings

Lesson 02: Extract Data

- Extract data from excel table
- Extract data from excel external workbooks
- Extract data from databases
- Extract data from web
- Extract data from other sources
- From folder (multiple files)

Lesson 03: Transform Columns & Add Columns

- Use Group By to group source data
- Use first row as headers
- Aggregate columns
- Calculate columns
- Use text functions in columns

Lesson 04: Clean Data

- Change text to columns
- Remove unwanted columns and rows from data source
- Cope with formatting issues
- Manage are source data cleaning issues
- Unpivot data
- Replace errors or values in columns

Lesson 05: Merge & Append

- Merge data from an Excel workbook
- Merge data from multiple Excel workbooks
- Merge data from multiple data sources
- Append data from Excel worksheets and multiple data sources

Lesson 06: Automate Queries

- Understand Power Query technics to automate queries
- Understand how to create simple functions in Power Query
- Create Dashboard/Report from Power Query data

Microsoft Copilot for Excel