



Microsoft Power Query

Introduction:

- What is Power Query used for?
- Types of data can Power Query import
- Types of data best loaded into Power Query

Data Manipulation

- Importing data from an Excel spreadsheet
- Importing a blank worksheet
- Renaming sheets

Working in the Power Query Window

- Building queries
- Query settings
- Using the Formulas Bar
- Adjusting Query properties
- Using applied steps
- Putting Query Results back into Excel
- Checking and resolving errors

Data Transformation

- Filtering data
- Selection columns
- Splitting columns
- Removing rows
- Transposing data
- Changing Data Types

Working with Data

- Manually editing values
- Creating Totals
- Formatting dates
- Formatting text
- Conditional columns
- Appending data
- Concatenating data
- Using functions
- Merging queries and joins
- Creating index columns
- Using reference numbers
- Tips for understanding your data

M Language

- Reading M for Applied Steps
- The Formula Bar
- The Advanced Editor
- M Language References
- Work with Expressions
- Identify Functions by Category

Q&A

In this hands-on one day training course you'll learn to manipulate data using this powerful data manipulation tool. Although commonly used in Excel, your skills learned can transfer to use in Microsoft Power BI. High level Excel skills are essential to attend this course.

