

1 Day

Course Overview

This one-day Excel Power Query Introduction course is ideal for anyone looking to simplify data cleaning and transformation. Learn how to filter, transform, and consolidate data from various sources to create streamlined workflows and actionable insights.

Unlock the hidden potential of your data with Future Savvy's Excel Power Query Introduction course. In just one day, you'll learn how to streamline your workflows, clean messy datasets, and transform raw data into actionable insights all without complex formulas or coding.

Designed for Excel users with a basic understanding of tables and pivot tables, this course introduces you to Power Query, an essential tool for professionals who deal with large datasets. Whether you're filtering out unnecessary data, merging multiple sources, or creating custom-calculated columns, this course equips you with the skills to handle it all with ease.

Course requirements:

To get the most out of this course, you should:

- Be familiar with Excel and its Table feature.
- Have a reasonable knowledge of pivot tables (advantageous but not essential).
- Have Excel 2010 or a later version installed on your PC.

What you will learn:

- **Clean up your data:** Filter out irrelevant information, remove spaces and special characters, and organise messy datasets.
- **Transform your data:** Rename, split, and reorder columns, or even create calculated fields that weren't in the original data.
- **Consolidate data sources:** Merge, consolidate, and append data from text files, CSV files, or databases.
- **Automate tasks:** Import, load, and refresh data to save time on repetitive tasks.
- **Learn the basics of the M language:** Understand Power Query's formula language to take your skills further.

Course Outline

1. Power Query Basics

- What is Power Query?
- Exploring the Power Query Interface

2. Importing Data

- Importing Data from Various Sources
- Refreshing Imported Data

3. Data Transformation Techniques

- Filtering and Sorting Data
- Cleaning Text, Numeric, and Date Columns
- Renaming, Splitting, and Reordering Columns
- Removing Spaces and Special Characters

4. Advanced Data Manipulation

- Creating Calculated Fields
- Merging and Appending Data

5. Introduction to M language

- Basics of the M Formula Language
- Creating Simple Power Query Formulas

6. Aggregating Excel Worksheets

- Consolidating Data from Multiple Worksheets
- Automating Worksheet Aggregation