



Excel Education Track—Virtual Classroom

Power Query for Excel

Virtual Classroom

Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab <https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

Anyone with an interest in data cleansing and preparation for the purpose of analysis. Ideal for users of Excel Power Pivot.

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Target Audience

Microsoft Excel 365, Excel 2019, Excel 2016 users

Power Query is part of a suite of business analytics tools that deliver insights throughout your organization. Connect to hundreds of data sources, simplify data prep, and drive ad hoc analysis.

Power Query can really help you if you have data sources that need tidying before you can analyse them. By the end of this one-day course, you will be able to import, tidy up and transform data, and output a workable, clean data set for analysis. It enhances self-service business intelligence (BI) for Excel with an intuitive and consistent experience for discovering, combining, and refining data across a wide variety of sources including relational, structured, OData, Web and more.

The Content

What is Power Query?

- * Overview of Power Query

Connecting to Data Sources

- * Use Power Query to connect to different data sources such as Excel, Text Files and ODATA
- * Applied steps

Clean Up Data

- * Add/Remove Columns or Rows
- * Change Data Format
- * Split/Join Data
- * Use the Merge/Append Query tool

More Data Transformation

- * Transform Data
- * Table Tools
- * Any Column Tools
- * Text Column Tools
- * Number Column Tools
- * Date/Time Column Tools

Add Columns Using Existing Data

- * Create Custom Columns
- * Create Conditional Columns
- * Create Date/Time based columns
- * Create Number based columns

Load Data for use in Excel

- * Table
- * Pivot Table
- * Data Model
- * Data Connection Queries



Call us 01527 836840



Our team will be happy to give you the options and pricing

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