



Microsoft® Office Excel 365/2021-2024:

Introduction to Excel Power Tools

3-Day Boot Camp

Learn the fundamentals of the Excel Power BI tools, such as Get & Transform Data (Power Query), Power Pivot, as well as an introduction to Power BI Desktop.

Training Course Content

Full Course Description: Have you spent hours trying to bring data from multiple sources into a single spreadsheet to analyze your data? This three-day boot camp explores the fundamentals of data transformation using Get & Transform (Power Query), as well as data analysis and reporting with PowerPivot in Excel.

Learn to easily incorporate data from multiples sources to model data and create powerful visual reports in Power BI Desktop. You will learn to use the data model, build tables, charts, relationships, measures, hierarchies, KPI's, and drill downs of your data, as well as publish a completed Power BI Desktop file to the cloud.

This Boot Camp is designed to provide an introduction to using the Excel Power Tools and Power BI. As these are very powerful Data Analysis tools, you may need additional training to learn all their capabilities..

Prerequisites: To ensure your success, we recommend that you first take Excel Level 1, Level 2, and In-Depth PivotTables, or have equivalent knowledge and skills - such as knowledge of advanced features and functions.

Course Objectives:

- Introduction to Power Query, Power Pivot, Power BI Desktop and Power BI Online
- Understand what a Data Model is and load data to the Data Model
- Transform data in a query
- Create relationships between data sources instead of using VLOOKUP
- Add calculated columns and measures
- Learn to analyze data in Pivot Tables and Pivot Charts created from Power BI Tools
- Visualize data and create reports



Day 1

Excel Get & Transform Data (PowerQuery)

Explore Get & Transform Data (Power Query)

- Understand the Power Query Editor
- Identify Data Source Types Available for Import

Connect to and Load Data using Power Query

- Connect to Data Sources
- Use Query Editor to View Data
- Data Load Options and Query Navigation Panel

Transform and Shape Data using Columns

- Column Options in Query Editor
- View and Modify Query Steps
- Sort and Filter Data in Power Query Editor

Group Data, Append and Merge

- Group Data in a Column
- Append Data from Two Queries
- Merge Two Queries Together

Aggregate Data and Analyze Data

- Use Query Editor to Aggregate Data from a Column
- Analyze Query Data in a Pivot Table

Day 2

Excel Power Pivot

Getting Started with Power Pivot

- Explore the Power Pivot Application
- Import Data from Various Data Sources
- Refresh Data from a Data Source
- Create Linked Tables

Manipulating Power Pivot Data

- Organize and Format Tables
- Create Calculated Columns
- Sort and Filter Power Pivot Data
- Work with Table Relationships and the Data Model

Creating Power Pivot Reports

- Create PivotTables from Power Pivot
- Create PivotCharts from Power Pivot
- Filter Data Using Slicers
- Present PivotTable Data Visually

Introduction to DAX Measures in Power Pivot

- Using Calculated Columns with Measures
- Manipulate Power Pivot Data Using DAX Measures
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Distributing Power Pivot Data

- Protect Reports
- Manipulating Power Pivot Data Using DAX Measures



Day 3

Power BI Desktop

Introduction to Power BI Desktop

- Understand the Power BI Desktop Interface
- Utilize the File Types; PBIX vs. PBIT
- Examine Data Sources
- Transform Data with Query Editor
- Build a Data Model
- Add Calculated Columns to Data Tables
- Create Measures using DAX
- Build Reports Using Visual Tiles
- Refresh Data Sources
- Publish to Power BI Online

Power BI (Online)

Introduction to Power BI (Online)

- View the Online Interface
- Examine the Workspace
- Create Visuals and Reports Online
- Create Dashboards using Pinned Tiles
- Introduction to Share Options
- Introduction to Share Options