



Microsoft® Office Excel: PowerQuery

Training Course Content (3.5 hours)

Course Objective: In this class, we will delve into the benefits and features provided using Power Query. We will examine the options available within the ribbon, as well as explore and demonstrate importing, filtering, and merging data using Power Query or Get and Transform.

Target Student: This course is meant for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

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.

Contact us to discuss if this class is right for you.

- Excel 2016, 2013 and 2010 users: Please note that our standard class is currently taught using version 2013 due to the similarities between versions.

Lesson 1: Explore the Power Query/Get & Transform

- Power Query in Excel 2013 vs Get & Transform
- Identify Data Source Types Available for Import

Lesson 2: 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

Lesson 3: Transform and Shape Data using Columns

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

Lesson 4: Group Data, Append and Merge

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

Lesson 5: Aggregate Data and Analyze Data

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