



BELL CORPORATE DEVELOPMENT, LLC
TIPS TO GET YOUR WORK DONE BY 2:30 PM – OR SOONER
WWW.230TIPS.COM
INFO@230TIPS.COM

EXCEL POWER QUERY

Say goodbye to complicated formulas like IF Functions, Lookups, Subtotals, Concatenation and Macros. Say hello to Excel's Power Query! Quickly & effectively learn to transform and prepare data for Microsoft Excel using Power Query. Power Query will help you spend less time on data manipulation, and more time on your analysis projects.

OBJECTIVE

This Excel Power Query training course teaches attendees how to extract data from multiple different sources and transform it into layouts more suited to analysis databases. This class is appropriate for Excel 2016, 365 and 2019.

Available Formats

- 1 hour sneak peek or
- 3-hour virtual course or
- 1-day instructor-led onsite

COURSE AGENDA

PRE-REQUISITE SKILLS

- Comfortable in a Microsoft Windows environment.
- Prior intermediate level of Excel knowledge.**
- Positive attitude about learning.

Getting Started with Power Query

1. What is Power Query?
2. Why use Power Query
3. Setting Up Power Query

Creating a Query from an Excel tab

4. Extracting Excel Table Data (when already opened)
5. Extracting Excel Named Range

Creating a Query from a Folder

6. Extracting Files from a Folder
7. Adding more Files to a Folder

Transforming (Shaping) Data

8. Data Types
9. Date Issues
10. Replacing Data
11. Transforming Data
12. Sorting Data
13. Moving Data & Deleting Data
14. Filtering Data
15. Splitting & Merging Data

Using Merge and Append

16. Append all tables in a spreadsheet
17. Append a new table into existing query
18. Merging Tables (NO MORE VLOOKUP!)

Creating Calculating Fields

19. Create New Calculated Column
20. Create If-Then-Else (No More If Statements)
21. Create an Autonumbering Column
22. Creating Other Calculations

Grouping and Summarizing

23. Grouping Data (Good Bye Subtotaling)
24. Summarizing Data