



MICROSOFT EXCEL POWER QUERY

Course ID : MSE-L6



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: 8,500 THB

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

Power Query is a user-friendly Business Intelligence tool in Microsoft Excel that enables efficient data transformation, integration, and automation across multiple data sources. It allows users to combine, split, and customize data for analysis while supporting automated and repeatable data preparation workflows. Power Query is an essential tool for professionals planning to perform data analytics or business intelligence using platforms such as Power Pivot, Power BI, Tableau, Python, or R.

Objectives

1. Import data from various sources into Microsoft Excel.
2. Combine, separate, and transform data to meet analytical requirements.

Target Audience

1. Import and connect data from various sources into Microsoft Excel using Power Query.
2. Combine, split, and transform data efficiently to meet analytical and reporting requirements.

Prerequisites

1. Prior experience working with Microsoft Excel formulas (e.g., VLOOKUP).
2. Basic data management skills, including sorting, filtering, and organizing datasets.

System Requirements

1. Windows 11 or Windows 10
2. Microsoft Excel | Microsoft 365.
3. Stable internet connection

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Getting Started with Power Query

- Understanding the key features and capabilities of Power Query
- Introduction to Business Intelligence workflows and data preparation processes
- Integrating Power Query with Power Pivot and Power BI for advanced analytics

2. Importing Data from Multiple Sources (Get Data)

- Importing data from Excel workbooks and worksheets
- Importing and transforming data from text files (.csv, .txt)
- Automatically combining multiple files from a folder into a single dataset
- Connecting to and importing data from databases
- Extracting and cleaning data from websites
- Searching and accessing data using the Data Catalog
- Integrating Power Query with Microsoft SQL Server for enterprise data management



DAY 1 Afternoon Session

1:00 PM – 4:00 PM

3. Simplifying Data Transformation with Power Query

- Filtering and removing unnecessary or duplicate data
- Sorting and organizing rows, columns, and blank entries efficiently
- Changing and validating data types
- Working with date and time fields for accurate analysis
- Extracting, merging, and appending data from multiple sources
- Cleaning data by removing spaces, special characters, and applying case conversion
- Grouping and summarizing data for analysis
- Hands-on case studies and practical workshops

4. Advanced Data Transformation

- Using the Pivot Column feature and understanding its applications
- Applying Unpivot Columns to restructure data for analysis
- Using Transpose to rotate tables and reformat datasets
- Auto-filling missing values using the Fill function and its practical applications
- Preparing and shaping data for use with PivotTables
- Hands-on case studies and practical workshops

5. Advanced Query Techniques

- Combining datasets using Append Queries
- Integrating related data using Merge Queries
- Applying advanced query techniques for real-world business scenarios

6. Calculations in Power Query

- Using calculation operators to create custom computed columns
- Referencing columns and fields accurately in formulas

7. Introduction to M Language

- Exploring Table functions for data manipulation
- Applying Text functions for string transformation and cleaning
- Using Date functions for time-based calculations
- Implementing Logical functions for conditional operations

- Utilizing Number functions for mathematical computations
- Understanding Type functions for data type management

8. Extending Power Query

- Creating interactive PivotTable and PivotChart from Power Query outputs
- Building and managing data models with Power Pivot
- Integrating Power Query workflows with Power BI Desktop for enhanced visualization and reporting

9. Case Studies

- Performing monthly, quarterly, and yearly sales analysis
- Automatically importing text and Excel files from a single folder into one dataset
- Updating monthly sales data automatically without redesigning existing workflows
- Linking interest rates, exchange rates, and stock market data for real-time dashboard updates



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