

## Microsoft Excel - Business Intelligence

### **Module 1. Introduction To Power Excel**

- Understanding the “Power Excel” Workflow
- Introduction to Power Query + Power Pivot
- When to use Power Query & Power Pivot

### **Module 2: Connecting & Transforming Data With Power Query.**

- Introduction
- Getting to Know Power Query in Excel
- Exploring Excel's Power Query Editor
- Power Query Data Loading Options
- IMPORTANT: Updating Locale Settings
- Applying Basic Table Transformations with Power Query
- Power Query Demo: Text Tools
- Power Query Demo: Number & Value Tools
- Power Query Demo: Date & Time Tools
- PRO TIP: Creating a Rolling Calendar with Power Query
- Power Query Demo: Generating Index & Conditional Columns
- Power Query Demo: Grouping & Aggregating Records
- Power Query Demo: Pivoting & Unpivoting Data
- Modifying Excel Workbook Queries
- Merging Queries with Power Query
- Appending Queries with Power Query
- Power Query Demo: Connecting to a Folder of Files
- Excel Power Query Best Practices

### **Module 3: Building Table relationships with Excel Data Model.**

- Introduction
- Meet Excel's "Data Model"
- The Data Model Data vs. Diagram View
- Principles of Database Normalization
- Understanding Data Tables vs. Lookup Tables
- Benefits of Relationships vs. Merged Tables
- Creating Table Relationships in Excel's Data Model
- Modifying Data Model Table Relationships
- Managing Active vs. Inactive Table Relationships
- Understanding Relationship Cardinality
- Connecting Multiple Data Tables in the Data Model

- Understanding Filter Flow
- Hiding Fields from Excel Client Tools
- Defining Hierarchies in a Data Model
- Excel Data Model Best Practices

Quiz 3: QUIZ: Building Table Relationships with Excel's Data Model

HOMEWORK: Building Table Relationships with Excel's Data Model

**Module 4:**

- Creating dashboards with Power Pivot
- Creating dashboards
- Using relational data for database
- Slicers and timelines
- Conditional timelines
- Filter & sorting
- Data validation
- Designing dashboard layouts

**Module 5:**

Capstone project based on dataset