

Advance excel with Power Query

Module 1: Advanced Formulas

4 days

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using the IF Function
- Using the PMT Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- Creating Scenarios

Module 2: Working with Lists

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Module 3: Visualizing Your Data

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects
- Create a Custom Chart Template

Module 4: Working with Tables

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles
- Creating and Modifying a Table in Excel

Module 5: Advanced Formatting

- Applying Conditional Formatting
- Using Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

Module 6: Create advanced formulas and macros

- Perform logical operations in formulas
- Look up data by using functions
- Use advanced date and time functions
- Perform data analysis
- Troubleshoot formulas
- Create and modify simple macros

Module 7: Manage advanced charts and tables

- Create and modify advanced charts
- Create and modify PivotTables
- Create and modify PivotCharts

Module 8: What is Power Query?

- What is Power Query and What Does it Do?
- Navigate and get a basic understanding of Power Query
- Understand Applied Steps in Query Settings

Module 9: Extract Data

- Extract data from excel table
- Extract data from excel external workbooks
- Extract data from databases
- Extract data from web
- Extract data from other source

From folder (multiple files)

Module 10: Transform Columns & Add Columns

- Use Group By to group source data
- Use first row as headers
- Aggregate column
- Calculate columns
- Use text functions in columns

Module 11: Clean Data

- Change text to columns
- Remove unwanted columns and rows from data source
- Cope with formatting issues
- Manage are source data cleaning issues
- Unpivot data
- Replace errors or values in columns

Module 12: Merge & Append

- Merge data from an Excel workbook
- Merge data from multiple Excel workbooks
- Merge data from multiple data sources
- Append data from Excel worksheets and multiple data sources

Module 13: Automate Queries

- Understand Power Query technics to automate queries
- Understand how to create simple functions in Power Query
- Create Dashboard/Report from Power Query data

Microsoft Copilot for Excel