

Power Excel: Power Query, Power Pivot, AI Tools & PowerPoint

Learn to transform data with Power Query, model it with Power Pivot, apply AI tools in Excel, and build PowerPoint presentations.

8 Hours

DURATION

6

MODULES

55

TOPICS

COURSE OVERVIEW

This course covers building presentations in PowerPoint, including slide design, animations, AI capabilities, smart art, charts and templates. It then introduces the Power Excel workflow before covering Power Query for connecting to, transforming and loading data from tables and folders of files. It continues with building table relationships using Excel's Data Model, covering normalisation, lookup tables and relationship cardinality, and moves on to creating dashboards with Power Pivot and DAX functions along with Excel macro recording. Finally, it covers using AI tools within Excel, including ChatGPT and Copilot, for generating formulas, cleaning data and analysing data.

WHO THIS COURSE IS FOR

Excel Users

Data Analysts

Business Analysts

Report Developers

Presentation Designers

PREREQUISITES

Prerequisite:

- Participants should have Intermediate Excel Knowledge (else 12 hours required)

TOOLS AND REQUIREMENTS

- Latest Edition of Ms-Excel & PowerPoint (2019 or 2021)
- Only Windows Computer allowed for power Excel

LEARNING OBJECTIVES

- Design and format PowerPoint slides with transitions and animations
- Apply AI capabilities and smart art within PowerPoint presentations
- Connect to and transform data using Power Query
- Explain the Power Excel workflow across Power Query and Power Pivot
- Build table relationships using Excel's Data Model
- Compare relationships versus merged tables and their cardinality
- Develop dashboards with Power Pivot and DAX functions
- Apply ChatGPT and Copilot to Excel formulas and data analysis

6 Modules, 55 Topics

Powerpoint

TOPICS

- Designing and formatting slides
- Transition & Animation
- AI Capabilities
- Smart Arts
- Shapes & pictures
- Charts with Excel
- Video & Audio
- Slide master
- Export options
- Cameo
- Templates

01

Introduction To Power Excel

TOPICS

Understanding the “Power Excel” Workflow · Introduction to Power Query + Power Pivot

02

Connecting & Transforming Data With Power Query

TOPICS

- 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
- 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

Building Table Relationships with Excel Data Model

TOPICS

- 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

Creating Dashboards

TOPICS

- Creating dashboards with Power Pivot
- Creating dashboards
- Using relational data for database
- Using DAX Functions
- Introduction to Excel Macro Recording & Editing

Using AI Tools With Excel

TOPICS

- Introduction ChatGPT 3.5 vs ChatGPT 4
- Built In Excel AI Tools
- Getting Started With ChatGPT For Excel
- Using ChatGPT for Excel Formulas
- Data Cleaning & Transformation using ChatGPT
- Data Analysis Using ChatGPT
- Generating API key
- Integrating ChatGPT with MS-Excel
- How to use copilot
- Attaching data to copilot and finding solutions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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