

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Excel - Power Query

Learn to extract, transform, clean and merge data with Power Query, then automate queries to build reports.

6

MODULES

27

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Power Query, including navigating its interface and understanding applied steps. It then addresses extracting data from sources such as Excel tables, external workbooks, databases, the web and folders of multiple files. The course continues with transforming and adding columns, cleaning data, and merging or appending data from multiple sources. It concludes with automating queries, creating simple functions, and building dashboards and reports from Power Query data.

WHO THIS COURSE IS FOR

Data Analysts

Excel Users

Business Analysts

Report Developers

Finance Professionals

LEARNING OBJECTIVES

- Explain what Power Query is and how it functions
- Navigate the Power Query interface and applied steps
- Extract data from Excel tables, workbooks and databases
- Extract data from web sources, folders and other sources
- Transform and add columns using grouping and aggregation
- Clean data by removing unwanted rows and unpivoting
- Merge and append data from multiple workbooks and sources
- Automate queries and build reports from Power Query data

6 Modules, 27 Topics

01

What Is Power Query?

TOPICS

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

02

Extract Data

TOPICS

Extract data from excel table · Extract data from excel external workbooks · Extract data from databases · Extract data from web · Extract data from other sources · From folder (multiple files)

03

Transform Columns & Add Columns

TOPICS

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

04

Clean Data

TOPICS

- 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

05

Merge & Append

TOPICS

- 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

06

Automate Queries

TOPICS

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

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?

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