

KOENIG SOLUTIONS • COURSE OUTLINE

Advance Excel 2016 + Power Query

Learn to extract, transform and merge data using Power Query, from cleaning columns to automating queries in Excel 2016.

6

MODULES

27

TOPICS

COURSE OVERVIEW

This course covers the fundamentals of Power Query, including its interface and Applied Steps in Query Settings. It then addresses extracting data from Excel tables, workbooks, databases, the web, folders and other sources, followed by transforming and adding columns through grouping, aggregation and text functions. Data cleaning techniques such as unpivoting, replacing errors and handling formatting issues are covered, along with merging and appending data from multiple workbooks and sources. The course concludes with automating queries, creating simple functions, and building dashboards or reports from Power Query data.

WHO THIS COURSE IS FOR

Data Analysts

Excel Users

Business Analysts

Report Developers

Financial Analysts

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, databases and the web
- Apply Group By, aggregation and text functions to columns
- Clean data by unpivoting, replacing errors and fixing formatting
- Merge and append data from multiple workbooks and sources
- Automate queries and create simple functions in Power Query
- Build dashboards and 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

NOTES

- Source document ends with a standalone line 'Microsoft Copilot for Excel' after Lesson 06 with no accompanying content, so it could not be placed as a module or topic.

WHAT IS INCLUDED

Everything You Need to Succeed

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

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