KOENIG SOLUTIONS · COURSE OUTLINE

Excel for Microsoft 365/2021 - Level 4 - Extract, Analyze, and Visualize Data

Learn to extract and transform data with Power Query, then analyse and visualise it in interactive Excel dashboards.

1 Day	4	15
8 HOURS A DAY	MODULES	TOPICS

COURSE OVERVIEW

This course covers extracting, transforming and loading data in Excel using Power Query, including getting started with the tool, managing query results, reorganising and combining data, and working with web data. It then addresses data analysis and dashboard creation, from getting started with dashboards to preparing data analysis for dashboard objects and completing and using dashboards. Supplemental topics cover working with slicers in dashboards.

WHO THIS COURSE IS FOR

- **Data Analysts**
- **Business Analysts**
- **Excel Users**
- **Report Developers**
- **Dashboard Designers**

PREREQUISITES

Required Prerequisites

- Participants should have an intermediate understanding of Excel, including working with shapes, formulas, functions, and tables, as well as some familiarity with data analysis concepts.

LEARNING OBJECTIVES

- Explain the extract, transform and load process in Excel
- Apply Power Query to import and shape data
- Organise and combine data from multiple sources
- Connect to and work with web data in Power Query
- Plan and build interactive dashboards in Excel
- Analyse data to populate dashboard objects
- Complete and use dashboards for reporting
- Configure slicers to filter dashboard data

COURSE SYLLABUS

4 Modules, 15 Topics

01

Course Overview

TOPICS

Course Flow · Course Flow Graphical Objectives

02

Working with Data Extraction, Transformation, and Loading

TOPICS

- Understanding the Extract, Transform, and Load Process
- Power Query Overview
- Getting Started with Power Query
- Managing Query Results
- Reorganising Data
- Combing Data
- Working with Web Data

03

Working with Data Analysis and Dashboards

TOPICS

Data Analysis and Dashboard Overview · Getting Started with Dashboards · Data Analysis for Dashboard Objects · Completing and Using Dashboards

04

Supplemental Topics

TOPICS

Working with Slicers in Dashboards · Course Data Folder Location

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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