

**Excel Power Query**

**Course Number:** OFC-106  
**Duration:** 2 days

**Overview**

This Excel Power Query training course teaches attendees how to set up Excel for automation and use Power Query and Power Pivot to create pivot tables, reports, and other visualizations. Participants learn how to use the new advanced features of Excel and extract different types of data, clean up the data, and load the clean data into Excel. This class is appropriate for Excel 2016, 2019, Online, and later.

**Prerequisites**

This course is best suited for intermediate to advanced Excel users who regularly receive data sets that they must clean up and create reports in Excel.

**Materials**

All Excel Power Query training attendees receive a course workbook.

**Software Needed on Each Student PC**

* Excel installed from Microsoft Office Professional Plus or Microsoft 365
* Related lab files that Accelebrate will provide

**Objectives**

* Extract and transform data from a variety of sources using Power Query
* Clean and shape Power Query data
* Merge and append Power Query data from multiple sources
* Create formulas in Power Query to calculate new values or transform existing data
* Use Power Query data to create pivot tables, reports, and other visualizations

**Outline**

* Introduction
* Advanced Excel
  + Set up Excel for Automation
  + Excel Tips and Tricks
  + New Advanced Excel Features
* Power Query
  + Extracting and Transforming Data
  + Working with Power Query Data
* Editing & Refreshing Queries
  + Editing Queries
  + Refreshing the Data
* Appending & Merging Data
  + Appending Files
  + Hiding Queries
  + Combining Data from Folder
  + Merging Files
* Creating Formulas in Power Query
  + Using Custom Column Button
  + Using Standard Functions
  + Renaming Steps
  + Editing Formulas
* Using Power Query Data
  + Creating Pivot Tables
  + Sharing Files with Queries
* Using Power Pivot
  + Introduction to Power Pivot
  + Loading Data into the Data Model
  + Creating Relationships
  + Using Related Data in Pivot Tables
* Conclusion