



# Microsoft Power Query

## Level 1

Duration: 1 Day

### PREREQUISITES

- Demonstrate a good working knowledge of Microsoft Excel
- Understand formula/function writing to manipulate data
- Understand basic features of Pivot Tables, such as the area designed for fields

### SUMMARY

- Power Query is the easiest way to connect, extract, transform and load data from a wide range of sources
- This course aims to import, tidy up, transform data & output a workable clean dataset for analysing

### COURSE OBJECTIVES

By the end of the session, you will be able to:

- Understand what Power Query is
- Identify where in the data analysis process Power Query sits
- Import data from various sources
- Restructure and transform data ready for output
- Load data to a Table Query, create a connection only & add to the Data Model

### COURSE CONTENT

#### Introduction

- What Is Power Query?
- The Power Query Interface
- Data Sources
- Overview Of Process (Txt Import to Load And Refresh)
- Basic Transformation Objectives
- First Steps with Power Query

#### Import Data

- Excel Tables
- Excel Workbook
- CSV And Txt Files

#### Basic Power Query Concepts

- Handle Technical & Useless Columns
- Understand Calculated Columns
- Format Numbers, Date & Boolean
- Use Lookup Tables
- Understand Calculated Fields
- Handle Many Tables
- Refresh Data

#### Understand Data Models

- What Is A Data Model?
- Why Do Power Query Users Need Data Modelling?
- Normalization And Denormalization
- Empty And Default Values

#### Introduction To DAX

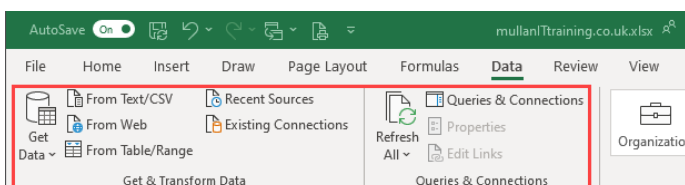
- Calculation Foundations Calculated Columns Examples
- DAX Data Types
- DAX Operators
- Calculated Fields Examples
- Choosing Between Calculated Columns & Calculated Fields
- Examples Why a Calendar Table Is Useful
- Common DAX Functions:
  - Logical
  - Mathematical
  - Text
  - Date And Time

#### Restructure And Transform Data

- Define Data Types
- Add/ Remove/ Format Columns
- Manipulate Column Headers
- Interpret & Filter Data
- Interpret & Filter Dates
- Filter Blanks
- Filter Duplicates
- Group Row Headers
- Add a Duplicate Column

#### Load Data & Refresh

- Table
- Connection Only
- Data Model
- Refresh
- Load Query into The Worksheet



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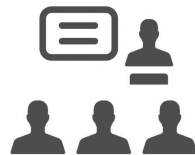


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