

# Office Productivity Training

## Using Power Query in Microsoft Excel

Transform and manage your data with ease with Power Query. Power Query is a data transformation tool used in Excel and Power BI. Also known as the Excel Get and Transform data tool, users can easily import data from a source and shape and transform data for simpler analysis. The benefit of Power Query is that it remembers the data transformation steps and automates manual data clean-up steps.

In this training, participants will learn how to extract data from a source, clean and transform the data, and then load the new data into a worksheet. They will also discover how to use Power Query to add imported tables to the Excel data model and create relationships. The training will also cover transforming worksheet data into tables using Power Query's pivot and unpivot features.

### Topics include:

- Connecting Data to Power Query
- Basic Transform Features
- Close and Load Query Data to a Table
- Close and Load Query Data to Pivot Tables and Pivot Charts
- Creating Connections
- Adding Tables to the Data Model
- Creating Table Relationships
- Creating a Multiple Table PivotTable
- Creating a Basic Unpivot
- Unpivot Multiple Columns
- Unpivot Repeating Rows
- Unpivot Data with Nested Headers
- Add Column Tools
- Changing a Queries Data Source

**Course Length: 6 hours**