

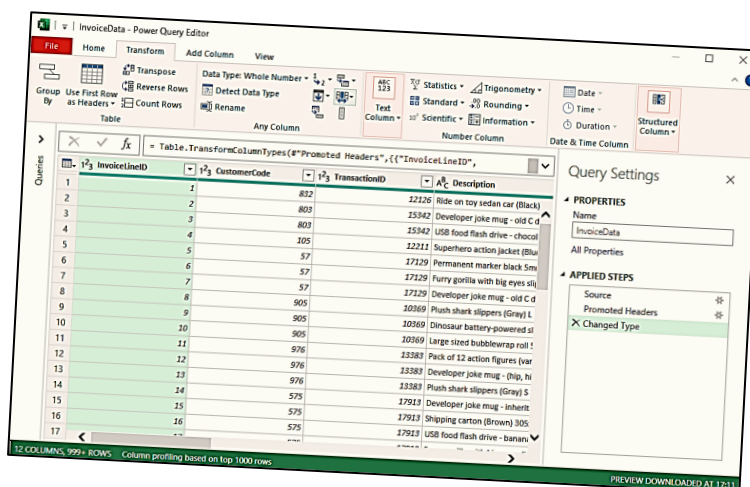
# POWER QUERY

Connect | Transform | Analyse

## OVERVIEW

Excel Power Query is a data connection and data transformation application that enables users to import and reshape data from various sources, including Excel workbooks, databases, and online services, into a format suitable for analysis and reporting.

Built in to Excel 365 since 2016 it's a powerful tool for extracting, transform and display using Excel Charts and Pivot tables.



## MAIN TOPICS

### WHAT IS POWER QUERY

- What is Power Query and why use it?
- What can Power Query do.
- Launching the Power Query Editor

### USING THE POWER QUERY EDITOR

- All Data sources Power Query connect to.
- Methods of connecting to data
- Queries and connections
- Refresh control

### DATA TRANSFORMATION TOOLS

- Removing and filtering rows.
- Splitting and merging columns.
- Changing data types.
- Using the "Replace Values" feature.
- Sorting and grouping data.
- Adding custom columns.
- Using "Conditional Column" for logical transformations.
- Filling down or up for missing data

### ADVANCED DATA TRANSFORMATIONS

- Pivoting and unpivoting columns.
- Transposing data.

- Using the "Merge Queries" and "Append Queries" tools

### ANALYSING DATA

- Using Pivot Tables and Charts to analyse multiple sourced data.
- Create relationships for Pivot Tables.
- Use Power Pivots for advanced data modelling features.
- Use Data Analysis Expressions (DAX) to solve a number of basic data modelling and analytical problems

### PROJECT – Create an Excel Dashboard

- Using Power Query & Pivot Tables
- Import Master data from External Workbook with Power Query
- Import Data from Text File
- Create the Data Model & Define Relationships
- Link Excel Shapes to Data