Excel - Discover Power Query and dynamically connect your data

Duration: 1 day
Audience: Pour tous

Who is this training for?

Professionals, data engineers, and data analysts who want to import, transform, and load data under the Power Query editor

Training objectives

- Learn how to connect and import data from various sources
- Master the skills needed to clean, filter, sort, aggregate, merge, and transform data
- Learn how to create a Date table
- Master best practices

Summary

This training is intended for professionals who analyze data and BI experts who want to deepen the data models of Microsoft Excel and Power BI with the M language to connect different data sources, transform data, optimize data models within their organization.

Course outline

Chapter 1 - Introduction to Power Query

- What is Power Query
- Why Use It
- Understanding the Power Query Editor

Chapter 2 - Querying Data Sources

- Understanding Data Access Functions
- Discovering the Impact on Data Refresh
- Data Change Options

Chapter 3 - Transforming Master Data

- Transforming Master Data
- Transforming Text Columns
- Transforming Number Columns
- Transforming Date Columns
- Using the Durations Functions
- Learning to Use the Error Functions

Chapter 4 - Using Advanced Queries

- Rotating and Depivoting Columns
- Simplifying and Standardizing Names
- Adjusting Column Types
- Combining Multiple Tables into One
- Using the Advanced Editor M

Chapter 5 - Creating a Date Table

- Creating a Date List
- Turning the List into a Table
- Changing the Data Type
- Adding Columns Year, Month, Day, ...
- Add a Conditional Column
- Update a Date

Chapter 6 - Apply Best Practices

- Understand Best Practices in Power Query

Approach and methodology

- Lectures

- Demonstrations
- Guided and individual exercises

Prerequisites

Know a minimum of Power Query

Recommendations

- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)