

Course duration

- 1 day

Course Benefits

- Understand the revolutionary changes in Power Query and the ease it provides for Excel pros.
- Successfully navigate the Power Query interface.
- Understand and properly configure data types.
- Understand and perform importing data.
- Understand and perform transforming data.
- Understand and perform loading data.
- Understand and utilize ranges in Excel.
- Understand and handle special situations.
- Understand and perform appending operations.
- Understand and utilize working with folders and files.
- Understand and perform combining worksheets.
- Understand and utilize PivotTables.
- Understand working with relational data.
- Understand and perform importing from SQL Server Analysis Services Multidimensional.
- Understand and perform importing from SQL Server Analysis Services Tabular.
- Understand the issues encountered when performing merges.
- Understand and utilize merges.
- Understand and utilize loading into Excel.
- Understand and utilize loading into Power Pivot.
- Understand and utilize loading to Power BI Desktop.
- Understand and utilize the data sources available.
- Understand and utilize grouping.
- Understand and utilize summarizing.
- Understand the M interface.
- Understand Power Query formulas.

Course Outline

1. Introduction to Power Query
 1. The Power Query interface
 2. Data types
 3. Understanding The Ease That the Revolutionary Changes Afforded by Power Query Provide to the Excel Pro
 4. Examining The Power Query Interface
 5. Configuring Data Types

6. Lab: Introduction to Power Query
 1. Power Query Interface
 2. Understanding Data Types
2. Working with CSV, TXT and Excel Worksheets
 1. Importing Data
 2. Transforming Data
 3. Loading Data
 4. Using Ranges in Excel
 5. Understanding and Handling Special Situations
 6. Appending Operations
 7. Working with Folders and Files
 8. Combining Worksheets
 9. Using PivotTables
10. Lab: Working with CSV, TXT and Excel Worksheets
 1. Importing, Transforming, and Loading Data
 2. Utilizing Ranges
 3. Understanding and Handling Special Situations
 4. Appending Operations
 5. Working with Folders and Files
 6. Combining Worksheets
 7. Using PivotTables
3. Connecting to Databases
 1. Working with Relational Data
 2. Importing from SQL Server Analysis Services Multidimensional and Tabular
 3. Lab: Working with Databases
 1. Importing From SSAS Multidimensional
 2. Importing From SSAS Tabular
4. Performing Merges
 1. Understanding the Issues
 2. Performing Merges
 3. Lab 1: Performing Merges
 1. Performing Merges
5. Loading Your Data
 1. Loading into Excel
 2. Loading into Power Pivot
 3. Loading into Power BI Desktop
 4. Lab: Loading Your Data
 1. Importing, Transforming, and Loading Data into Excel and Power Pivot
 2. Introduction to Power BI Desktop
 3. Data Sources
6. Grouping and Summarizing with Power Query
 1. Grouping Options
 2. Summarizing
 3. Lab 1: Grouping and Summarizing with Power Query
 1. Grouping and Summarizing
7. Working with the Power Query Language M (OPTIONAL)
 1. Understanding the M Interface

2. Examining Power Query Formulas
3. Lab: Working with the Power Query Language M (Optional)

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Power Platform class:

- Familiarity with Excel and the concepts of datasets and basic reporting, including the use of PivotTables.