

Power Query Course Outline

Introduction to Power Query

- Overview of Power Query
- Understanding the Power Query interface
- Basic concepts: Queries, Connections, and Data Sources
- Understand the role and capabilities of Power Query
- Navigate the Power Query Editor
- Connect to various data sources

Importing and Connecting Data

- Data sources: Excel, CSV, Web, Databases, and Online Services
- Creating and managing connections
- Refreshing data
- Connect to multiple data sources
- Manage and refresh data connections

Transforming Data

- Data cleansing: Removing duplicates, filtering rows, replacing values
- Data transformation: Splitting columns, merging columns, pivoting and unpivoting data
- Working with dates and text functions
- Grouping and summarizing data
- Perform basic and advanced data transformations
- Apply text and date transformations

Advanced Data Transformations

- Custom columns and conditional columns
- Merging and appending queries
- Using parameters and custom functions
- Advanced date and time transformations
- Utilize parameters and custom functions for dynamic data manipulation

Data Loading and Integration

- Loading data to Excel
- Data load settings and options
- Integrating Power Query with other tools (Power Pivot, Power BI)
- Learning Objectives:

Automation and Best Practices

- Automating data refreshes
- Best practices for efficient data transformation
- Troubleshooting and error handling

Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.