

Power Query Course Outline

Do you spend hours every month cleaning up data e.g removing unwanted rows and columns, removing duplicates, cleaning up unwanted spaces – yeah all that fun stuff.

Power Query also known as Get and Transform Data is a new (free) add-in (for Excel 2010 and later) which allows you to quickly clean up data and make it easy to analyse and work with in Excel.

Duration

2 X 90 minute sessions.

Who is it for?

If a regular part of your job is cleaning and re-organising data in Excel e.g. removing blank rows and columns, splitting and/or combining cells, removing errors, Power Query will allow you to do this work rapidly and effectively. You can then save your queries to be re-used again.

If you bring your own data on the day, you can work on that.

Course contents

• Installing Power Query
• Getting your data into Power Query
• Splitting columns
• Merging columns
• Removing errors
• Removing unwanted spaces.
• Unpivoting data
• Combining multiple data sources
• Loading into Excel
• Re-using your queries.