

# MICROSOFT EXCEL

## INTRODUCTION TO POWER QUERY / GET AND TRANSFORM

(1.5-hour webinar)

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### OVERVIEW

Using Power Query (known as Get & Transform in Excel), data can be imported or a connection can be created to external data that can then be shaped and transformed as required. For example, a column can be removed, a data type changed, or tables merged to meet the requirements at the time. It is then possible to load the data into Excel in order to create charts and reports. The data can be easily refreshed ensuring that it is always up to date.

- What is Power Query
- Data Types
- Getting and Transforming Data from various sources:
  - Excel File / Current Workbook
  - CSV / Text File
  - From Folder
  - Database (SQL)
- Transforming and Cleaning Data
  - Move, Remove, Rename and Duplicate Columns
  - Splitting and Merging Columns
  - Sorting and Filtering Rows
  - Remove Duplicates and Errors
  - Transforming Text and Numbers
  - Changing type using Locale
  - Adding Columns
  - Grouping
  - Transposing
  - Unpivot
- Duplicate and Reference another query
- Data Destinations – Loading Data
  - Data Model / Power Pivot
  - Load Settings
  - Speeding up Load times
  - Reusing and Sharing Queries
- Combining Multiple Sources
  - Multiple Excel Tables / Named Ranges
  - Incorrectly formatted worksheets
  - Multiple files with multiple sheets
  - Appending / Merging Queries
  - Organising Queries