



Power Query: Transforming Your Work Processes using Excel (1 Day) ; 2 December 2021; 6 January 2022

If you can related to the following, Power Query will transform the way you work far more effectively than you have ever experienced

- I regularly get data from multiple sources e.g. Excel files, CSV/Text files, external databases (SQL, Access etc.), and bring it into Excel and consolidate it into one table so I can analyse it.
- My data is spread over multiple Excel worksheets/workbooks and I have to consolidate it into one table so I can use it
- The constant update of data received requires cleaning before I can use it -splitting text into multiple columns, remove columns/rows/duplicates , adding columns, Format text as dates or numbers, Other random data cleaning tasks that drive me crazy and waste my time
- ◆ I currently use Excel VBA/Macro to clean my data every week/month and it's tedious.

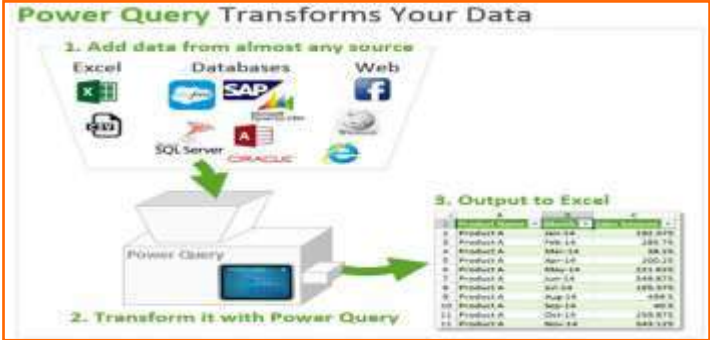
While normal Excel Functions or Macro/VBA can do all of the above tasks, Excel Power Query tool can perform far more effectively - simply refresh Power Query and it gets your data and cleans it in seconds.

WHAT IS MICROSOFT EXCEL POWER QUERY?

Excel Power Query tool enables you to extract, transform and load data (ETL) very effectively. In this course, you will acquire the knowledge and skills in using Power Query which is far simpler, straight forward and easy to use when you need to extract, consolidate, merge data and automate work processes in Excel. *Heavy users of Microsoft Excel will find this course very practical and useful. Basic knowledge of Microsoft Excel is assumed.*

Leverage on the 6 critical functions and its MAGIC with a few clicks of your mouse away!

1. Extracts, Transforms, Loads (ETL) your data from different sources/software
Learn to extract, load data from different sources/formats/files (SAP, CSV, database tables, Web Pages, Text, CRM, ERP etc) and transform data to your Excel worksheet/data model that is ready for analyzing and reporting.



2. Automates repetitive tasks (alternative to Microsoft Excel Macro/VBA).
Learn to automate common repetitive tasks with a few clicks of buttons. E.g.- splitting text into multiple columns, remove/adding columns/rows/duplicates, clean/trim text or remove empty spaces/characters, Fill blank cells, Format text as dates/numbers. sort, filter, summarize data etc. You'll be able to come out with a faster solution compared to Excel Macro/VBA. No coding nor Excel Macro/VBA knowledge is required.



3. Records your work flow and Automate Processes
Learn to set and record the steps of your work processes so don't have to re-do over-and-over again. You can conveniently click the refresh button every time you update and change or add your data.



4. Unpivot data from Pivot Table.
Learn the techniques to transpose, unpivot complex data and normalize it into a tabular format.

5. Append (Combine) Tables with Power Query
Learn to combine multiple tables into a large table within one file or pull in data from different files/sources. All information will be updated and added automatically into a master worksheet with a click of the 'refresh' button.



6. Merge Tables- A Vlookup Alternative
Learn to optimize on Power Query ability to merge/join tables to minimize the file size and processing time (alternative to using Vlookup, Index, and Match).

COURSE OUTLINE *(1 Day)*

LESSON 1 – INTRODUCTION TO POWER QUERY

- Introduction
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LESSON 2 – GETTING STARTED WITH POWER QUERY

- Extract
- Transform
- Load
- Edit
- Refresh
- Appending Files

LESSON 3 – IMPORTING EXCEL DATA

- Connecting to Excel Tables
- Connecting to Named Ranges
- Connecting Dynamic Named Ranges
- Consolidating Excel Tables
- Consolidating Ranges and Worksheets

LESSON 4 – CONSOLIDATE FILES IN A FOLDER

- Consolidate Excel Files
- Consolidate CSV files
- Adding More Files
- Importing File Name as a Data Column

LESSON 5 – “UNPIVOT” PIVOT DATA

- Set up your pivoted data as a table
- Load table data in to Power Query
- Unpivot Data

LESSON 6 – TRANSPOSING AND UNPIVOTING COMPLEX DATA

- Transpose Data
- Unpivoting Subcategorized Tables
- Transposing Stacked Tables

LESSON 7 – IMPORTING NON DELIMITED TEXT FILES

LESSON 8 – MERGING TABLES AND QUERIES

- Case Study 1
- Case Study 2

LESSON 9 – IMPORTING FROM DATABASES

- From SQL Server Database

LESSON 10 – OTHER POWER QUERY DATA SOURCES

- Web Data
- OData Data Sources
- Data from Microsoft Exchange
- Data from Facebook
- Data from SAP

LESSON 11 – DATA DESTINATIONS

- Query Loading Options
- Query Loading Methods
- Changing the Default Query Loading Settings

LESSON 12 – GROUPING & SUMMARIZING

- Get Distinct Values

LESSON 13 – AUTOMATING REFRESH

- Example with a csv file
- Refresh the connection
- Change the source
- Refreshing a Single Connection

LESSON 14 – POWER QUERY FORMULAS

- 5 Very Useful Text Formulas
- IF Scenarios
- Split Scenario using Text functions

Course Fee: RM900 per person payable to MEF ACADEMY SDN BHD
Fee is inclusive of 6% SST

Training Methodology: On-Line

Yes! Sign Me Up

ORGANIZATION DETAILS

Participant 1, Preferred Date:

Name: _____

Position: _____

NRIC: _____

Email: _____

Participant 2: Preferred Date:

Name: _____

Position: _____

NRIC: _____

Email: _____

Company: _____

Address: _____

Contact Person: _____

Position: _____

Email: _____

Tel: _____

Fax: _____

HRDF Contributor? Yes No: _____ No

APPROVED BY:

Signature: _____

Date: _____

Name: _____

Designation: _____

**Registration cannot be processed without an authorized signature*

Company Stamp:

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