

# MICROSOFT POWER QUERY

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## COURSE SCHEDULE – 1 DAY

### 1 INTRODUCTION

Getting to know PowerQuery

Exploring the Interface

### 2 TRANSFORMING DATA

Conditional IF

Merging

Appending

Custom Calculations

Grouping by Calculation \* Aggregating Records

Table Transformations

Text Tools

Number and Value Tools

Date and Time Tools

Creating a rolling calendar

Generating an Index and Conditional Columns

Pivoting and Unpivoting Data

Modifying Queries

### 3 CLEANSING DATA

Introduction

Query Editor Diagnostics – tools

Cleansing

### 4 CONNECTING TO DATA SOURCES

Loading Options

Loading from SQL

Loading from CSV

Loading from Web

Loading from XML, JSON, Tables

Connecting to a folder or files

## 5 M LANGUAGE AND ADVANCED QUERY EDITOR CONCEPTS

Introduction to Parameters

Custom M Functions & Building Blocks

Nested Calculation

Ready to use Custom M Functions

Text, Date and Conditional Functions



## 6 CLOSING

Troubleshooting errors

Working Around Limitations

Best Practices

Case Studies

Name of Course	Description	No of Days	MS Teams	Cost per Delegate (Transport Fees may apply)	Cost per Delegate: Your Premises at Sankin
Power Query	Essential learning on importing, extracting and transforming data, including appending and merging data.	1	1100	1200	1300

