COURSE SYLLABUS

Power Query Bootcamp

Learn to clean, organize, and reshape data quickly with Power Query, a powerful tool built into Excel and Power BI. This hands-on course will teach you how to streamline your data preparation process for analysis and reporting.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/power-query-course



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Course Outline

Getting Started with Power Query

- The Data Analysis Process
- What Is Power Query?
- The Power Query Interface
- Power Query Options & Settings
- One – Extracting
- Two – Transforming
- Three – Loading
- Four – Refreshing
- Benefits of Power Query

Transpose, Pivot, and Un-Pivot

- Transformations Overview
- Introduction to Transforming Data
- Removing Rows by Filtering Data
- Removing, Renaming & Reordering Columns
- Loading Your Transformations
- Applied Steps
- Saving Transformations
- Data Type Transformations

Combining Data from Two or More Data Sets

- Relationships
- Appending Two Tables
- Appending Multiple Tables
- Query Organization

- Appending Multiple CSVs
- Appending Data with Different Column Headers
- Merging Tables
- Merging via Composite Columns
- Inner Joins
- Right & Left Anti Joins
- Appending Multiple Worksheets

Duplicating and Parameters

- Duplicate & Reference Queries
- Remove Duplicates
- Deleting Queries
- Replacing Errors & Values
- Removing Top/Bottom Rows
- Using First Row as Headers
- Removing Blank Rows

Steps, Groups and Dependencies

- Transformation Steps Level 1
- Splitting Columns
- Merging Columns
- Trim, Clean, and Changing Case
- Transformation Steps Level 2
- Filling Down
- Sorting
- Extracting
- Math Calculations
- Unpivot
- Pivot
- Transpose
- Split Columns into Rows
- Group By
- Grouping by Dates/Times
- Date/Duration Calculations
- Conditional Columns
- Columns from Examples
- Extracting from Data Sources
- Getting Data from Excel
- Getting Data from CSV
- Getting Data from PDF
- Getting Data from Websites