

**Excel Power Query in a Day**

**Course Number:** OFC-152  
**Duration:** 1 day

**Overview**

Learn how to use Power Query within Excel in 1 day! This Excel Power Query training course teaches attendees how to extract different types of data, clean up the data in various ways, and load the cleaned-up data into Excel. Participants also learn how to work with Power Query data in Excel.

**Prerequisites**

This course is best suited for intermediate to advanced Excel users who regularly receive data sets that they must clean up to create reports in Excel.

**Materials**

All Excel Power Query training attendees receive a course workbook.

**Software Needed on Each Student PC**

* Excel installed from Microsoft Office Professional Plus or Microsoft 365
* Related lab files that Accelebrate will provide

**Objectives**

* Master the basics of Power Query
* Extract and transform data from a variety of sources
* Work with Power Query data to clean, shape, and analyze data
* Edit and refresh queries to ensure that your data is always up-to-date
* Use Power Query data to create pivot tables, reports, and other visualizations

**Outline**

* Introduction to Power Query
  + Extracting and Transforming Data
  + Working with Power Query Data
* Editing & Refreshing Queries
  + Editing Queries
  + Refreshing the Data
* Appending & Merging Data
  + Appending Files
  + Hiding Queries
  + Combining Data from Folder
  + Merging Files
* Creating Formulas in Power Query
  + Using Custom Column Button
  + Using Standard Functions
  + Renaming Steps
  + Editing Formulas
* Using Power Query Data
  + Creating Pivot Tables
  + Sharing Files with Queries
* Conclusion