Power Query Course

A 5 Star rated course from the Training experts

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Power Query Course

This is a one day training course that gives you an introduction to using Power Query in Microsoft Excel to clean, transform, and prepare data quickly and efficiently.

Introduction

This hands-on course has been designed for new users to Power Query in Excel and covers the essential features, from connecting to data sources to cleaning and transforming data.

By the end of this session, delegates will have the confidence and ability to automate data preparation tasks using Power Query.

Who would benefit from this course?

For users with a working knowledge of Excel who want to prepare large datasets faster and more efficiently.

It's ideal for those looking to streamline and automate the way they prepare data for reporting or analysis.

Classroom & Online Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online courses are available for people anywhere in the world with internet access.

You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

Google
5.0 ★★★★★

Rachel was brilliant and very helpful. The way the course was delivered was very easy to understand and Rachel answered any questions with detailed explanations.

Rebecca Tarnwest Ltd

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£345 + VAT	£495 + VAT
Online	£295 + VAT	£375 + VAT

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £590 (full day). Please email or call us with your preferred venue, number of delegates and any requests.

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Power Query

Course Outline

Introduction

- What is Power Query?
- Why use Power Query?

Importing Data

- Where to find Power Query in Excel
- Import Data from an Excel Workbook
- Import Data from other common places
- Appending Data
- Import Data from a Folder
- Import data directly within Editor

Power Query Editor

- Queries Pane
- Data View
- Ribbon
- Applied Steps

Data Preview

- Column Distribution
- Column Profile
- Column Quality

Cleaning Data

- Remove/Rename columns
- Dealing with Null Data
- Data Types
- Dealing with Duplicates
- Replace Values
- Use first row as headers
- Fill down

Date Functions

- Date/Time Data types
- Extracting parts of a date
- Converting Date Formats

Google

5.0 ★★★★★

Rachel was a great teacher and was able to go through each subject with us explaining in detail and was able to assist where needed with extra questions and help with assigned tasks to make things clear. Thank you

Nicola W
Expert Complete Property Maintenance Ltd

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.

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Power Query
Course Outline cont.

Bespoke Columns

- Conditional Columns
- Custom Columns
- From Number
- From Examples

Merge Queries

- What is Merge Queries
- How to Merge Queries

Group By

- What is Group By?
- How does Group By work?

Statistics

- What are the Statistics Functions?
- How to use the Statistics Functions?

Pivot/Unpivot

- Pivot
- Unpivot
- Transpose

Fuzzy Matching

- What is Fuzzy Matching?
- How to use Fuzzy Matching
- Join Types

Refresh

- Manual Refresh
- Automatic Refresh

Google
5.0 ★★★★★

The team thoroughly enjoyed the training and I have already seen them putting into practice the techniques they were taught on the day, which is fantastic!

Natasha B
Golden Eagle Luxury Trains

TO BOOK PLEASE SEE NEXT PAGE

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Why Choose M Training's Power Query Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Liverpool, Birmingham and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £590 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To reserve your place on our 1 Day Power Query course, Simply pick your preferred date and book on our website, send us an email or give us as call.

Or if you prefer, we offer private and In-House training on request.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

Very good course. Excellent trainer who kept me engaged, interested and made me look at things in a different light.

Very good tips and techniques.

Charlotte Hakeley Lemon Zest Events