Course : Power Query, the self-service ETL

Extract, transform and load external data in Excel 2016-2013

Practical course - 2d - 14h00 - Ref. PQE
Price : 1680 CHF E.T.

★★★★⯪ **4,7 / 5**

BEST

A complement to Excel 2013, and integrated into Excel 2016, Power Query offers functions for importing and transforming data from a variety of sources. You'll learn how to use this tool to define queries and adapt data to your analysis needs with Excel.

⌖ Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understanding Microsoft's business intelligence (BI) offering
- ✓ Connect to external data sources
- ✓ Use Power Query to clean and format data
- ✓ Intervene in queries using the graphical interface and discover the M language

Intended audience

Excel users who need to analyze external data sources (text files, Access databases, SQL Server, SSAS cubes, etc.).

Prerequisites

Good knowledge of Excel, formulas and pivot tables.

Course schedule

1 Introducing Power Query

- Discover Microsoft's BI offering for Excel.
- Power Query, Power Pivot, Excel.
- Using Power Query: why and how?

2 Import data

- Discover the "Data/Recover and Transform" group.
- Create queries and connect to data sources.
- Use text and .csv files.
- Connect to relational databases (Access, SQL Server, etc.).
- Connect to SSAS cubes.
- Querying web data.
- Manage data updates and exploit them in Excel.

Hands-on work
Create connections to import text files. Import data into Excel.

3 Transform data with the query editor

- Sort and filter data.
- Choice of rows and columns.
- Eliminate duplicates and errors.
- Format text, numbers and dates.
- Split columns.
- Replace values.

Hands-on work
Use data manipulation tools to reformat and modify data types. Separate zip codes and cities, first and last names. Update modified data.

4 Handling tables

- Add tables.
- Merge tables.
- Group rows. Select statistical functions.
- Rotate a table.

Hands-on work
Merge different sources. Use relationships between database tables. Create an aggregate table. Define a source from a SQL query.

5 Adding calculated data

- Create new columns.
- Add indexes.
- Create calculated columns.
- Define new columns with formulas.

Hands-on work
Create calculated columns with arithmetic operators.returnchariot Fill in missing values.returnchariot

6 **Further information**

- Reading, understanding and modifying queries: an introduction to the M language.
- Edit queries in the formula bar.
- Use the advanced editor.

Hands-on work

Use the advanced editor to read and modify graphical queries. Design calculated column definitions in M language.

Dates and locations

REMOTE CLASS

2026 : 25 June, 25 June, 7 Sep., 8 Oct., 10 Dec., 10 Dec.