# POWER QUERY

*Course Outline*

Power Query

## automate data cleaning

## in ~~days, hours,~~ minutes

using
Power Query in Excel and Power BI

*If I had to summarize Power Query real quick...*

> ## Automate all your mundane repetitive data cleaning tasks
>
> **+**
>
> 2 cool things about Power Query –
>
> • #Cool thing 1 – **It comes built-in** with Excel & Power BI
>
> • #Cool thing 2 – Learning Power Query is **damn easy**

*Who is this course for ?*

If you spend countless hours cleaning and shaping data before it can be put to use, **this course is a must for you.**

Data Analysts, Finance, Accounts, HR and MIS / Operations Professionals can tremendously enhance their productivity through this course

The full course is split into 2 parts

## Part 1 – Fundamentals
These are short easy case studies to learn the most important features of Power Query from scratch.

Lessons include

●●●◐○ Complexity

- What and Where is Power Query?
- Combining Data from Multiple Excel Files – Simple Version
- Combining Data from Multiple Excel Files – Advanced Version
- Combining Data from Multiple Sheets in a Single Sheet – Using IF
- Combining Data from Multiple Sheets in a Single Sheet – Without using IF
- Loading Data from the Web
- Working with Dates
- Exercise 1 – Question and Answer
- Intervention 1 – Common Errors and Gotcha's in Power Query
- Simple Unpivoting
- Grouping
- Pivoting
- Joins in Power Query
- Application of Joins – VLOOKUP
- Application of Joins – Dynamic Filters
- Using Parameters & Templates in Power BI
- Cartesian Join
- Schedule your Refresh
- M Code Basics
- Exercise 2 – Slightly more complex case
- Intervention 2 – PQ Best Practices

## Part 2 – Practical Case Studies

These are more advanced close to real life case studies to apply the learning from Part 1 on how to automate your repetitive tasks

Lessons include

●●●●○
Complexity

- Working with more than 1 Mn Rows in Excel.
- Complex Date Transformations
- Complex Unpivoting – Data with 2 Headers
- Combining & Complex Unpivoting together – Creating Custom Functions
- Combining Data from Multiple Excel Files – Everything is dynamic
- Filtering Headers of Data
- Transpose Rows in Columns – Only for a single column
- Combine Duplicate Values in a Single Row
- Repeat Row N Times
- How to Unstack Rows in Columns
- Dynamic Column Renaming
- Creating Dynamic Path for Excel and Power BI Source Data
- How to refer to Previous Row
- Replace Errors in Multiple Column at Once
- Make Remove Other Columns Dynamic

# *Meet your Instructor !*

**Hi My name is Chandeep,** I stay in Gurgaon (India) and run my full-time venture Goodly, where I conduct training interventions for some of the top corporates in the India. My training sessions / consulting assignments are focused on Excel and Business Intelligence using Power BI.

Prior to starting Goodly, until the end of 2013, I worked as a Financial Analyst for an Investment Bank in Mumbai. Being an analyst, Excel is the tool that I became really good with and Goodly is all about teaching people how to solve real time business problems using Excel and Power BI.

I also actively share my learnings / ideas on Excel and Power BI on my blog - **www.goodly.co.in** which has now over 20,000 subscribers and over 400+ posts on the Excel, Data Analytics, Dashboards and Visualizations and Power BI. In the last few years, I have trained over 4,000 professionals through my courses.

> " If you are looking to take your data analysis skills to the next level, this course will be worth every penny and minute of your time "

*look forward to see you inside!*

**GET STARTED!**