COURSE SYLLABUS

Power Query Bootcamp (Self-Paced)

Learn how to quickly clean, organize, and reshape data using Power Query, a powerful feature built into Excel and Power BI. This hands-on course shows you how to streamline data preparation for efficient 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://www.graduateschool.edu/courses/power-query-bootcamp-self-paced



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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