

Excel Power Query and Power Pivot

Length/CPE Hours

7 hours (1 day)

Class Time

8:30 a.m. – 4:15 p.m. Central Time

15-minute morning and afternoon breaks

45-minute lunch 11:30 to 12:30

PREREQUISITE

The student should have an Intermediate to Advanced knowledge of Excel. You will need basic understanding of formulas such as a VLOOKUP and an IF statement. Please read the Course Description and Outline to see if this course is for you.

INTRODUCTION TO POWER PIVOT

- What is Power Pivot
- Importing Tables into the Data Model
- Linking Tables
- Using the Related() Function
- Basic Calculations in the Data Model
- Creating a PivotTable using Multiple Data Sheets

POWER QUERY aka GET AND TRANSFORM

- What is Power Query and where is it located in 2013, 2016 and Office 365
- Types of Data Connections and Power Query Editor Window
- Review and Change Data Types
- Loading to the Data Models
- Data Specific Editing Tools such as Text, Numbers, and Date Tools
- Filling Data Up and Down
- Splitting and Combining Columns of Data
- Adding Conditional Columns
- Using Formulas such as IF, AND and LOOKUP
- Basic Understanding of M Functions like Text.PadStart
- Aggregate vs Don't Aggregate in a Pivot Table
- UnPivoting Data
- Merging Data and working with Joins
- Appending Multiple Data Sets

MORE IN-DEPTH LOOK AT POWER PIVOT

- Creating a Measure using AutoSum
- Deleting a Measure
- Working with the New Measures Dialog Box
- Understanding DAX Syntax

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.