



**Better Skills Training**

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## Excel Power Query: Importing and Appending Data

Power Query for Excel has been described as the most important feature to be added to Excel since Pivot Tables became an option in 1994. Power Query is also known as Get & Transform and enables you to import data into Excel from many different sources, transform and clean up the data before loading the cleaned data back into Excel for further analysis. Power Query has a very short learning curve and once you find how easily data can be transformed you will never go back to manually cleaning up data or recording macros to do a similar job.

In this module you will import data from 2 Excel files, clean up the data, append the 2 sets of data together and then return it to Excel in a Pivot Table.

Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

### Topics:

Importing data from Excel, or other sources

Promoting headers

Changing data types

Deleting columns in Power Query

Deleting rows in Power Query

Replacing data

Splitting columns

Joining columns

Creating a simple calculated column

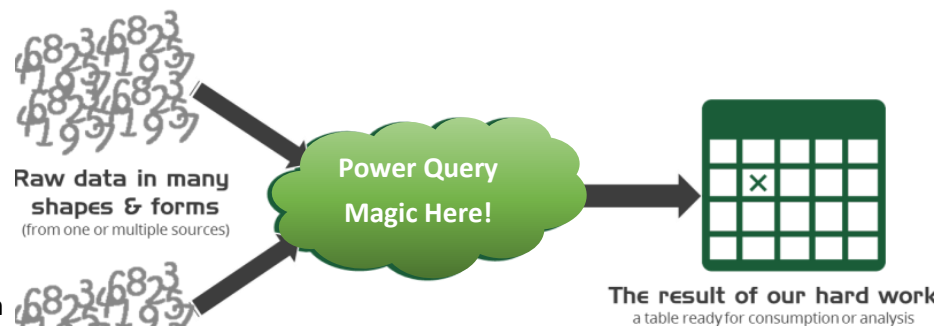
Loading to Excel as a Table

Loading to Excel as a Pivot Table

Joining 2 Excel files (Appending)

Changing the source file(s) so that the steps applied to the original file apply to a new file

Refresh data to insure your results are up-to-date



### Should You Attend This Module?

If you've ever spent hours fixing Excel data either manually or by developing a macro to do the work, then this is for you. If you have a repetitive set of steps to perform to similar data exported from SAP or other data stores, then this will help immensely. Power Query is easy to learn and easy to apply to your work. You need to have used Excel before but nothing too advanced, you can let Power Query handle the difficult transformations instead.

### Schedule

This course can be delivered in 3 hours onsite, or 2 hours online.



# Power Query

