



**Better Skills Training**

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## Excel Power Query Module: Importing and Merging 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'll never go back to manually cleaning up data or recording macros to do a similar job.

In this module you will eliminate the need of VLOOKUP formulas between files by importing data from 2 Excel files, cleaning up the data, merging the 2 sets of data together, and then return it to Excel as a formatted table, or as 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 in Power Query

Joining columns in Power Query

Creating a calculated column

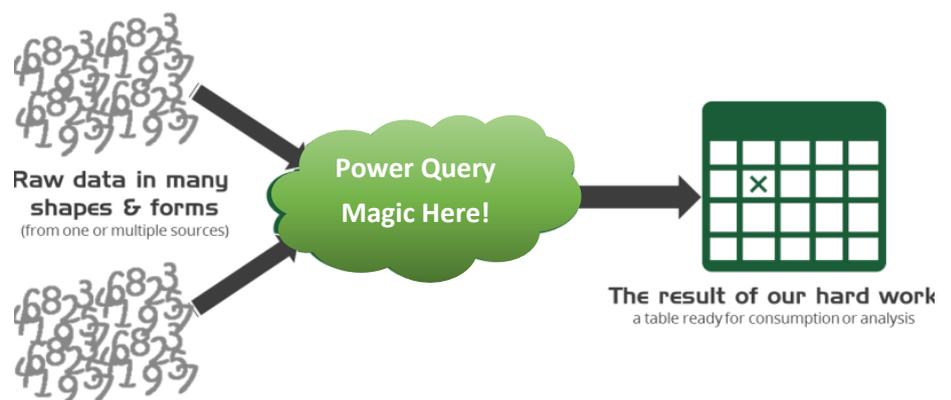
Merging 2 Excel files

Loading to Excel as a Table

Loading to Excel as a Pivot Table

Changing the source file(s)

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. If you rely heavily on VLOOKUPS and then spend time having to check for errors, then you should attend this session. 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 functions and transformations instead.

### Schedule

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

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# Power Query

