Objectives

Duration: 1 Day

By the end of this course, delegates will be able to use Power Query to import and manipulate data from a variety of sources, use Power Pivot to connect multiple data sources from which you will learn to create pivot tables and pivot charts.

Prerequisites

Delegates must be confident using Excel. An understanding of relational databases is useful but not compulsory.

You will require a Power Pivot compatible version of Excel (2013 or newer or Office 365). Power Pivot is not currently Mac-compatible.

Importing And Transforming Data

- Importing data from a variety of data sources
- Editing your data in Power Query
- Managing and editing applied steps
- Setting data types
- Removing columns/rows
- Choosing columns to keep
- Setting header rows
- Splitting columns

Append Queries

- Attaching data from other tables

Creating Columns

- Columns from example
- Custom columns
- Conditional columns

Merge Queries

- Creating merge queries
- Merging in columns of data

Power Pivot

- Enabling the Power Pivot Add-In
- Creating A Data Model
- Creating relationships between tables
- Managing relationships

Pivot Tables

- Creating and modifying a Pivot Table from related tables
- Recalculating the Pivot Table
- Filtering the Pivot Table
- Customising field names
- Changing field formatting

Pivot Charts, Slicers And Timelines

- Creating and customising Pivot Charts
- Using Slicers and Timelines to filter data visually