

# MASTERING POWERQUERY

## COURSE OUTLINE



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**6 HOURS**

**DELIVERY METHOD: FACE TO FACE OR VIRTUAL**

## Course Content

### Audience

This course is designed for data analysts, business intelligence professionals, and anyone working with data who wants to enhance their skills in data transformation and preparation using PowerQuery.

### Pre-Requisites:

Attendees should have a basic understanding of data concepts and be familiar with spreadsheet software like Microsoft Excel.

### Course Objectives:

By the end of this one-day workshop, participants will have mastered PowerQuery, enabling them to efficiently import, transform, and prepare data for analysis, improving their overall data manipulation capabilities.

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### Course Content

- PowerQuery Basics
- Understanding the role of PowerQuery in data transformation.
- Exploring the PowerQuery interface and basic functionalities.
- Data Import and Connection:
- Importing data from various sources, including Excel, databases, and web data.
- Establishing connections and managing queries.
- Basic Data Transformation Techniques:
- Applied Steps
- Cleaning and shaping data for analysis.
- Introduction to basic transformations such as filtering and sorting.
- Merging and Appending Queries:
- Combining data from different sources.
- Appending and merging queries for expanded datasets.
- Combining files from a Folder
- Join Kinds
- Understanding Data base relationships
- Aggregating data using simple functions.



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- Grouping data to analyze patterns and trends.
- Introduction to Parameters:
- Understanding parameterized queries.
- Implementing basic parameters for flexible data transformations.
- Error Handling:
- Basic error handling techniques in PowerQuery.
- Troubleshooting common issues in data transformation.
- Best Practices for Efficiency:

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