

Introduction to Power Query – 1 Day

Navigate the Power Query Editor (PQE)

- Query Settings task pane
- Formula bar
- Query dependencies

Select the Source Data for Your Query

- Table/Range in current workbook
- Data in another workbook
- Text/CSV files
- Files in folder
- Access database
- Blank query
- Existing connections
- Referencing existing queries

Close and Load Queries

- Load to table
- Load to PivotTable or chart
- Only create connection
- Add to data model

Edit a Query

- Edit a query – launch the PQE
- Understand steps in the Query Settings task pane
- Delete steps
- Modify steps
- Name/rename a query
- Delete a query
- Refresh a query

Transformations

- Change a field's data type
- Remove rows/columns
- Split columns
- Merge columns
- Sort columns
- Filter columns
- Perform calculations on columns
- Create conditional column
- Create new columns by example
- Group columns
- Fill data
- Use first row as headers
- Extract text
- Trim/clean
- Change case
- Create index



Append Data

- Append all tables in the current workbook
- Append specific worksheets within the current workbook
- Append all worksheets in an external workbook
- Append specific worksheets from an external workbook

Combine Files in a Folder

- Combine files in a folder where the sheet or table name are the same
- Combine files in a folder where neither the sheet or table name are the same
- Import Text/CSV files within a folder

Other Transformations

- Merge data across tables
 - Match columns
 - Select the correct join kind
- Pivot data
- Unpivot data

Share Queries

- Export a query as a connection file
- Import a query as a connection file

M Functions and M Language

- View the M code for your query
- Write M formula
- Use M Text functions
- Use M Date functions
- Use more M functions
 - Excel.CurrentWorkbook
 - Excel.Workbook
 - Table.Combine

