Microsoft Excel: PowerQuery Basic & Intermediate 2D

Microsoft Office Mastery Series

Instructor Information

Instructor	Email	Training Type	Duration, Hours
Kelvin Ng Choo Kent	khenghuat.koay@gmail.com Classroom		2 days

Course Overview

Description

Course Description: The Excel Power Query Training is a comprehensive 2-day course designed to equip participants with the skills and knowledge to efficiently work with data using Microsoft Power Query, a powerful tool for data transformation and analysis. Through hands-on exercises and interactive sessions, participants will gain a deep understanding of Power Query's capabilities and learn how to seamlessly connect, transform, and analyze data from various sources. The course will cover essential concepts such as data sources, data transformation, query actions, and data destinations. Additionally, participants will explore the creation of PivotTables and PivotCharts to visualize and analyze the transformed data effectively. By the end of the course, attendees will have the expertise to harness the full potential of Excel Power Query, saving time and enhancing productivity in data-related tasks.

Learning Outcomes:

After completing the Excel Power Query Training, participants will be able to:

- Navigate and utilize the Power Query user interface efficiently.
- Comprehend the steps involved in creating, refreshing, and managing Power Query data.
- Access various data sources, including CSV and Text files, Excel workbooks, databases, and more.
- Transform data by filtering, sorting, removing duplicates, replacing values, and transposing tables.
- Group and aggregate rows for meaningful data analysis.
- Append and merge queries to combine data from multiple sources.
- Create PivotTables and PivotCharts to summarize and visualize data effectively.
- Customize PivotTables for improved readability and analysis.
- Use calculated fields and items to perform advanced calculations within PivotTables.
- Utilize PivotTable wizards for consolidating data from multiple ranges.

Prerequisites:

To maximize the learning experience and ensure successful completion of the Excel Power Query Training, participants should have the following prerequisites:

- Basic proficiency in Microsoft Excel, including familiarity with data entry, cell formatting, and basic functions.
- Basic understanding of data concepts, such as tables, columns, rows, and data types.
- Knowledge of Excel functions and formulas will be beneficial but is not mandatory.
- Participants are expected to bring their laptops with Microsoft Excel 2019 or later versions installed, as the course will involve hands-on exercises to reinforce the concepts learned.

Course Requirement

- Participants should be able to use a PC at the beginner level
- Basic knowledge and functionality of Microsoft Excel
- Microsoft Office 2019 and above

Professional Trainer Profile – KELVIN NG CHOO KENT

25 years
Teaching Experience

Kelvin Ng is an exceptional corporate trainer who has been captivating audiences worldwide with his innovative approach to Microsoft Office applications. With over 25 years of experience in Classroom Training, Virtual Learning Space, and Office Automation Consultation, Kelvin has established himself as a highly sought-after Master Trainer who delivers nothing short of WOW in his training sessions.

± 25,000 Total Students Taught 2016 - 2020

± 2,200 Total Days Taught 2016 - 2020

± 1,900 Total Students Taught Year 2022

± 160 Total Days Taught Year 2022

Course Schedule

Time	Topic
Day 1	
8:45 AM	Registration
00 AM – 10:30 AM	Getting Started with Power Query	Topic 1 and Topic 2
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Transform Columns and Rows Part 1	Topic 3 to Topic 4
12:30 PM - 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Transform Columns and Rows Part 2 |Topic 3 to Topic 4
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:30 PM	Explore Queries	Topic 5
4:30 PM – 5:00 PM	1st Day Debrief / Closing

Time	Topic
Day 2	
45 AM	Registration
9:00 AM – 10:30 AM	Getting Started with Pivot Table |Topic 1 and Topic 2
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Quick Summary using Pivot Table	Topic 3
12:30 PM - 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Advance Analysis with Pivot Table	Topic 4 and Topic 5
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:30 PM	Building Interactive Chart & Others	Topic 6 and Topic 7
4:30 PM – 5:00 PM	Debrief / Closing / Evaluation / Certificates/ Photo

Schedule/Timing is subject to change according to the Participants Progress and Level of Knowledge.

PivotTable
- o Get to know a PivotTable
- o The Best Practice using a database for PivotTable

Creating Pivot Table
- Database Pre-requisite for preparing a PivotTable Report
- Designing a PivotTable
- Adding Elements to the Report
- Creating a Report Filter
  - o Use Table Field as Report Filter
  - o Use the Report Filter
  - o Reset the Filter
- Use Slicers to Filter Report
  - o What is Slicers?
  - o Remove Slicer
- Update the Data Source
  - o Changes Data Sources
  - o Create a dynamic Range for the Data Table

Customizing a PivotTable
- Format a PivotTable
  - o Use PivotTable Style
  - o Number and Text Format
  - o Explore the PivotTable Options
  - o Use the Value Field Settings
- Subtotals
- Show Value As
- PivotTable Print Options
- Grand Totals

- Report Layout

Grouping, Sorting and Filtering
- Grouping Pivot Fields
  - o Dates
  - o Number Fields
  - o Text
- Ungrouping
- Sort& Filtering the PivotTable

Use "Fields, Item and Sets"
- Creating Calculated Field
- Creating Calculated Item
- Edit and Delete Calculated Field or Item

Pivot Charts
- Convert PivotTable to PivotChart

PivotTable Wizards
- Multiple Consolidation Ranges

Thank you