

Power Query: Master Your Data in Excel (1 Day Course)

Tuesday 15th March 2016 - Melbourne

Course Overview

If you work with data – clean, dirty or somewhere in between – you need to come and take this course. It will increase your efficiency, your effectiveness and pay you back in spades. It will change the way you work with Excel forever.

The core focus of this hands on course is Power Query – a free add-in released by the Microsoft Excel team – which works with Excel 2010 and Excel 2013 Professional Plus. It's free, it's powerful and best of all its incredibly easy to use!

What is Power Query?

Power Query is possibly one of the greatest innovations to Excel in terms of improving user productivity. It's also possibly one of Microsoft's best kept secrets – few people appreciate that it exists or what it can do.

What is Power Query used for?

It is used extensively for manipulating and analyzing data, and for importing data into Excel. It cuts out many manual and inefficient tasks.

What is the benefit?

In many cases jobs that used to take hours can be done in minutes. And if the same job needs to be repeated it typically takes seconds.

We will also cover two better known Excel features which work hand in hand with Power Query – Excel Tables and Pivot Tables. We will show you how and why Excel Tables should form the foundation of every solution you build, as well as how to avoid the most common PivotTable issues that affect users.

This is a hands-on course – it will turn you into a quick and efficient data master in Excel!

Target Audience

This course is intended for users who have to import, cleanse and work with data in Excel.

Course Instructor: Ken Puls

Ken Puls is a Chartered Professional Accountant, blogger, author and trainer with over 20 years of business and financial modelling experience. Based in British Columbia, Canada, his passion lies in exploring tools to turn data into information, and teaching others how to benefit from them. He also hosts the Excel technology blog www.excelguru.ca.

Ken has held the Microsoft MVP distinction since 2006, and has been recognized as a Fellow of his accounting organization.

Course Requirements

We will provide PC's loaded with either Excel 2010 or 2013, and the Power Query add-on.

Participants are welcome to bring their own laptops, however you will also need to have the Power Query add-in downloaded and installed on your device. You can [download this software here](#). If you require a more detailed guide to configure Power Query, please [click this link](#).

Course at a Glance

- Excel Tables
 - Creating Excel tables
 - Using Excel tables
- PivotTables
 - Creating PivotTables
 - Modifying PivotTables
 - Modifying PivotTable data sources
 - PivotTable best practices
- Power Query
 - Importing and refreshing single files
 - Importing all files in a folder at once
 - Appending tables
 - Merging tables (with no VLOOKUPS)
 - Un-pivoting data
 - Query organisation and best practices
 - Reusing queries

Registration

Course cost is A\$795 per person, plus GST. The cost includes:

- A full day of hands on, in class instruction (9:00AM - 4:30 PM)
- Full catering, including Lunch, Morning and Afternoon Tea
- A certificate of attendance (for claiming Professional Development credits)
- A one hour video that demonstrates the majority of the Power Query concepts taught during the course, and
- A copy of Ken's Power Query e-book 'M is for Data Monkey'

The course will be run from Saxons Training Facilities, Level 8, 500 Collins St Melbourne.

To register contact Parity Analytic on 03 9020 2085 or training@parityanalytic.com.au

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