

Module 1: Creating Queries with Power Query

- What is Power Query and When Should You Use It?
- Exploring an Existing Query
- Navigating the Power Query Interface
- Creating a New Query
- Supported File Types
- Importing Data

Module 2: Transforming & Editing Queries

- Shaping & Transforming Columns
- Shaping & Transforming Rows
- Understanding Query Steps
- Undoing Query Steps
- Errors
- Filtering Data
- Calculations
- Combining Data from Multiple Queries
- Keeping Data Up To Date

Module 3: Excel Tables

- Understanding Excel Tables
- Table Styles & Options
- Table Calculations
- Restoring the Table to a Data Range

Module 4: Creating PivotTables & Pivot Charts

- Pivot Tables
- Creating a Pivot Table from Power Query Data
- Adding and Removing Report Data
- Filtering Pivot Tables
- Displaying Top or Bottom Values
- Slicers & Timelines
- Drilling Down
- Changing the Summary Calculation
- Grouping Items
- Update the Pivot Table and Locate the Data Source
- Formatting PivotTables
- Creating a Pivot Chart