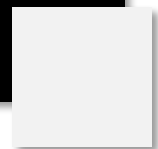


Microsoft Excel: Power Query Training Curriculum



Prerequisites

Office 365

Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns

Overview

In this 5-hour hands-on workshop, you'll learn how to leverage Power Query in Excel to clean, transform, and automate your data — no formulas or coding required.

This session will focus on real-world techniques that will help you manage messy data, eliminate repetitive tasks, and prepare your spreadsheets for faster reporting and analysis.

Topics Covered:

Clean and organize messy datasets for reporting

Merge and append queries to automate data consolidation

Combine data from multiple files, sheets, or sources

Perform advanced text manipulation and column formatting

Build a repeatable process that updates with a single click

Reshaping Data



DATA TELLS A STORY. BE THE STORYTELLER