JAMES COOK INSTITUTE

Power Query & Power Pivot (Excel 365)

Description

This course is designed to equip participants with advanced Excel tools and techniques for data preparation, manipulation, and analysis, enhancing their ability to manage, interpret, and draw insights from large and complex data sets efficiently.

Participants will learn to apply advanced formulas, functions, and data validation methods, create PivotTables and dynamic charts, and utilize automation features to streamline repetitive tasks.

The course also emphasizes best practices for organizing and cleaning data, ensuring accuracy and reliability in reporting.

By the end of the course, learners will be able to confidently analyze data, generate actionable insights, and support informed decision-making within their organizations.

Who is this Course For?

This training is relevant to learners who need to perform Data Preparation and Data Analysis using Excel's sophisticated built-in tools.

Course Objectives

By the end of this course, learners will be able to:

- Apply Power Query to connect and import data from various sources.

- Perform data cleaning and transformation tasks, preparing data effectively for analysis.

- Apply Power Pivot to enrich and calculate data using DAX (Data Analysis Expressions).

- Create relationships between different data tables and integrate these into a comprehensive data model within Excel.

Course Duration
8 Hours

Mode of Training
Classroom

Full Fee
$380
(Subject to 9% GST)

Nett Fee
$414.20
(After GST)

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Course Content

Learning Unit 1: About Power Query
- Understand and Learn to use Power Query to automate data preparation tasks like:
- Get Data from multiple sources such as Different Worksheets and/or Different Workbooks, Text File, Web Data, etc.
- Combine Data into One Worksheet either by Appending data or Merging data. Clean/Transform Data like Handling Missing Values, Merging Columns, etc. so the data become suitable for analysis.

Learning Unit 2: About Power Pivot
- Understand and Learn to use Power Pivot to better analyse data by creating :
- Data Model & Table Relationship for Linking Excel Tables.
- Pivot Report with Data Model that enables user to produce insightful Summary Report from multiple Excel Tables. Conventional Pivot Report without Data Model can only analyse one table.
- Powerful DAX Formula and KPI which are new methods of analysing data.