

Power Up with Power Query – Webinar Handout

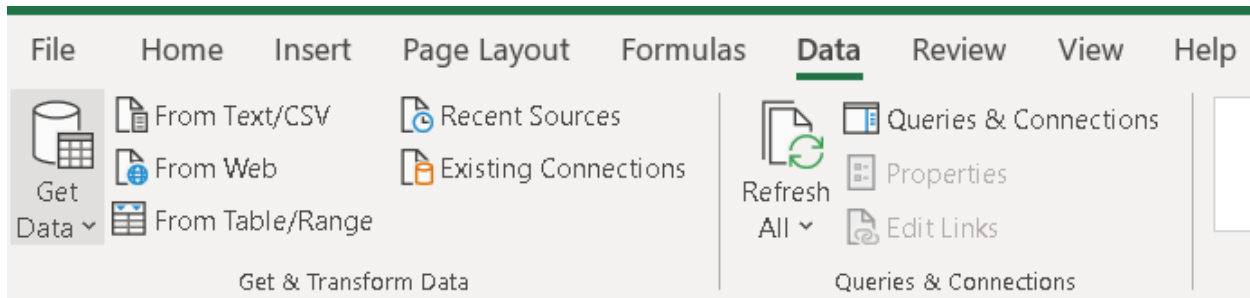
What is Power BI?

- BI = Business Intelligence
- Suite of tools that allows you to connect with external data sources
 - Power Query, Power Pivot, Power View, and Power Map
- With these tools, you can easily summarize your data or create reports

Tip: You can download a free version of [Power BI](#)

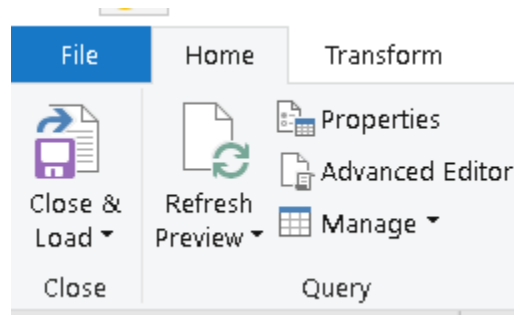
Power Query

- Can use Power Query inside Excel
- You can bring data from various sources into Excel
- Load the Power Query Editor to connect, clean, combine (and more!) your data into Excel or PowerPivot
- Tip: Use the shortcut CTRL + T to turn your data into a Data Table or select from the Data tab in your Excel ribbon

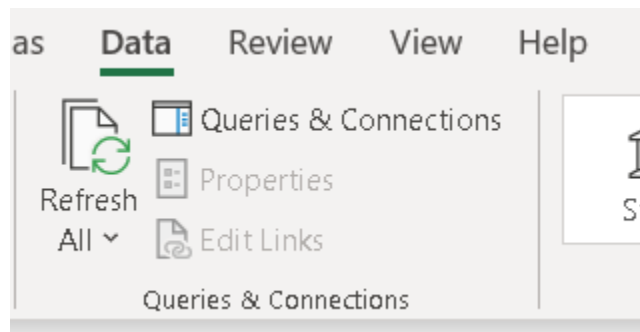


Power Query Editor

- Creates a Query
- Power Query will remember the steps you took to initially clean up your data
 - i.e. If you clean up your March data, Power Query Editor will remember to do the same for your April data
- Query Settings will show the steps you took to initially clean up your data
 - Tip: Remove a step by clicking on the 'X' next to each individual step
- Import data to a new or existing worksheet from the Home button. Select Close & Load from the Home button:



Tip: Refresh your data



Select Refresh All and click on it twice to refresh your table and pivot tables

Power Query Features

- Easily clean up nested data by creating a data table
 - You can then create a pivot table after this step
- Create calculated columns
- Can connect two spreadsheets in a few simple clicks

Catch the [Replay](#) or browse our [free resources](#). Ready for the next step? Register for Excel Power Query today! Interested in taking Excel training? View our entire [Excel course catalogue](#).