



**MAY
30**
REMOTE ONLINE

1-DAY INTENSIVE COURSE ON

MICROSOFT EXCEL POWER QUERY

Microsoft Office 2019 & above

HIGHLIGHTS

- Module 1: Introducing Power Query
- Module 2: Types Of Query Connections
- Module 3: Transforming Data With Power Query
- Module 4: Creating Custom Columns
- Module 5: Table Transformations
- Module 6: Loading Data To Excel
- Module 7: Manage Query Editor



TrainNode

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INTRODUCTION

Power Query is a business intelligence tool available in Excel that allows you to access and import large corporate data from many different sources into the data model in a single Excel workbook. With the Power Query Editor, you can clean the raw data and transform it, then reshape it according to your needs.

METHODOLOGY

This course is Instructor led, group-paced, hands-on classroom-training with activities. Manuals are provided for each participant for after-class reference.

WHO SHOULD ATTEND

Personnel who use Microsoft Excel to analyse and prepare management reports, especially Administrative, Operational and Middle Management Staff.

PREREQUISITES

Participants must be Excel users wishing to analyse and produce complex reports. They must have basic to intermediate level knowledge of Excel. Able to create Excel Table, Pivot Table, and basic understanding of formulas.

AT COURSE COMPLETION, PARTICIPANTS WILL BE ABLE TO:

- Import and transform data from multiple sources.
- Learn about data model creation.
- Combine data from folders and multiple worksheets.
- Merge data without having to use VLOOKUP, INDEX and MATCH functions.
- Analyse and Produce Reports



TRAINER'S PROFILE
THERESA MORGIS
Microsoft Application Trainer

Theresa Morgis is certified Microsoft Trainer and a certified HRDF trainer. She has more than 20 years of training experience in Microsoft products.

Theresa is well versed in Microsoft Application products: MS Excel, Word, and PowerPoint (Basic to Advance Level).

Her years of experience in this field has also encouraged her to develop and customize her own training materials and she occasionally customise specific course manuals upon requests.

Theresa has conducted training for CEO's, vice presidents, directors, accountants, managers, secretaries, production operators and clerical staffs.

Her Clients include Shell Malaysia, ASTRO, Bolton Bhd, SMBC Bank, Pos Malaysia, TNB, Petronas, Honda, Ingram Micro, Maybank Bhd, Bank Simpanan Nasional, Telekom Malaysia, Nippon Oil, RHB Bank, Public Bank Bhd, CIMB, Hilton Hotel, Touch N Go, PLUS, Ansat Broadcast, Sunway University, Monash University, UNITAR, Ambank, Zuellig Pharma, HERO and more.

COURSE OUTLINE

0900 **MODULE 1: INTRODUCING POWER QUERY**

- Overview of Excel Power Query
- Power Query Editor Ribbons
- Creating a simple query
- Understanding Query Steps
- Refreshing Power Query Data

MODULE 2: TYPES OF QUERY CONNECTIONS

- Extracting Data from Excel files
- Getting data from CSV & Text files
- Getting data from folders
- Importing Data from Database System

1030 Break

1045 **MODULE 3: TRANSFORMING DATA WITH POWER QUERY**

- Removing duplicate records
- Changing Case
- Trimming and cleaning text
- Finding and replacing specific text
- Extracting left, right and middle values

MODULE 4: CREATING CUSTOM COLUMNS

- Splitting Columns
- Naming Columns
- Concatenate Columns
- Custom columns with functions
- Adding conditional logic to custom columns

1300 Lunch

1400 **MODULE 5: TABLE TRANSFORMATIONS**

- Pivoting and Un-pivoting fields
- Transposing a Table
- Sort and Filter Data

MODULE 6: LOADING DATA TO EXCEL

- Loading Data into a Worksheet
- Loading Data into the Excel Data Model
- Power Query and Table Relationships

1530 Break

1545 **MODULE 7: MANAGE QUERY EDITOR**

- Edit Query Steps
- Edit Query Step Settings
- Duplicating Queries
- Refresh a Query

1700 End of course



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REGISTRATION FORM

Microsoft Excel Power Query

Microsoft Office 2019 & above

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001398849

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS

MEMBER OF HRD CORP?

☐ YES

☐ NO

COMPANY SIZE

☐ 1-29

☐ 30-69

☐ 70-99

☐ 100-149

☐ 150-199

☐ 200+

CONTACT PERSON

TEL

MOBILE

EMAIL

APPROVING MANAGER NAME

TEL

MOBILE

EMAIL

DELEGATE 1 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 2 FULL NAME

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MOBILE

EMAIL

DELEGATE 3 FULL NAME

POSITION

TEL

MOBILE

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DELEGATE 4 FULL NAME

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MOBILE

EMAIL

DELEGATE 5 FULL NAME

POSITION

TEL

MOBILE

EMAIL

COURSE FEES

The fee per person is RM700.

The full fee is required with your registration. The fee includes, softcopy of course notes and e-certificate of completion.

TERMS & CONDITIONS

1. Registration & Fees Policy.

Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.

2. Cancellation Policy

Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.

3. Disclaimer & Program Changes Policy

Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name

TRAINMODE SDN BHD

Account number

14100015214

Bank Name

Hong Leong Bank Berhad

CONTACT US

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OUR LOCATIONS

SELANGOR

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Utama, 47100 Puchong, Selangor

PENANG

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Taman Industri Impian Indah,
14000 Bukit Mertajam, Penang

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