

Microsoft Excel - Expert

Course Overview – 1-day course

Are you looking to take your Excel skills to the next level?

Become a super user of Excel and take your data wrangling and automation to the next level using Excel and the Power Platform.

You will learn how to work with large data sources, transforming & cleaning your data using Power Query before creating an advanced data model in Power Pivot including relationships and customized calculations. You will then learn how to take advantage of Microsoft Excel's cloud automation, Office Scripts before using the Power Platform to further automate your spreadsheet both in the cloud and on your desktop. Lastly, you'll be introduced to Power BI and see how quickly you can turn your data into actionable insights with only a few clicks.

This course will supercharge your Excel skills and provide multiple ways to boost productivity.

Detailed Content

Connect to data

- Understanding Power Query
- Understanding data sources
- Connect to a CSV
- Connect to a PDF
- Connect to multiple files in a folder
- Connect to an API data source

Transform your data

- Manual data clean-up vs automated
- Data transformation principles
- Understand Query steps
- Understand the Power Query ribbon
- Remove rows
- Remove columns
- Unpivot columns
- Split columns
- Merge Columns
- Change data types
- Loading data

Model your data

- Understanding Power Pivot
- Understand the Excel data model

- Create relationships between data tables
- Create measures
- Create calculated columns

Data types

- Understanding Excel data types
- Use Stocks data types
- Use Geographic data types
- Use currency data types
- Create custom data types in Power Query

Office Scripts

- Understanding Office Scripts for Excel for the web
- Understanding TypeScript
- Recording an Office Script
- Editing an Office Script
- Running an Office Script

Power Automate

- Understanding Power Automate
- Understanding when to use Power Automate
- Understanding cloud flows
- Creating a cloud flow to send emails
- Creating a Cloud flow to send a Teams message

- Create a Cloud flow to run an Office Script

Power Automate Desktop

- Understanding Power Automate Desktop
- Understand the difference between cloud and desktop flows
- Licensing for Power Automate Desktop
- Create a desktop flow

Power BI

- Understanding Power BI
- Understand when to use Excel compared to Power BI
- Understanding the components of Power BI
- Upload Excel data to Power BI Service
- Create a Visualisation in Power BI Service
- Export data to Excel from Power BI
- Connect to Power BI data from Excel