

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.

<p>Get Data</p> <ul style="list-style-type: none"> Import Data from: <ul style="list-style-type: none"> A CSV file Excel File Excel List A folder A PDF File Import Pivoted data from Excel Type in the Data Load the data to Excel <p>Transform Data</p> <ul style="list-style-type: none"> Applied Steps Deleting Applied Steps Adding Applied Steps Editing Data Using: <ul style="list-style-type: none"> Fill Down Trim Replace Values Filter Modify the Filter Manually Format Removing Errors Unpivoting Data <p>Working with Columns</p> <ul style="list-style-type: none"> Deleting Columns: <ul style="list-style-type: none"> Deleting Selected Column(s) Deleting Other Column (s) Renaming Columns Adding Columns: <ul style="list-style-type: none"> Adding Standard Date Columns Adding Custom Date Columns Renaming Applied Steps Update data type in all columns Add text Column by Extract Create a Conditional Column 	<p>Grouping Queries:</p> <ul style="list-style-type: none"> Creating Query Groups <p>Appending Queries:</p> <ul style="list-style-type: none"> Append Queries View the loaded Queries Rename Queries <p>Reloading the Queries:</p> <ul style="list-style-type: none"> View the re-loaded Queries Stop a single data load Stop multiple data loads Extended exercise - Macro 	<p>Load file into OneDrive</p> <ul style="list-style-type: none"> Office Script <p>Before you record a script</p> <ul style="list-style-type: none"> Start recording Edit the Script Rename the Script Change the start title Script a named range Script a loop <p>M</p> <p>Open Power Automate</p> <ul style="list-style-type: none"> Start Power Automate select trigger Add an action Add a second action Check the flow Test the flow <p>M</p> <p>Office Setup</p> <ul style="list-style-type: none"> Start desktop from online Working with Excel
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