



Excel Data Mastery: Importing, Cleaning & Shaping Data

Course ID #: 7000-1193-ZZ-Z

Hours: 4

Delivery Method: Group Internet Based

Course Content

Description:

You will cover how data from different sources are imported in Excel. Use Power Query and M Language to transform the raw data into meaningful data that is ready for analysis. Once the query is finalized you will then learn how to save the query for future use as new source data needs to be brought into excel for analysis.

Objectives:

Upon successful completion of this course, students will:

- Be able to create and manage data importation queries.

Prerequisites:

None

Topics:

Lesson 1: Importing Data

- Importing Data
- Getting Data from Files
- Getting Data from SharePoint
- Getting Data from a Database
- Getting Data from the Web
- Getting Data from Sheet
- Getting Data from Power BI

Lesson 2: Transforming Data

- Power Query
- Transforming Data
- Editing Queries
- Appending Queries
- Working with Existing Queries

Lesson3: Using M Language to Generate and Transform Data

- M Language
- Generating Lists
- Convert List to Table
- Adding Columns
- Setting Parameters
- Pivoting Data
- Unpivoting Data

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Intermediate

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 4.50

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

Official National Registry Statement:

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NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.