

Advanced Excel: Data Analysis with Power Query, PivotTables & Inquire

Module 1: Power Query – Importing and Cleaning Data

Introduction to Power Query

- Understanding the interface and main features of Power Query
- Exploring compatible data sources (CSV, Excel, Web, etc.)
- Importing data into Power Query

Importing Data

- Importing CSV files, Excel workbooks, and data from websites
- Importing an entire folder to consolidate multiple similar files into a single source

Cleaning and Transforming Data

- Removing null values, duplicates, and filtering rows
- Splitting columns, changing data types, replacing values
- Detecting and correcting errors to ensure data quality

Saving and Loading Cleaned Data

- Saving transformations and loading the cleaned data into Excel for analysis

Module 2: Inquire – Analyzing and Comparing Excel Files

Introduction to Inquire

- Overview of the tool and its main functionalities
- Accessing Inquire in the Excel ribbon and configuring comparison options

Comparing Two Workbooks

- Performing a detailed comparison of two workbooks to identify differences
- Generating comparison reports to document changes and differing values

Optimizing Excel Files

- Cleaning excessive formatting to reduce file size
- Removing unnecessary formatting to improve performance
- Managing passwords to secure files

Module 3: Power Pivot – Building Reports and Linking Data

Introduction to Power Pivot

- Understanding the interface and the benefits of Power Pivot for advanced analysis
- Enabling Power Pivot in Excel and adding data sources

Creating Data Models and Relationships

- Importing and consolidating multiple tables from different sources
- Creating and managing relationships between tables to interconnect data

Calculated Columns and Measures

- Creating calculated columns with custom formulas to enrich the dataset

- Using measures for dynamic calculations within PivotTables

Building PivotTables and PivotCharts

- Creating interactive reports with PivotTables and PivotCharts
- Using slicers for quick and targeted data analysis

Exporting and Sharing Reports

- Preparing reports for export and sharing with stakeholders
- Refreshing Power Pivot data to keep reports up to date