ASTROTECH
KNOWLEDGE TODAY SKILLED TOMORROW

Data Analysis and Power Query

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Learning will provide:

➤ A detailed manual/workbook and electronic copy of course material

➤ Professional presentation of the course content, case studies and practical exercises

➤ One month of free telephonic and e-mail support included

➤ Certificate of completion

➤ Delivery of course material *[unless otherwise arranged]*

➤ Travel and Accommodation for the Facilitator *[if required]*

PLEASE WILL VOU PROVIDE:

➤ A suitable training venue with data projector

➤ White Board and/or Flip Chart and markers

➤ Lunch and refreshments daily

✦ COURSE OVERVIEW

Power Query is a tool used to manipulate data and is commonly used for data analysis and business intelligence. Power Query is available in both Microsoft Excel and Microsoft Power BI.

High-quality analysis relies on well-organized data that is free from errors and that draws data from a single source of truth. Whilst many analysts spend hours of time manipulating data, combining data, and performing look ups, Power Query allows all of these steps to be automated with simple, repeatable steps.

Power Query is one of the most transformative tools available to any analyst working with data in Excel. Not only will it save analysts hours of time, but it will result in reduced manual errors and a better ability to source data from a single source of truth.

The course covers the following key topics:

- Importing Data from Text Files
- Importing Data from CSV
- Import Data from External Excel Workbook
- Import Data from Current Excel Workbook
- Append Excel Tables in the Same Workbook
- Merge Different Tables or Queries
- Append Tables from Different Workbooks into One Table
- Combine Excel files from a Folder
- Get a List of File Names from a Folder
- Split Columns
- Merge Columns
- Filter Data
- Sort Data
- Replace Values
- Fill Down
- Transpose Data
- Group Data
- Unpivot Data
- Using Locale to Manage Dates
- Column Operations
- Adding Date and Time Columns
- Transform Text with Extract Options
- Adding an Index Column

...AND MUCH MORE!

WHO SHOULD ATTEND

▶ Users of Microsoft Excel who want to manage and report their data more quickly.

▶ Users of Microsoft Excel who want to understand the most popular Excel tool since PivotTables were released.

TAKE HOME TOOLS

▷ A detailed manual/workbook and electronic copy of course material

▷ Notepad & pen

▷ One month of free telephonic and e-mail support included

OUTCOMES

After attending this course attendees should:

▶ Establish Links and Look for Other Data Sources
▶ Excel can be used to clean, transform, and prepare data sets for reporting.
▶ Use Power Query Calculations to transform raw data.
▶ Making Data Consistent With Power Query Strong Toolbox
▶ Simplify Data Work by Using Power Query Steps to Automate
▶ Using Excel variables and Power Query parameters, create clean data interfaces.

LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

TERMS & CONDITIONS

▶ **PAYMENTS:**
Payment terms are **30** [thirty] days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

COURSES INSIDE GAUTENG:	At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG:	At least **TEN** working days prior to the course

Absent delegates are charged for.

> **POSTPONEMENTS:**

POSTPONE WITHOUT COSTS:	If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE:	If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE:	If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

> **CANCELLATIONS:**

CANCEL WITHOUT COSTS:	If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE:	If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE:	If you advise us **within ONE** week of the scheduled course

> **PRESENTERS:**
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.

> **VENUE:**
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.

▶ **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.

> **DISCLAIMER:**
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.