



# Excel 365 Level 3 Power Query and the Data Model

## Web presentation

90 mins

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### Is this course for you?

You are familiar with creating simple Pivot Tables from Excel data. You want to find ways of quickly cleaning up and merging data for use in a Pivot Table, or you have data in several different tables which you want to analyse in one Pivot Table.

*This course includes topics from the Excel Advanced course*

### Pre-requisites

The course assumes that delegates are familiar with:  
creating Pivot Tables in Excel.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

### Course duration: 90 mins

### Course objectives

At the end of the course, you will understand the Excel data model. You will be able to import data into Power Query and use tools to clean it up before saving the data in the Data Model. You will be able to refresh your query when the data changes, and know how to create relationships between data tables, so you can build a Pivot Table using fields from multiple tables.

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#### Understand Excel data flow

See how Excel's data handling and analysis tools fit together

#### Get and Transform data

Import data from different sources  
Load data into Power Query

#### Power Query

Use Power Query tools to clean, merge, split and transform your data  
Merge data from multiple files in the same folder  
Load the data into the Excel Data model  
Refresh a query to automatically process changed data

#### The Data Model

Advantages of using the Data Model  
View and edit data in the Model  
Importance of key fields

#### Pivot Tables

Create a Pivot Table using data in the Data Model  
Use data from multiple tables  
Create relationships between tables

#### Refresh data

Refresh a Pivot Table and workbook queries

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**This is a provisional course outline and may change**