

Course Outline

Microsoft Power BI

Queries



Duration: 1 day

What this course will do for you:

Microsoft Power BI is a cloud-based Business Intelligence analytics service that gives you a comprehensive view of your most critical business data. Before you can report on your data, it invariably requires cleaning and restructuring before it can be imported into the Power BI Desktop; the Query editor will allow you to clean, tidy and reorganise data so it meets your needs.

By attending our 1-day Microsoft Power BI Queries course, you will learn how to prepare your data to create the Reports that allow you to stay up to date with the information that matters to you. Attendees should have some experience of working with Power BI Desktop.

What you will learn: -

- **Overview of Queries in Power BI Desktop**
 - Understanding the role of Queries in data import.*
 - Understanding Extract, Transform & Load (ETL)*
 - Displaying the Query Editor.*
- **Connecting the Data Sources**
 - Viewing the variety of data sources available.*
 - Connecting to a variety of data sources.*
- **Applying Data Types**
 - How Query will change Data Types on load.*
 - Understanding the different Data Types.*
- **Exploring a Variety of Data Transformations**
 - Filtering columns & rows*
 - Splitting and merging columns*
 - Trimming and Cleaning data*
 - Find & Replace, using Fill Down*
 - Using Date Transformations*
- **Working with Applied Steps**
 - Understanding the Applied Steps pane*
 - Renaming and Annotating Steps*
- **Adding Columns to a Table**
 - Creating Custom Columns*
 - Using the Column from Example option*
 - How to use Conditional Columns*
 - Using an Index Column*
- **Unpivoting Data**
 - Exploring the problem with “pivoted” data.*
 - Using the Unpivot transformation.*
- **Merging Queries**
 - How to denormalise your data by merging queries.*
 - Using Merge to find non-matching data.*
 - Using Merge to summarise data.*
 - Understanding Disable Load*
- **Appending Data**
 - Using the Append Queries option*
 - Using the Connection to Folder to append CSV files and Excel Files.*
- **Grouping and Summarising**
 - How to group data in a Query*
 - Creating summaries on grouped data*
- **Query Parameters**
 - Creating Query Parameters*
 - Managing and editing Parameters*
- **Using Lists**
 - Understanding the use of Lists*
 - Creating lists using New Query*
 - Creating lists using M*
 - Using a List as input for Parameters.*
- **Looking at the M Language**
 - Using the Advanced Editor*
 - Working with Lists, Records and Tables*
 - Using the Let expression*