

**APRIL 14, 2026**

# DATA CLEANSING & REPORTING WITH POWER QUERY IN EXCEL

Data Cleansing & Reporting with Power Query in Excel focuses on transforming raw, inconsistent, and unstructured data into clean, reliable, and analysis-ready information using the powerful features of Microsoft Excel. In modern organizations, data often comes from multiple sources and contains errors, duplicates, missing values, or inconsistent formats that can affect decision-making. Power Query, a built-in data transformation tool in Excel, enables users to automatically clean, reshape, and consolidate data through a repeatable and efficient process. By using Power Query, analysts can automate data preparation tasks, reduce manual effort, and generate accurate reports and dashboards that support better business insights and data-driven decisions.

 **9 AM - 5 PM**

**FEE: PKR 18,000**

*per participant Excl. Sales tax*

 **NIBAF, PAKISTAN (KARACHI)**

## COURSE CONTENTS

- Introduction to Power Query
- Power Query vs traditional Excel formulas
- Overview of the Power Query Editor
- Understanding Query steps and applied transformations
- Hands-on Practice: Importing a messy dataset into Power Query
- Importing data from different sources
- Understanding data types
- Navigating the Power Query interface
- Removing duplicates
- Handling missing values
- Replacing values
- Splitting and merging columns
- Extracting text (before/after delimiter)
- Trimming and cleaning text
- Standardizing data formats
- Changing data types
- Filtering and sorting data
- Grouping and aggregation
- Pivoting and Unpivoting columns
- Creating calculated columns
- Conditional columns
- Adding index columns
- Merging queries
- Appending queries
- Loading clean data into Excel tables
- Creating Pivot Tables from Power Query output
- Preparing data for dashboards
- Refreshing reports automatically
- Best practices for reporting workflows

## TARGET AUDIENCE

- Business Analysts
- Data Analysts
- Finance Professionals
- Sales & Marketing Professionals who are already working on analytics & visualizations & Anyone who wants to explore MICROSOFT POWER QUERY.

## FACILITATOR

### Mr. Rahim Zulfiqar Ali

Mr. Rahim Zulfiqar Ali is a highly accomplished data and productivity expert, recognized as a Microsoft Most Valuable Professional (MVP) in Excel, a Microsoft Certified Trainer (2016–2025), and a Microsoft Office Specialist Expert. As the Founder & CEO of Excel Basement, he focuses on turning complex data challenges into practical, business-ready solutions using tools like Excel, Power BI, Python, and the Microsoft Power Platform. He is passionate about empowering others, has taught over 100,000 students on Udemy and created more than 1,200+ educational videos on his YouTube channel, establishing himself as a leading educator in analytics and productivity.

## CONTACT DETAILS



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