

MASTERING POWER QUERY

DATA CLEANING, TRANSFORMATION AND AUTOMATION

FEE:
PKR 18,000
(Plus Tax)



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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.

LEARNING OBJECTIVES

At the end of this training, participants will be able to:

- Discover, combine and clean data with power query tool of MS Excel.
- Build data model using MS Excel Power Pivot.
- Learn about creating dashboards on a Power BI desktop.

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

Ms. Sumaira Ghouri is an experienced Corporate Trainer, Course Facilitator, Lecturer, and Public Speaker with over 12 years of expertise in Human Resources, Administration, Training, and Development. She has held progressive roles from HR Generalist to Manager Training across diverse industries, including pharmaceuticals, manufacturing, textiles, printing & packaging, import-export, and professional training. She holds multiple academic and professional qualifications, including an MS in Business Administration, MBA in HRM & MIS, Master's degrees in Economics and Education, PGD in Labour Laws & Labour Administration (Gold Medalist), and DIT. Having trained and taught more than 2,500 professionals, from junior staff to senior executives and directors, she is known for delivering practical, results-oriented learning experiences. Her areas of expertise include Microsoft Office, Power BI, Tableau, Human Resource Management, Labour Laws, and Soft Skills.



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