



Click-and-clean in Power Query: One-day workshop

At a glance:

- One-day Power Query in Excel workshop
- For up to 20 in-person or 35 online participants

What you'll get:

- Approximately six hours of hands-on, demo-driven instruction
- Step-by-step demo notes and handouts
- Lifetime access to all materials used in course
- Supplemental video content

Overview

Are you and your team are constantly copy-pasting data, dragging formulas over and around, fixing broken workflows and having just a rotten time in Excel, week after week?

Maybe you've thought of spending thousands of dollars in licenses for an alleged "spreadsheet killer." Or perhaps you're resigned to messy ad-hoc data cleaning as just the way things are, and there's no way to improve it.

While it's true that to work with data is to clean data, let's at least make it a little more enjoyable and reliable, yeah? And we can do that without expensive software, and right from Excel, with just a few hours of training.

In this one-day workshop, you'll learn how to set-and-forget your Excel data cleaning workflows, being able to re-run them with the click of a mouse.



STRINGFEST ANALYTICS

Workshop benefits

As part of this workshop, your team will be able to:

- Structure data in Excel in a way that maximizes efficiency and minimizes error
- Connect to Excel workbooks, CSV files and other data sources without file conversions or other workarounds
- Defeat Excel's alleged "million-row limit" for working with data
- Build fully repeatable data cleaning processes that are refreshed and updated with no hassle

What makes this workshop different

There are lots of places to learn Excel these days. What distinguishes this workshop is that it's:

- **Participative.** The quicker you apply what you learn, the more likely you are to retain it. This is literally a hands-on workshop where attendees will have plenty of time on the keyboard to try the concepts out for themselves with demos, activities and more.
- **Authoritative.** The workshop is designed and led by me, George Mount. I run my own analytics consultancy and am one of the few authors to have published on Excel with O'Reilly Media, the leading technical book publisher. This is not my "first rodeo" when it comes to data wrangling.
- **Topical.** No fake, boring data sources and examples here. Upon request, we will design the workshop to use data from your own organization or industry. In any case, we'll use a variety of real world and fun datasets.

What is Power Query?

- A free data transformation tool available in Excel and other Microsoft products such as Power BI
- Allows you to build repeatable data-cleaning workflows
- Most day-to-day Power Query tasks can be completed without writing any code



PO Box 347212

Cleveland OH 44134

440-879-8399

<https://swiy.co/pq-workshop>

STRINGFEST ANALYTICS

Who should attend

Really, anyone who wants to end poorly-designed Excel workbooks once and for all and make the most of their data. Typical job titles who could particularly benefit include:

- Data analysts
- Financial analysts
- Marketing coordinators
- Accountants
- Controllers
- Operations analysts

Ideally, attendees will have some familiarity with intermediate Excel topics such as PivotTables or lookup functions such as VLOOKUP() or XLOOKUP(). That said, we have had success with learners possessing skills as early as basic formulas and functions.

There is **no coding experience required** to attend this workshop. While Power Query can be coded, most everyday tasks such as those performed in this workshop don't need to be.

Power Query demo

For a short tutorial on how to load and explore data in Excel Power Query, [check out this post](#).

About your instructor

- George Mount, founder of Stringfest Analytics
- Over ten years of experience in analytics, four years as an independent consultant and trainer
- Author of *Advancing into Analytics* (O'Reilly Media, 2021)



PO Box 347212

Cleveland OH 44134

440-879-8399

<https://swiy.co/pq-workshop>

STRINGFEST ANALYTICS

Workshop highlights

This is an example of what might be covered in the workshop. Each section includes both instructor demonstrations and time for learner exercises.

- **Power Query as Excel's ETL tool:** What is "extract, transform, load" anyway? We'll look at how this process works in Power Query and why it matters, along with taking some first steps for profiling and cleaning the data.
- **What makes data "clean?"** Gain a sixth sense for sniffing out bad data in this lesson. We'll use some basic principles of how data should be structured to know what the data should look like before we even get started.
- **Operating on rows:** Here we'll focus on those tasks you know and love with rows: sorting, filtering, recoding, and more. We'll also see how Power Query works a little more like a database than a spreadsheet when it comes to missing values.
- **Operating on columns.** Ditto for the rows section, but here we'll focus on columns: splitting, concatenating, creating calculated columns and so forth. At this point, we'll also start working with Power Query on data from multiple file sources.
- **XLOOKUP() to JOIN:** If XLOOKUP() is duct tape, then JOIN is like a welder. You will learn how to combine data from multiple sources, using a variety of join types.

Software

requirements

- [See what versions of Excel feature Power Query here](#)
- For best results, please have desktop version of Excel for Windows 365



PO Box 347212

Cleveland OH 44134

440-879-8399

<https://swiy.co/pq-workshop>

STRINGFEST ANALYTICS

Get started

Ready for your team to make data cleaning work for you?

Drop me a line at <https://stringfestanalytics.com/contact/> and I'll be in touch shortly to get started.

To help me get an accurate proposal to you quickly, please let me know the number of participants you expect, your preference for onsite vs online, whether you have custom datasets you'd like to feature in the course and other special requests.

Software

requirements

- [See what versions of Excel feature Power Query here](#)
- For best results, please have desktop version of Excel for Windows 365



PO Box 347212

Cleveland OH 44134

440-879-8399

<https://swiy.co/pq-workshop>