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SkillUp Knowledge Webinar Series



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Advanced Excel — Power Query

Extract · Transform · Load

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TOPIC 01

What is Power Query?

The ETL Engine inside Excel



ETL Tool

Extract, Transform and Load — a built-in data transformation engine in Excel that connects to multiple data sources.

Data Cleaning

Automates repetitive tasks — removing blanks, changing data types, splitting columns, and standardising formats.

Automation through Recording

Every action is recorded as a step. Refresh and reapply those steps on new data instantly.

Availability

Natively available in Excel 2016 and all later versions.
Also available in Power BI Desktop.

Understanding the Data

Know your data before you transform it



Type of Data

Identify whether data is **structured** (tables), **semi-structured** (CSV, JSON) or **unstructured** (PDFs, web pages).



Cleaning Requirements

Decide what transformations are needed — renaming columns, removing rows, splitting data, or merging tables.



Data Quality Check

Look for blank rows, merged cells, inconsistent formats, duplicate entries, and wrong data types.



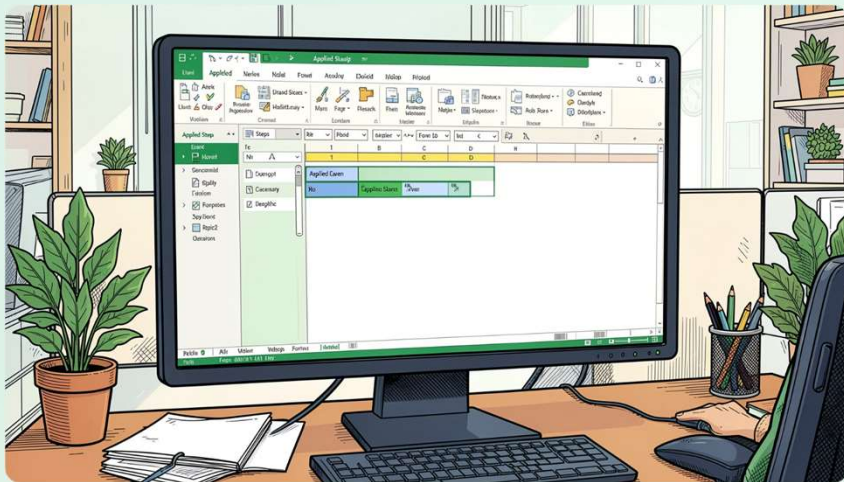
Source Awareness

Understand if data comes from a single file, multiple files, a folder, or an external source like the web.

TOPIC 03

Power Query Interface

Navigating the Power Query Editor



Tabs & Ribbon

Home, Transform, Add Column, View — each containing relevant transformation and formatting commands.

Queries Panel (Left)

Lists all queries in your workbook. Rename, duplicate, or group them for better organisation.

Applied Steps (Right)

Shows every recorded step. Edit, delete, or reorder steps at any time without starting over.

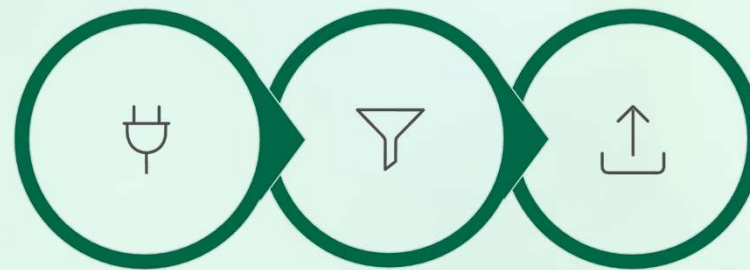
Formula Bar

Displays the M language formula for the selected step. Advanced users can edit directly for custom logic.

WORKFLOW

Get Data · Transform · Load

The complete Power Query workflow



Get Data

Transform

Load

Power Query follows a clear three-stage pipeline — connect to your source, apply transformations, then load the cleaned result into Excel.

Get Data

- **Excel Files & Tables** — Workbooks, named tables, or ranges
- **CSV & Text Files** — Comma-separated or tab-delimited imports
- **Databases** — SQL Server, Access, Oracle
- **Other Sources** — SharePoint, OData, XML, JSON

Transform

- **Column Transforms** — Change types, rename, split, merge, format dates
- **Row Operations** — Remove duplicates, filter rows, promote headers
- **Table Operations** — Transpose, pivot/unpivot, group, append queries
- **Custom Columns** — Add calculations using M language or dialogs

 **Load Options:** Output transformed data as a formatted **Excel Table** for immediate use, or load to the **Data Model** for advanced reporting with Power Pivot.

Thank You!

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