



# Power BI #1: Automate Your Data Preparation with Power Query

This is the 1<sup>st</sup> course in the Power BI Trilogy.

## What will you learn?

- Connect to multiple data sources for easy refresh.
- Add latest data to existing data with just a click.
- Clean and shape your data exactly the way you want it.
- Combine multiple data sources without VLOOKUP().
- Create automated custom data preparation workflows.

## Who is it for?

Analysts, managers and executives who often build dashboards and reports in Microsoft Excel, Power BI, or other tools. In particular, finance, business, and customer insights analysts love it!

## What's so awesome about it?



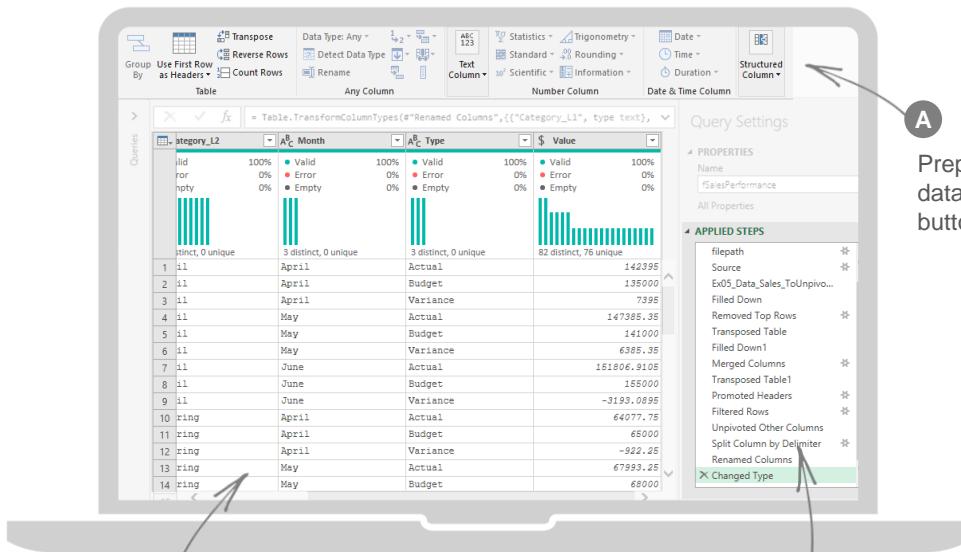
SET UP ONCE



USE FOREVER



CLICK TO UPDATE



A

Prepare your data with just button clicks

C

See how your data looks like with each cleaning step

B

Automatically record your cleaning steps. No VBA or macros needed!



## Watch

this cool video now!  
<http://bit.ly/CleanDataFast>

## What will it cover?

Learn how to...	Power Query tools
<p><b>1. Experience how awesome Power Query is</b></p> <ul style="list-style-type: none"> <li>▪ Unlock possibilities with Power Query</li> <li>▪ Appreciate implications of starting with the right questions</li> <li>▪ Use "Why-What-then-How" framework to translate business needs to concepts, and then to specific implementation steps</li> </ul>	<ul style="list-style-type: none"> <li>▪ Power BI and Excel versions with Power Query</li> <li>▪ Test drive an automated workflow</li> </ul>
<p><b>2. Import data without copy and paste</b></p> <ul style="list-style-type: none"> <li>▪ Connect to data sources</li> <li>▪ Load data to destinations based on use case</li> </ul>	<ul style="list-style-type: none"> <li>▪ Create Query to get data from CSV / Text, Excel Data Table</li> <li>▪ Set data type; set date based on locale setting</li> <li>▪ Load data; Add to Data Model</li> </ul>
<p><b>3. Automatically add new data to existing data every time you need an update</b></p> <ul style="list-style-type: none"> <li>▪ Consolidate data from different .csv files</li> <li>▪ Consolidate data from different .xlsx files</li> <li>▪ Consolidate data from different worksheets from different .xlsx files</li> <li>▪ Extract date from filename and add to data</li> <li>▪ Append new data to existing with just a click</li> </ul>	<ul style="list-style-type: none"> <li>▪ Append Queries</li> <li>▪ Append all files From Folder</li> <li>▪ Aggregate Excel worksheets</li> </ul>
<p><b>4. Painlessly clean dirty data</b></p> <ul style="list-style-type: none"> <li>▪ Bring in only what you need</li> <li>▪ Get your data into the easily manipulable Tabular Form</li> <li>▪ Make your data usable, reliable, and relevant for a solid analysis</li> <li>▪ Future-proof your data cleaning steps</li> </ul>	<ul style="list-style-type: none"> <li>▪ TRIM &amp; CLEAN</li> <li>▪ Split Column / Extract Text</li> <li>▪ Replace Values &amp; Fill</li> <li>▪ Remove Duplicates</li> <li>▪ Merge Columns</li> <li>▪ Filter</li> <li>▪ Reference Queries</li> <li>▪ Unpivot &amp; Transpose</li> </ul>
<p><b>5. Integrate data without VLOOKUP(), INDEX() and MATCH()</b></p> <ul style="list-style-type: none"> <li>▪ Join data tables together</li> <li>▪ Summarise data at an aggregate level suitable for reporting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Merge Queries using one common field / multiple common fields</li> <li>▪ Group By and perform Sum, Average, Min, Max, Count Rows, Count Distinct Rows</li> </ul>
<p><b>6. Enrich data</b></p> <ul style="list-style-type: none"> <li>▪ Categorise data conditionally (OR, AND, IFERROR)</li> <li>▪ Understand basics of M language</li> </ul>	<ul style="list-style-type: none"> <li>▪ Add custom calculated column</li> <li>▪ Add custom conditional column</li> </ul>
<p><b>7. Make (query) life easy 01 – Organise Queries</b></p> <ul style="list-style-type: none"> <li>▪ Keep queries organised for easy reference and access with best practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Name, order, and group query</li> </ul>
<p><b>8. Make (query) life easy 02 – Custom Function</b></p> <ul style="list-style-type: none"> <li>▪ Read and edit M language</li> <li>▪ Turn a set of ready data preparation steps into a function. Re-use forever more with just a click</li> <li>▪ Debug custom function</li> </ul>	<ul style="list-style-type: none"> <li>▪ M language</li> <li>▪ Create custom function</li> </ul>
<p><b>9. Make (query) life easy 03 – Dynamic Date Table</b></p> <ul style="list-style-type: none"> <li>▪ Automatically generate date table given transaction data date range (for use in Power Pivot for time intelligence DAX functions)</li> </ul>	<ul style="list-style-type: none"> <li>▪ M language</li> <li>▪ Create dynamic date table</li> </ul>


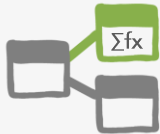

## What you need to know

Duration	: 2 days	What's included	: ✓ Course materials
Fee	: <b>SGD 1,280</b> (virtual) <b>SGD 1,580</b> (in-person)		✓ Light refreshments
Platform	: Excel		✓ <b>FREE</b> 60-min personalised coaching

## Consider the Power BI Trilogy!

Supercharge your data ninja skills with this end-to-end trilogy! Free up time to do meaningful analysis, focus efforts on things that matter (like preparing to share your groundbreaking analytics findings at that important presentation, and going home on-time), and be the go-to person at C-level meetings.

Each course levels up your skills at different phases of your analytics workflow. But with their powers combined, you can be Captain Data Wrangler!

			
<i>What course?</i>	<b>Power BI #1</b>	<b>Power BI #2</b>	<b>Power BI #3</b>
<i>What for?</i>	<b>Automate your data preparation</b>	<b>Calculate your metrics</b>	<b>Visualise your data story</b>
	10x your speed in turning dirty data to clean data. Set up your customised workflow once and re-use it forever more. Clean, combine, and update your data in just a click!	10x your speed in getting insights from your data. Relate your tables with drag-and-drop, create powerful calculations once, and re-use them everywhere!	10x your speed in building effective dashboards and tell compelling data stories. Create rich, meaningful, interactive charts to analyse, convincingly influence and persuade!
<i>What to use?</i>	Power Query	Power Pivot	Interactive dashboard
<i>What app?</i>	Power BI & Excel	Power BI & Excel	Power BI
<i>How much?</i>	<b>SGD 1,280</b> (virtual) <b>SGD 1,580</b> (in-person)	<b>SGD 1,280</b> (virtual) <b>SGD 1,580</b> (in-person)	<b>SGD 1,280</b> (virtual) <b>SGD 1,580</b> (in-person)
<i>What's awesome?</i>	<p><b>FREE 60-minute personalised coaching</b> with any course <a href="#">#LightdotlabExclusive</a>  <b>BEST ever course materials</b> with step-by-step guide <a href="#">#ParticipantsRaveAboutThis</a>  <b>SAVE \$200</b> + 180-min personalised coaching if you register for Power BI #1+2+3 now! <a href="#">#BeCaptainDataWrangler</a></p>		

## Why is our approach different?



### FIRST, WHY?

**Begin with the end in mind** by first focusing on the “why” of your business report.



### THEN, WHAT?

Then, define the “what” you want out of data.



### SO, HOW?

Through **hands-on exercises**, learn the “how to” of common Power Query functions to clean data fast.

## Who's the trainer?



**Grace Teoh**

*Chief Data Organiser  
& Excel Addict*

Hi, that's me smiling nerdily.

In 2016, I started Lightdotlab to help businesses and individuals better achieve their goals. At Lightdotlab, we believe using data insights is key to guiding successful business decisions. We have collaborated with various companies including Changi Airport Group, Scoot, Societe Generale, and Wobe; from developing business models and reports, to providing end user trainings.

Having worked as a business analyst, I specialise in building models and reports that can be changed on-the-fly, to facilitate C-level decision-making. My expertise is fuelled by my motivation to constantly discover better, faster, and more accurate ways to improve business analysis and modelling. Enabling people to get the most out of their data is what excites me the most!

## Got questions? Get in touch!

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**REGISTER**