



Mr Sivanasan @ Julian also well known as Julian is A Microsoft Certified Trainer & having started the career in auditing and then moving on into Accounts & Finance having a total of about 18 years of working experience in the corporate world. Successfully setting up a new accounting system and migrating the old data into the new system. Created sub systems with Excel VBA programming.

MS EXCEL 2013 (POWERQUERY)

CLAIMABLE UNDER SBL KHAS HRDF

TRAINING OVERVIEW

Power Query can connect to wide range of data sources. Databases such as SQL Server, Oracle, Text files, Big data and Hadoop data sources, online searches and OData feeds, Cloud storage, Facebook, SharePoint and many other types of data storage. Power Query extracts the data from sources, and does transformations such as splitting columns, data conversions, lookups, merge, append, data cleansing and many other data transformations AUTOMATICALLY without the use of VBA. Power Query introduced a new expression language called "M" for data transformations. Power Query is simply the best transformation and data manipulation tool for Excel and easier to use, understand and master than other tools.

TRAINING OBJECTIVE

- Import / connect to external data from multiple sources.
- Automate the data transformation & data cleansing processes.
- Combine data from multiple sources into a single source.
- Merging data without the need of formulas such as VLOOKUP, INDEX & MATCH.
- Perform calculation to aggregate data. |

TARGET AUDIENCE

Excel Power Users, data analysts, business analysts, managers, MIS professionals and BI Consultants / BI Developers

PREREQUISITES

Delegates should be proficient users of Excel and be familiar with PivotTables.

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OUTCOME

Upon successful completion of this course, the delegate should be proficient with Power Query and have the necessary skills to implement and automate the process of pulling in data, perform data transformation and data cleansing.

OUTLINE

Introduction To Power Query

This module explains what is a power query and how you can download and install the power query on your computer. Learn how data files are imported / connected whether it's a text files, CSV file, database or any other source. Once the connection is built, refreshing the connection will automatically load the latest changes.

Appending Data From Multiple Sources / Formats

In this module, you will append data together into one source from multiple file formats, multiple sources and even an entire folder for the purpose of analysis. If the source is an Excel file, learn to pull data from multiple workbooks, multiple sheets and multiple tables.

Merging Tables

This module shows how easy to merge data without using formulas such as VLOOKUP, INDEX & MATCH. Perform more advanced merges using Inner, Outer, Full, and Anti Joins. Learn to automate reconciliations and throw out exceptional items.

Power Query Formulas

This module shows how to perform calculations such as SUM, AVERAGE & COUNT just like a pivot table. More complicated data transformation can be done using "M" language for Power Query.

Transforming Data

In Power Query, you will be able to transform selected columns into attribute-value pairs where columns become rows for data analysis which is required for Pivot Tables. Data that is structured incorrectly can be transformed easily.

Cleaning Dirty Data

The complete removal of dirty data from a source is virtually impossible. Power Query has some tools which can be used to clean some common problems such as missing data, data formatted incorrectly or date problems.

Throughout the workshop, participants will work through practical exercises to enhance their knowledge of the tools available

SYSTEM REQUIREMENT

Excel 2010 Professional Plus, power Query (Add-in)

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COMSYSTEM SOLUTIONS SDN BHD

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TRAINING DATES

Date	Venue/ time	Early Bird
27 th Feb 2018	Training Centre, Plaza Pantai KL 9am-5pm	17 th Feb 2018
5 th Apr 2018		26 th Mar 2018
21 st Jun 2018		11 th Jun 2018
2 nd August 2018		22 nd Jul 2018
31 st Oct 2018		15 th Oct 2018
3 rd Dec 2018		23 rd Nov 2018

RATES

FEES	Pax	Before/On	After
	1	RM1 200	RM1 400

PROMO
REGISTER 2
and GET 3
SEATS

*Fees include course documentation, luncheon and refreshments. Delegates are responsible for their own accommodation

Customisation:

The programme will be further customised to fit your priorities

Internal Training:

This programme is available as an internal training. Email us to find out more at: comsystem@comsystemsolutions.com (Ms Elena)

Estimated TimeSchedule

0830 – 0900	Registration
0900 – 1030	First Morning Half
1030 – 1045	Morning Break
1045 – 1230	Second Morning Half
1230 – 1330	Lunch
1330 – 1500	First Afternoon Half
1500 – 1515	Afternoon Break
1515 – 1700	Second Afternoon Half