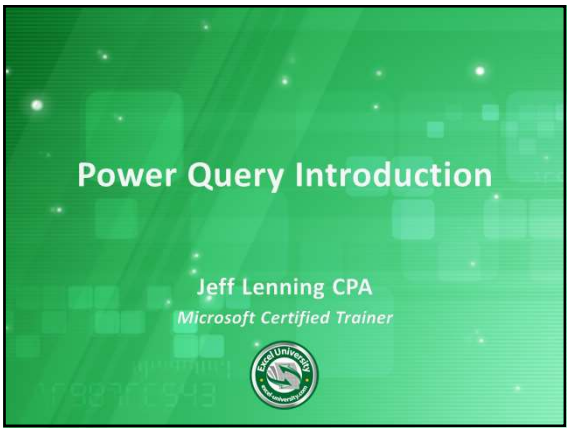
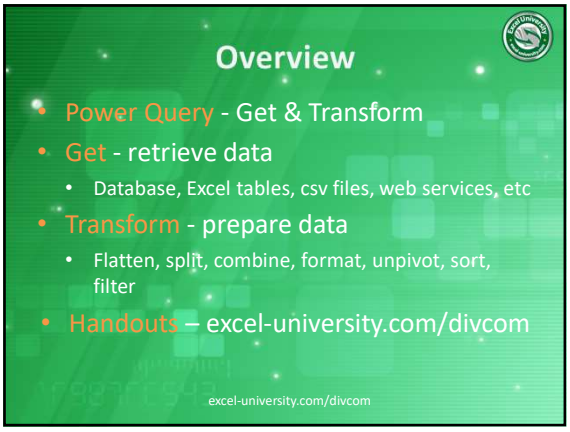

Power Query Introduction
Jeff Lenning CPA
Microsoft Certified Trainer

1

Jeff Lenning CPA
Excel University
Microsoft
CERTIFIED
Trainer

2


Overview
Power Query - Get & Transform
Get - retrieve data
Database, Excel tables, csv files, web services, etc
Transform - prepare data
Flatten, split, combine, format, unpivot, sort, filter
Handouts – excel-university.com/divcom
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3

Contents

- Flatten
- Split & Combine Columns
- Format
- Transpose, Unpivot & Pivot
- Combine Binaries
- Multiple Tables

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5

Flatten

Name	Account	TransID	Amount
Bayshore Water	Fuel	20062	24.00
		20063	24.50
		20064	25.00
	Utilities	20065	38.75
Cal Gas & Electric	Office expenses	20066	156.22
		20067	122.51
		20068	113.89
		20069	118.50

Name	Account	TransID	Amount
Bayshore Water	Fuel	20062	24.00
Bayshore Water	Fuel	20063	24.50
Bayshore Water	Fuel	20064	25.00
Bayshore Water	Utilities	20065	38.75
Cal Gas & Electric	Office expenses	20066	156.22
Cal Gas & Electric	Office expenses	20067	122.51
Cal Gas & Electric	Office expenses	20068	113.89
Cal Gas & Electric	Office expenses	20069	118.50

Flatten.xlsx

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6

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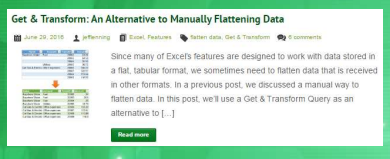

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7

Split & Combine

Name	Street	City	State	Zip
Mann, Brandon	123 Main Street	Dallas	TX	75212
Cogdell, David	1748 Marshville Road	White Lake	NY	12786
Ahn, Justin	1667 Stroop Hill Road	Atlanta	GA	30303
Guerra, Marguerite	2989 Frum Street	Nashville	TN	37217
Wilson, Willard	450 Pretty View Lane	Windsor	CA	95492
Evans, John	3471 Charla Lane	Dallas	TX	75212

Split Combine.xlsx

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9

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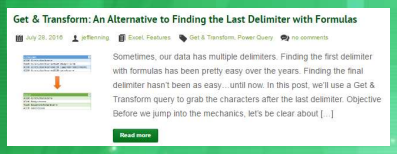

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10

Format

Name	City	State	Email
MANN, BRANDON	GREENSBORO	NC	BRANDON@GMAIL.COM
Howard, Debra	danbury	CT	Debra@Ymail.Com
Cogdell, David	white lake	ny	DAVID@HOTMAIL.COM
AHN, Justin	Atlanta	GA	Justin@Yahoo.Com
Guerra, marguerite	NASHVILLE	TN	Marguerite@outlook.com
Starr, Willard	WINDSOR	Ca	willard@outlook.com
evans, John	dallas	TX	john@yahoo.com
Regalado, Felicia	New York	NY	FELICIA@GMAIL.COM

Format.xlsx

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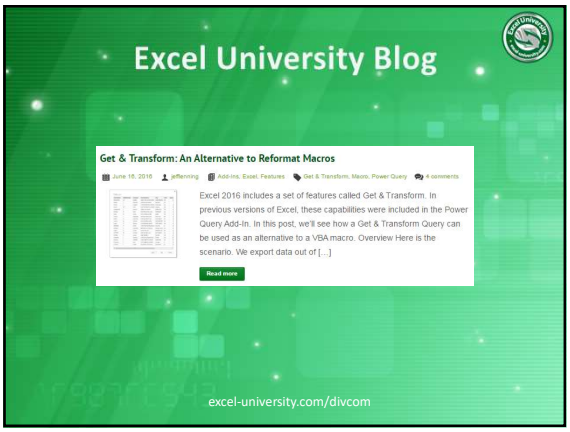
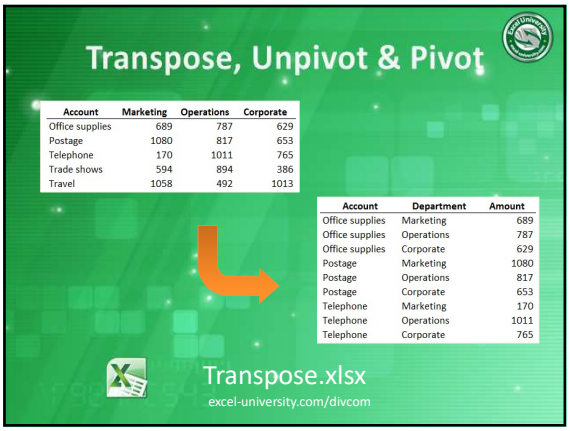
12



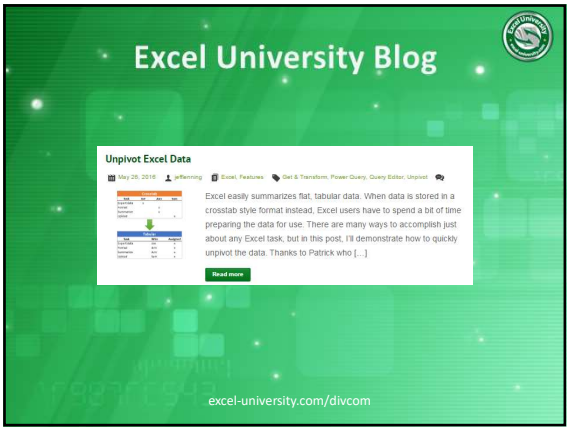
13



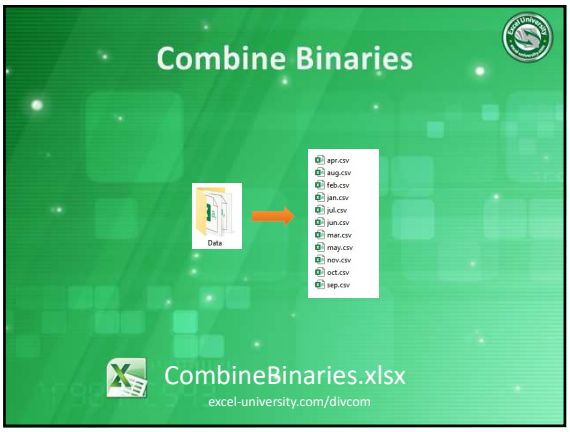
Account	Marketing	Operations	Corporate
Office supplies	689	787	629
Postage	1080	817	653
Telephone	170	1011	765
Trade shows	594	894	386
Travel	1058	492	1013

Account	Department	Amount
Office supplies	Marketing	689
Office supplies	Operations	787
Office supplies	Corporate	629
Postage	Marketing	1080
Postage	Operations	817
Postage	Corporate	653
Telephone	Marketing	170
Telephone	Operations	1011
Telephone	Corporate	765

15



16


Combine Binaries
Data
apr.csv
aug.csv
feb.csv
jan.csv
jul.csv
jun.csv
mar.csv
may.csv
nov.csv
oct.csv
sep.csv
CombineBinaries.xlsx
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18

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PivotTable from Many CSV Files
In this post, we'll summarize data from multiple CSV files with a PivotTable. Specifically, we'll use a Get & Transform query (Power Query) to retrieve and prepare data from numerous CSV files. Then, we'll send the query results into the data model (Power Pivot). Then, we'll build our summary report using a PivotTable based on [...]
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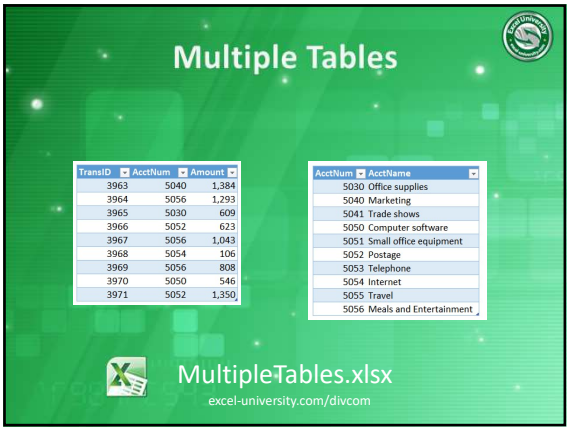
19


Multiple Tables
TransID AcctNum Amount
3963 5040 1,384
3964 5056 1,293
3965 5030 609
3966 5052 623
3967 5056 1,043
3968 5054 106
3969 5056 808
3970 5050 546
3971 5052 1,350
AcctNum AcctName
5030 Office supplies
5040 Marketing
5041 Trade shows
5050 Computer software
5051 Small office equipment
5052 Postage
5053 Telephone
5054 Internet
5055 Travel
5056 Meals and Entertainment
MultipleTables.xlsx
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21

Excel University Blog
VLOOKUP on Multiple Columns and Return Text
You want to perform a lookup with VLOOKUP, but, there are multiple lookup columns. So, what are you supposed to do? Combine them into a single lookup column? That is certainly one option, but, as with just about anything in Excel, there are multiple ways. In a previous post, I showed one way to do [...]
Use Get & Transform to Reconcile Two Lists
In this post, we'll use a Get & Transform query to help with our reconciliation. The idea for this post came from a question from Laura (thanks Laura!) The basic idea is that we have two worksheets. One contains the invoice totals and the other contains line item details, where there are many line items per [...]
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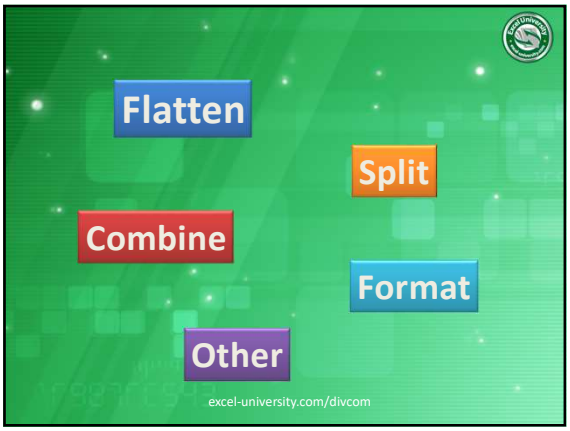
22


Flatten
Split
Combine
Format
Other
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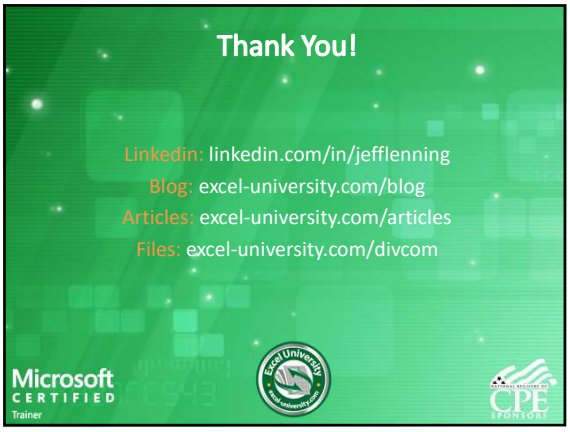
24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26