



MFE-IT

Reference: DAT/EN/PQI

Microsoft Power Query Training Course

Clean, Merge and Automate Your Data Without Coding

Duration: 2 Days | Hours: 14 h

Remote · Sessions guaranteed from 1 registrant · 60% hands-on practice

DESCRIPTION

Do you regularly work with Excel files, disorganised tables or heterogeneous data? Power Query is the ideal tool for cleaning, transforming and automating your data processing — all without writing a single line of code. It is the same engine that powers Power BI's data preparation, available right inside Excel.

This Power Query training course guides you step by step through the use of Power Query, helping you become more efficient, reliable and independent in Excel and Power BI alike. You will master imports, transformations, joins and automation — turning manual data wrangling into a reproducible, documented process you can rerun in seconds.

LEARNING OBJECTIVES

By the end of this training course, participants will be able to:

- Discover the Power Query interface in Excel and Power BI
- Connect and import various data sources
- Clean and transform data: filters, columns, formats, duplicates
- Merge and cross-reference tables (joins)
- Automate repetitive processes
- Create reusable and documented queries

PREREQUISITES

- Good command of Excel or Power BI (intermediate level)
- No programming knowledge required
- Ability to handle data tables (files, exports, CRM)

Because each participant is unique, a personalised interview is systematically organised in advance with our expert to design a training programme perfectly aligned with their objectives, level and professional challenges.

TARGET AUDIENCE

Finance, HR, marketing, management, support and analyst profiles who want to save time on recurring data preparation tasks.

DETAILED PROGRAMME

The training alternates between theoretical input and hands-on practice (approximately 60% of the time). Modules are built around practical exercises based on real-world business use cases.

Module 1 – Understanding Power Query and its Positioning

- Where to find Power Query: Excel, Power BI, Fabric
- Typical use cases and ETL principles
- Extract – Transform – Load workflow

Module 2 – Connecting to Data Sources

- Import from Excel, CSV, web and databases
- Network shares and SharePoint connections
- Refresh strategies and parameters

Module 3 – Data Cleansing

- Deleting columns and replacing values
- Detecting errors and standardising formats
- Managing duplicates and null values

Module 4 – Processing and Enrichment

- Splitting columns and conditional columns
- Grouping and aggregations
- Dynamic formatting and pivot/unpivot

Module 5 – Data Merging and Cross-Referencing

- Merging queries with joins (inner, outer, left, right)
- Adding columns from other tables
- Multi-source grouping patterns

Module 6 – Automation and Best Practices

- Automatic refresh and scheduled queries
- Step history and documentation
- Secure queries and parameters management

TEACHING METHODS

Format and Delivery

The training is delivered remotely via an interactive virtual classroom. It can also be delivered on-site, with content customised to match the needs of your professional project. The theory/practice split is approximately 40%/60%.

MFE-IT Ultra-Personalised Format

Each session accommodates between 1 and 3 participants, ensuring highly individualised support. A preliminary interview allows us to tailor the content to each participant's profile. Inter-company sessions are guaranteed from just 1 registrant (except in cases of force majeure).

Skills Assessment

Throughout the training, the trainer assesses participant progress through multiple-choice questions, role-playing exercises and hands-on work. At the end, a certificate of achievement is issued to each participant.

Post-Training Support

For one month following the training, each participant can contact MFE-IT trainers with questions about implementing acquired knowledge. A response is provided by email or telephone within 48 working hours.

Accessibility

MFE-IT is committed to welcoming people with disabilities. Contact: contact@mfe-it.com.

PRACTICAL INFORMATION

Trainer Resources

- Structured demonstrations aligned with the detailed programme
- Exercise briefs and solutions throughout the training
- A ready-to-use technical environment for practical workshops
- Trainer validation of acquired knowledge at the end of each workshop
- Digital reference documents

Certification and Validation

At the end of the training, a certificate is sent by email specifying the objectives, nature, duration and assessment results. A completion certificate can also be provided on request.

Benefits for Participants

- Train from your workplace or home, with no travel required
- Benefit from an expert trainer-consultant on the subject
- Enjoy an ultra-personalised format (1 to 3 participants)
- Continue training even in the event of unforeseen circumstances

Benefits for the Organisation

- Optimise the training budget by reducing travel and accommodation costs
- Offer quality training to all employees, regardless of location
- Reduce absence time linked to travel
- Support team upskilling in all contexts