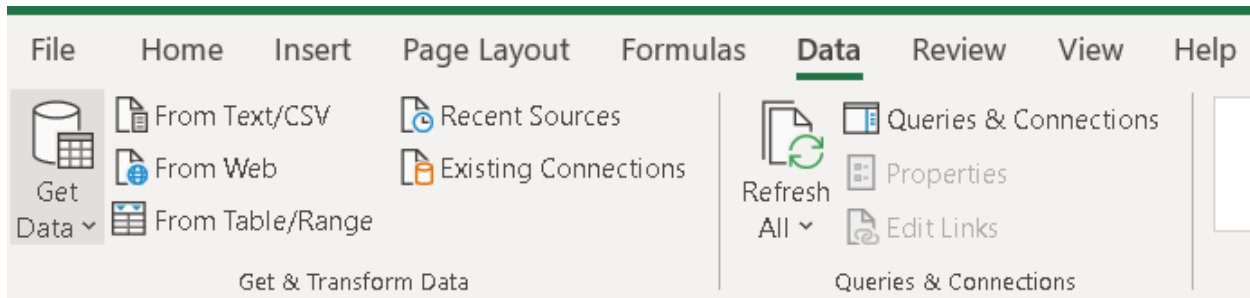# Power Up with Power Query – Webinar Handout

What is Power BI?

- BI = Business Intelligence
- Suite of tools that allows you to connect with external data sources
  - Power Query, Power Pivot, Power View, and Power Map
- With these tools, you can easily summarize your data or create reports
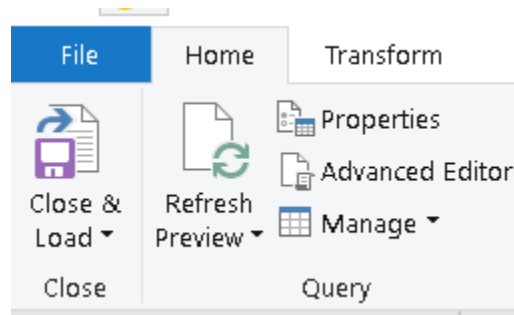
Tip: You can download a free version of Power BI

Power Query

- Can use Power Query inside Excel
- You can bring data from various sources into Excel
- Load the Power Query Editor to connect, clean, combine (and more!) your data into Excel or PowerPivot
- Tip: Use the shortcut CTRL + T to turn your data into a Data Table or select from the Data tab in your Excel ribbon
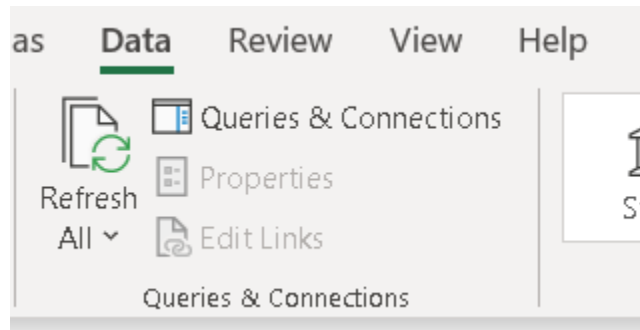

Power Query Editor

- Creates a Query
- Power Query will remember the steps you took to initially clean up your data
  - i.e. If you clean up your March data, Power Query Editor will remember to do the same for your April data
- Query Settings will show the steps you took to initially clean up your data
  - Tip: Remove a step by clicking on the 'X' next to each individual step
- Import data to a new or existing worksheet from the Home button. Select Close & Load from the Home button:

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Tip: Refresh your data

Select Refresh All and click on it twice to refresh your table and pivot tables

Power Query Features

- Easily clean up nested data by creating a data table
  - You can then create a pivot table after this step
- Create calculated columns
- Can connect two spreadsheets in a few simple clicks

Catch the [replay link] or browse our free resources. Ready for the next step? Register for Excel Power Query today! Interested in taking Excel training? View our entire Excel course catalogue.

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