

## Module 2) Introduction to Excel(April 2023)

### 1. How to edit an already existing query in Power Query in excel

Example Limited								
Expenses								
Document Date	Supplier	Reference	Description	Tax Inclusive Amount		Bank Code	Account Code	Payment Date
2/14/2011	XY Solutions	S77782	Opening Balance	5,100.00	A	B1	BS-500	3/2/2011
3/1/2011	IS Communications	Invoice EXP22	Internet Service Provider	179.00	A	B1	IS-380	3/31/2011
3/2/2011	Newscorp	I381119	Subscriptions	478.00	A	B1	IS-375	4/1/2011
3/5/2011	EAG Brokers	Debit Order	Insurance	340.00	A	B1	IS-340	3/5/2011
3/15/2011	Capital Bank	Bank Statement	Service Fees	50.00	A	B1	IS-315	3/15/2011
3/15/2011	Capital Bank	Bank Statement	Service Fees	35.00	A	B2	IS-315	3/15/2011
3/15/2011	IAS Accountants	Invoice	Bookkeeping	1,000.00	A	B1	IS-305	4/2/2011
3/15/2011	Interflora	Cash	Flowers	90.00	A	PC	IS-345	3/15/2011
3/18/2011	QQ International	TR6998	Parking	200.00	A	B1	IS-390	3/18/2011
3/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	-15,000.00	E	B2	BS-399	3/20/2011
3/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	15,000.00	E	B1	BS-399	3/20/2011
3/26/2011	Example (Pty) Ltd	Payroll	Salaries	13,000.00	E	B2	IS-365	3/26/2011
3/26/2011	HP Finance	Debit Order	Capital repayment	220.00	E	B1	BS-700	3/26/2011
3/26/2011	HP Finance	Debit Order	Interest paid	100.00	E	B1	IS-500	3/26/2011
3/26/2011	PR Properties	Debit Order	Rent	6,400.00	A	B1	IS-350	3/26/2011
3/31/2011	Example (Pty) Ltd	Bank Statement	Petty Cash Reimbursement	100.00	E	B1	BS-399	3/31/2011
3/31/2011	Example (Pty) Ltd	Bank Statement	Petty Cash Reimbursement	-100.00	E	PC	BS-399	3/31/2011
4/1/2011	IS Communications	Invoice EXP23	Internet Service Provider	179.00	A	B1	IS-380	5/1/2011
4/5/2011	EAG Brokers	Debit Order	Insurance	340.00	A	B1	IS-340	4/5/2011
4/12/2011	Interflora	Cash	Flowers	87.00	A	PC	IS-345	4/12/2011
4/15/2011	Capital Bank	Bank Statement	Service Fees	80.00	A	B1	IS-315	4/15/2011
4/15/2011	Capital Bank	Bank Statement	Service Fees	35.00	A	B2	IS-315	4/15/2011
4/15/2011	IAS Accountants	Invoice	Bookkeeping	1,000.00	A	B1	IS-305	5/3/2011
4/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	-20,000.00	E	B2	BS-399	4/20/2011
4/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	20,000.00	E	B1	BS-399	4/20/2011
4/25/2011	Inland Revenue	Return	Sales Tax	1,300.00	E	B1	BS-600	4/25/2011
4/26/2011	Example (Pty) Ltd	Payroll	Salaries	20,000.00	E	B2	IS-365	4/26/2011
4/26/2011	Furniture City	Invoice	Furniture	3,000.00	A	B1	BS-100	5/26/2011
4/26/2011	HP Finance	Debit Order	Capital repayment	220.00	E	B1	BS-700	4/26/2011
4/26/2011	HP Finance	Debit Order	Interest paid	100.00	E	B1	IS-500	4/26/2011
4/26/2011	PR Properties	Debit Order	Rent	6,400.00	A	B1	IS-350	4/26/2011
4/29/2011	GF Supplies	IN1179	Consumables	41.00	A	PC	IS-325	5/29/2011
4/30/2011	Example (Pty) Ltd	Bank Statement	Petty Cash Reimbursement	100.00	E	B1	BS-399	4/30/2011
4/30/2011	Example (Pty) Ltd	Bank Statement	Petty Cash Reimbursement	-100.00	E	PC	BS-399	4/30/2011
5/1/2011	IS Communications	Invoice EXP24	Internet Service Provider	179.00	A	B1	IS-380	5/31/2011
5/1/2011	Training Inc	Invoice	Course	220.00	A	B1	IS-385	5/31/2011
5/5/2011	EAG Brokers	Debit Order	Insurance	340.00	A	B1	IS-340	5/5/2011
5/7/2011	City Lodge	S50037	Accommodation	563.00	A	B1	IS-390	5/7/2011
5/7/2011	Waltons	Invoice	Stationery	982.00	A	B1	IS-370	6/6/2011
5/15/2011	Capital Bank	Bank Statement	Service Fees	80.00	A	B1	IS-315	5/15/2011
5/15/2011	Capital Bank	Bank Statement	Service Fees	35.00	A	B2	IS-315	5/15/2011
5/15/2011	IAS Accountants	Invoice	Bookkeeping	1,000.00	A	B1	IS-305	6/2/2011
5/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	-20,000.00	E	B2	BS-399	5/20/2011
5/20/2011	Example (Pty) Ltd	Transfer	Inter Account Transfer	20,000.00	E	B1	BS-399	5/20/2011
5/26/2011	Example (Pty) Ltd	Payroll	Salaries	20,000.00	E	B2	IS-365	5/26/2011
5/26/2011	HP Finance	Debit Order	Capital repayment	220.00	E	B1	BS-700	5/26/2011
5/26/2011	HP Finance	Debit Order	Interest paid	100.00	E	B1	IS-500	5/26/2011

**2. Open the Expenses sheet and note that one of the column headings is blank - we will not be able to create a pivot table which includes all the data on the Expenses sheet if one of the field names that need to be used in our pivot table is blank. Select cell F4 and enter the following heading for the column: Tax Code.**

**3. Filter the pivot table data with the slicer so that the supplier totals for only expenses that have been allocated to account IS-375 or account IS-390 are displayed in the pivot table.**

**Question 2 : Replace Complex Excel Array Formulas with Simple Power Query Solution.**

**1) Goal is to extract a unique list of values from the Sales Rep Column, without using an Excel Array Formula.**