MANIPULATING DATA WITH POWER QUERY

BY

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EXCELTV

LAB 1: **MERGING DATA.**

You have been tasked to use Excel to manipulate data using Power Query

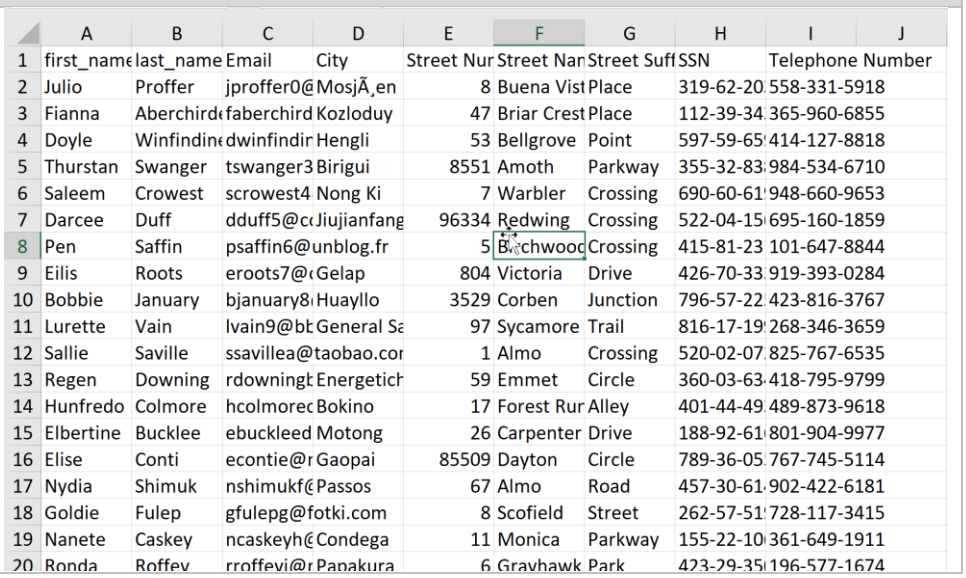
MODULE REQUIREMENTS

- Creating an Excel Table
- Opening Power Query
- Manipulating Data Power Query
- Closing and Loading To…

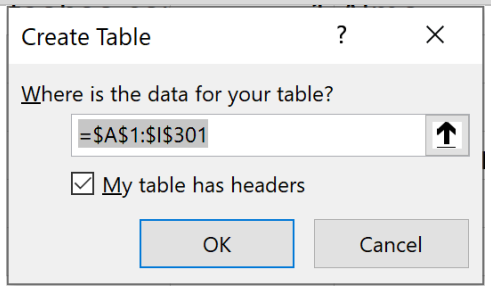
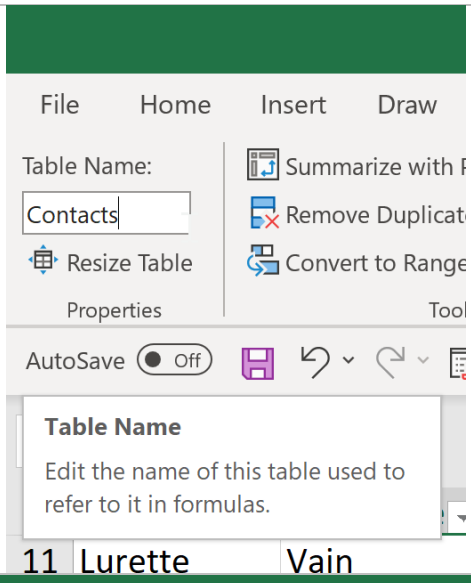
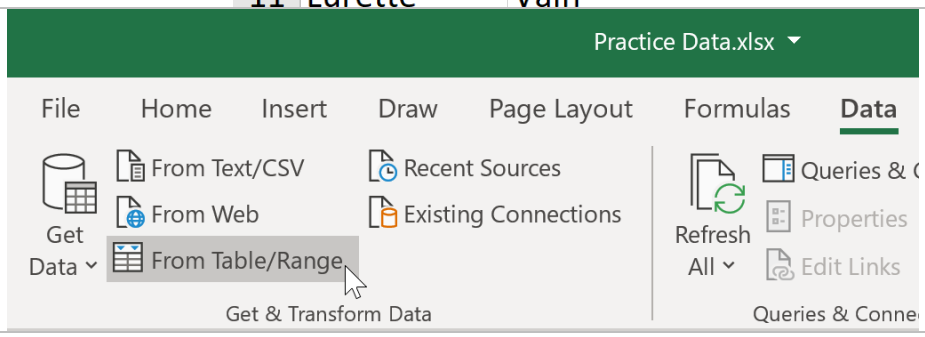
HINTS

Remember to play around with Power Queries different features.

STEP-BY-STEP INSTRUCTIONS

Click Steps	Screen Shots
1. Open Practice Data.xlsx 2. From on the Practice Data tab, place the selector anywhere inside the contiguous data region.	

	A	B	C	D	E	F	G	H	I	J
1	first_name	last_name	Email	City	Street Nur	Street Nar	Street Suff	SSN	Telephone Number	
2	Julio	Proffer	jproffer0@	MosjÃ¸en	8	Buena Vist	Place	319-62-20	558-331-5918	
3	Fianna	Aberchird	faberchird	Kozloduy	47	Briar Crest	Place	112-39-34	365-960-6855	
4	Doyle	Winfindin	dwinfindir	Hengli	53	Bellgrove	Point	597-59-65	414-127-8818	
5	Thurstan	Swanger	tswanger3	Birigui	8551	Amoth	Parkway	355-32-83	984-534-6710	
6	Saleem	Crowest	scrowest4	Nong Ki	7	Warbler	Crossing	690-60-61	948-660-9653	
7	Darcee	Duff	dduff5@c	Jiujianfang	96334	Redwing	Crossing	522-04-15	695-160-1859	
8	Pen	Saffin	psaffin6@unblog.fr		5	Beechwood	Crossing	415-81-23	101-647-8844	
9	Eilis	Roots	eroots7@	Gelap	804	Victoria	Drive	426-70-33	919-393-0284	
10	Bobbie	January	bjanuary8	Huayllo	3529	Corben	Junction	796-57-22	423-816-3767	
11	Lurette	Vain	lvain9@bb	General Sa	97	Sycamore	Trail	816-17-19	268-346-3659	
12	Sallie	Saville	ssavillea@taobao.cor		1	Almo	Crossing	520-02-07	825-767-6535	
13	Regen	Downing	rdowningb	Energetich	59	Emmet	Circle	360-03-63	418-795-9799	
14	Hunfredo	Colmore	hcolmorec	Bokino	17	Forest Rur	Alley	401-44-49	489-873-9618	
15	Elbertine	Bucklee	ebuckleed	Motong	26	Carpenter	Drive	188-92-61	801-904-9977	
16	Elise	Conti	econtie@r	Gaopai	85509	Dayton	Circle	789-36-05	767-745-5114	
17	Nydia	Shimuk	nshimukf@	Passos	67	Almo	Road	457-30-61	902-422-6181	
18	Goldie	Fulep	gfulepg@fotki.com		8	Scofield	Street	262-57-51	728-117-3415	
19	Nanete	Caskey	ncaskeyh@	Condega	11	Monica	Parkway	155-22-10	361-649-1911	
20	Ronda	Roffey	rroffeyi@r	Papakura	6	Grayhawk	Park	423-29-35	196-577-1674	

Click Steps	Screen Shots
1. Go to Insert >> Table or Press Ctrl + to insert a Table. 2. Ensure My Table has Headers is checked. 3. Ensure the data region references is = $A$1:$I$301. 4. Press OK.	
5. Immediately after creating your table, change the Table Name to Contacts. You can edit a Table's name from on the Table Design tab.	
6. Pull the table into Power Query. Do this by going to Data > Table/Range while the Excel cursor is in the Table.	

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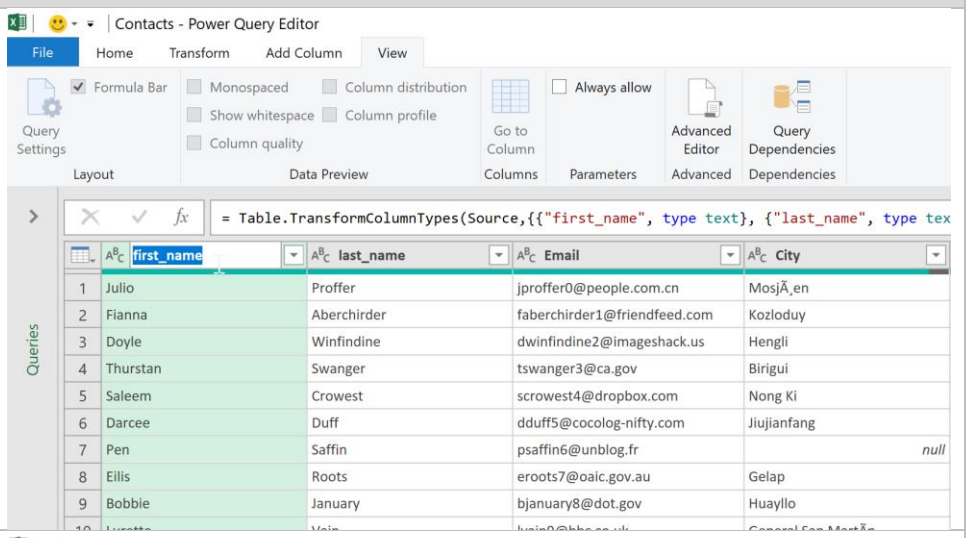
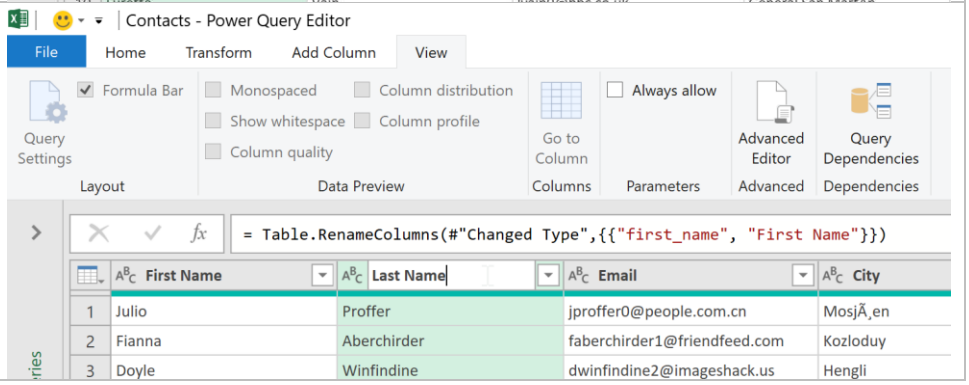
7. Power Query will load. 8. Once complete we can begin making edits to table. 9. We will first edit the first_name column. Double click into the column so all the text is highlight. 10. Replace this text with First Name.	
11. Do the same for last_name. Change it to Last Name.	

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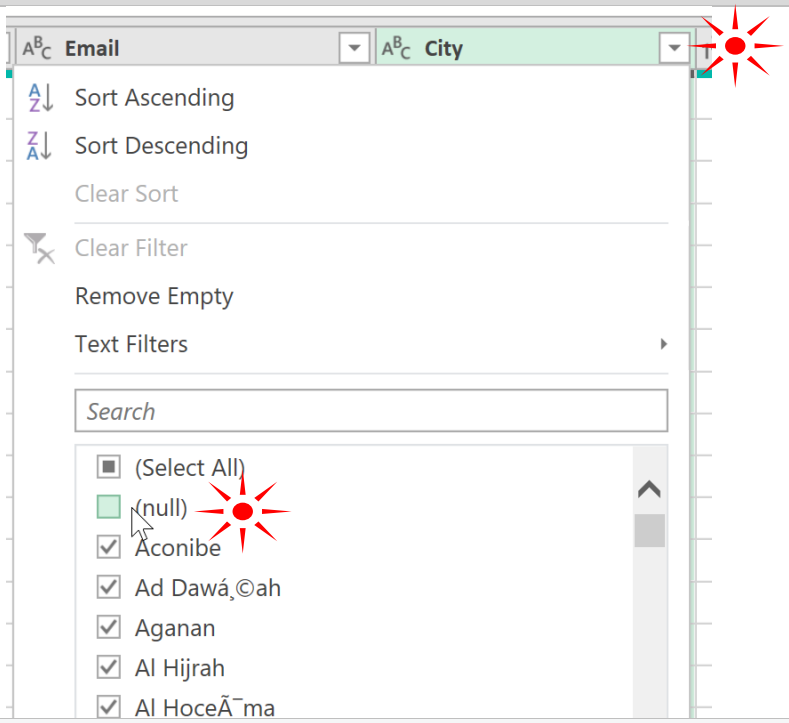
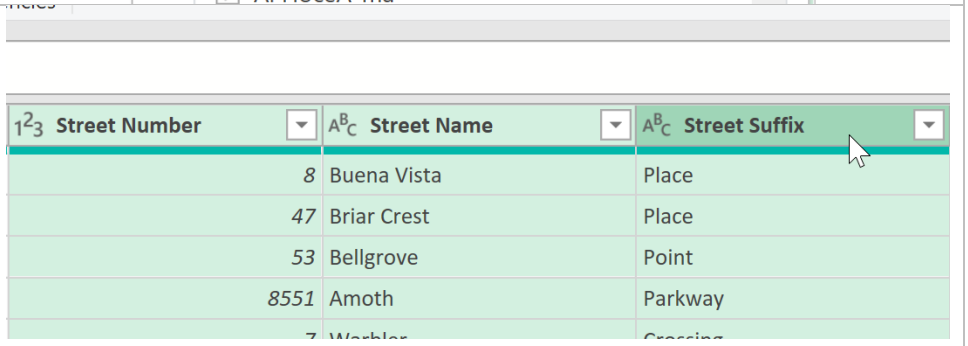
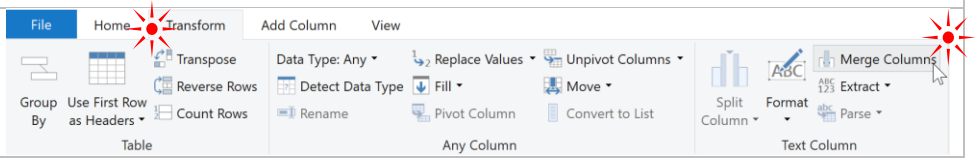
12. Let's filter out the null values from City. 13. Click on the dropdown arrow to the right of the City column. 14. Uncheck (null) 15. Then click the OK button at the bottom of the dropdown popup.	
16. Let's merge the columns Street Number, Street Name, and Street Suffix into one column called Street Address. 17. While holding shift click Street Number, Street Name, and Street Suffix	
18. From on the Transform tab select Merge Columns.	

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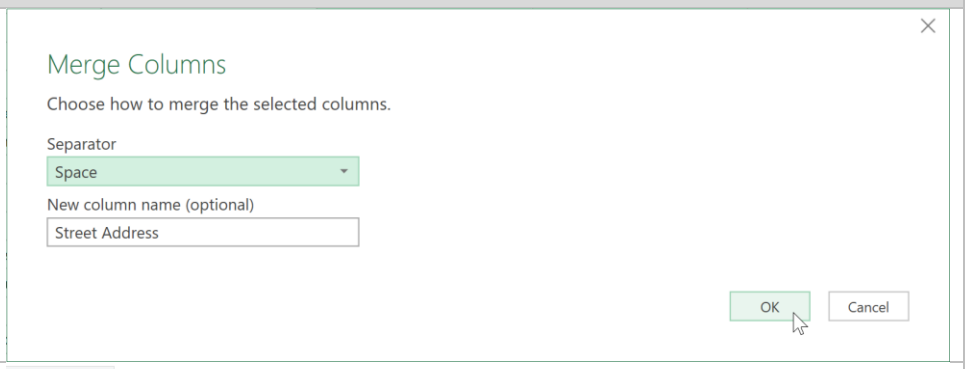
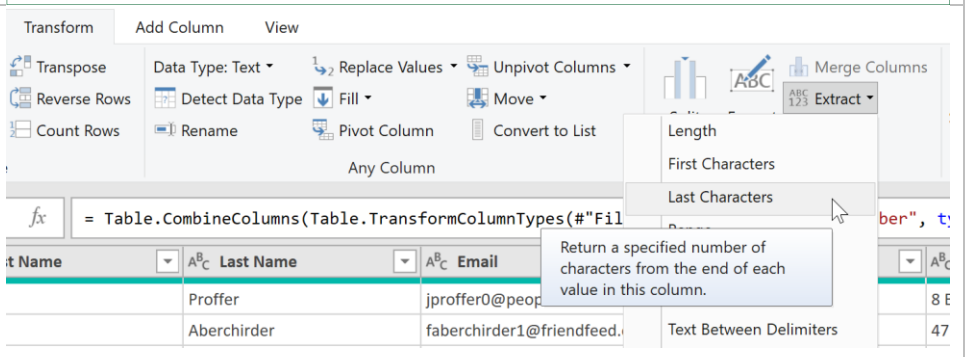
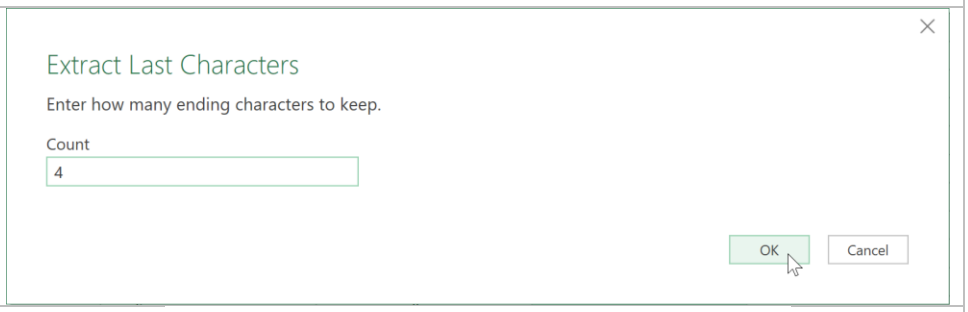
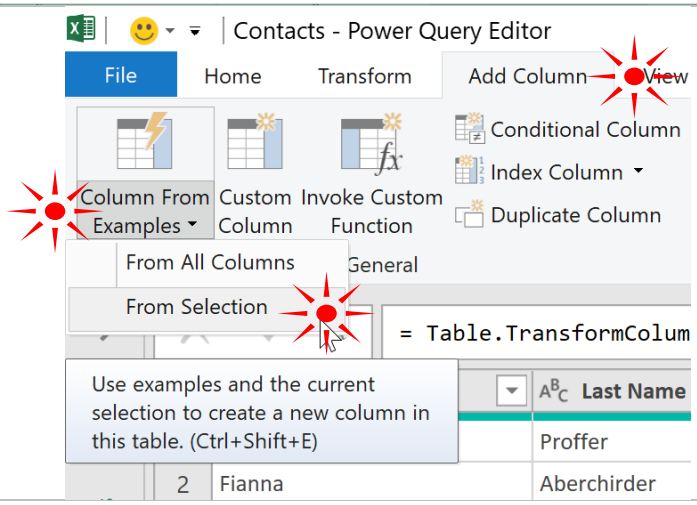
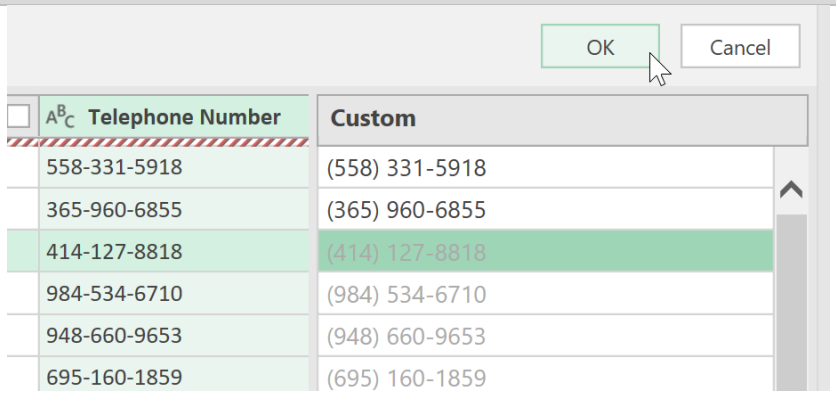
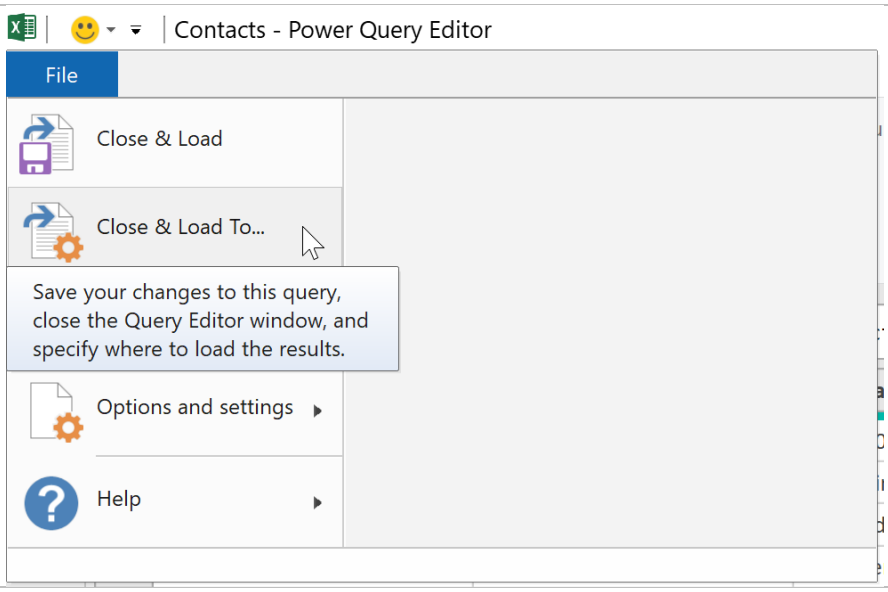
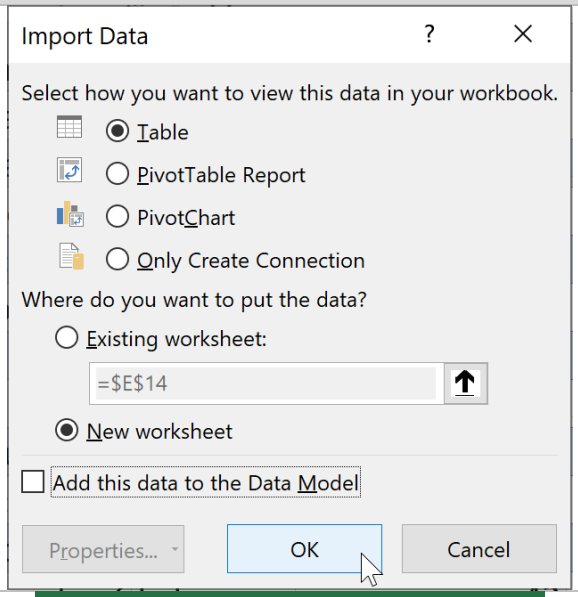
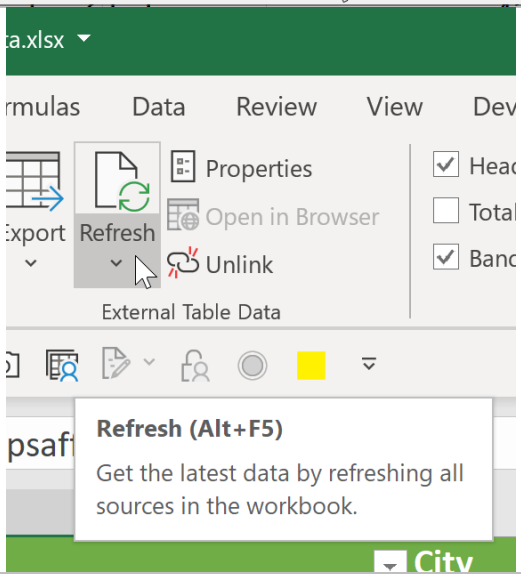
19. In the Merge Columns dialog box, select Space as the separator. Renamed the new column to be Street Address. 20. Click OK.	
21. Let's only show the last for digits of the social security numbers provided. 22. Click on SSN column header. 23. From the Transform tab select Extract > Last Characters.	
24. In the Extract Last Characters dialog box set the count to 4. 25. Press OK to have it take effect.	
26. Let's adjust the telephone number format to (###) ###-####. 27. First select the Telephone Number column header. 28. From on the Add Column ribbon, select Column From Examples > From Selection	

Click Steps	Screen Shots
29. While referencing the Telephone Number rewrite the first two entries in the correct format. Use the screenshot to the right as a reference. The dark black font represents the first two entries I retyped. The grey font reflects what Excel learned through my efforts. Press OK.	
30. We're now finished data wrangling. 31. Click File > Close & Load To…	

Click Steps	Screen Shots
32. Select Table in the top half. New worksheet in the bottom half. 33. Click OK.	
34. Congratulations! You have created a new query with Power Query. 35. Remember, you can have the query refresh any time by pressing the Refresh button from on the Table Design tab.