
USING THE POWER QUERY EDITOR

ANNA HUDLIN

DISCLAIMER



The data used in this presentation and demonstration is fictional and includes no student information



All Account Numbers, OANs and Student IDs are random numbers generated using Excel formulas



Not Mac Friendly



WHAT IS A POWER
QUERY?



BENEFITS OF
POWER QUERIES



DEMONSTRATION



ONLINE LEARNING
RESOURCES



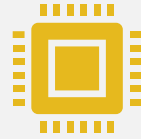
PRACTICAL
EXERCISE

AGENDA

WHAT IS A POWER QUERY?



Data Transformation and
Preparation Engine



Built in feature in Microsoft Excel
(2016 and later) and Power BI



Also used in Power BI (Data
Analytics Platform)

POWER QUERIES CAN GENERATE TIME SAVINGS



REPORT EXAMPLES

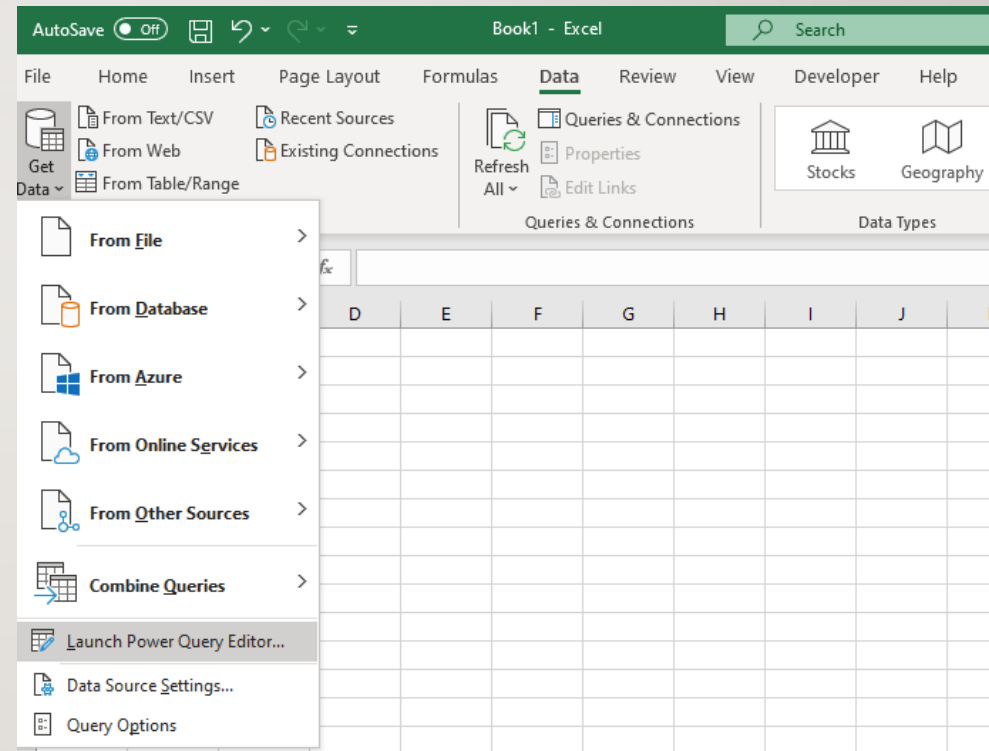
- Missing Student Numbers
- Missing Program Information
- Academic Progress
- Course Load Change Reports
 - Adds/Drops/Withdrawals
- Spring/Summer Extension Reports

SOURCE FILES

- YTD – Full-time and Part-time
- Reviews
- Student Information System Reports
 - Balance Report
 - Course Registration
 - Program Information
- Forms (Google, Microsoft)

POWER QUERY EDITOR

- Accessed from the Data Tab
- Home
- Transform
- Add Column
- View



MISSING STUDENT NUMBERS

1

[Access demonstration file here](#)

2

Download a copy to your computer

3

Launch the Power Query Editor to see the applied steps in the query

UPDATE COST CODES

1

[Access demonstration file here](#)

2

Download a copy to your computer

3

Launch the Power Query Editor to see the applied steps in the query

RESOURCES FOR SUCCESS

Excel Power Query tutorial

- [Template](#)

Online resources

- YouTube Videos
- [Microsoft Support Online](#)
- [LinkedIn Learning](#)
- Google

Workshop Demonstration Files

- [Link to resources](#)
- Download folder to your desktop to see the applied steps in the queries used in the demonstration

THANK YOU!



annahudlin@ryerson.ca

