



MALAYSIAN INSTITUTE  
OF ACCOUNTANTS



**MIA WEBINAR SERIES**  
A Highly Interactive Learning Session with Live  
Q&As, Self-Assessment Quizzes and Quick Polls or Surveys

MIA WEBINAR SERIES

# Extracting, Transforming & Loading with Power Query

An advanced Excel programme covering Excel tools, Table and Power Query  
to help you extract, transform and load data for data related work.

18 & 19 November 2021 (Thursday & Friday), 9.00 am – 5.30 pm



# Extracting, Transforming & Loading with Power Query

This is an advanced Excel programme, covering Excel tools Table and Power Query. You will be introduced to the basics of Power Query, connecting to data sources, learning to extract, cleanse and edit the data and reloading data into Excel worksheets for further analysis.

## OBJECTIVES

This programme seeks to help you learn how to use Power Query to extract, transform and load data for your data related work.

## METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

It is an intensive hands-on approach on real-life case-study data. You will be using big data and conventional Excel datasets.

## REQUIREMENTS:

- Suitable for participants who are intermediate Excel users or above
- Computer with at least Excel 2016 Professional Plus, Silverlight
- Ensure your Power Query is in working condition on the training day  
(please see: <https://youtu.be/8tWi4nSUyWA>)

## WHO SHOULD ATTEND

- Data Miners & Data Analysts
- Project Managers
- Revenue Managers
- Finance Managers
- Journalists
- Anyone performing roles related to Business Intelligence in Excel

## SPEAKER/TRAINER

### VINCENT CHIN

Vincent has held financial, continuous improvement and I.T. positions in the banking, shared services and hospitality industry. He is a FCCA, Certified Six Sigma Black Belt, Microsoft Certified Trainer, Microsoft Office Specialist and a PSMB-accredited trainer. His previous roles include being an internal change consultant of a global team, a financial shared-services local head and a finance regional head. He currently trains professionals in Excel, VBA, Power BI and Lean Six Sigma.

# Extracting, Transforming & Loading with Power Query

## PROGRAMME OUTLINE

### DAY 1

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 10.30 am	<b>Session 1</b> <ul style="list-style-type: none"> <li>• Introduction               <ul style="list-style-type: none"> <li>&gt; Big data components</li> <li>&gt; Big data and small data</li> <li>&gt; Sources of big data</li> <li>&gt; Big data structure</li> <li>&gt; Big data analysis</li> <li>&gt; Tools and technology</li> <li>&gt; The Microsoft Data Platform</li> <li>&gt; What is Power Query?</li> </ul> </li> </ul>
10.30 am – 10.45 am	Break
10.45 am – 12.30 pm	<b>Session 2</b> <ul style="list-style-type: none"> <li>• Working with Table               <ul style="list-style-type: none"> <li>&gt; Excel tables</li> <li>&gt; New features of Tables</li> </ul> </li> </ul>
12.30 pm – 1.30 pm	Break
1.30 pm – 3.30 pm	<b>Session 3</b> <ul style="list-style-type: none"> <li>• Extracting Data with Power Query               <ul style="list-style-type: none"> <li>&gt; Connecting to data sources</li> <li>&gt; Importing data from local files and other data sources</li> <li>&gt; Extracting data from multiple sources</li> <li>&gt; Creating a new query</li> </ul> </li> </ul>
3.30 pm – 3.45 pm	Break
3.45 pm – 5.30 pm	<b>Session 4</b> <ul style="list-style-type: none"> <li>• Combining Data               <ul style="list-style-type: none"> <li>&gt; Merging &amp; appending queries</li> <li>&gt; Combining data from one-off data sources</li> <li>&gt; Combining data from recurring data sources</li> <li>&gt; Automating consolidation of files</li> </ul> </li> </ul>
5.30 pm	End of Day 1

### DAY 2

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 10.30 am	<b>Session 1</b> <ul style="list-style-type: none"> <li>• Table Columns               <ul style="list-style-type: none"> <li>&gt; Merging columns</li> <li>&gt; Replacing values in columns</li> <li>&gt; Changing data types, data format</li> <li>&gt; Creating an index for a column</li> <li>&gt; Removing &amp; adding data columns</li> <li>&gt; Splitting columns</li> </ul> </li> </ul>
10.30 am – 10.45 am	Break
10.45 am – 12.30 pm	<b>Session 2</b> <ul style="list-style-type: none"> <li>• Pivoting &amp; Unpivoting               <ul style="list-style-type: none"> <li>&gt; Altering data layouts: the reason behind pivoting &amp; unpivoting</li> <li>&gt; Unpivoting &amp; pivoting columns</li> <li>&gt; Transposing tables</li> </ul> </li> <li>• Working with Data Rows               <ul style="list-style-type: none"> <li>&gt; The Keep Rows &amp; Remove Rows functions</li> <li>&gt; Removing irrelevant data rows</li> <li>&gt; Finding &amp; replacing values</li> </ul> </li> </ul>
12.30 pm – 1.30 pm	Break
1.30 pm – 3.30 pm	<b>Session 3</b> <ul style="list-style-type: none"> <li>• Performing Calculations               <ul style="list-style-type: none"> <li>&gt; Using the Transform &amp; Add Column features to perform calculations</li> <li>&gt; Number formats &amp; calculations</li> </ul> </li> <li>• Date-Specific Functions               <ul style="list-style-type: none"> <li>&gt; Extracting day, month, year (and so on)</li> <li>&gt; Date number formats</li> <li>&gt; Combining table columns into dd-mm-yyyy formats</li> </ul> </li> </ul>
3.30 pm – 3.45 pm	Break
3.45 pm – 5.30 pm	<b>Session 4</b> <ul style="list-style-type: none"> <li>• Loading &amp; Working with the Data Model               <ul style="list-style-type: none"> <li>&gt; How to load data correctly into Excel</li> <li>&gt; Loading data into the Data Model</li> <li>&gt; Data Model introduction</li> </ul> </li> </ul>
5.30 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

## Extracting, Transforming &amp; Loading with Power Query

With immediate effect, enrolment for all CPE programmes will be

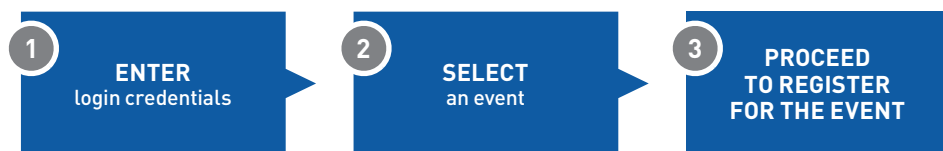
**STRICTLY VIA ONLINE REGISTRATION ONLY**

## REGISTRATION PROCESS



- To view more events and download the full brochure, please visit: **[pd.mia.org.my](http://pd.mia.org.my)**
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:

## EXISTING USER



## NEW USER



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

**MIA Help Desk @ 603-2722 9000**

## TERMS &amp; CONDITIONS FOR WEBINAR

## WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
- Individual Registration:** Full payment shall be made at the point of online registration.
- Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

## WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

## CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.

## PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

## METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the webinar.
- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
  - Remain logged in at least 80% of the time allocated for the webinar,
  - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

## COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this programme will remain with the party who produced such materials.

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## DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

## EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

## DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

## WEBINAR FEES

Member/Member Firm	RM 900
Non-member	RM 1,200

*Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.*

## WEBINAR DETAILS &amp; REGISTRATION

18 &amp; 19 November 2021 (Thursday &amp; Friday)

Session 1	: 9.00 am – 10.30 am
Session 2	: 10.45 am – 12.30 pm
Session 3	: 1.30 pm – 3.30 pm
Session 4	: 3.45 pm – 5.30 pm

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