

First Commands Task List

If you are completing the tasks without completing the tasks from the previous lesson:

- a) Open the Excel file ‘First Commands – Workbook’
- b) Load the Purchase Order report on tab Sheet1 into the PowerQuery editor using the Table/Range option in the Data tab.
- c) Remove the top three rows of the file so that you are left with the row starting with "Order Date" in row 1.
- d) Promote the information currently in Row 1 to the Headers.
- e) Load the information back out of the PowerQuery editor and into the Excel Workbook

If you are completing the tasks in this lesson having completed the tasks from the previous lesson:

- a) Open your completed Excel workbook from the previous lesson and enter the PowerQuery editor. This can be done through selecting tab ‘Data’, then ‘Queries and Connections’ on the ribbon. In the Queries and Connections pane, right click on the query created from the prior lesson and select ‘Edit’

- b) Remove the top three rows of the file so that you are left with the row starting with "Order Date" in row 1.
- c) Promote the information currently in Row 1 to the Headers.
- d) Load the information back out of the PowerQuery editor and into the Excel Workbook