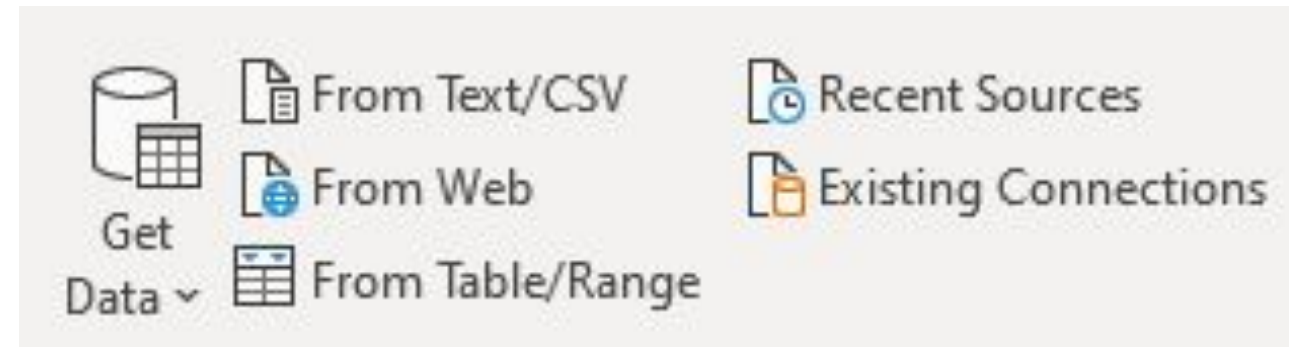


Power Query and Tables

Power Query

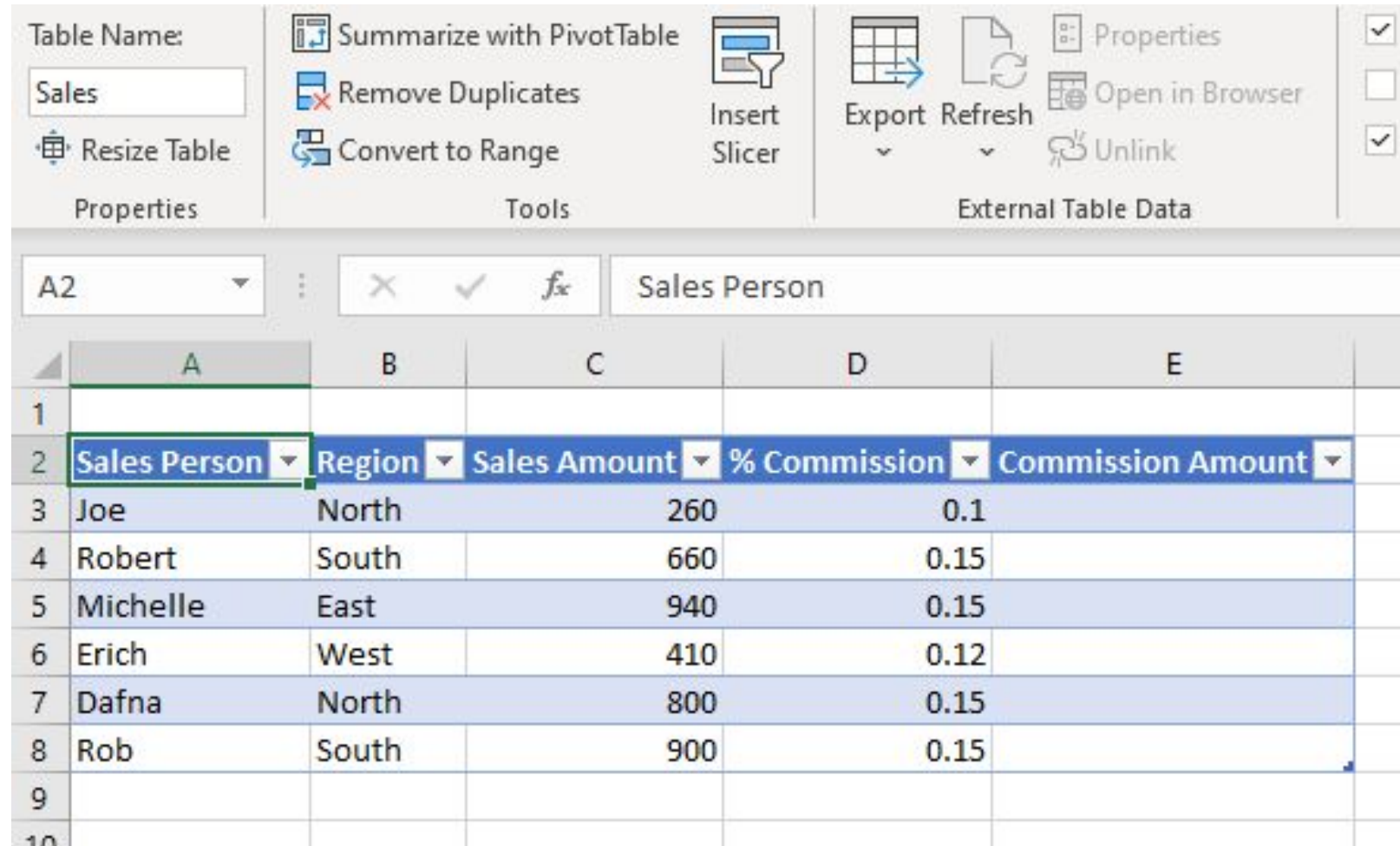
[Power Query](#) allows you to import data from other sources (Access or SQL databases, the web, etc.) into Excel.

You can also use it to transform or combine data sources in the Power Query editor prior to importing them.



Excel Tables

Tables have names which you can reference when creating formulas.



The screenshot shows the Excel interface with a table named 'Sales'. The ribbon includes the 'Table Name' field set to 'Sales', and various tool buttons like 'Summarize with PivotTable', 'Remove Duplicates', 'Convert to Range', 'Insert Slicer', 'Export', 'Refresh', 'Open in Browser', and 'Unlink'. The table data is as follows:

	A	B	C	D	E
1					
2	Sales Person	Region	Sales Amount	% Commission	Commission Amount
3	Joe	North	260	0.1	
4	Robert	South	660	0.15	
5	Michelle	East	940	0.15	
6	Erich	West	410	0.12	
7	Dafna	North	800	0.15	
8	Rob	South	900	0.15	
9					
10					

Excel Tables

Tables have header rows which can be used for filtering or sorting values.

Table Name:	Summarize with PivotTable Remove Duplicates Convert to Range		Insert Slicer	Export Refresh Properties Open in Browser Unlink
<input type="text" value="Sales"/> Resize Table				
Properties	Tools		External Table Data	

A2	Sales Person				
	A	B	C	D	E
1					
2	Sales Person	Region	Sales Amount	% Commission	Commission Amount
3	Joe	North	260	0.1	
4	Robert	South	660	0.15	
5	Michelle	East	940	0.15	
6	Erich	West	410	0.12	
7	Dafna	North	800	0.15	
8	Rob	South	900	0.15	
9					
10					

Excel Tables

	A	B	C	D	E
1					
2	Sales Person ▼	Region ▼	Sales Amount ▼	% Commission ▼	Commission Amount ▼
3	Joe	North	260	0.1	
4	Robert	South	660	0.15	
5	Michelle	East	940	0.15	
6	Erich	West	410	0.12	
7	Dafna	North	800	0.15	
8	Rob	South	900	0.15	
9					

You can refer to values in the table using the table name and the name of the columns rather than using cell ranges.

For example, to find the total sales, you can use

`=SUM(Sales[Sales Amount])`

Excel Tables

	A	B	C	D	E
1					
2	Sales Person ▼	Region ▼	Sales Amount ▼	% Commission ▼	Commission Amount ▼
3	Joe	North	260	0.1	
4	Robert	South	660	0.15	
5	Michelle	East	940	0.15	
6	Erich	West	410	0.12	
7	Dafna	North	800	0.15	
8	Rob	South	900	0.15	
9					

You can refer to values in the table using the table name and the name of the columns rather than using cell ranges.

For example, to find the total sales, you can use

=SUM(**Sales**[Sales Amount])

Table Name



Excel Tables

	A	B	C	D	E
1					
2	Sales Person ▼	Region ▼	Sales Amount ▼	% Commission ▼	Commission Amount ▼
3	Joe	North	260	0.1	
4	Robert	South	660	0.15	
5	Michelle	East	940	0.15	
6	Erich	West	410	0.12	
7	Dafna	North	800	0.15	
8	Rob	South	900	0.15	
9					

You can refer to values in the table using the table name and the name of the columns rather than using cell ranges.

For example, to find the total sales, you can use

=SUM(Sales[Sales Amount])



Column Name

Excel Tables

	A	B	C	D	E
1					
2	Sales Person ▼	Region ▼	Sales Amount ▼	% Commission ▼	Commission Amount ▼
3	Joe	North	260	0.1	26
4	Robert	South	660	0.15	99
5	Michelle	East	940	0.15	141
6	Erich	West	410	0.12	49.2
7	Dafna	North	800	0.15	120
8	Rob	South	900	0.15	135
9					

When creating calculated columns in a table, you don't reference cell addresses but instead reference column names.

To calculate the Commission Amount, you would use

`=[@Sales Amount]*[@[% Commission]]`

@ references the values contained in a particular column for that row

Brackets are needed around the % Commission name because of the special character %.