

## The process of uploading an Excel dataset into the cloud version of Power BI

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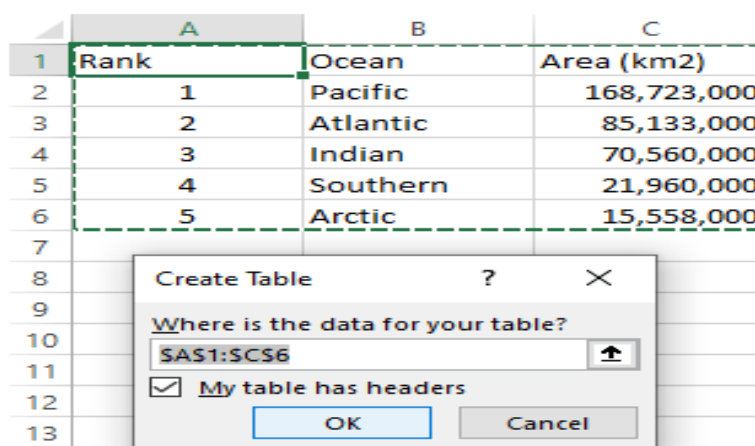
To upload an Excel dataset into Power BI (cloud version), we need to follow two steps.

### Step 1: Convert your Excel dataset into a table.

There are **three ways** to convert an Excel dataset into a table. You can follow any of these ways that you find convenient.

#### First way:

1. Select any cell in your dataset and press the (**Ctrl + T**) keys together.
2. The 'Create Table' dialog box will pop-up. Here, you should verify if Excel has picked your data range correctly, make sure the *My table has headers* box is selected, and click **OK**.



#### Second way:

1. Select any cell in your dataset.
2. On the **Home** tab, in the **Styles** group, click **Format as Table**.
3. Pick the desired table **style** in the gallery.
4. In the *Create Table* dialog box, make sure the selected range is correct and the *My table has headers* box is checked, and then click **OK**.

#### Third way:

1. Select any cell in your dataset.
2. On the **Insert** tab, in the **Tables** group, click **Table**.
3. In the **Create Table** dialog box that pops up, make sure the selected range is correct and the *My table has headers* box is checked, and then click **OK**.

## Step 2: Proceed to upload an Excel dataset into the cloud version of Power BI

You can upload your Excel dataset into the **workspace/ My workspace** of Power BI (cloud version).

### Procedure for uploading an Excel dataset into workspace:

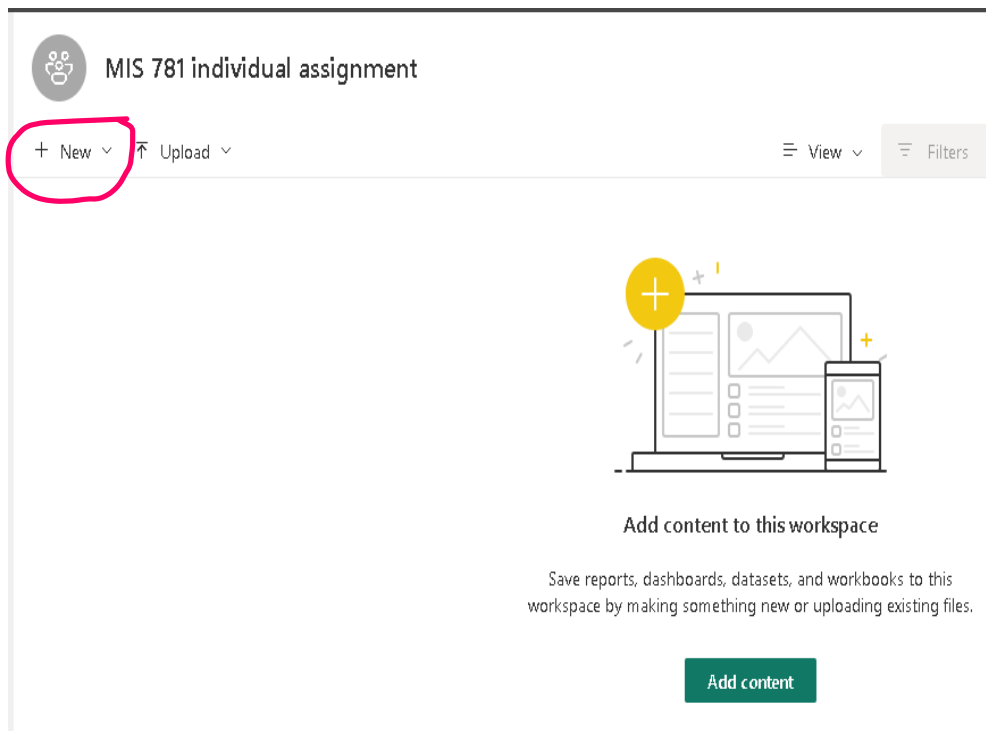
1. Click on **'workspaces'**
2. Click on **'+ New workspace'**



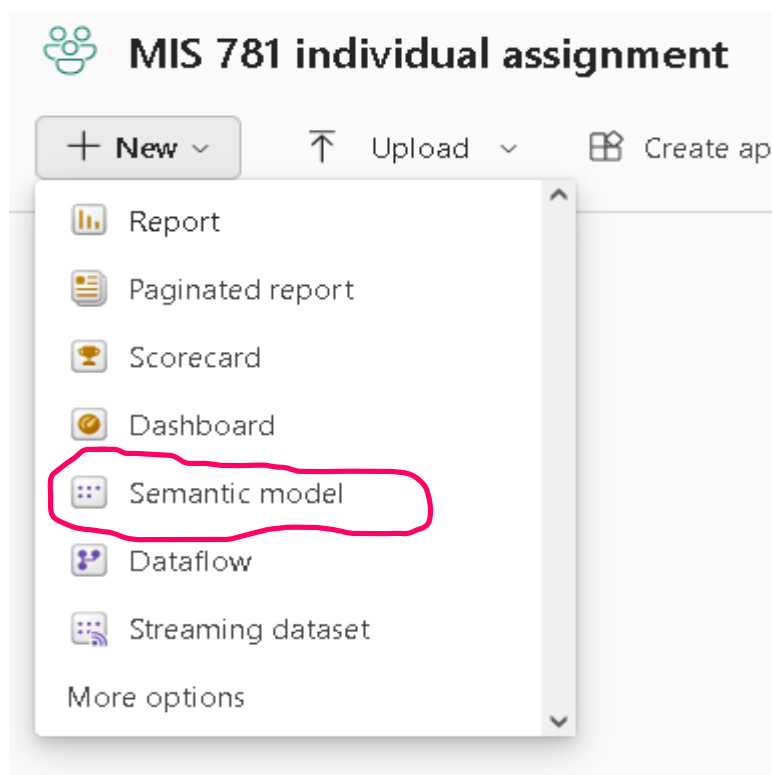
3. Provide a **'workspace name'** and click **'save'**

A screenshot of the 'Create a workspace' form in Power BI. The form has a title 'Create a workspace' and a 'Workspace image' section with an 'Upload' button and a 'Delete' button. The 'Workspace name' field is circled in red and contains the text 'MIS 781 individual assignment'. Below it, the word 'Available' is shown. The 'Description' field is empty and contains the placeholder text 'Describe this workspace'. At the bottom right, there is a green 'Save' button and a 'Cancel' button, both circled in red. An 'Activate Windows' watermark is visible in the background.

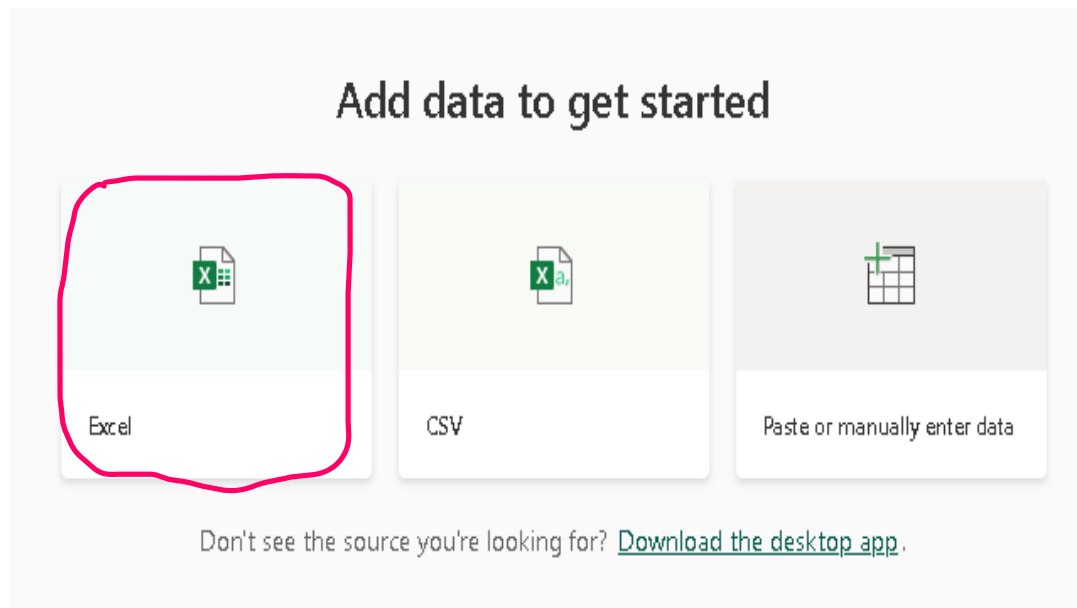
4. From the newly created workspace, click ‘+New’



5. Then select ‘Semantic model’ from the dialog box.



6. Select **'Excel'** from the file types.



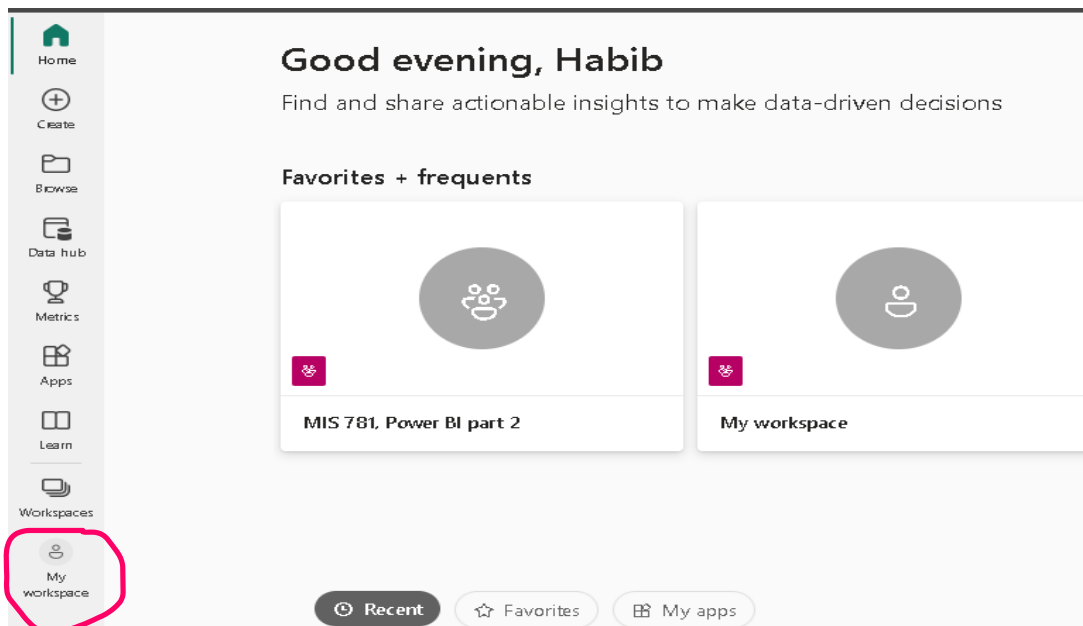
7. Click on **'Browse this device'**



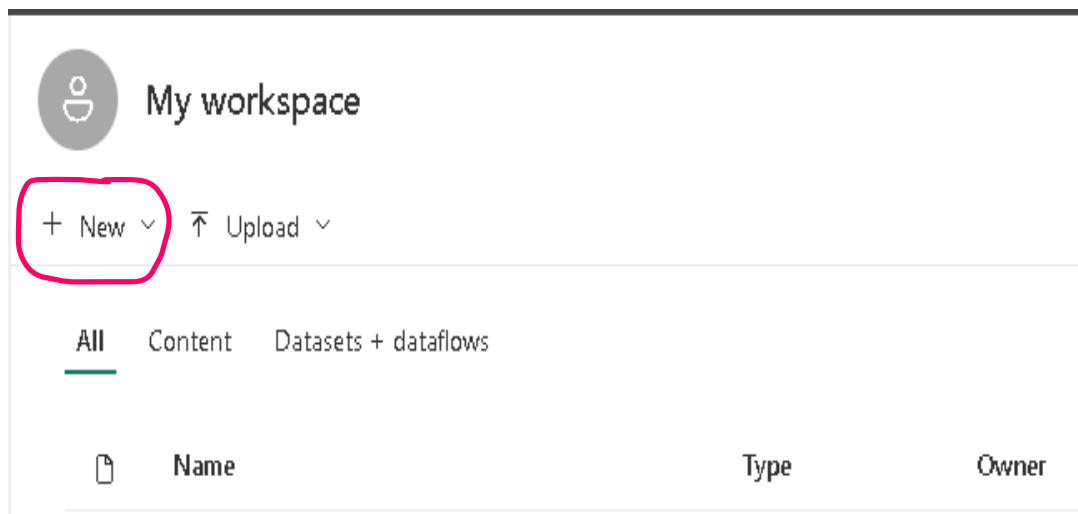
8. **Select your Excel dataset** (which was converted to table) from your computer and click **'Open'**
9. Then, your Excel dataset will be imported to your workspace.

## Procedure for uploading an Excel dataset into My workspace:

1. Click on 'My workspace'



2. From my workspace, click '+New'



3. Then, select 'Semantic model' from the dialog box.
4. Select 'Excel' from the file types.
5. Click on 'Browse this device'
6. Select your Excel dataset (which was converted to table) from your computer and click 'Open'
7. Then, your Excel dataset will be imported into your My workspace.

**N.B. To upload an Excel dataset into My workspace, the screenshots of Power BI pages from 3 to 7 are the same as the workspace shown above.**