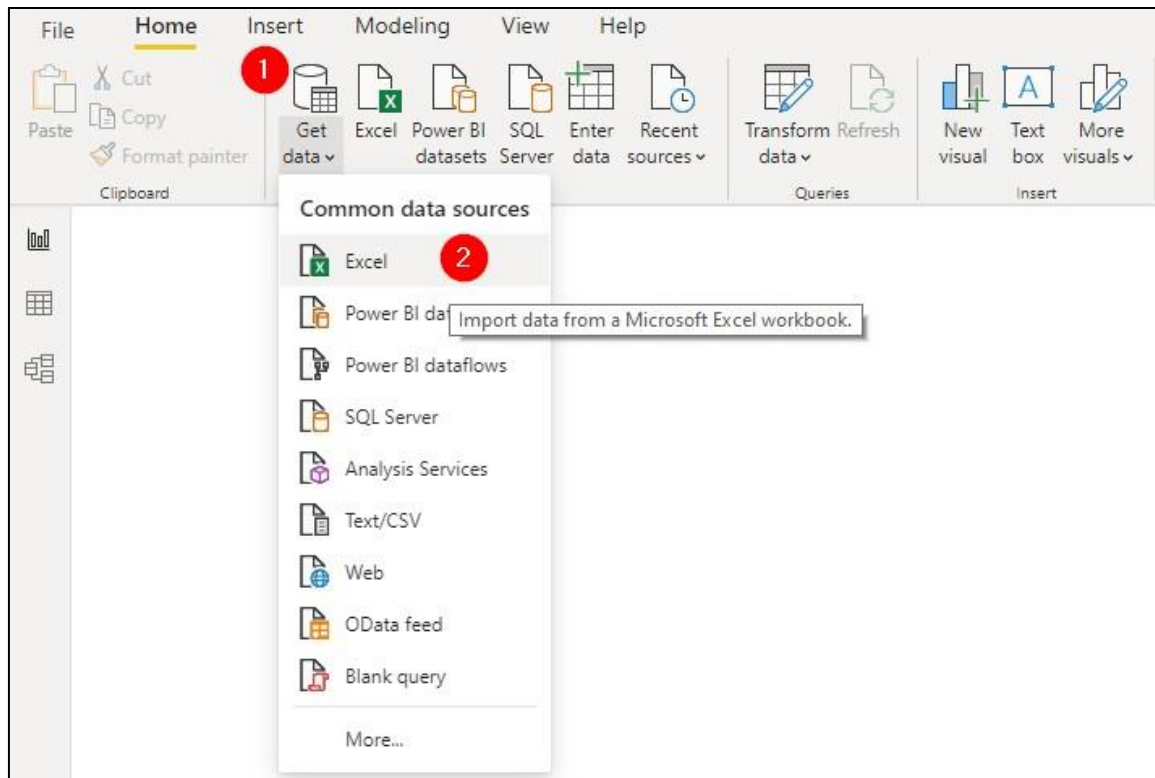


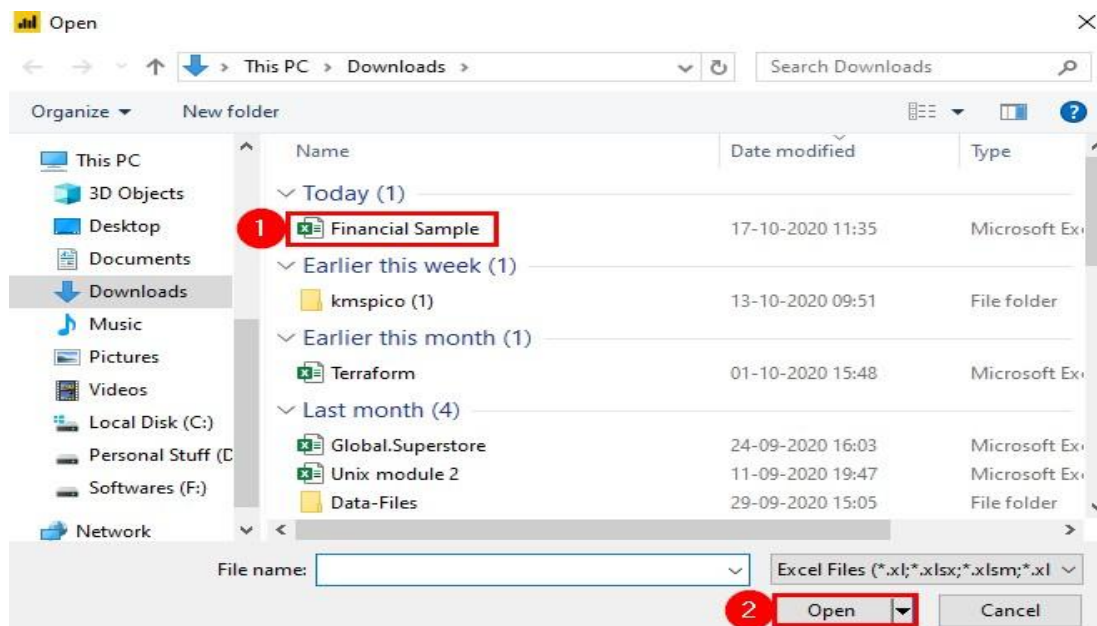
Using Excel Files as a Data Source

Import Data into Power BI Desktop

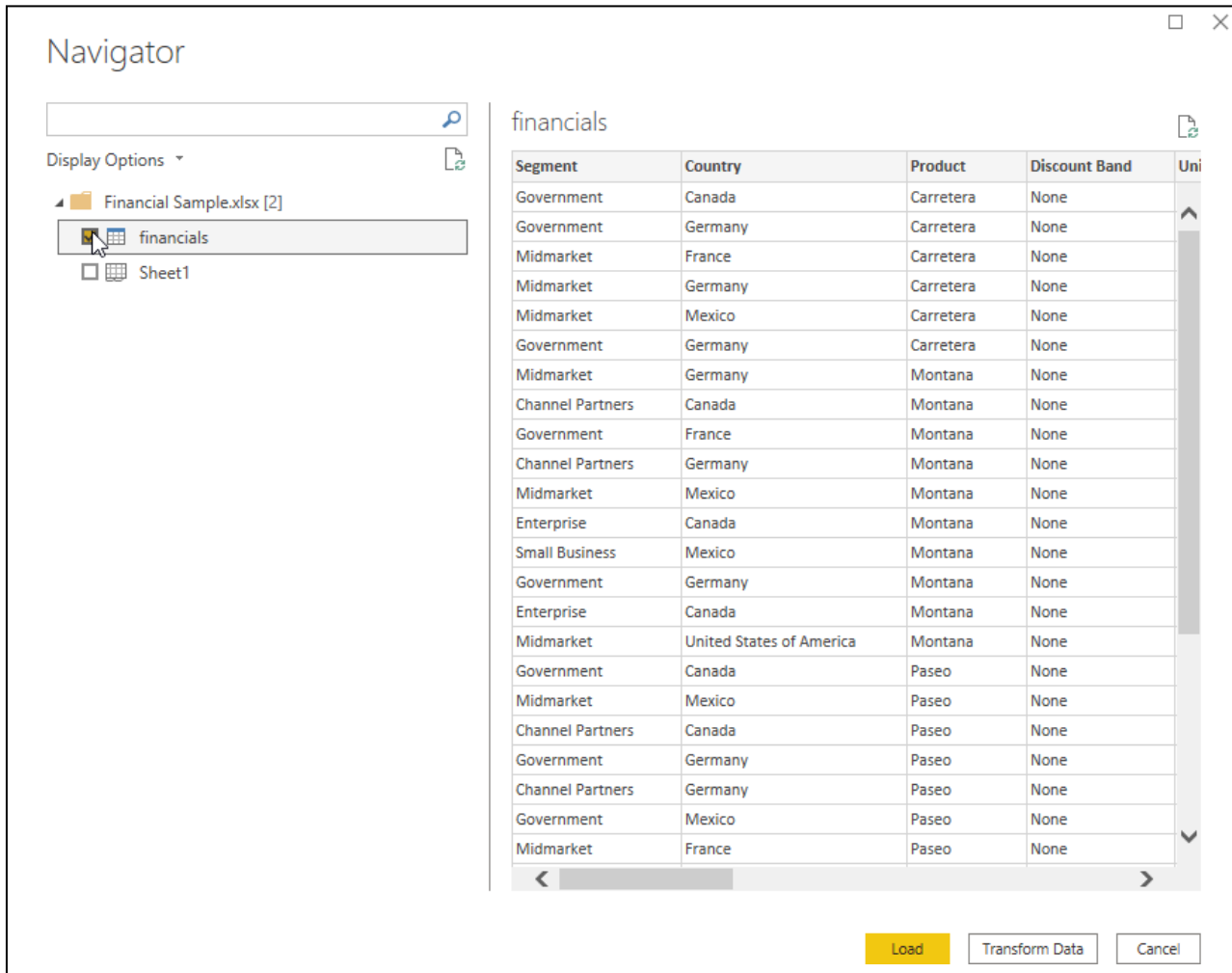
1. In Power BI Desktop, from home ribbon button select Get Data--> Excel



2. Select your workbook from the open dialog box appears



- Once you select the workbook, a navigator window opens, which contains the tables in the left pane and preview window in the right



The screenshot shows the Power BI Navigator window. On the left, under 'Financial Sample.xlsx [2]', the 'financials' table is selected. The right pane displays a preview of the 'financials' table with the following data:

Segment	Country	Product	Discount Band	Unit
Government	Canada	Carretera	None	
Government	Germany	Carretera	None	
Midmarket	France	Carretera	None	
Midmarket	Germany	Carretera	None	
Midmarket	Mexico	Carretera	None	
Government	Germany	Carretera	None	
Midmarket	Germany	Montana	None	
Channel Partners	Canada	Montana	None	
Government	France	Montana	None	
Channel Partners	Germany	Montana	None	
Midmarket	Mexico	Montana	None	
Enterprise	Canada	Montana	None	
Small Business	Mexico	Montana	None	
Government	Germany	Montana	None	
Enterprise	Canada	Montana	None	
Midmarket	United States of America	Montana	None	
Government	Canada	Paseo	None	
Midmarket	Mexico	Paseo	None	
Channel Partners	Canada	Paseo	None	
Government	Germany	Paseo	None	
Channel Partners	Germany	Paseo	None	
Government	Mexico	Paseo	None	
Midmarket	France	Paseo	None	

At the bottom right of the window are three buttons: 'Load' (yellow), 'Transform Data' (grey), and 'Cancel' (grey).

- After selecting the tables, you can edit the data using power query editor or load it directly into power BI desktop