

Getting data overview

Article • 07/30/2022 • 7 minutes to read

Power Query can connect to many different data sources so you can work with the data you need. This article walks you through the steps for bringing in data to Power Query either in Power Query Desktop or Power Query Online.

Connecting to a data source with Power Query follows a standard set of stages before landing the data at a destination. This article describes each of these stages.

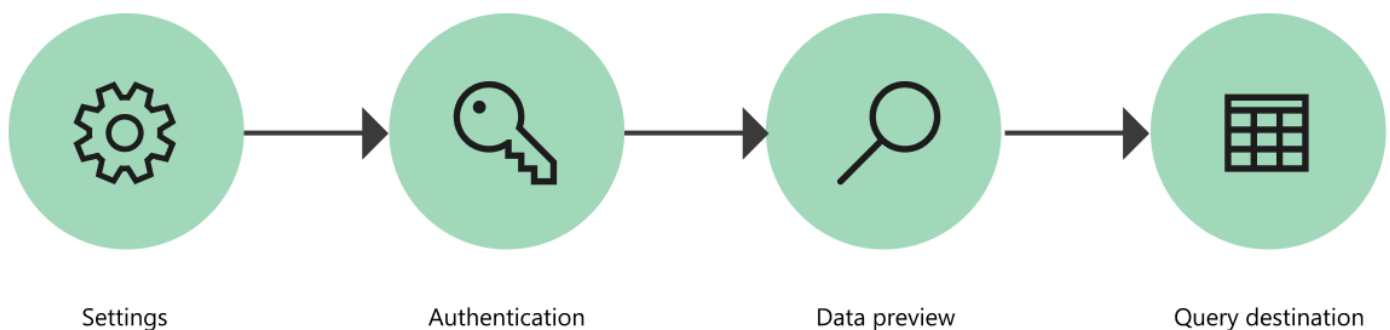
Important

In some cases, a connector might have all stages of the get data experience, and in other cases a connector might have just a few of them. For more information about the experience of a specific connector, go to the documentation available for the specific connector by searching on the [Connectors in Power Query article](#).

Power Query Desktop experience

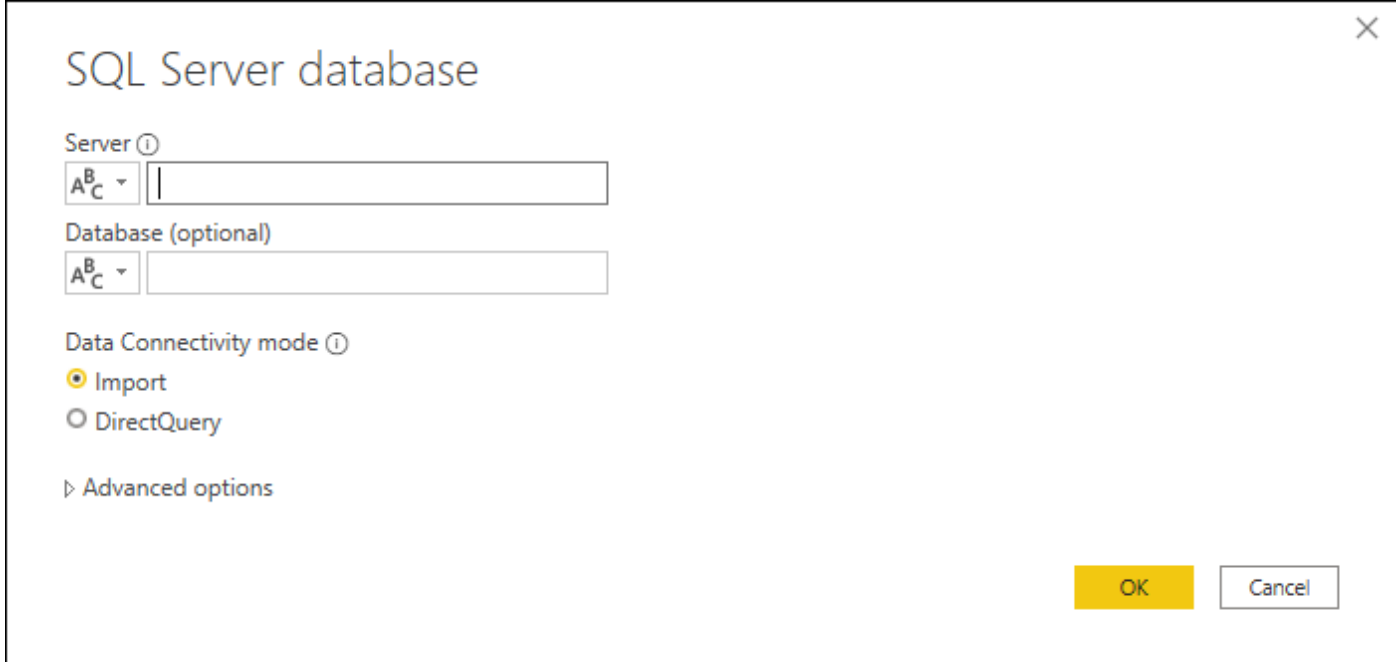
The stages for getting data in the Power Query Desktop experiences are:

1. Connection settings
2. Authentication
3. Data preview
4. Query destination



1. Connection settings

Most connectors initially require at least one parameter to initialize a connection to the data source. For example, the SQL Server connector requires at least the host name to establish a connection to the SQL Server database.



SQL Server database

Server ⓘ

Database (optional)

Data Connectivity mode ⓘ

☒ Import

☐ DirectQuery

▶ Advanced options

OK Cancel

In comparison, when trying to connect to an Excel file, Power Query requires that you use the file path to find the file you want to connect to.

The connector parameters are commonly used to establish a connection to a data source, and they—in conjunction with the connector used—define what's called a *data source path*.

ⓘ Note

Some connectors don't require you to enter any parameters at all. These are called *singleton connectors* and will only have one data source path available per environment. Some examples are Adobe Analytics, MailChimp, and Google Analytics.

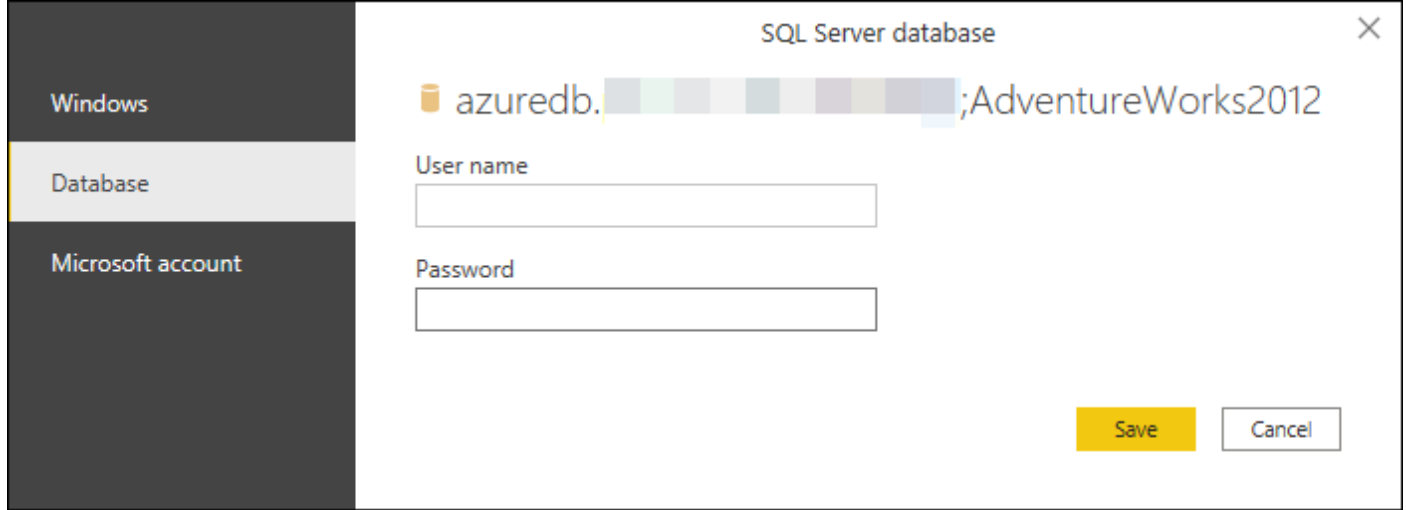
2. Authentication

Every single connection that's made in Power Query has to be authenticated. The authentication methods vary from connector to connector, and some connectors might offer multiple methods of authentication.

The currently available methods of authentication for Power Query are:

- **Anonymous:** Commonly used when connecting to a data source that doesn't require user authentication, such as a webpage or a file available over public HTTP.
- **Basic:** A **username** and **password** sent in base64 encoding are accepted for authentication.
- **API Key:** A single API key is accepted for authentication.
- **Organizational account** or **Microsoft account:** This method is also known as **OAuth 2.0**.
- **Windows:** Can be implicit or explicit.
- **Database:** This is only available in some database connectors.

For example, the available authentication methods for the SQL Server database connector are Windows, Database, and Microsoft account.



3. Data preview

The goal of the data preview stage is to provide you with a user-friendly way to preview and select your data.

Depending on the connector that you're using, you can preview data by using either:

- Navigator window
- Table preview dialog box

Navigator window (navigation table)

The **Navigator** window consists of two main sections:

- The object selection pane is displayed on the left side of the window. The user can interact with and select these objects.

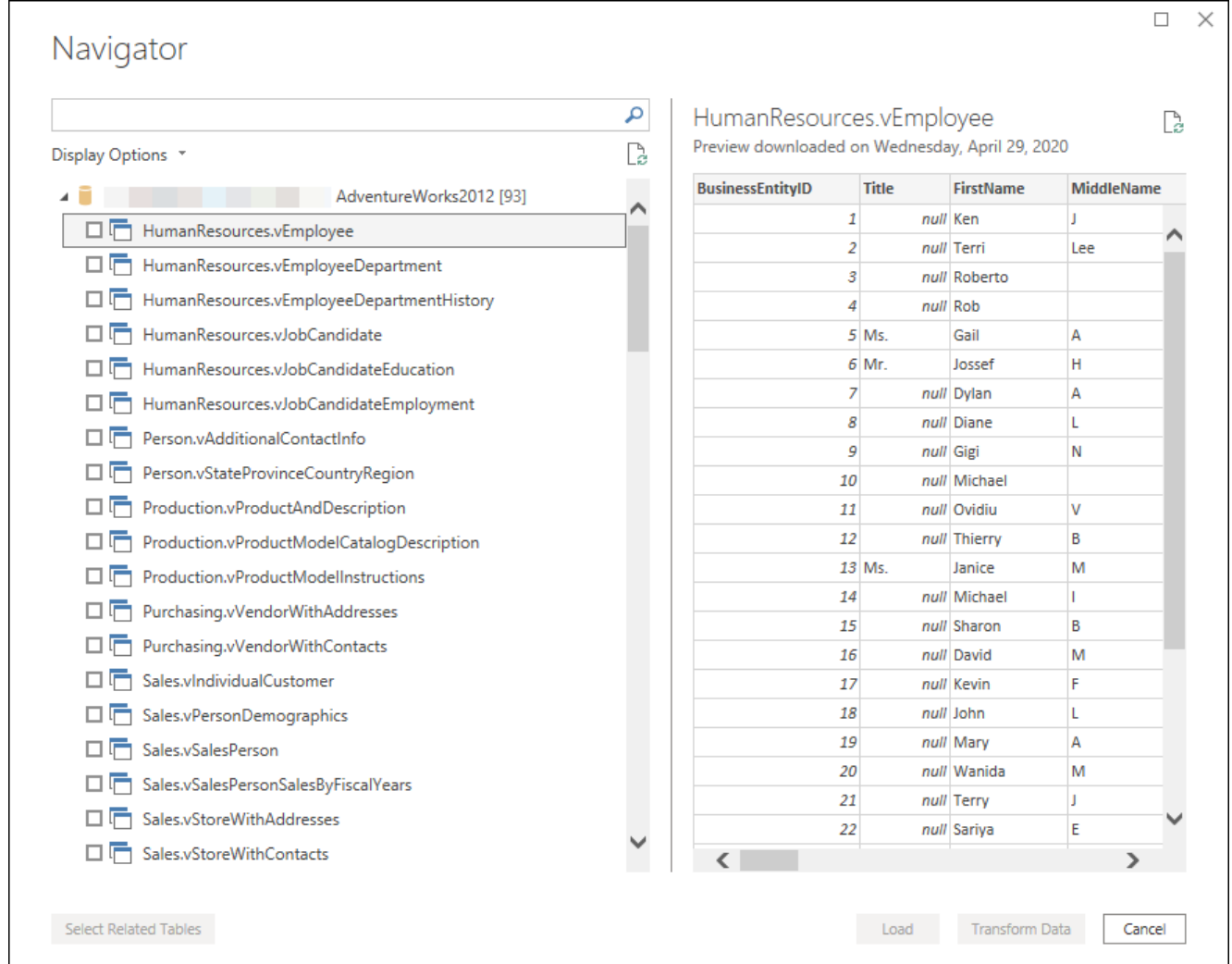
ⓘ Note

For Power Query in Excel, select the **Select multiple items** option from the upper-left corner of the navigation window to select more than one object at a time in the object selection pane.

ⓘ Note

The list of objects in Power Query Desktop is limited to 10,000 items. This limit does not exist in Power Query Online. For a workaround in Power Query Desktop, see **Object limitation workaround**.

- The data preview pane on the right side of the window shows a preview of the data from the object you selected.



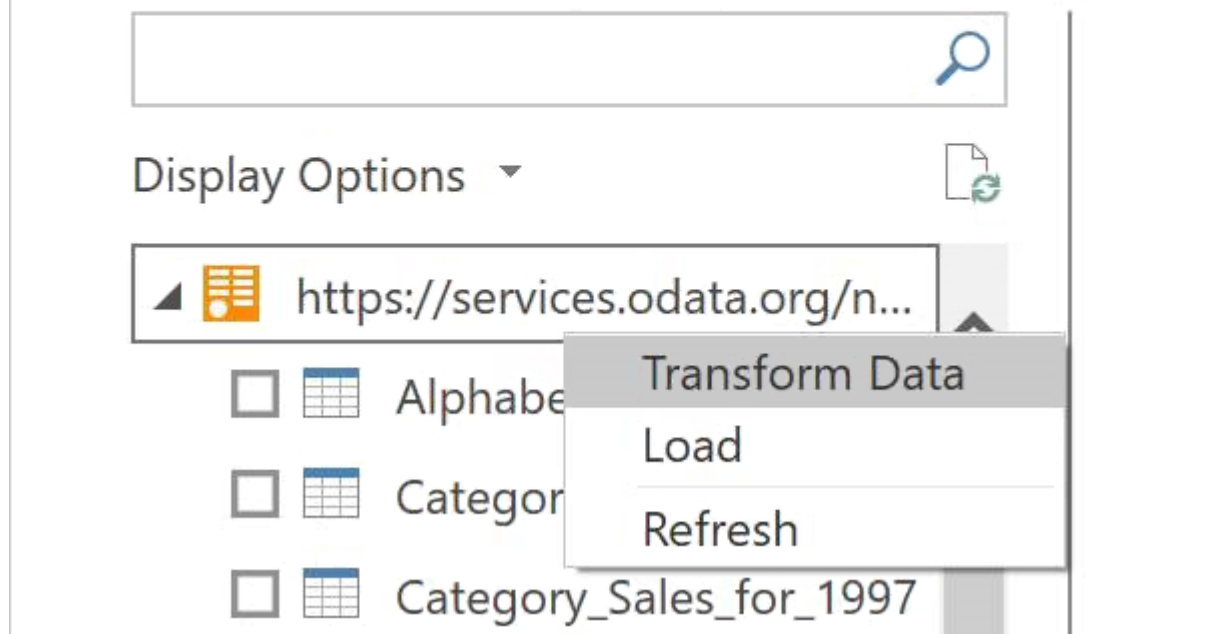
Object limitation workaround

There's a fixed limit of 10,000 objects in the **Navigator** in Power Query Desktop. This limit doesn't occur in Power Query Online. Eventually, the Power Query Online UI will replace the one in the desktop.

In the interim, you can use the following workaround:

1. Right-click on the root node of the **Navigator**, and then select **Transform Data**.

Navigator



2. Power Query Editor then opens with the full navigation table in the table preview area. This view doesn't have a limit on the number of objects, and you can use filters or any other Power Query transforms to explore the list and find the rows you want (for example, based on the **Name** column).
3. Upon finding the item you want, you can get at the contents by selecting the data link (such as the **Table** link in the following image).

= OData.Feed("https://services.odata.org/northwind/northwind.svc/			
ABC 123	Name	ABC 123 Data	ABC 123 Signature
1	Alphabetical_list_of_products	Table	table
2	Categories	Table	table
3	Category_Sales_for_1997	Table	table
4	Current_Product_Lists	Table	table
5	Customer_and_Suppliers_by_Cities	Table	table
6	CustomerDemographics	Table	table
7	Customers	Table	table
8	Employees	Table	table
9	Invoices	Table	table
10	Order_Details	Table	table

Table preview dialog box

The table preview dialog box consists of only one section for the data preview. An example of a connector that provides this experience and window is the [Folder](#) connector.

Power Query

Content	Name	Extension	Date accessed	Date modified	Date created	Attributes	Folder Path
[Binary]		.xlsx	null	6/6/2016, 10:31:51 AM	2/9/2016, 1:14:34 PM	[Record]	
[Binary]		.pptx	null	2/16/2016, 2:02:36 PM	2/9/2016, 4:03:46 PM	[Record]	
[Binary]		.pptx	null	2/10/2016, 7:26:03 AM	2/10/2016, 7:26:03 AM	[Record]	
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[Binary]		.onetoc2	null	6/21/2019, 11:07:42 PM	2/18/2016, 12:20:32 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:33:26 AM	2/18/2016, 12:22:00 PM	[Record]	
[Binary]		.onetoc2	null	12/5/2018, 4:48:29 PM	2/18/2016, 12:22:03 PM	[Record]	
[Binary]		.one	null	4/4/2018, 10:37:21 AM	2/18/2016, 12:22:04 PM	[Record]	
[Binary]		.one	null	7/29/2019, 10:28:07 PM	2/18/2016, 12:22:05 PM	[Record]	
[Binary]		.onetoc2	null	1/2/2019, 3:35:18 PM	2/18/2016, 12:49:30 PM	[Record]	
[Binary]		.onetoc2	null	3/29/2016, 12:20:58 PM	2/18/2016, 12:49:35 PM	[Record]	
[Binary]		.onetoc2	null	1/7/2019, 3:45:51 PM	2/18/2016, 12:50:07 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:33:25 AM	2/18/2016, 12:51:41 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:32:48 AM	2/18/2016, 12:51:49 PM	[Record]	
[Binary]		.pptx	null	2/19/2016, 2:33:29 PM	2/18/2016, 2:51:45 PM	[Record]	
[Binary]		.onetoc2	null	6/21/2019, 11:07:40 PM	2/18/2016, 2:54:06 PM	[Record]	
[Binary]		.one	null	4/4/2018, 10:33:35 AM	2/18/2016, 2:54:56 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:33:09 AM	2/19/2016, 9:59:42 AM	[Record]	
[Binary]		.one	null	4/4/2018, 10:37:17 AM	2/19/2016, 9:59:43 AM	[Record]	
[Binary]		.pptx	null	2/19/2016, 6:54:36 PM	2/19/2016, 1:18:36 PM	[Record]	
[Binary]		.cs	null	7/25/2019, 8:49:51 AM	7/25/2019, 8:49:51 AM	[Record]	
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[Binary]		.one	null	9/12/2019, 5:29:28 AM	2/22/2016, 2:50:16 PM	[Record]	
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[Binary]		.cs	null	7/25/2019, 8:49:52 AM	7/25/2019, 8:49:52 AM	[Record]	
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Back

Cancel

Combine

Transform data

Power Query

Content	Name	Extension	Date accessed	Date modified	Date created	Attributes	Folder Path
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[Binary]		.pstx		2/12/2016, 7:59:43 AM	2/11/2016, 8:40:05 AM	[Record]	
[Binary]		.pstx		2/12/2016, 12:35:59 PM	2/11/2016, 9:33:01 PM	[Record]	
[Binary]		.onetoc2		6/21/2019, 11:07:42 PM	2/18/2016, 12:20:32 PM	[Record]	
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[Binary]		.one		4/4/2018, 10:37:21 AM	2/18/2016, 12:22:04 PM	[Record]	
[Binary]		.one		7/29/2019, 10:28:07 PM	2/18/2016, 12:22:05 PM	[Record]	
[Binary]		.onetoc2		1/21/2019, 3:35:18 PM	2/18/2016, 12:49:30 PM	[Record]	
[Binary]		.onetoc2		3/29/2016, 12:20:58 PM	2/18/2016, 12:49:35 PM	[Record]	
[Binary]		.onetoc2		1/7/2019, 3:45:51 PM	2/18/2016, 12:50:07 PM	[Record]	
					2/18/2016, 12:51:41 PM	[Record]	
					2/18/2016, 12:51:49 PM	[Record]	
					2/18/2016, 2:51:45 PM	[Record]	
					2/18/2016, 2:54:06 PM	[Record]	
					2/18/2016, 2:54:56 PM	[Record]	
					2/19/2016, 9:55:42 AM	[Record]	
					2/19/2016, 9:55:43 AM	[Record]	
					2/19/2016, 1:18:36 PM	[Record]	
					7/25/2019, 8:49:51 AM	[Record]	
					5/28/2019, 12:35:48 AM	[Record]	
					7/25/2019, 8:49:50 AM	[Record]	
					2/21/2016, 2:59:16 PM	[Record]	
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					2/24/2016, 6:58:14 PM	[Record]	
					2/24/2016, 7:06:38 PM	[Record]	
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					2/25/2016, 10:56:50 AM	[Record]	
					7/25/2016, 7:27:47 PM	[Record]	
					7/26/2016, 12:16:21 PM	[Record]	
					2/26/2016, 12:39:19 PM	[Record]	

Navigator

Display Options

- localhost [1]
- AdventureWorks2019 [102]
 - HumanResources.vEmployee
 - HumanResources.vEmployeeDepart...
 - HumanResources.vJobCandidate
 - HumanResources.vJobCandidateEduc...
 - HumanResources.vJobCandidateEmp...**
 - Person.vAdditionalContactInfo
 - Person.vStateProvinceCountryRegion
 - Production.vProductAndDescription
 - Production.vProductModelCatalogDe...
 - Production.vProductModelInstructions
 - Purchasing.vVendorWithAddresses
 - Purchasing.vVendorWithContacts
 - Sales.vIndividualCustomer
 - Sales.vPersonDemographics
 - Sales.vSalesPerson
 - Sales.vSalesPersonSalesByFiscalYears
 - Sales.vStoreWithAddresses

HumanResources.vJobCandidateEmployment

Preview downloaded on Saturday, December 18, 2021

JobCandidateID	Emp.StartDate	Emp.EndDate	Emp.OrgName
1	6/1/2000 12:00:00 AM	9/30/2002 12:00:00 AM	Wingtip Toy
1	11/15/1996 12:00:00 AM	5/1/2000 12:00:00 AM	Blue Yonder
1	6/10/1994 12:00:00 AM	7/22/1996 12:00:00 AM	City Power & Light
2	6/15/1994 12:00:00 AM		Wingtip Toy
3	8/31/1998 12:00:00 AM	12/28/2002 12:00:00 AM	Trey Research
3	6/15/1995 12:00:00 AM	8/1/1998 12:00:00 AM	Contoso Pharmaceuticals
3	5/10/1993 12:00:00 AM	6/1/1995 12:00:00 AM	Southridge Vineyard
4	3/1/1998 12:00:00 AM	12/30/2000 12:00:00 AM	Wide World Importers
4	6/14/1992 12:00:00 AM	6/1/1998 12:00:00 AM	Fourth Coffee
5	3/31/1998 12:00:00 AM		Importation
5	3/15/1992 12:00:00 AM	3/31/1998 12:00:00 AM	Producteurs de lait
5	6/10/1990 12:00:00 AM	3/31/1992 12:00:00 AM	Café Plus
6	6/15/1994 12:00:00 AM	8/11/2002 12:00:00 AM	Jouets en bois
7	6/15/2000 12:00:00 AM	9/11/2002 12:00:00 AM	Jouets en bois
7	11/15/1996 12:00:00 AM	5/11/2000 12:00:00 AM	Aéroports internationaux
7	6/15/1994 12:00:00 AM	6/11/1996 12:00:00 AM	Lumières citadines
8	3/31/1998 12:00:00 AM		Wide World Importers
8	3/15/1992 12:00:00 AM	3/31/1998 12:00:00 AM	Coho Winery
8	6/10/1990 12:00:00 AM	3/31/1992 12:00:00 AM	Fourth Coffee
9	9/15/1994 12:00:00 AM	1/8/2002 12:00:00 AM	Wingtip Toy
10	6/15/2000 12:00:00 AM	9/18/2002 12:00:00 AM	Wingtip Toy
10	11/15/1996 12:00:00 AM	5/11/2000 12:00:00 AM	Blue Yonder

Cancel Combine Transform data

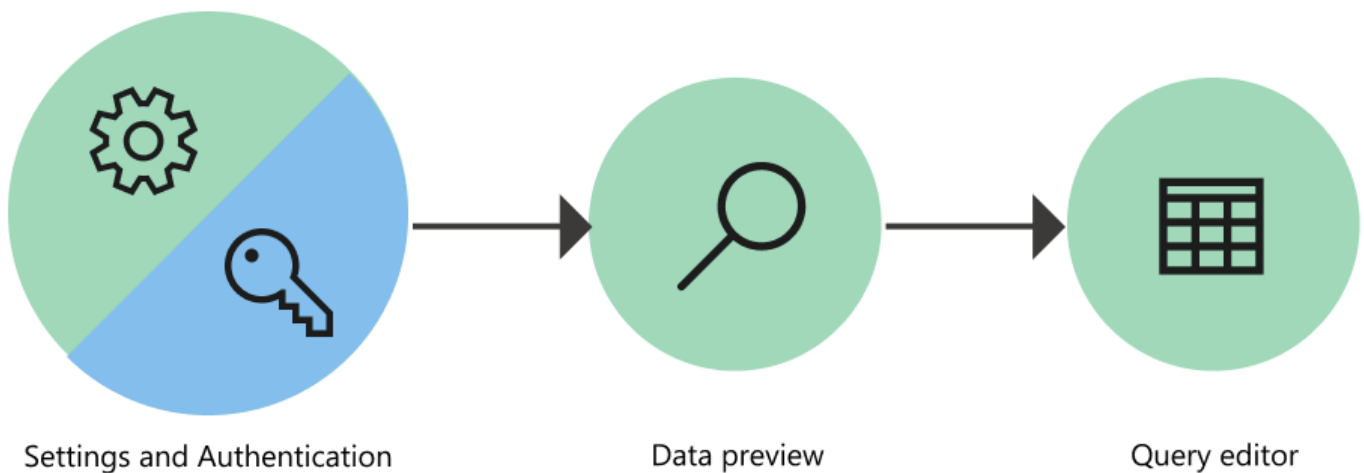
Select Related Tables

Load Transform Data Cancel

Power Query Online experience

The stages for getting data in Power Query Online are:

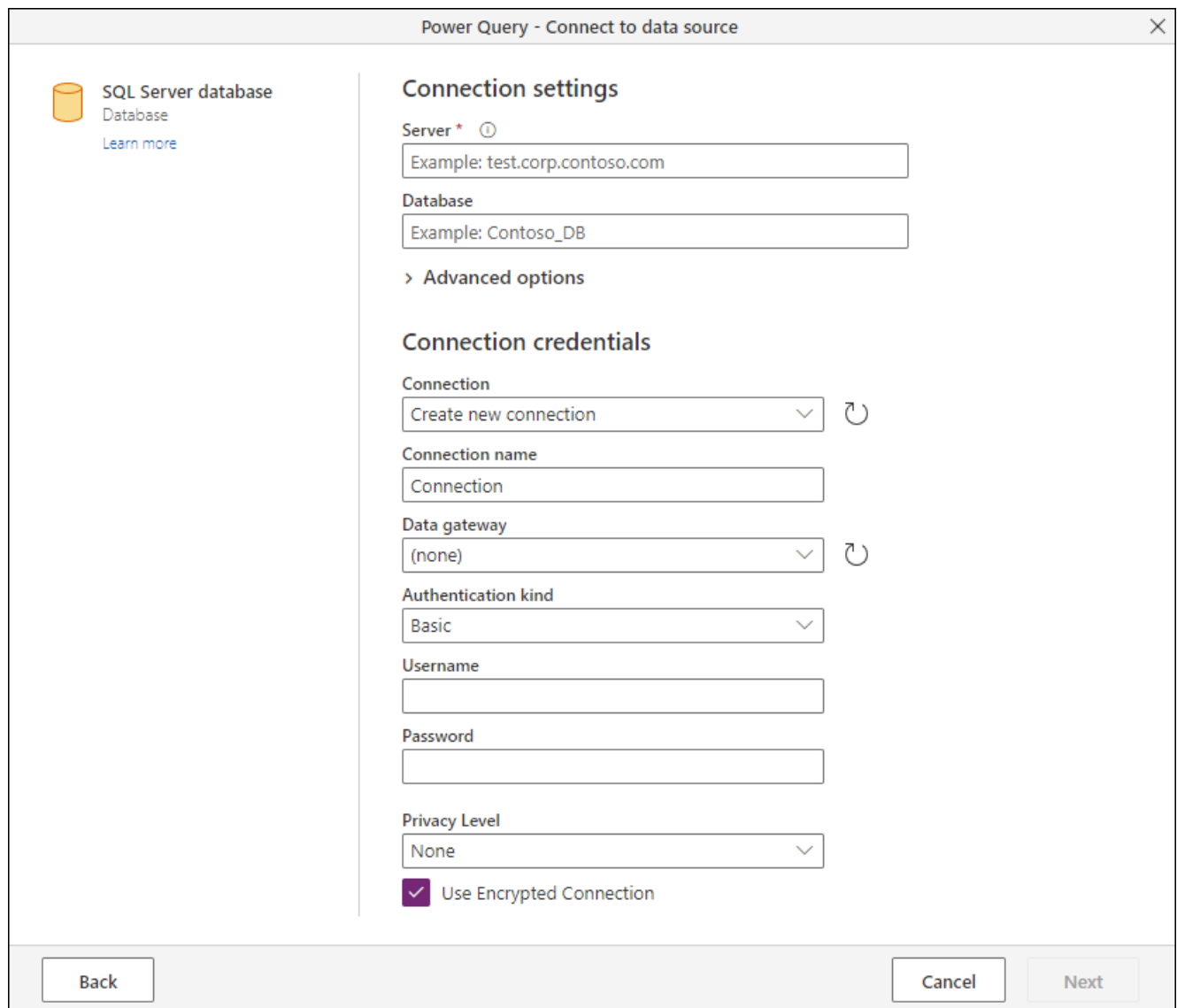
1. Connection settings and Authentication
2. Data preview
3. Query editor



1. Connection settings and authentication

In the Power Query Online experience, you begin with the **Connect to data source** page where you enter values in two distinct sections:

- Connection settings
- Connection credentials



The screenshot shows the 'Power Query - Connect to data source' dialog box. On the left, there is a sidebar with a yellow cylinder icon and the text 'SQL Server database Database' and a blue link 'Learn more'. The main area is divided into two sections: 'Connection settings' and 'Connection credentials'. The 'Connection settings' section includes a 'Server *' field with a help icon and an example value 'Example: test.corp.contoso.com', a 'Database' field with an example value 'Example: Contoso_DB', and an expandable 'Advanced options' section. The 'Connection credentials' section includes a 'Connection' dropdown menu with 'Create new connection' selected, a 'Connection name' text field with 'Connection' entered, a 'Data gateway' dropdown menu with '(none)' selected, an 'Authentication kind' dropdown menu with 'Basic' selected, 'Username' and 'Password' text fields, a 'Privacy Level' dropdown menu with 'None' selected, and a checked checkbox for 'Use Encrypted Connection'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Next'.

Connection settings

In the connection settings section, you define the information needed to establish a connection to your data source. Depending on your connector, that could be the name of the server, the name of a database, a folder path, a file path, or other information required by the connector to establish a connection to your data source. Some connectors also enable specific subsections or advanced options to give you more control and options when connecting to your data source.

Connection settings

Server * ⓘ

Example: test.corp.contoso.com

Database

Example: Contoso_DB

▼ Advanced options

Command timeout in minutes

SQL statement (optional, requires database)

- ☒ Include relationship columns
- ☐ Navigate using full hierarchy
- ☐ Enable SQL Server failover support

Connection credentials

The first time that you use Power Query to connect to a specific data source, you're required to create a new connection associated with that data source. A connection is the full definition of the gateway, credentials, privacy levels, and other connector-specific fields that make up the connection credentials required to establish a connection to your data source.

ⓘ Note

Some connectors offer specific fields inside the connection credentials section to enable or define any sort of security related to the connection that needs to be established. For example, the SQL Server connector offers the **Use Encrypted Connection** field.

Connection credentials

Connection

Create new connection



Connection name

Connection

Data gateway

(none)



Authentication kind

Basic

Username

Password

Privacy Level

None



Use Encrypted Connection

The primary information required by all connectors to define a connection are:

- **Connection name:** This is the name that you can define to uniquely identify your connections. Note that you can't duplicate the name of a connection in your environment.
- **Data gateway:** If your data source requires a data gateway, select the gateway using the dropdown list from this field.
- **Authentication kind & credentials:** Depending on the connector, you're presented with multiple authentication kind options that are available to establish a connection, as well as fields where you enter your credentials. For this example, the Windows authentication kind has been selected and you can see the **Username** and **Password** fields that need to be filled in to establish a connection.
- **Privacy level:** You can define the privacy level for your data source to be either **None**, **Private**, **Organizational**, or **Public**.


Note

To learn more about what data gateways are and how to register a new gateway for your environment or tenant, go to [Using on-premises data gateway](#).

Important


Some Power Query integrations don't currently enable a defined connection or a privacy level. But, all Power Query Online experiences do provide a way to define the data gateway, authentication kind, and the credentials needed to establish a connection with your data source.

Once you've defined a connection in Power Query Online, you can reuse the same connection later on without reentering all this information again. The **Connection** field offers a dropdown menu where you select your already defined connections. Once you've selected your already defined connection, you don't need to enter any other details before selecting **Next**.



SQL Server database
Database
[Learn more](#)

Connection settings

Server * 

mysqltestserver6


Database


Example: Contoso_DB

> Advanced options

Connection credentials

Connection

mysqltestserver6 ([On-premises] datagatew... 



Authentication kind: Windows [Edit connection](#)

After you select a connection from this menu, you can also make changes to the credentials, privacy level, and other connector-specific fields for your data source in your project. Select **Edit connection**, and then change any of the provided fields.



SQL Server database

Database

[Learn more](#)

Connection settings

Server * ⓘ

mysqltestserver6

Database

Example: Contoso_DB

> Advanced options

Connection credentials

Connection

mysqltestserver6 ([On-premises] datagatew... ▾



Data gateway

[On-premises] datagateway

Authentication kind

Windows ▾

Username

CONTOSO\account

Password

.....

Privacy Level

Organizational ▾



Use Encrypted Connection

2. Data preview

The goal of the data preview stage is to provide you with a user-friendly way to preview and select your data.

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- Table preview dialog box

Navigator window (navigation table) in Power Query Online

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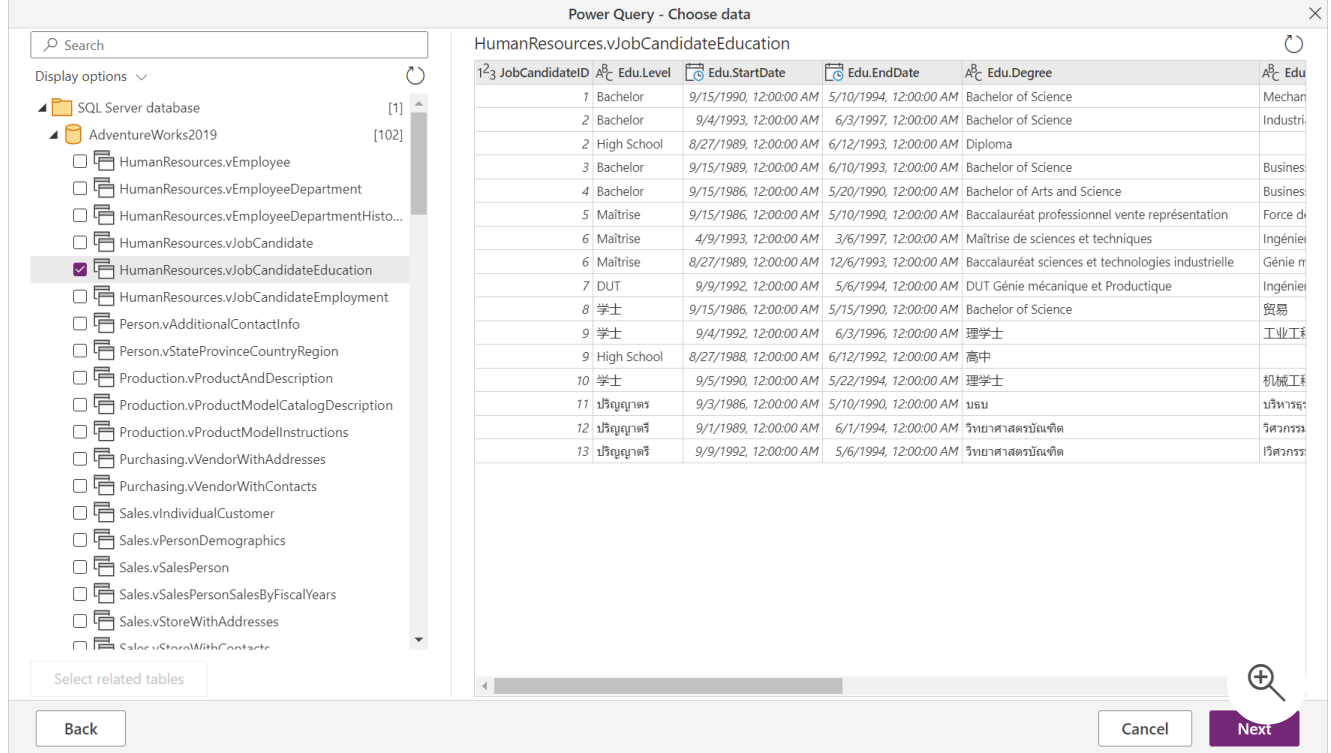


Table preview dialog box in Power Query Online

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Power Query

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[Binary]		.onetoc2	null	12/5/2018, 4:48:29 PM	2/18/2016, 12:22:03 PM	[Record]	
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[Binary]		.onetoc2	null	1/2/2019, 3:35:18 PM	2/18/2016, 12:49:30 PM	[Record]	
[Binary]		.onetoc2	null	3/29/2016, 12:20:58 PM	2/18/2016, 12:49:35 PM	[Record]	
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[Binary]		.pptx	null	2/19/2016, 6:54:36 PM	2/19/2016, 1:18:36 PM	[Record]	
[Binary]		.cs	null	7/25/2019, 8:49:51 AM	7/25/2019, 8:49:51 AM	[Record]	
[Binary]		.docx	null	6/3/2019, 4:25:22 AM	5/28/2019, 12:35:48 AM	[Record]	
[Binary]		.docx	null	7/25/2019, 8:49:50 AM	7/25/2019, 8:49:50 AM	[Record]	
[Binary]		.one	null	9/12/2019, 5:29:28 AM	2/22/2016, 2:59:16 PM	[Record]	
[Binary]		.cs	null	7/25/2019, 8:49:53 AM	7/25/2019, 8:49:53 AM	[Record]	
[Binary]		.cs	null	7/25/2019, 8:49:52 AM	7/25/2019, 8:49:52 AM	[Record]	
[Binary]		.docx	null	7/25/2019, 8:49:48 AM	7/25/2019, 8:49:48 AM	[Record]	
[Binary]		.onetoc2	null	12/10/2018, 1:31:28 AM	2/23/2016, 10:23:34 AM	[Record]	
[Binary]		.one	null	4/4/2018, 10:36:58 AM	2/23/2016, 10:23:36 AM	[Record]	
[Binary]		.one	null	4/4/2018, 10:34:45 AM	2/24/2016, 1:41:16 PM	[Record]	
[Binary]		.one	null	4/4/2018, 10:37:17 AM	2/24/2016, 6:58:14 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:33:22 AM	2/24/2016, 7:06:38 PM	[Record]	
[Binary]		.one	null	4/4/2018, 10:36:57 AM	2/25/2016, 10:14:27 AM	[Record]	
[Binary]		.one	null	4/4/2018, 10:34:36 AM	2/25/2016, 10:56:50 AM	[Record]	
[Binary]		.one	null	1/10/2019, 2:51:37 PM	2/25/2016, 2:22:47 PM	[Record]	
[Binary]		.onetoc2	null	10/8/2018, 11:33:15 AM	2/26/2016, 12:16:21 PM	[Record]	
[Binary]		.one	null	4/4/2018, 11:03:41 AM	2/26/2016, 12:39:19 PM	[Record]	

Back

Cancel

Combine

Transform data

3. Query editor

For Power Query Online, you're required to load the data into the Power Query editor where you can further transform and enrich the query if you choose to do so.

Power Query - Edit queries

Home Transform Add column View Help

Get data Enter data Options Manage parameters Refresh Advanced editor Choose columns Remove columns Keep rows Remove rows Filter rows Sort Split column Group by Replace values Data type: Whole number Use first row as headers Merge queries Append queries Combine files Combine

Table.FirstN("#Filtered rows", 5)

	1 ² SalesOrderID	OrderDate	1 ² SalesOrderNumber	1 ² PurchaseOrderNumber	1 ² AccountNumber	1 ² CustomerID	1 ² TotalDue
1	43659	5/31/2011, 12:00:00 ...	SO43659	PO522145787	10-4020-000676	29825	23,153.23
2	43660	5/31/2011, 12:00:00 ...	SO43660	PO18850127500	10-4020-000117	29672	1,457.33
3	43661	5/31/2011, 12:00:00 ...	SO43661	PO18473189620	10-4020-000442	29734	36,865.80
4	43662	5/31/2011, 12:00:00 ...	SO43662	PO18444174044	10-4020-000227	29994	32,474.93
5	43664	5/31/2011, 12:00:00 ...	SO43664	PO16617121983	10-4020-000397	29898	27,510.41

Completed (1.35 s) Columns: 7 Rows: 5 Column profiling based on top 1,000 rows

Query settings

Properties

Name

Query

Applied steps

- Source
- Navigation
- Removed other columns
- Filtered rows
- Kept top rows

Next

Additional information

To better understand how to get data using the different product integrations of Power Query, go to [Where to get data](#).