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**Essential Tools to Prepare for the Modern Workplace**

**University Workshop Series 2021: Setting Up Your Tools**

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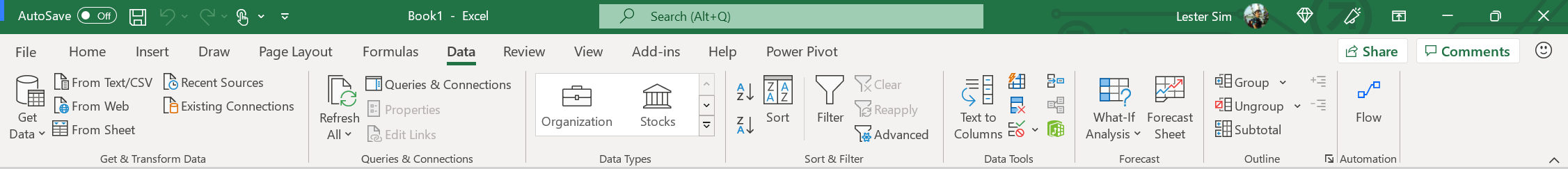
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A person working on a computer

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# Setting Up Power Query/Power Pivot

1. Open an Excel workbook and check if the Data Ribbon and Power Pivot Ribbon is already displayed. *If you are using Excel for Mac, please refer to Point 5.*



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1. To display the Data Ribbon, click **File > Options > Customize Ribbon** and ensure that the Data Tab checkbox is checked. Click Ok.

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1. To display the Power Pivot Ribbon, click **File** > **Options** > **Add-ins**. At the bottom of the window under **Manage** > Click **COM Add-ins** > Click **Go.** Check **Microsoft Power Pivot for Excel** and click Ok. Close and restart Excel.

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1. Both the **Data** Ribbon and **Power Pivot** Ribbon should now be displayed.
2. *Please note that you will need a* ***Windows operating system*** *to follow along for this session. Excel for Mac currently only supports limited Power Query capabilities - importing and refreshing data sources. More integrations between Excel for Mac and Power Query will be announced in future releases. If you are using a non-Windows OS, you may still attend the workshop to understand how you can use Power Query in the future.*

# Setting Up a Power Apps Account

1. Set up an Office 365 E5 Trial: Go to: [aka.ms/tryofficeE5](https://aka.ms/tryOfficeE5) and fill up the form with your **personal email and NOT your work/school email.** Click set up account.

*Note: Click logout and create new account instead if you have in logged in with other accounts previously.*

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1. Fill in your details.

Graphical user interface

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1. In the next step, choose a domain name for yourself and a username. For example, [admin@ocsiad.onmicrosoft.com](mailto:admin@ocsiad.onmicrosoft.com). Take note of this account you have just created.

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1. Next, visit <https://docs.microsoft.com/en-us/ai-builder/administer-licensing>. Under the **Get Started** section, click on “**Start your free trial**”.

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1. Enter the email address that you’ve just created in step 3.

*Note: Click logout and create new account instead if you have logged in with other accounts previously.*

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1. Once done, you’ll see the following screen.

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1. Click Get Started and it will re-route you to the Power Apps homepage. Now you’re all set and ready to get started with Power Apps!

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# Setting Up a Student Azure Account

1. Navigate to <https://azure.microsoft.com/en-gb/free/students/>
2. Click the green button: Start for Free

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1. Sign in with your university email address – this should prompt you to log in via your institution.

*For registering with personal emails, please visit this link:* [*Create your Azure free account today | Microsoft Azure*](https://azure.microsoft.com/en-gb/free/)*. Note there will be a few more verification steps.*

1. Complete your profile to receive $100 in Azure credits as well as access to services you will need for the upcoming Azure workshop!

Graphical user interface

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1. Once your new account is set up it will redirect you to the page below. Now you’re all set and ready to get started with Azure!

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