# Microsoft Excel 2016: PowerQuery

## PowerQuery

PowerQuery allows you to connect to external websites, spreadsheets, databases, and other data sources.

1. Open a blank Excel spreadsheet
2. To start PowerQuery, click on the Data tab.
3. On the upper left of the screen, in the section Get & Transform, click on the down arrow next to New Query. This is the PowerQuery section, although it is not currently labelled PowerQuery. The list of possible data sources will appear.
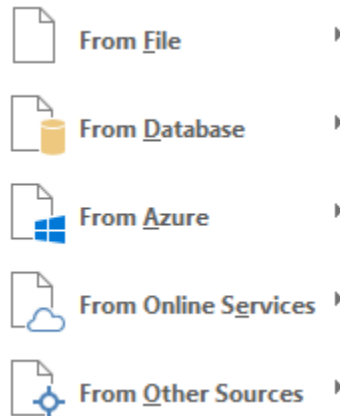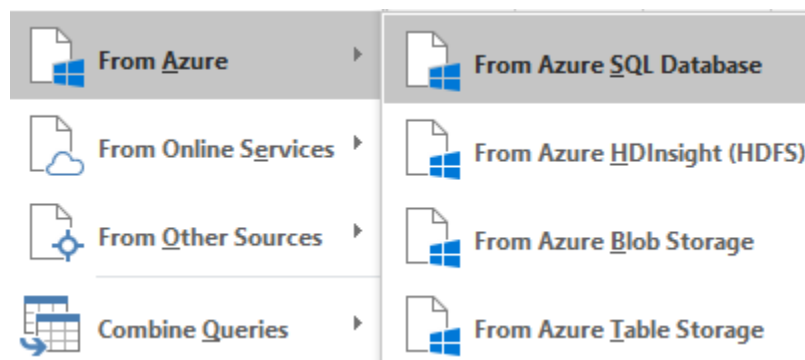


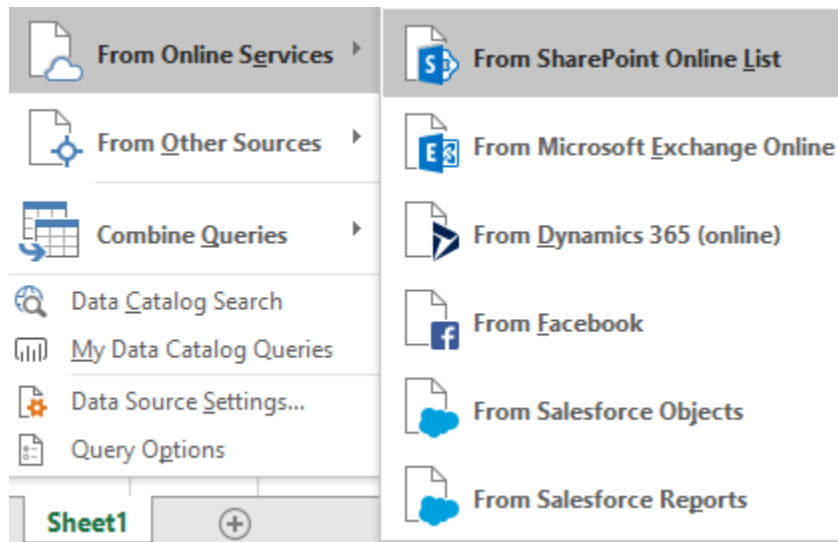4. Put your cursor over From File, and a list of the options will appear.
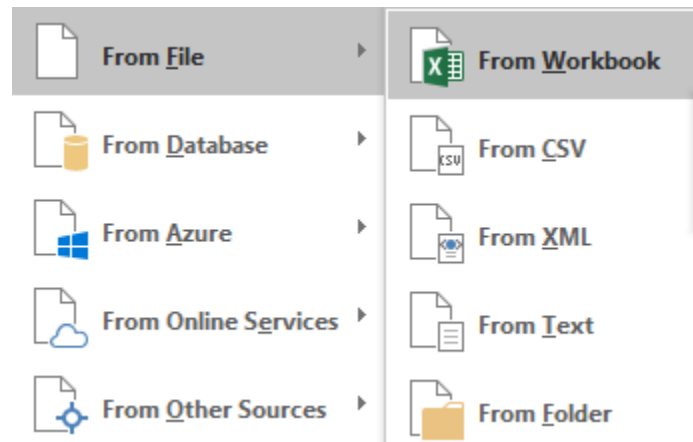
5. Next, put the cursor over From Database.
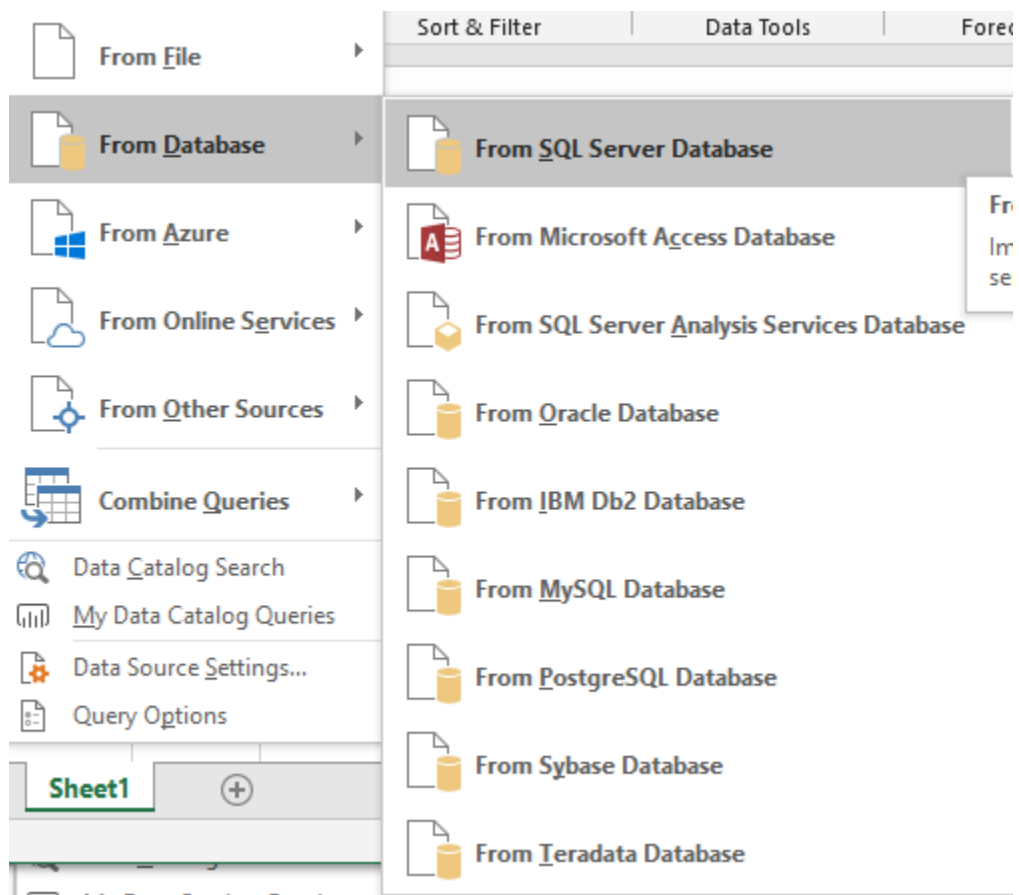

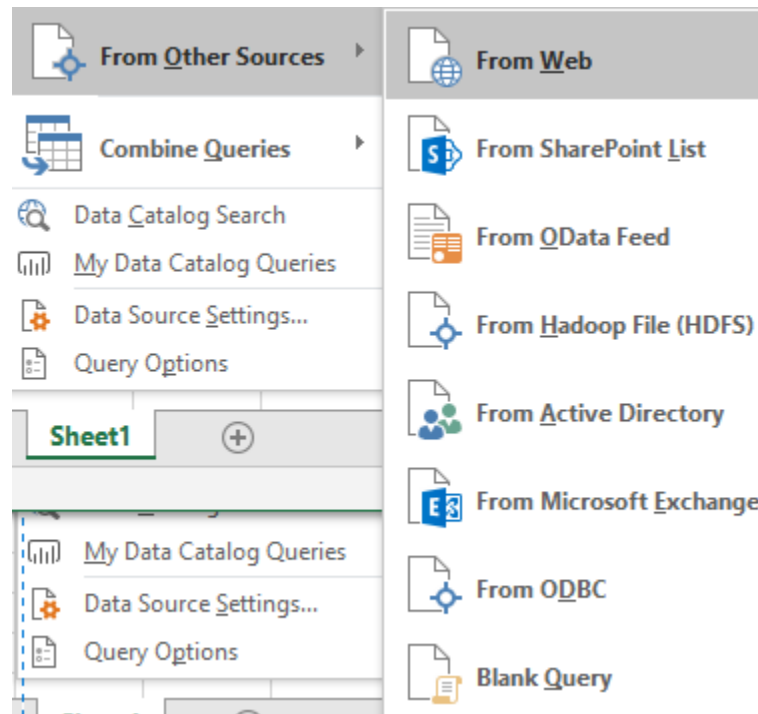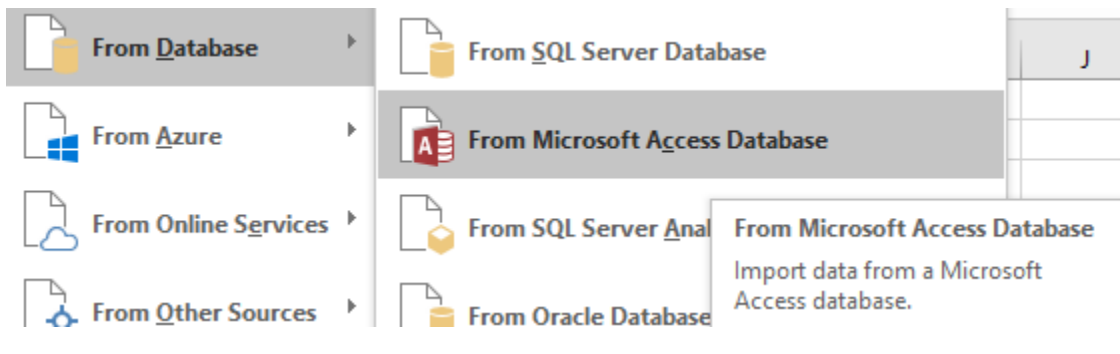
6. Now try From Azure.
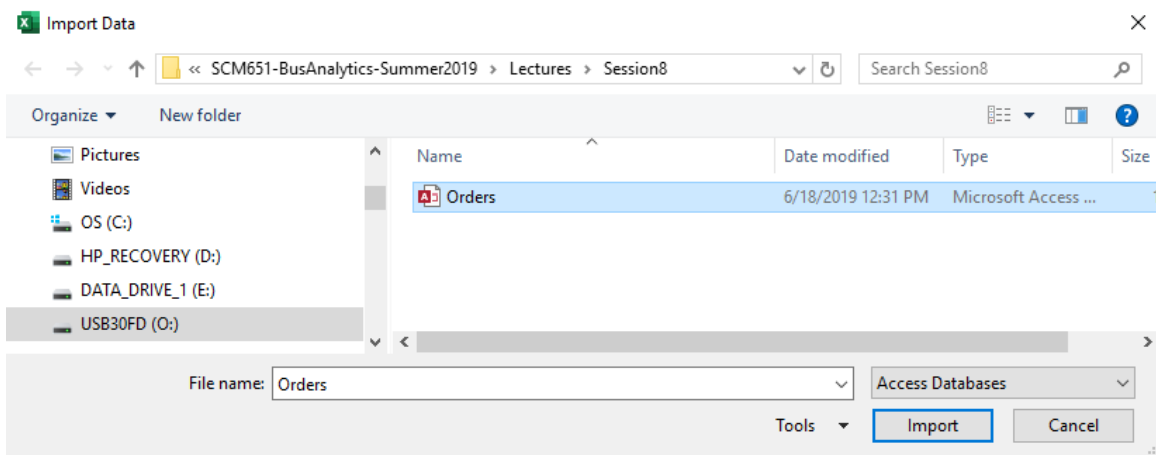
7.  Try From Online Services



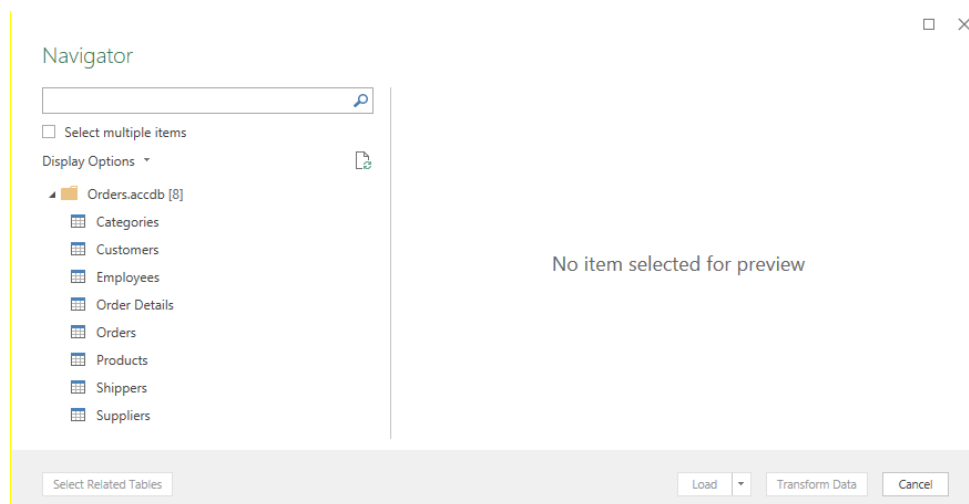8.  Finally, click on From Other Sources

9. Let's now connect to our data. Click New Query, From Microsoft Access Database
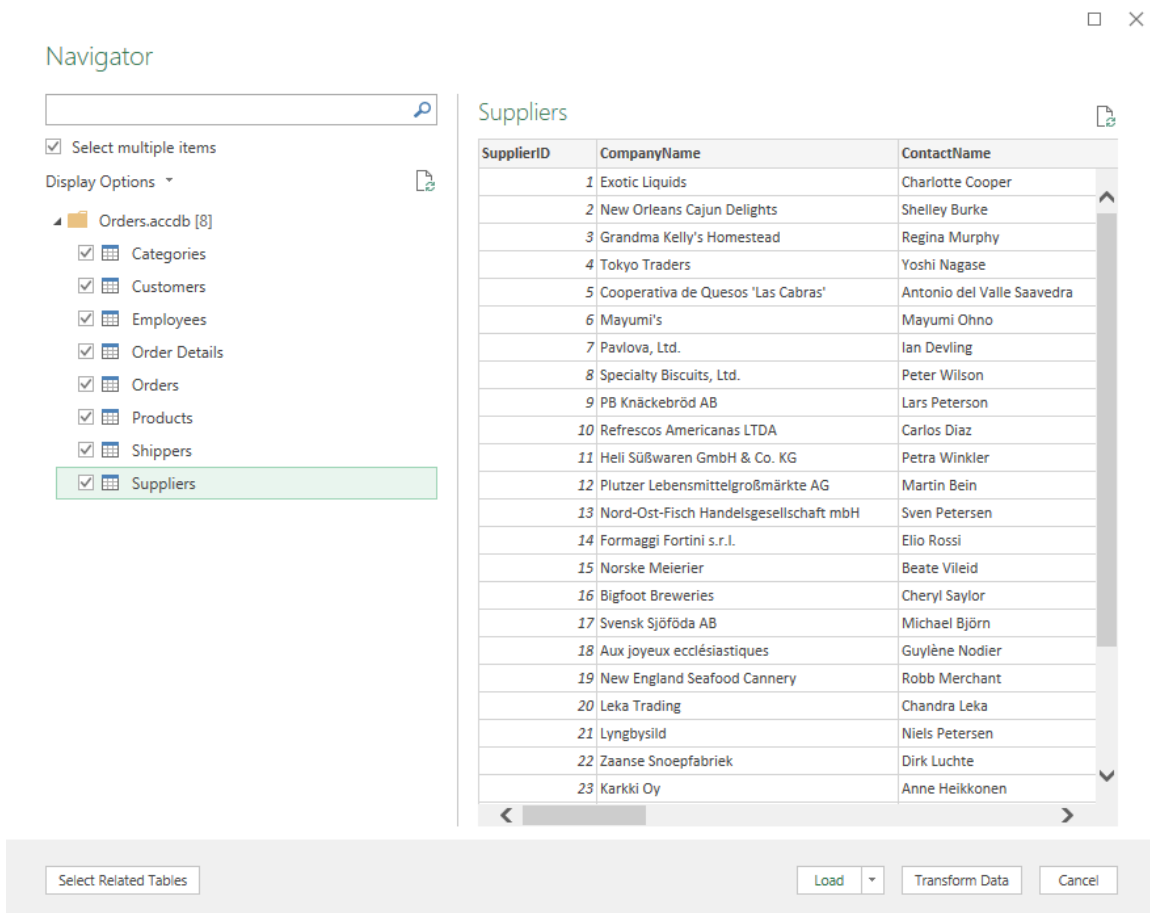


10. Find the downloaded file Orders.accdb. Click on the file name, then Import.



11. To connect to all tables, first check the box Select multiple items

12. Next, check the box in front of each table name, then click Load



13. All of the table connections via Power Query will be listed on the right.

14. Save your PowerQuery worksheet as clicking on File, Save As, PowerQuery (you can name it anything that you want).
15. Recall the relationships that we had in Access with these tables.
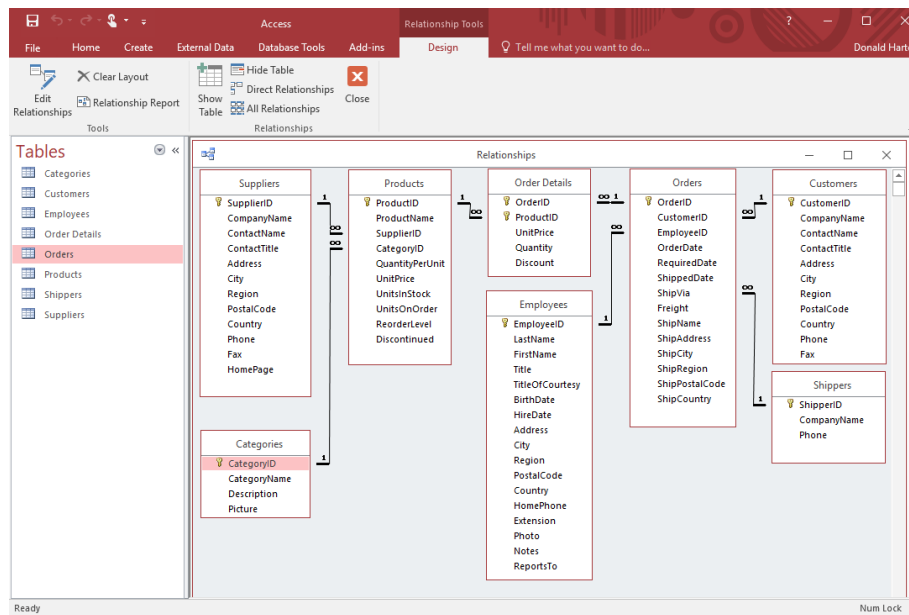


16. Click on the Data tab, in the Data Tools section click on Relationships. The Manage Relationships screen will appear. Check that the relationships match the diagram above.
17. Click close when you've confirmed that all relationships are there.

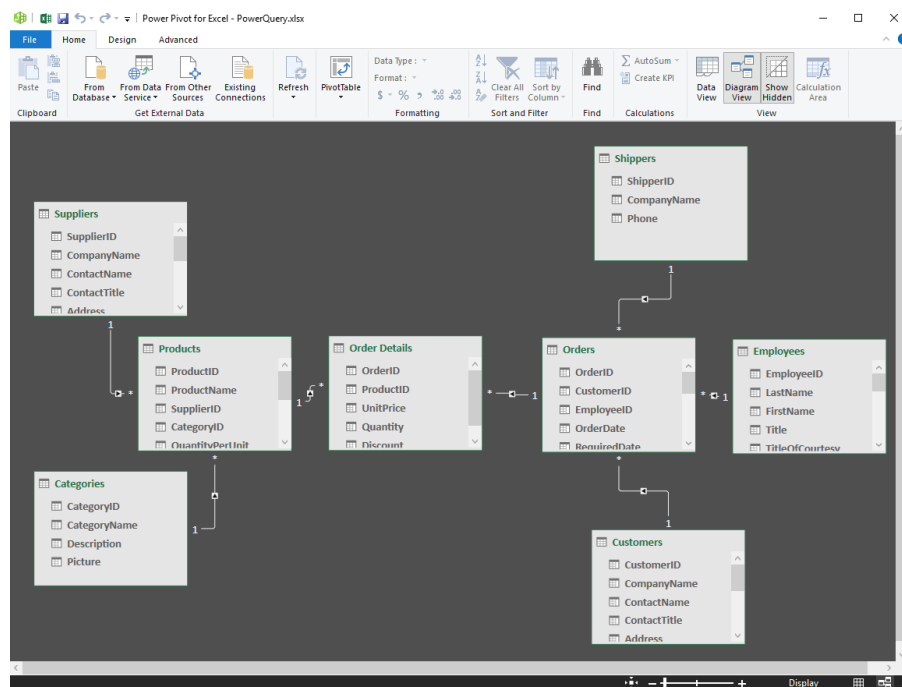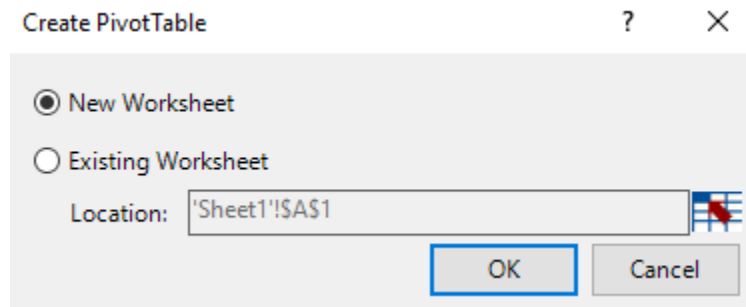18. To see the relationships in a different view, click on the Data tab, then in the Data Tools section, click on Manage Data Model



19. Now click on Diagram View (upper right corner of screen); this shows the relationship diagram for our two tables.

20. At the top of the diagram view of the data model, click on Pivot Table, then Pivot Table, then on the screen below, click OK.
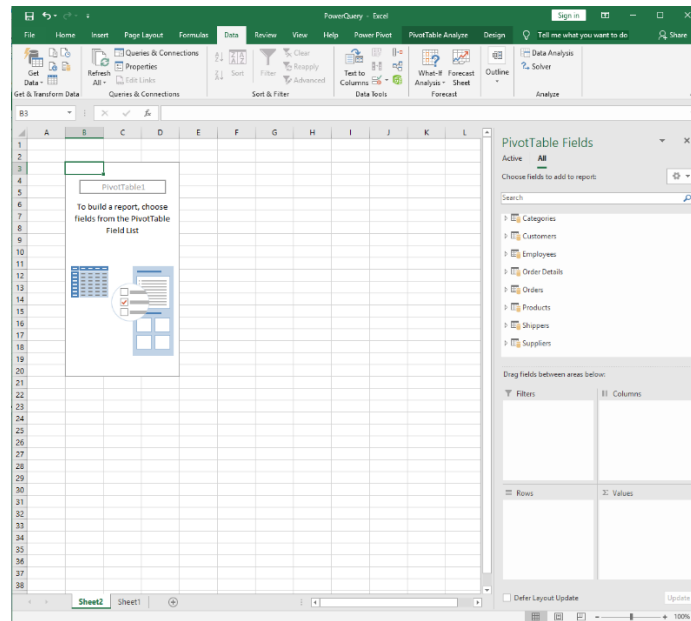


21. You will see a Pivot Table, with the data tables to the right. The two tables with relationships created have the dark bar at the top of the table.
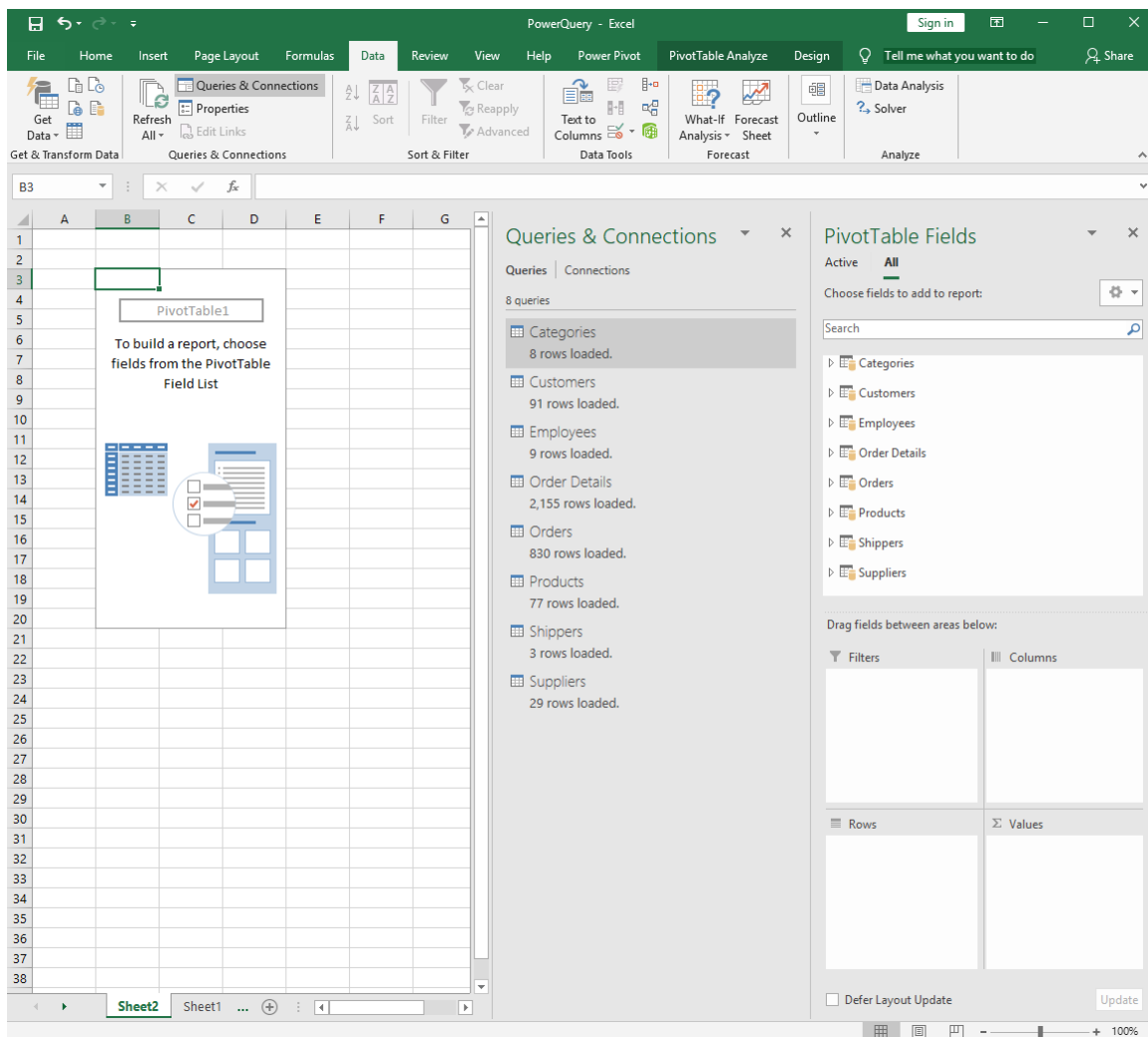
22. The Queries & Connections section in the middle takes up space. Click on the X to the right of Queries & Connections to close this view



23. Next, create a pivot table using Company Name, Product Name, Units in Stock for Values
24. Click on the arrow to the left of Suppliers, then drag CompanyName to Rows
25. Click on the arrow to the left of Products, then click ProductName to Rows, but below CompanyName
26. Drag Units in Stock in Products to Values
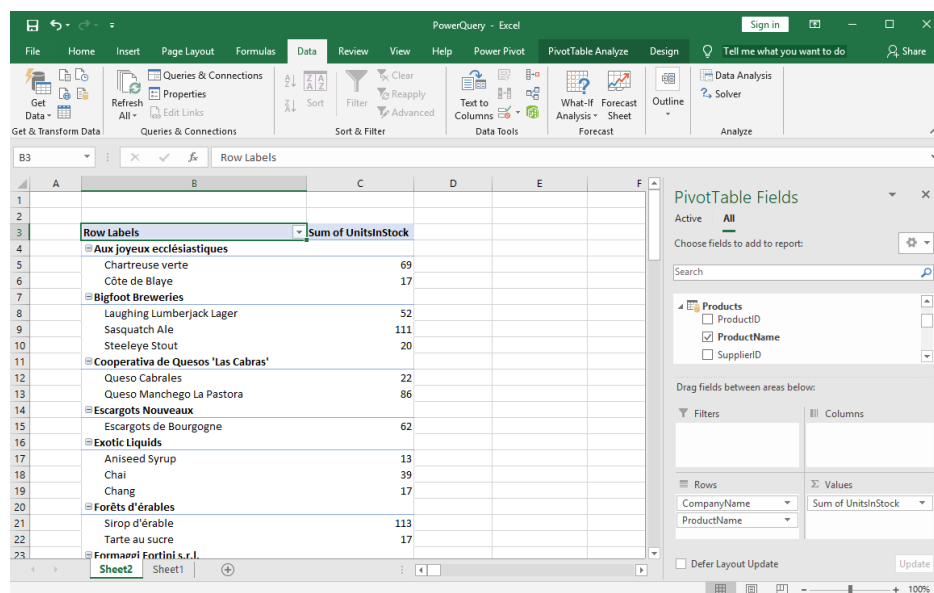
## Refreshing Data

What happens if your database is updated? You don't need to re-import the data, just use the refresh option. (Refresh works in both Power Query and Power Pivot)

1. Click on the Data tab
2. At the top left of the screen is Refresh button.
3. Click on the down arrow below the refresh button.
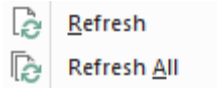


4. Click on Refresh. PowerQuery goes to the database, retrieves the data, and updates your table.