

Guide to Installing Excel Power Query

Power Query is a tool built by Microsoft to import, transform, and automate data processes.

1. If you are working with Excel 2016, Power Query is included as native feature of Excel. This means there is nothing to install. It is located on the Data tab of the Ribbon in the Get & Transform section.
2. If you are working with Excel 2010 or Excel 2013, you need to download and install the Power Query add-in if you have not done so. For proper installation check the following compatibility requirements.
 - Power Query is compatible to the following operating systems
 - Windows Server 2008 R2; Windows 7; Windows 8 or Windows 8.1
 - Power Query is compatible to
 - office 2010 & 2013 professional plus
 - 2013 stand-alone edition
 - Office 365 pro plus.

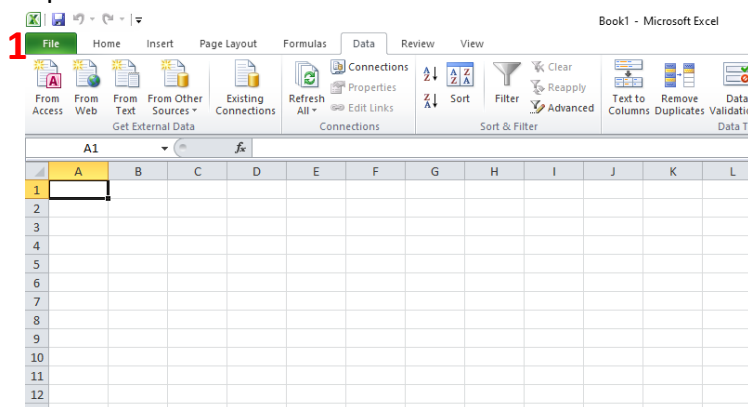
Microsoft offers Power Query for Excel 2010 & Excel 2013 in both 32-bit and 64-bit platforms. Make sure to download the version that matches your version of Excel as well as the platform.

Steps to determine the version (32-bit or 64-bit)

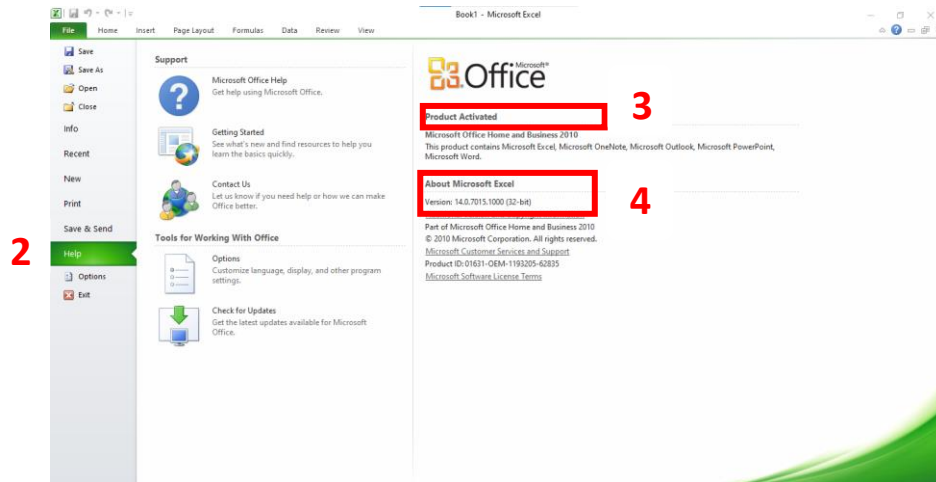
Excel 2010

Here's how to determine your version (32-bit or 64-bit) in Excel 2010:

1. Open a blank excel file and click the File button.



2. Click the Help option on the left side menu.

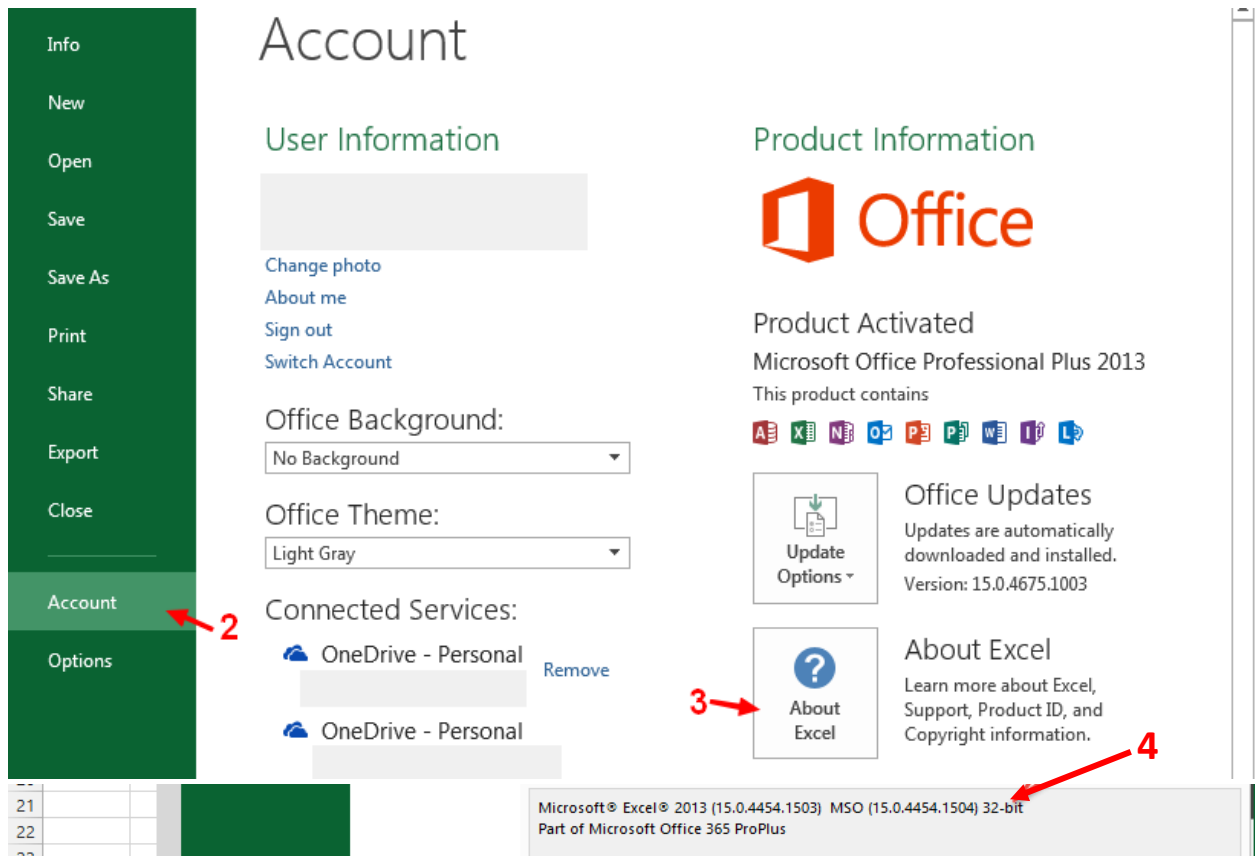


3. The Excel version will be listed under the Product Activated section.
4. The bit version (32-bit or 64-bit) will be listed under the About Microsoft Excel section.

Excel 2013

How to determine your version (32 or 64-bit) in Excel 2013:

1. Click the File button.
2. Click the Account option on the left side menu.
3. The Excel version will be listed under the Subscription Product section.
4. Click the About Excel button. The bit version (32-bit or 64-bit) will be listed in the first row of the pop-up window.



How to Install Power Query

Remember no need to install if you are using Excel 2016.

Excel 2010 & 2013

For Excel 2010 and 2013 you will need to download the Power Query add-in and install it.

The installation steps are similar in Excel 2010 and 2013.

1. Close exit Excel completely.
2. Click the following link to go to the download page.

<https://www.microsoft.com/en-us/download/details.aspx?id=39379>

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Microsoft Power Query for Excel

Important! Selecting a language below will dynamically change the complete page content to that language

Select Language: [Download](#) **3**

Microsoft Power Query for Excel is an Excel add-in that enhances the self-service Business Intelligence experience in Excel by simplifying data discovery, access and collaboration. (Note: The Microsoft Power Query add-in for Excel 2010/2013 is no longer being updated by Microsoft. Please upgrade to a newer Excel version.)

[Details](#)
[System Requirements](#)
[Install Instructions](#)

3. Click the Download button.
4. Click the checkbox for the bit version you are using (remember you have identified the version in the earlier steps).

Choose the download you want

<input type="checkbox"/> File Name	Size
<input type="checkbox"/> PowerQuery_2.62.5222.761 (32-bit) [en-us].msi	17.6 MB
<input type="checkbox"/> PowerQuery_2.62.5222.761 (64-bit) [en-us].msi	17.7 MB
<input type="checkbox"/> Release Notes (English-only).docx	32 KB

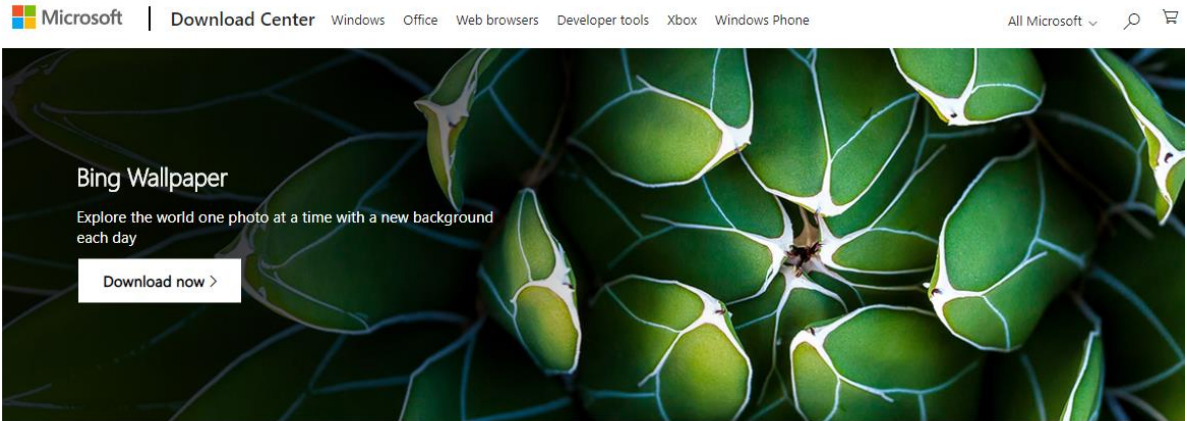
Download Summary:
KBMBGB

You have not selected any file(s) to download.

Total Size: 0

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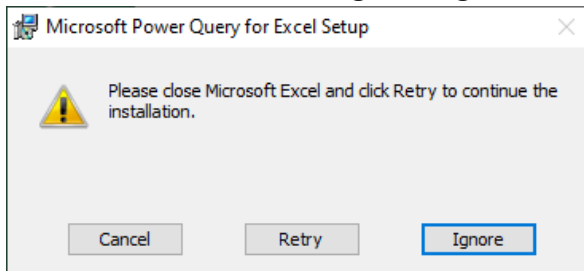
5. Click Next
6. The add-in installation file will download.



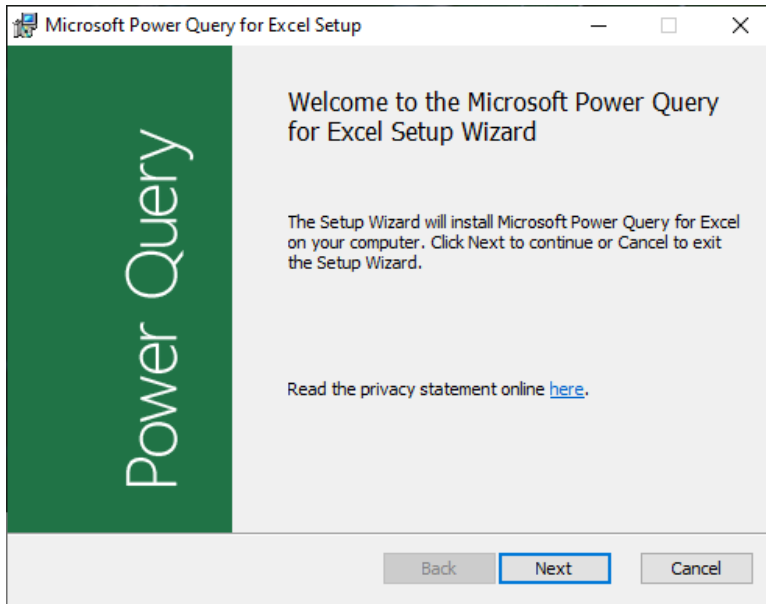
 Thank you for downloading Microsoft Power Query for Excel
If your download does not start after 30 seconds, [click here to download manually](#)



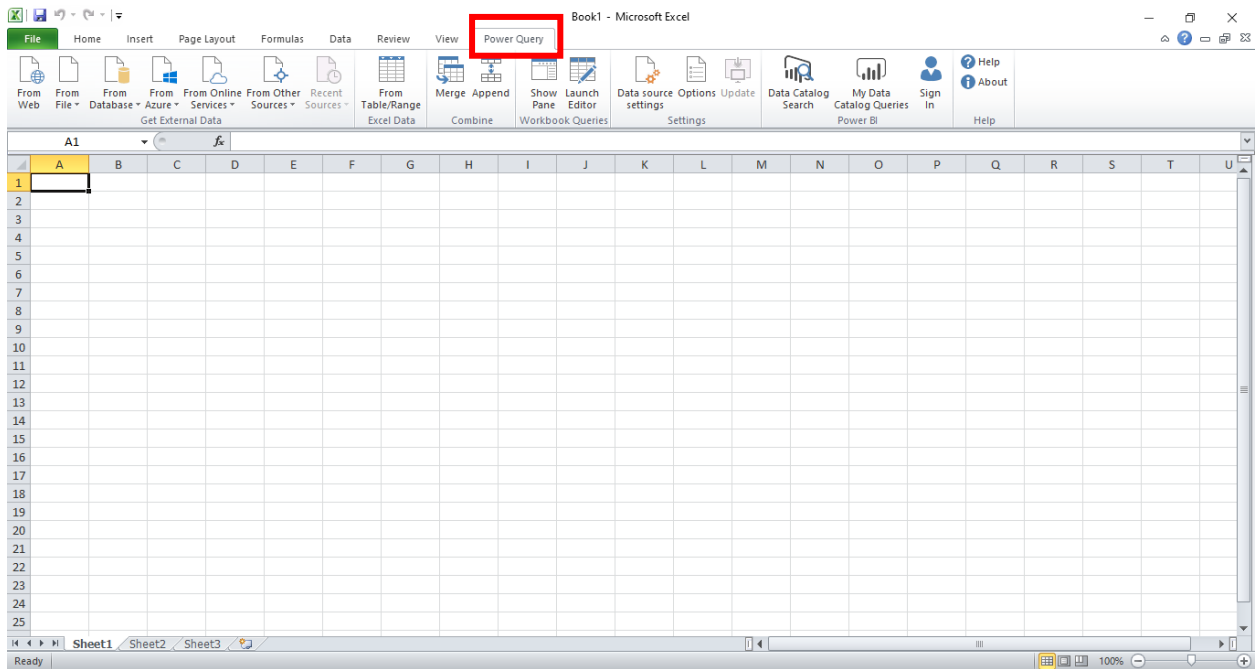
7. Click the file to run the installation. Make sure you have closed all excel files, otherwise you would receive the following message



8. The Setup Wizard window will open. Follow the steps to install Power Query.



9. Once the installation is complete, open Excel. You should now see the Power Query tab in the Ribbon.

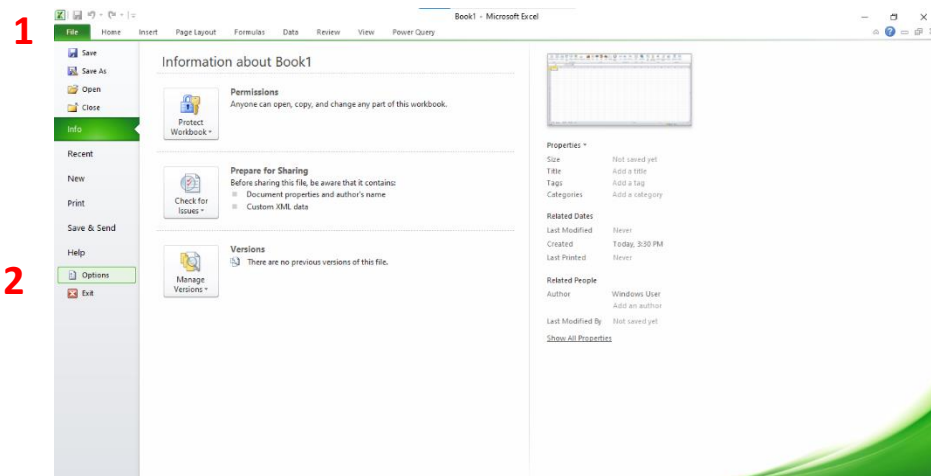


Query Tab Disappeared from the Ribbon?

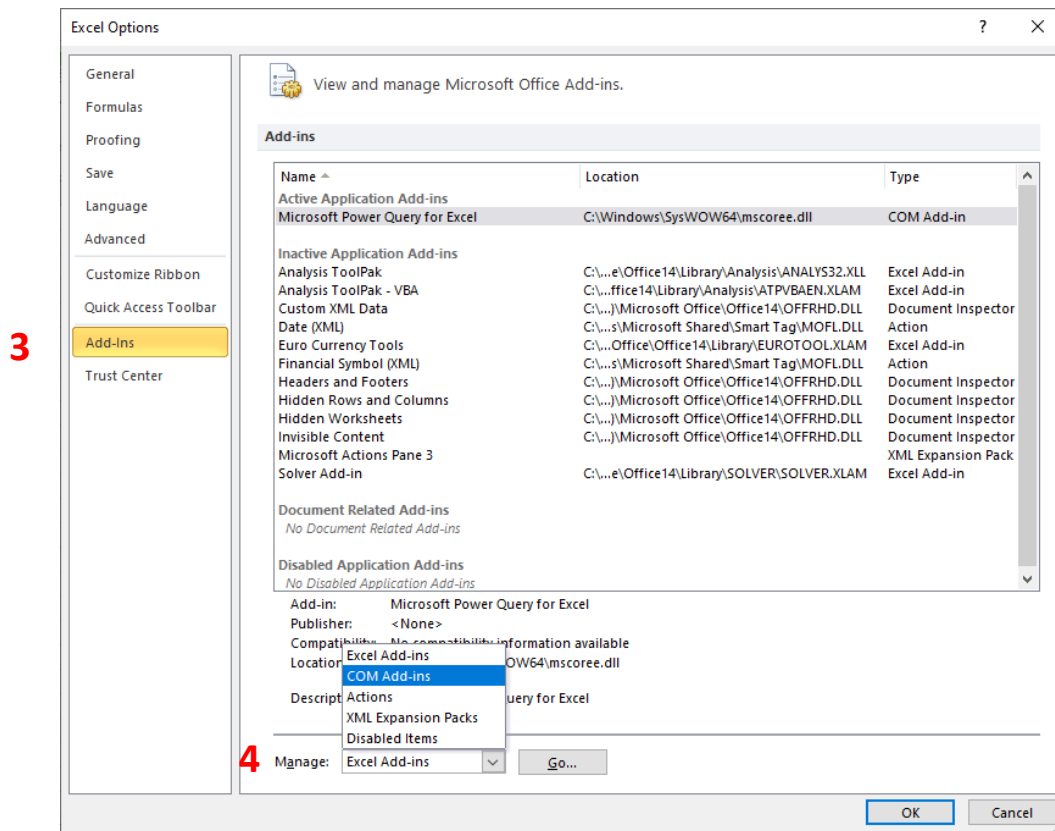
If your Power Query tab is missing from the ribbon, follow the steps below to re-enable the add-in by going to the COM Add-ins menu.

There are a few ways to get to the COM Add-ins menu.

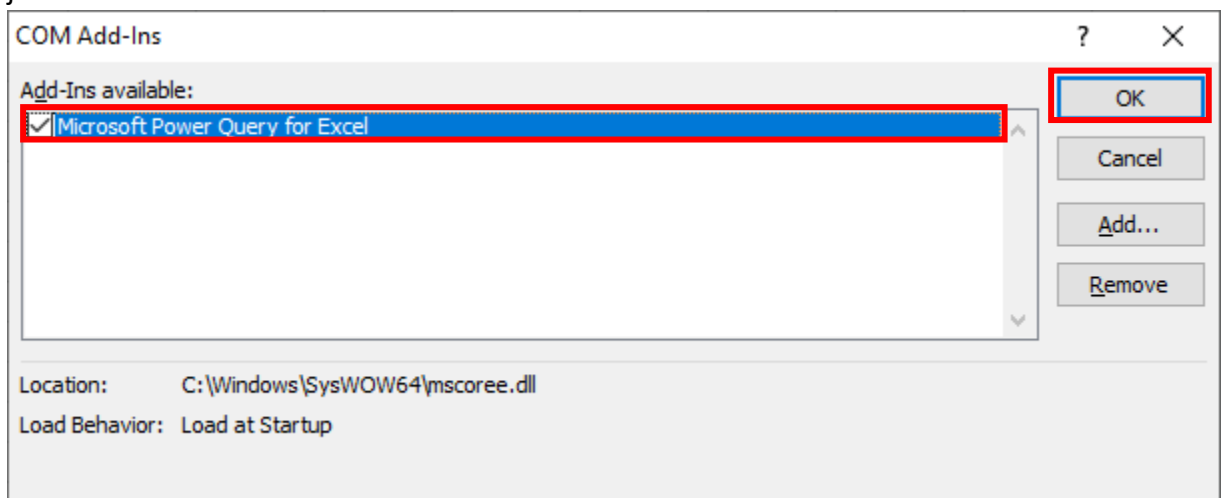
1. File menu.
2. Click Options on left side menu.



3. Click Add-ins on left side menu.
4. Select COM Add-ins from the Manage drop-down.
5. Click the Go... button



6. That will open the COM Add-ins Window. If the Power Query check box is not selected, just select it to reload the add-in and click OK.



After these steps, you have Power Query engine to be able to import the crop market price data as a table which will be a base table to create Pivot table and PivotChart for dashboard

visualizations outlined in the training. You will find the step by step guide on the shared DropBox file sent out during the November 20th training.