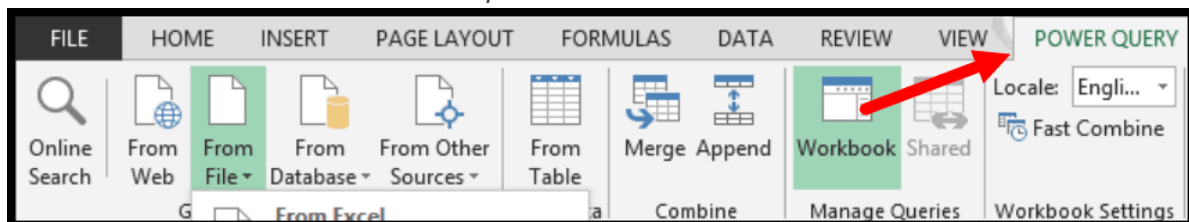


What is Excel Power Query

Power Query is an Excel add-in that you can use for ETL. That means, you can **extract data** from different sources, **transform** it, and **then load it** to the worksheet. You can say POWER QUERY is a data cleansing machine as it has all the options to transform the data. It is real-time and records all the steps that you perform.

Excel 2010 and Excel 2013

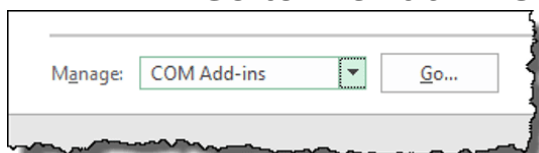
For 2010 and 2013, **you need to install an add-in** separately which you can download from [this link](#) and once you install it, you'll get a new tab in the Excel ribbon, like below:



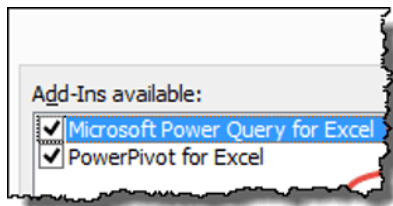
- First, download the add-in from here (Microsoft's Official Website).
- Once you have downloaded the file, open it and follow the instructions.
- After that, you'll automatically get the "Power Query" tab on your Excel ribbon.

If somehow that "POWER QUERY" tab doesn't appear, there is no need to worry about it. You can add it using the COM Add-ins option.

- Go to File Tab → Options → Add-ins.



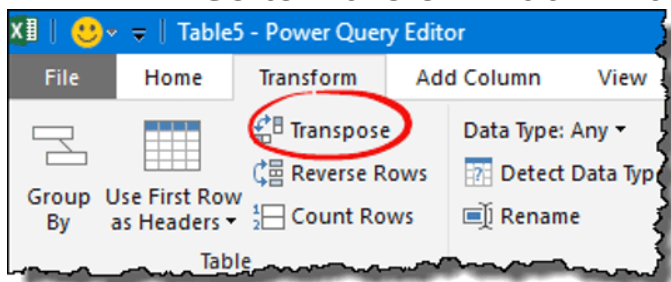
- In "Add-In" options, select "COM Add-ins" and click GO.
- After that, tick mark "Microsoft Power Query for Excel".



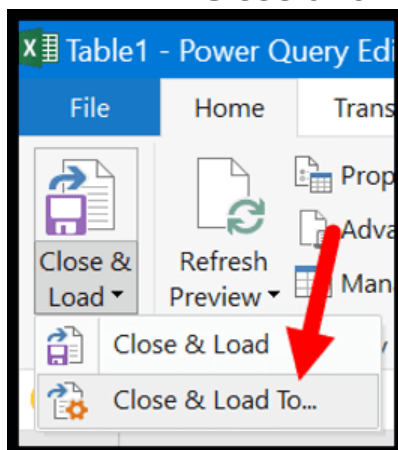
- In the end, click OK.

In the power query, transposing is a cup of cake. Yes, just one click.

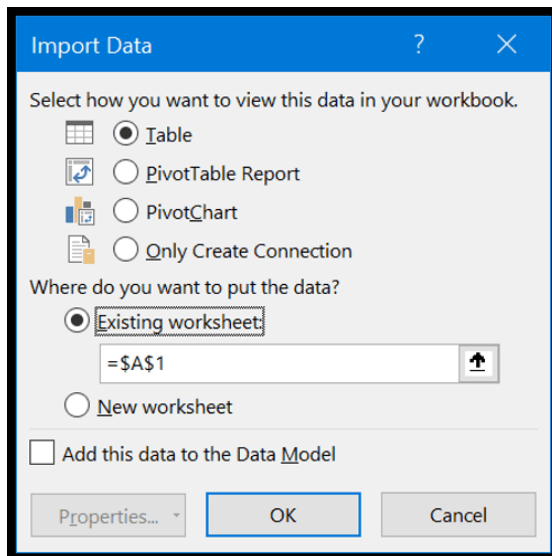
- Once you load data into the power query editor, you just need to select the column(s) or row(s).
- Go to Transform Tab → Table → Transpose.



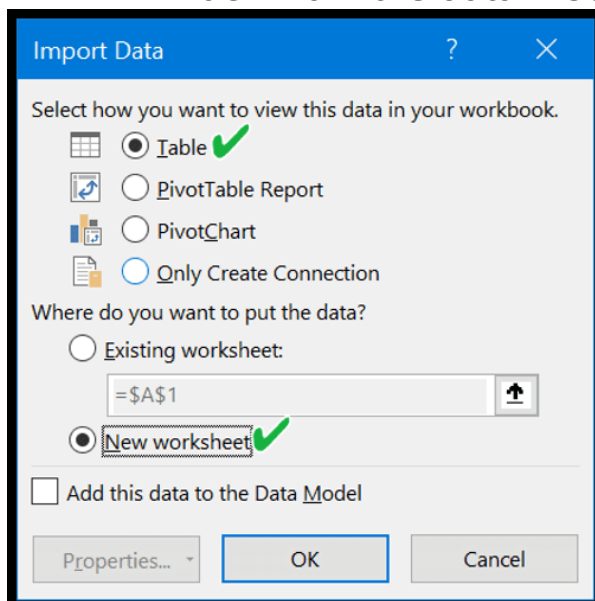
- Close and Load
- Close and Load To



- Once you click on the button, it will show the following options:



- Select how you want to view this data in your worksheet.
 - Table
 - Pivot Table Report:
 - Pivot Chart
 - Only Create Connection
 - Where do you want to put the Data?
 - Existing Worksheet
 - New Worksheet.
 - Add this data to the Data Model.
- Just select the table option and new worksheet and don't tick mark the data model and click OK.

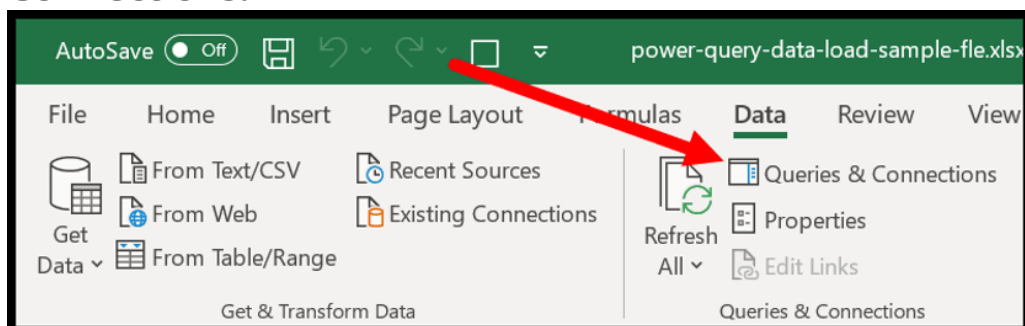


- The moment you click OK, it adds a new worksheet with the data.

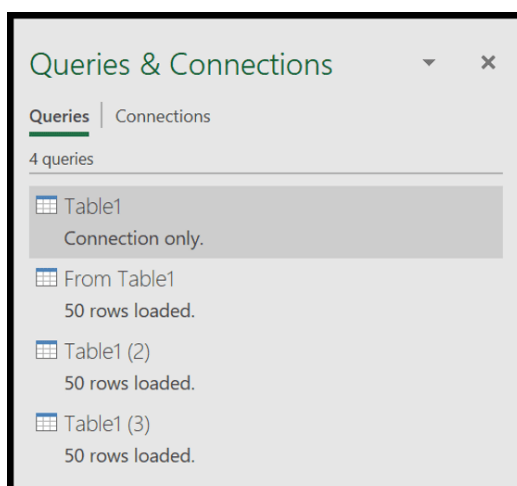
	A	B
1	Names	Scores
2	Darby McNutt	30
3	Luke Pedro	32
4	Angele Westgate	60
5	Micheal Marquez	76
6	Milly Shill	32
7	Dona Enders	38
8	Emely Outler	71
9	Sandy Guild	89
10	Yvette Jagers	64
11	Farah Matzke	73
12	Ardella Grastv	37

How to Edit a Query in PQ

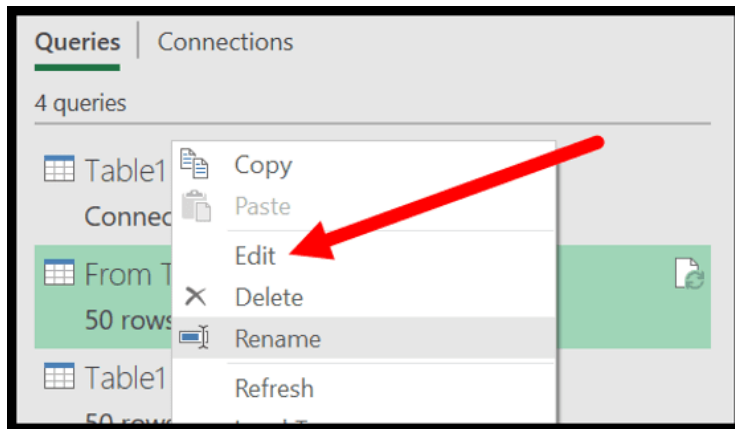
If you want to make some changes in the query which is already in your workbook you can simply edit it and then make those changes. On the Data tab, there's a button named **Queries and Connections**.



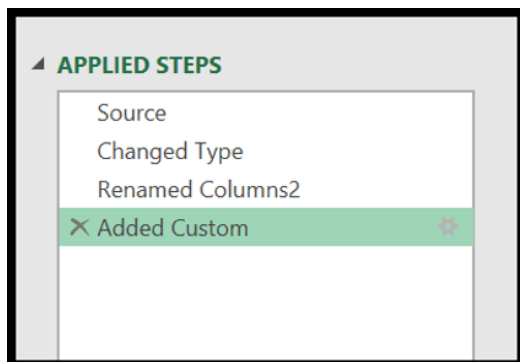
When you click on this button, it opens a pane on the right side that lists all the queries that you have in the current workbook.



You can right-click on the query name and select edit and you will get it in the power query editor to edit.



When you edit a query, you can see that all the steps which you have performed earlier are listed in the "Applied Steps" that you can also edit or you can perform new steps.



And once you are done with your changes you can simply click on the "Close & Load" button.