

# Introduction to “Get Data from Excel sheet”

Version 1.0

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## Purpose

This document covers the concept of “Getting Data from Excel sheets” in Power BI services. This is high level document assumes resource has basic knowledge of Power BI Concepts.

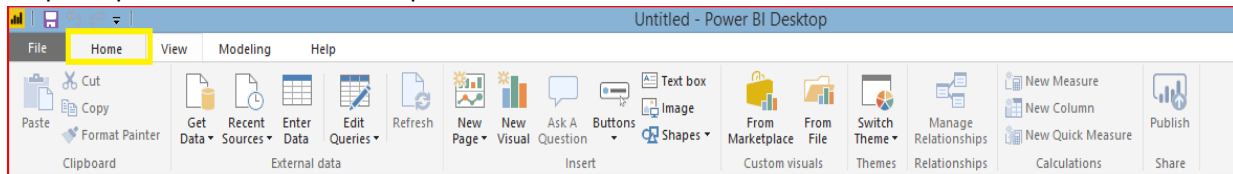
## What is an Excel data source?

The data which is available in Microsoft excel sheets is called excel data. Power BI services provide functionality to access the same data. In Power BI this data source is called Excel data source.

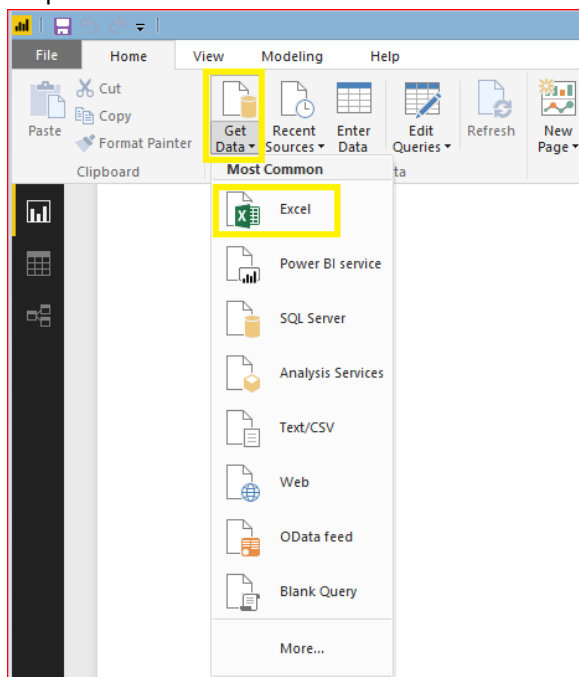
## How to connect with web data source?

For example, A superstore maintains its data into a excel sheet. It wants to analyze its data by using Power BI. Power BI is providing us a feature that we can fetch data from excel sheet. Below are the steps that show how to connect with excel sheet and do analysis.

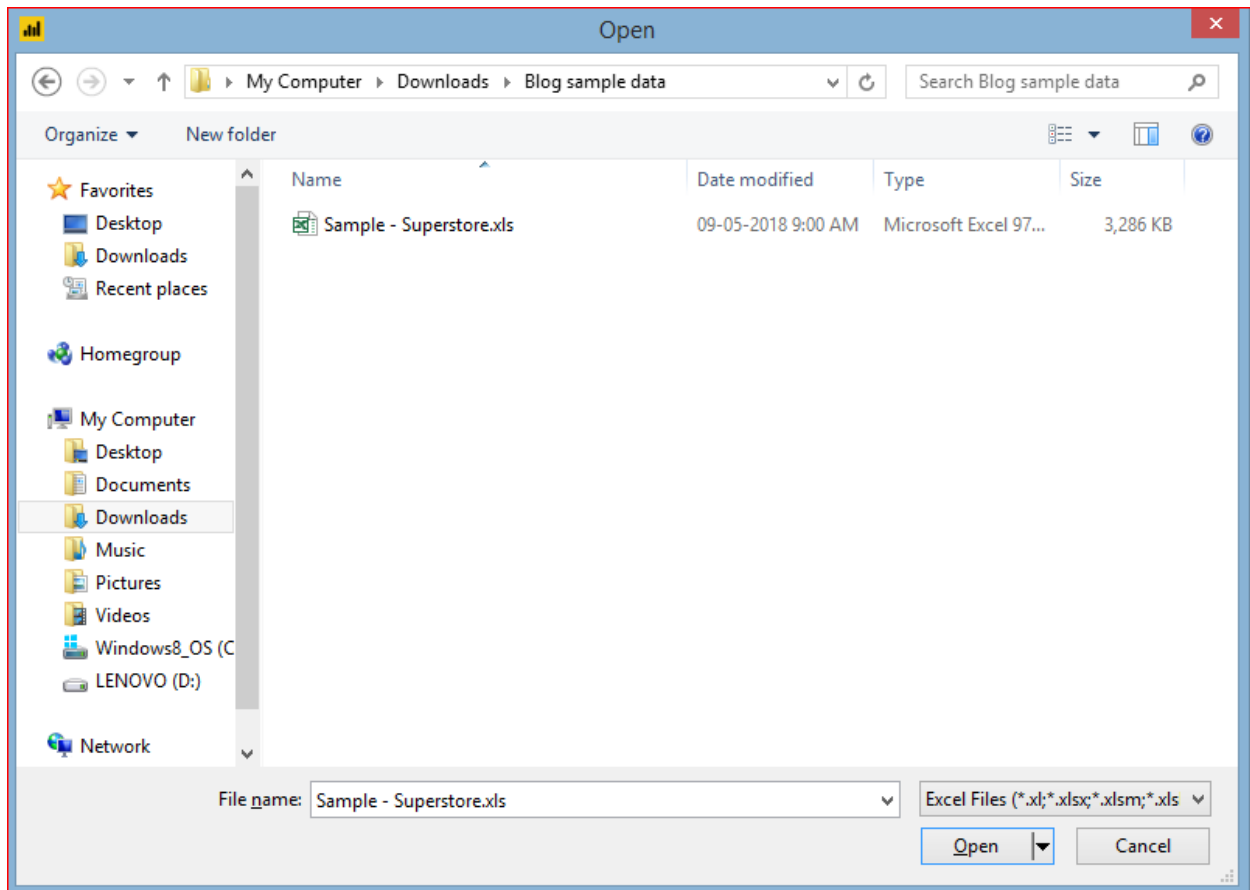
Step 1. Open the Power BI Desktop and Click on “Home” ribbon.



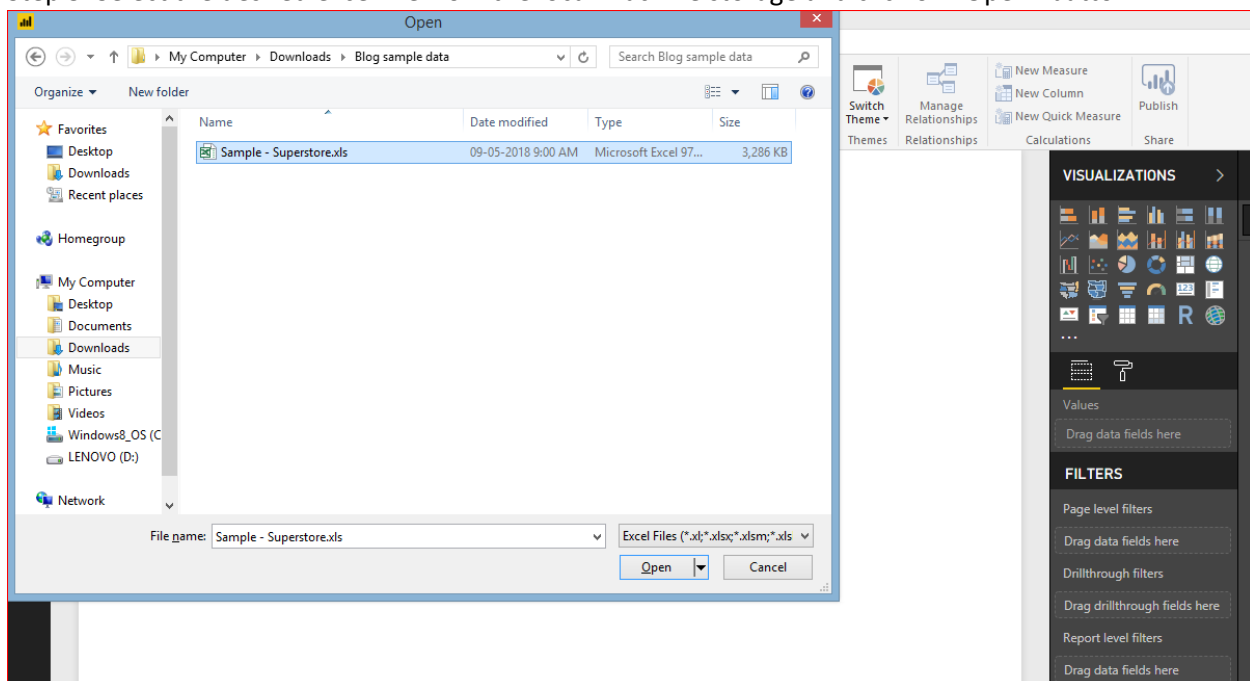
Step 2. Click on “Get data” and select “Excel” from the drop-down list.



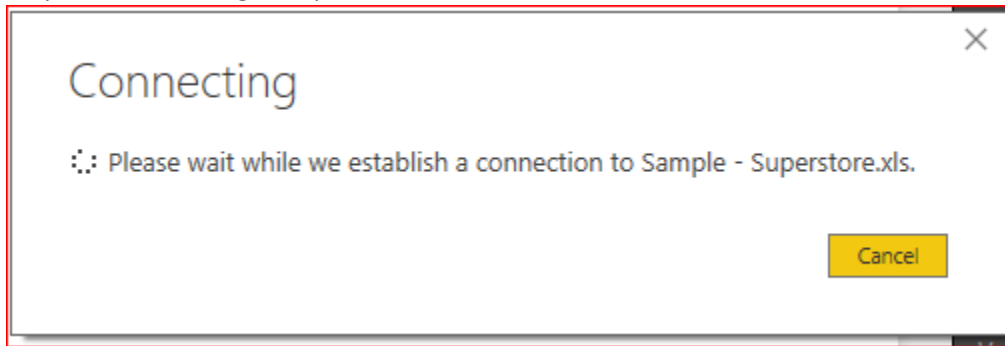
Step 3. After the above step, below window will appears.



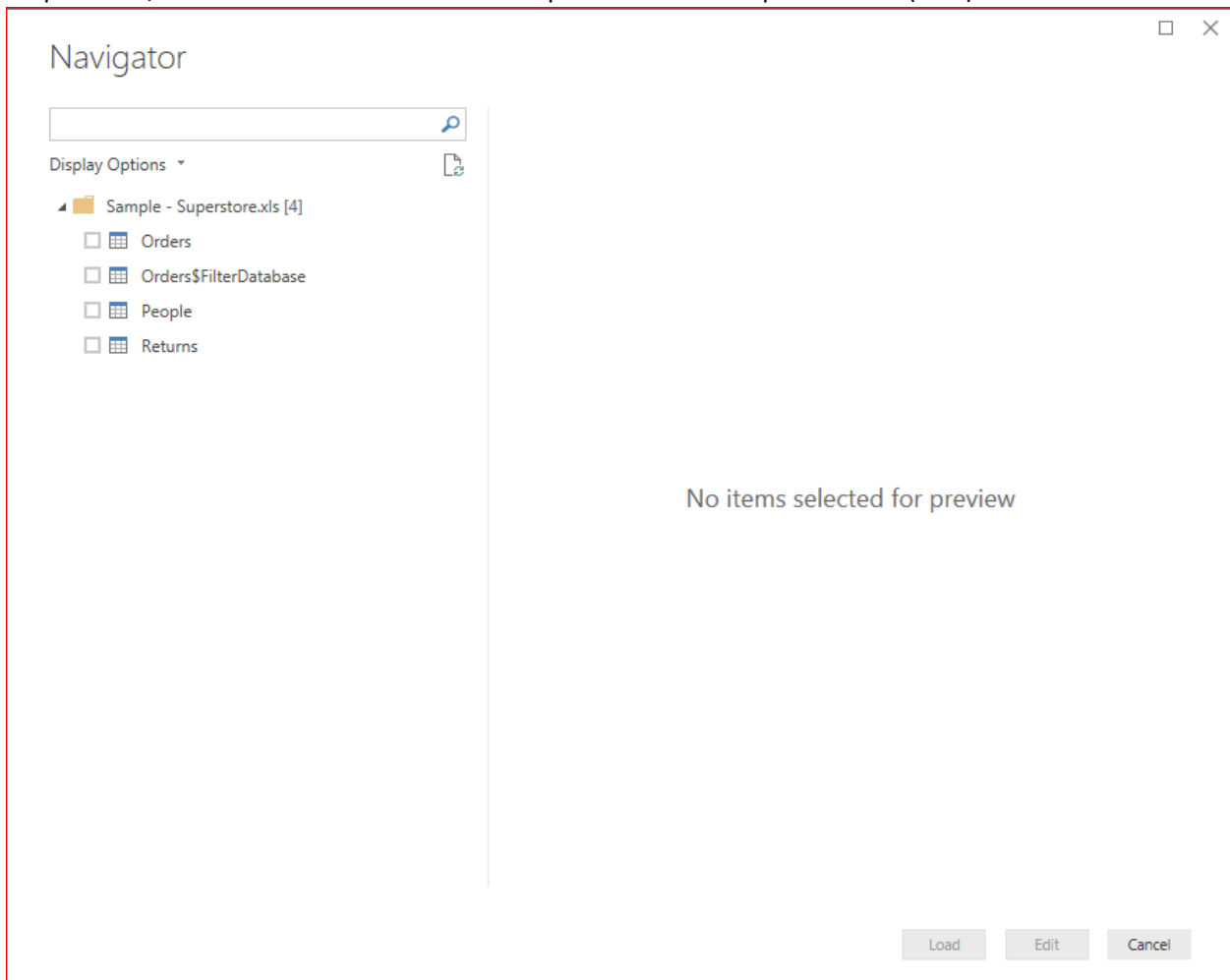
Step 3. Select the desired excel file from the local machine storage and click on “Open” button.



Step 4. After clicking on Open button, it will establish the connection between excel and Power BI.



Step 5. Now, the table selection window will open. Select the required tables(tabs).



Step 6. To modify the data, click on “Edit” button and to load the data directly click on “Load” button.

The screenshot shows the Power BI Navigator window. On the left, under 'Display Options', the 'People' table is selected with a checkmark. On the right, the 'People' table is displayed with the following data:

| Column1           | Column2 |
|-------------------|---------|
| Person            | Region  |
| Anna Andreadi     | West    |
| Chuck Magee       | East    |
| Kelly Williams    | Central |
| Cassandra Brandow | South   |

At the bottom right, there are three buttons: 'Load' (yellow), 'Edit' (yellow), and 'Cancel' (gray).

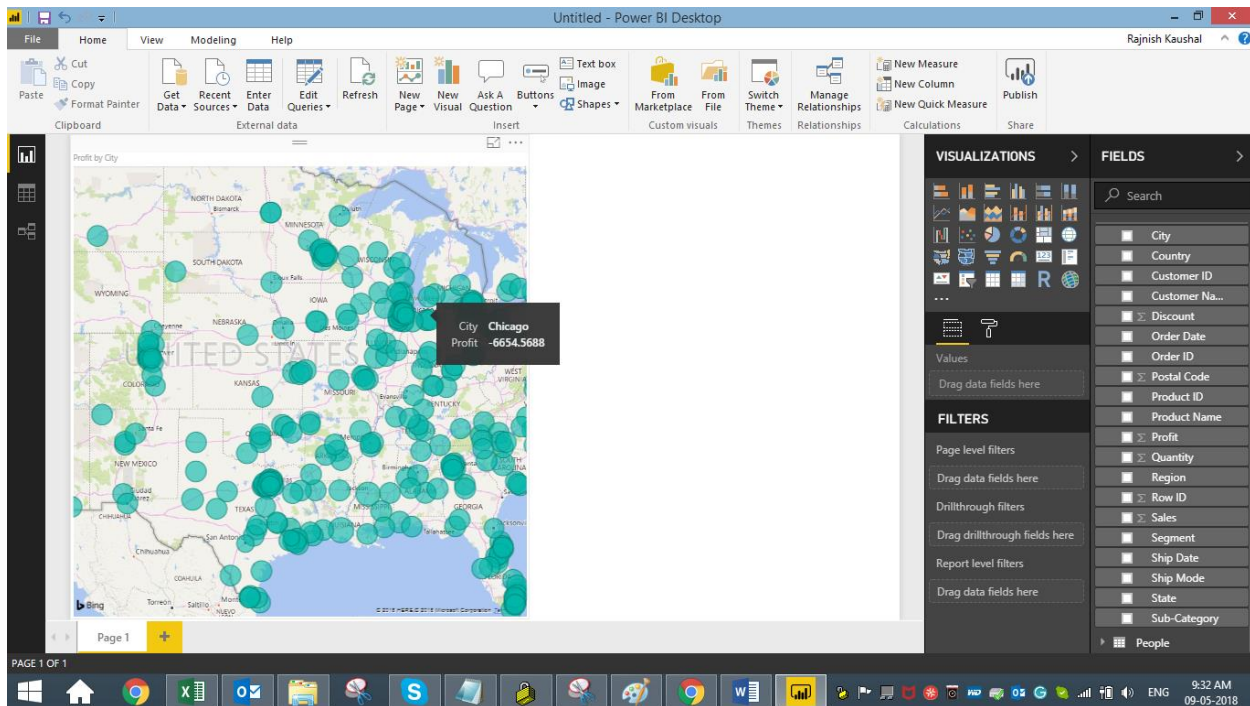
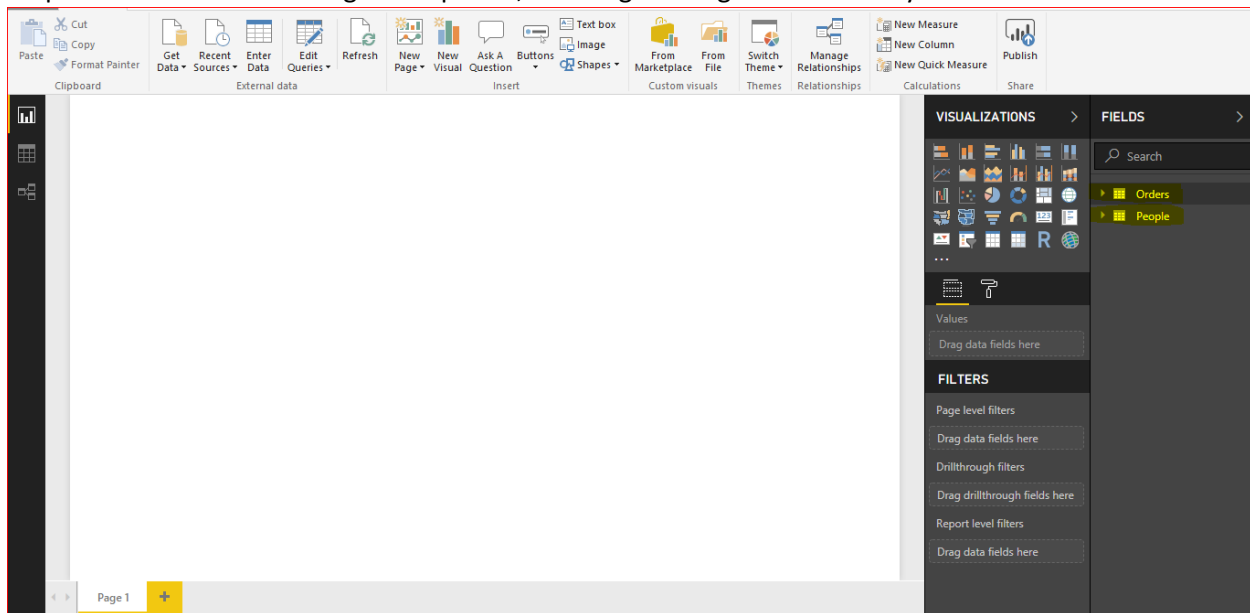
Step 7. As per the data values, it will take time to load data into Power BI semantic layer.

The screenshot shows the 'Processing Queries' dialog box. It displays the status of data loading for two tables:

- Orders: Evaluating...
- People: Completed (indicated by a green checkmark)

At the bottom right, there is a yellow 'Skip' button.

Step 8. Once the data loading is completed, we are good to go for data analysis.



Step 9. By this way, we can connect excel data sheet to Power BI.