

Use excel from OneDrive in Power BI Desktop

Version 1.0

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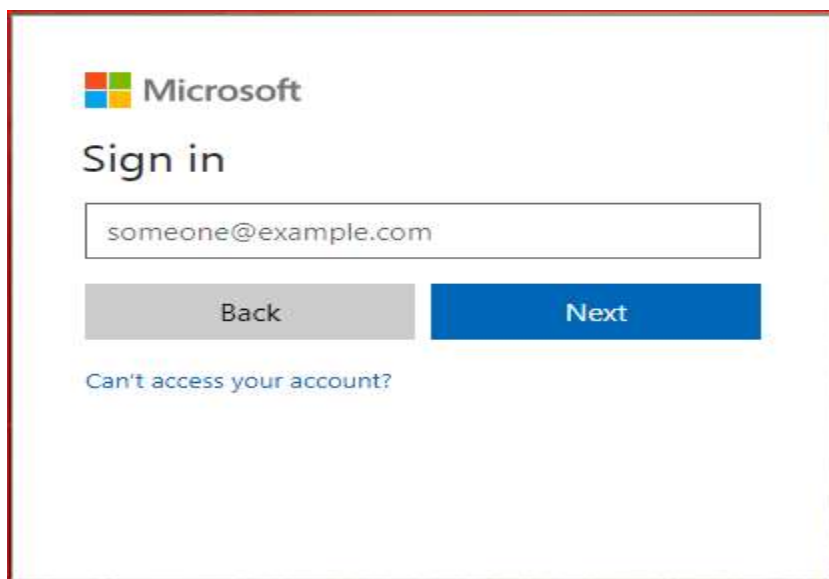
Users often have Excel workbooks stored on their OneDrive for Business. Power BI Desktop provides capability to use Excel files stored in OneDrive for Business to create reports and visuals. This article provides step by step information on how to use excel saved in OneDrive for consumption in Power BI.

Steps to copy Excel link from OneDrive:

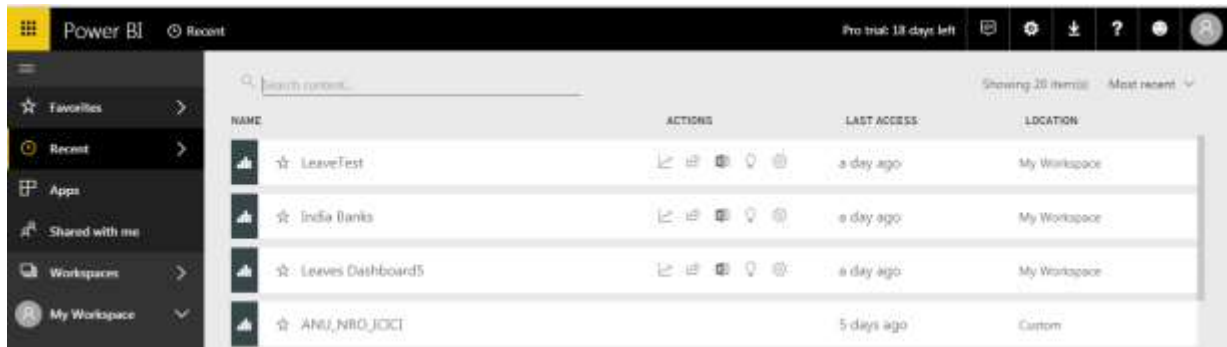
1. Click on the link “ <https://powerbi.microsoft.com/en-us/> ”.
2. Click on “Sign in”.



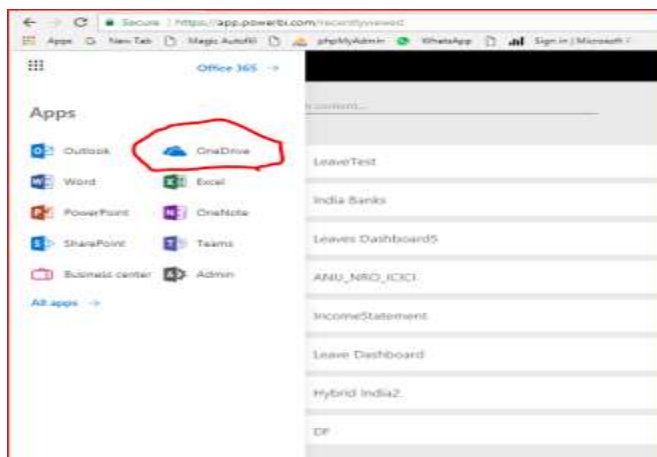
3. Enter your credential to login into Power BI service.



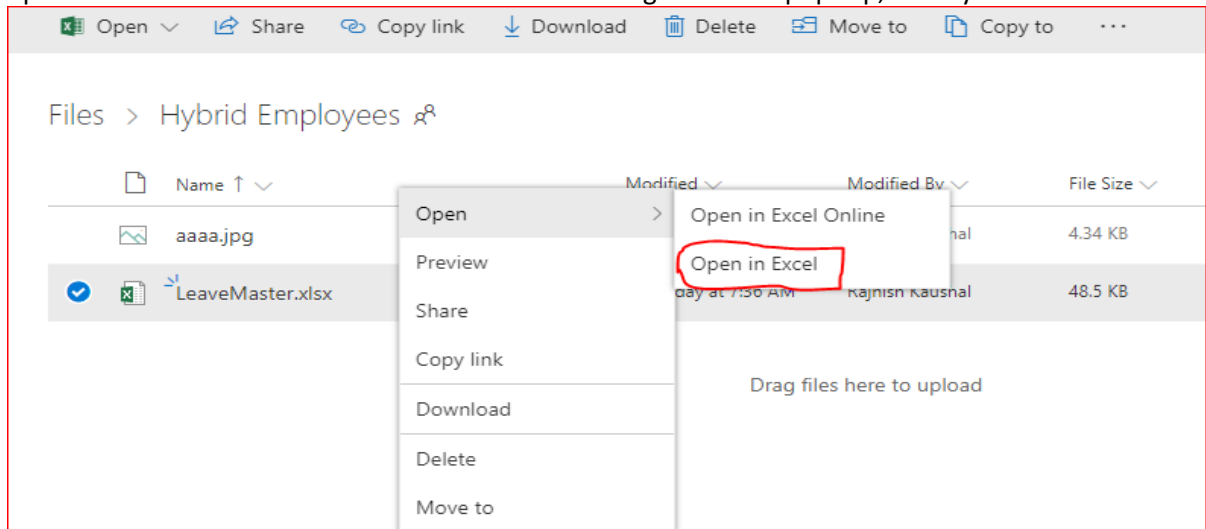
4. After login, user can see their Power BI Workspace.



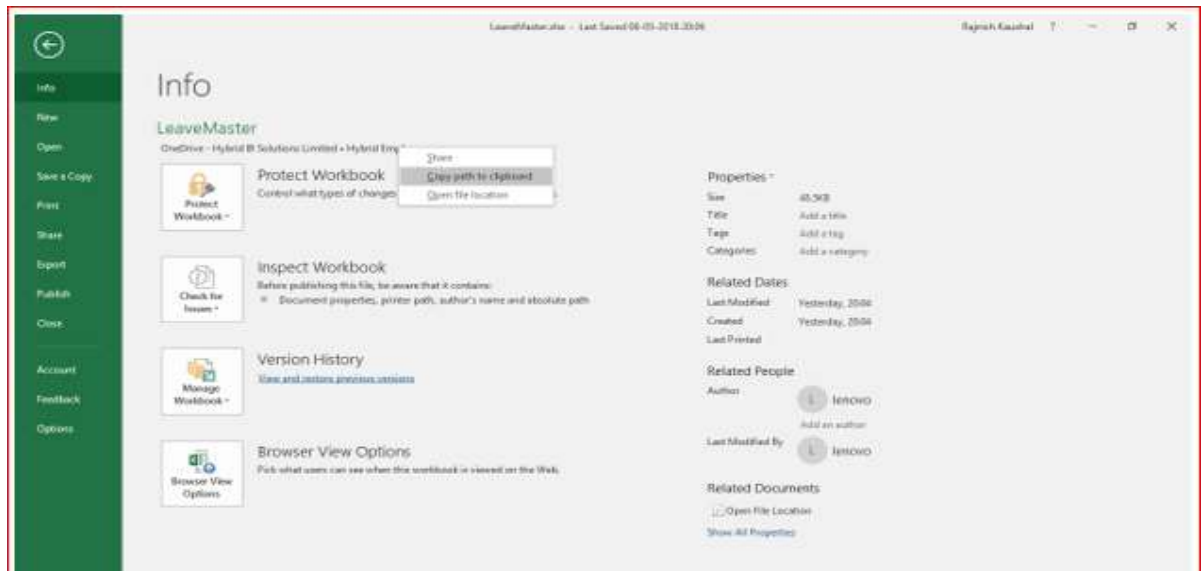
5. Click on dotted menu on the left top corner and click on OneDrive. This will show list of files available on OneDrive.



6. Right click on the excel which needs to be used for visualization. Click on "Open in Excel". This will open the excel view of the file in OneDrive. If in case login window pops up, enter your credentials.



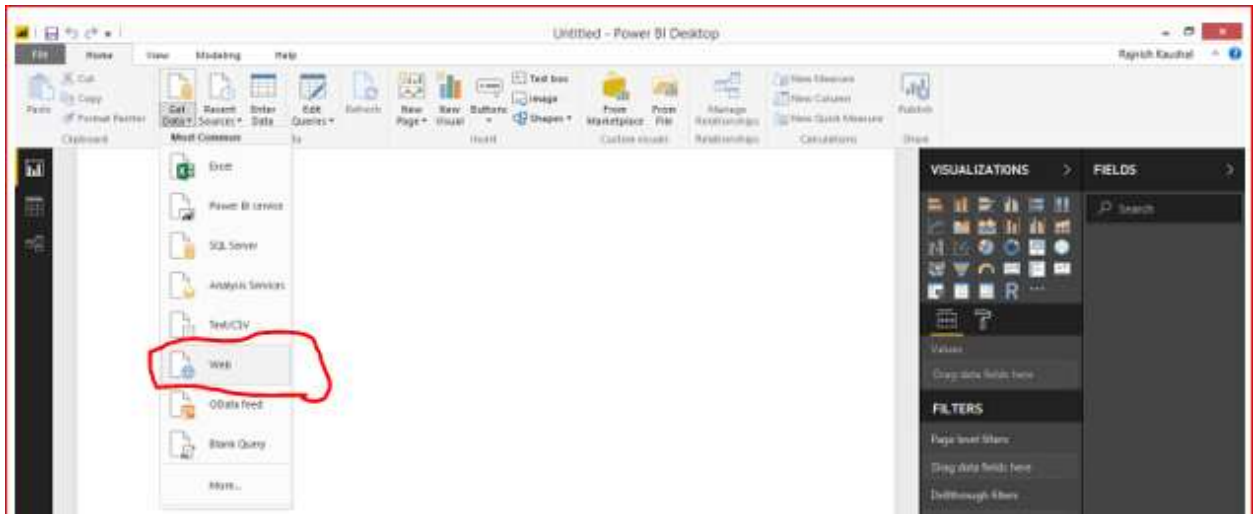
7. In Excel the excel view, go to file and click on 'Info' option. Select the link above the Protect Workbook button and copy path to clipboard.



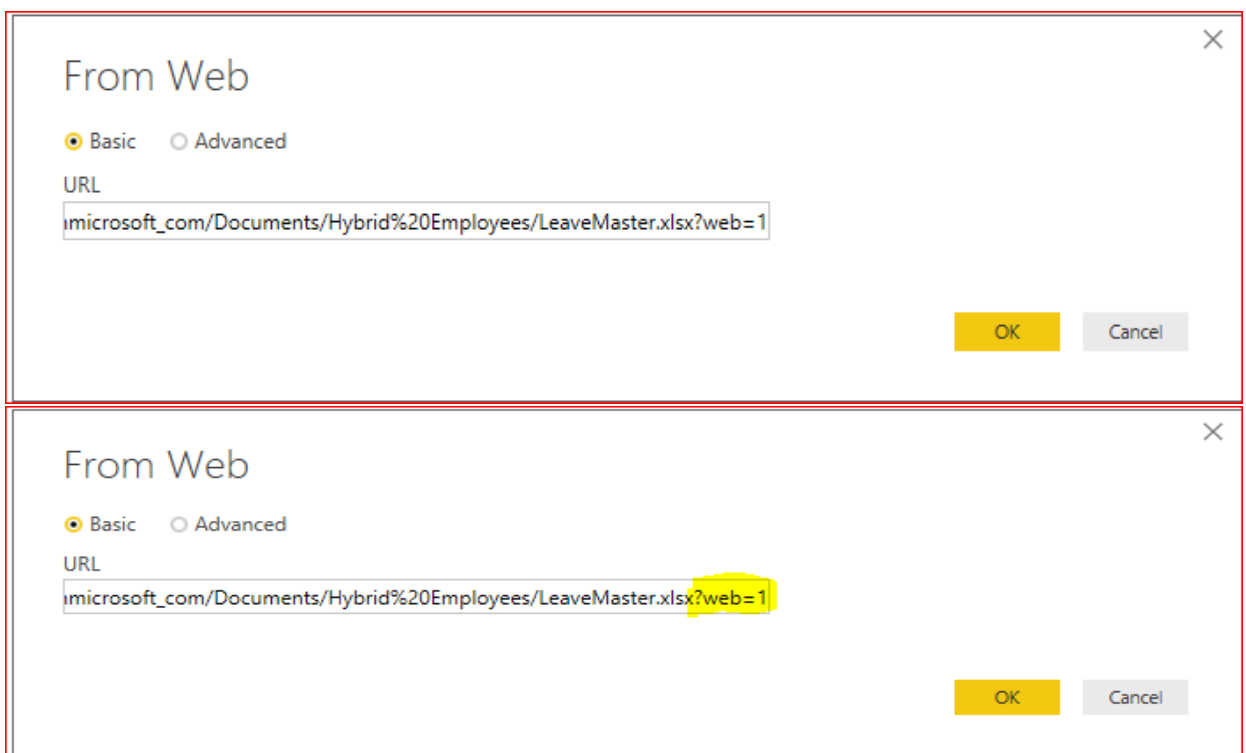
Steps to use excel from OneDrive in Power BI Desktop:

Follow below steps for connecting Power BI Desktop to Excel in OneDrive.

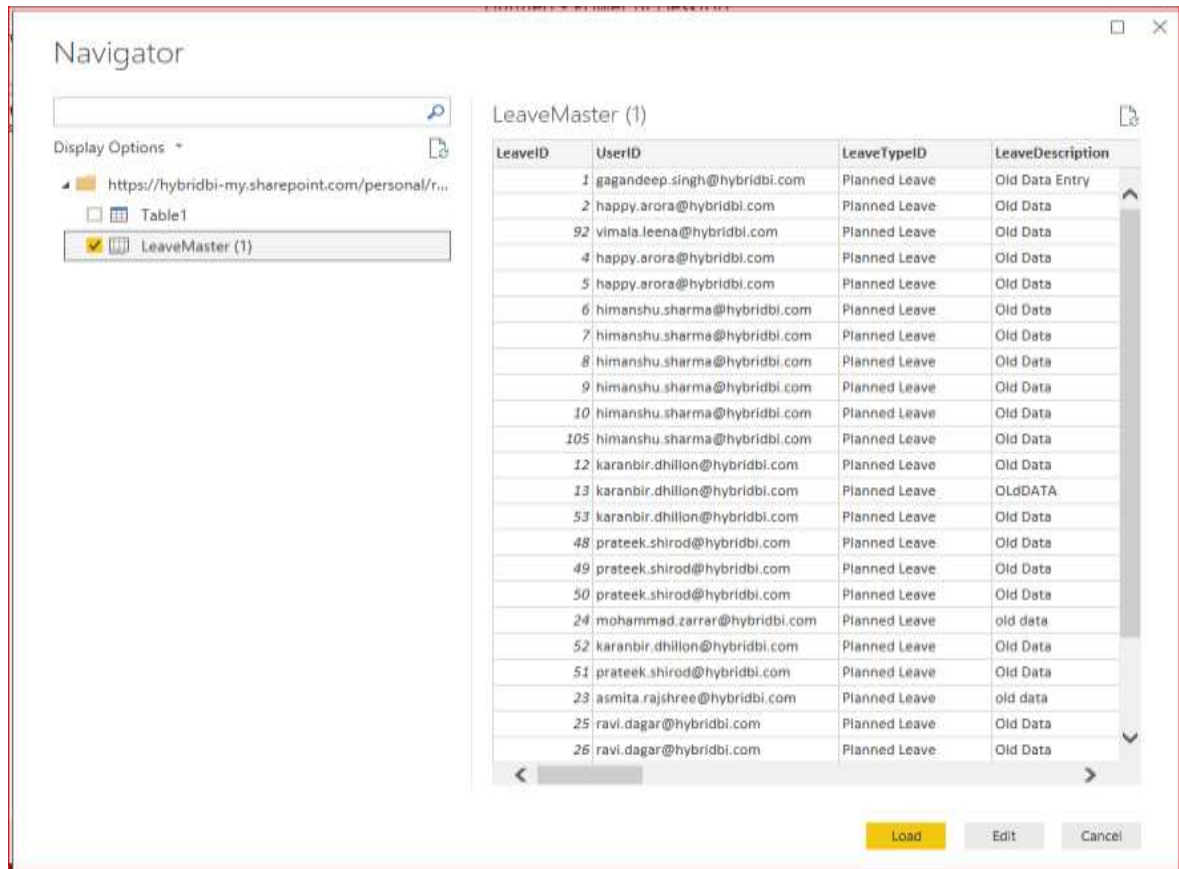
1. Start Power BI Desktop, click on Get data on the home tab. Select 'Web' option from the dropdown.



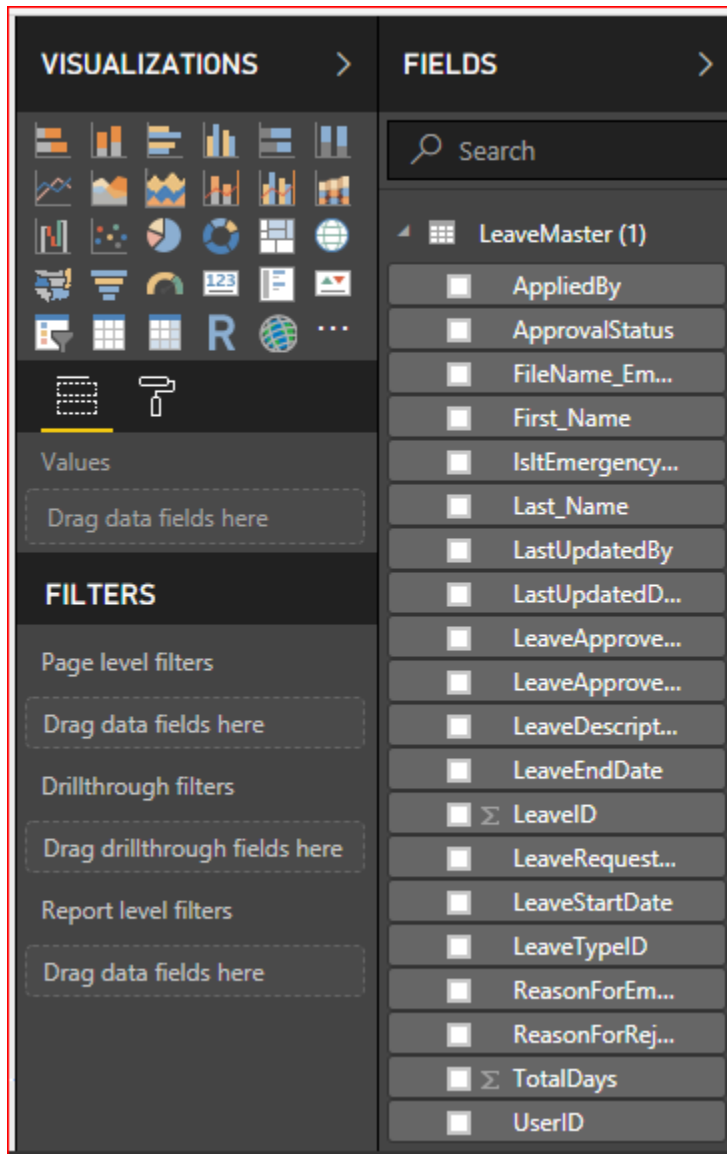
2. Paste the previously copied link to below "From Web" page. Do not click on OK yet. User must remove the web URL string "?web=1" before clicking on OK.



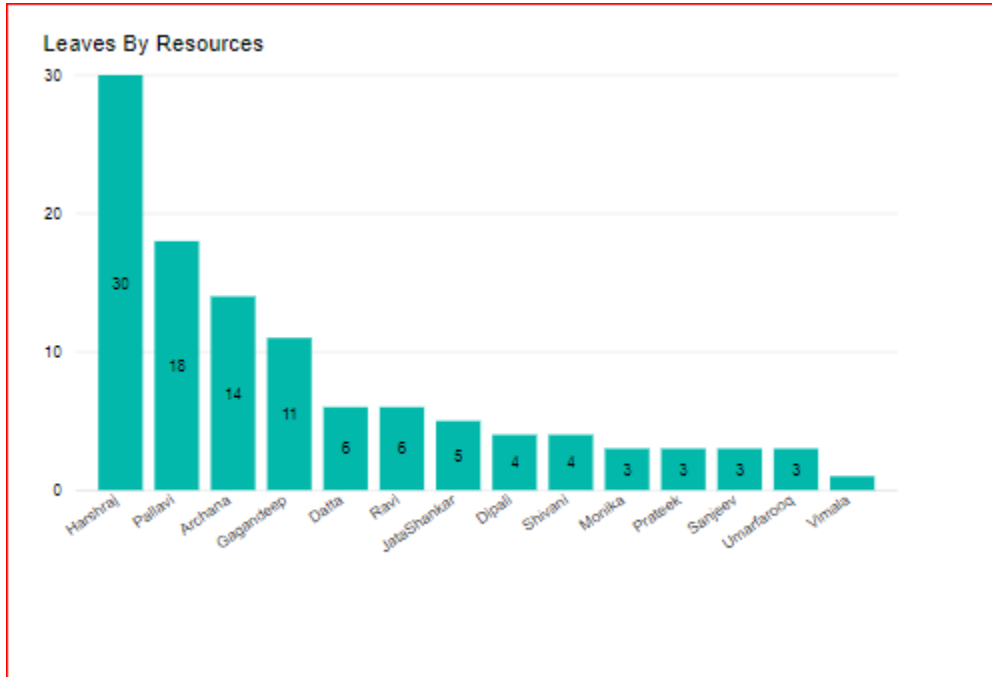
3. Then Navigator window appears. This window shows the list of tables available for selection. User can select single or multiple tables in the navigator window and click on Load.



4. Now workbook will be available for the user to create visualization. Tables and Fields will be available for the user to select from the right-side panel under the fields section.



5. Now user can create visualizations based on the excel imported from OneDrive. Below is a simple example of graph showing Leaves taken by Resources created using Excel imported from OneDrive.



Stacked column chart that shows total leaves by resources.