Saving and Using Queries

Using the Get & Transform tools in Excel 365 or 2019

1. Click the **Get Data** button and select the source of the data.

2. Once the data source has been found and selected the Navigator window opens.

3. Select the correct table from the list on the left of Navigator window (if necessary).
4. To edit to data before bringing it into *Excel,* click the **Transform Data** button at the bottom of the window.
5. The Power Query window open allowing the data to be modified prior to importation.

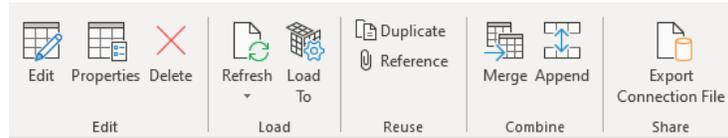6. Remove unwanted columns of data, split columns into meaningful pieces of data.

7. When the data has been modified, click the **Load and Close** button on the *Home Tab* of the Power Query window.
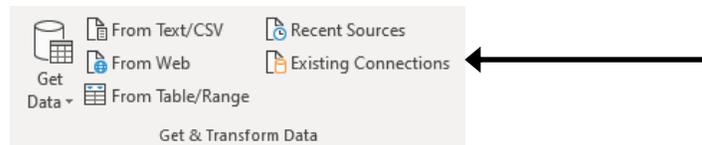8. Once the data is in *Excel*, the *Query Tab* is available.


Saving the Query

1. On the *Query Tab*, click the **Export Connection File** button.
2. In the File Save As window, name the query and set the location where the file will be saved.

Running a Saved Query

1. Open a new file or add a new worksheet.
2. On the *Data Tab*, click the **Existing Connections** button.

3. In the Existing Connections window, select the query (if visible) or click the **Browse for More** button (to locate the query file).
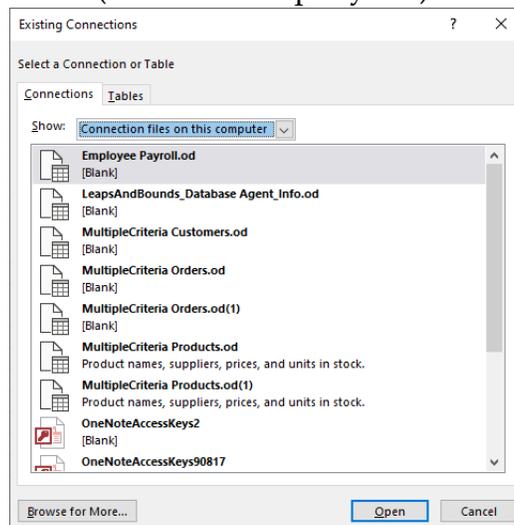
4. Click the **Open** button to run the query.