

Guide for Checking & Installing Power Query

ADVANCED LEARNING SINGAPORE

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Quick list of compatible versions:

- “Free” add-in for Excel 2010 and 2013 for Windows
- Built-in feature for Excel 2016 and above for Windows (Office 365 Subscription)
- Power Query is not yet available for the Mac versions of Excel

What Version Do I Need?

The download page for Power Query lists which version of Excel are compatible with Power Query.

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

The following Office versions for Windows are supported:

- Microsoft Office 2016 and above (including Office 365) – All Versions
- Microsoft Office 2013 – All Versions
- Microsoft Office 2010 Professional Plus with Software Assurance

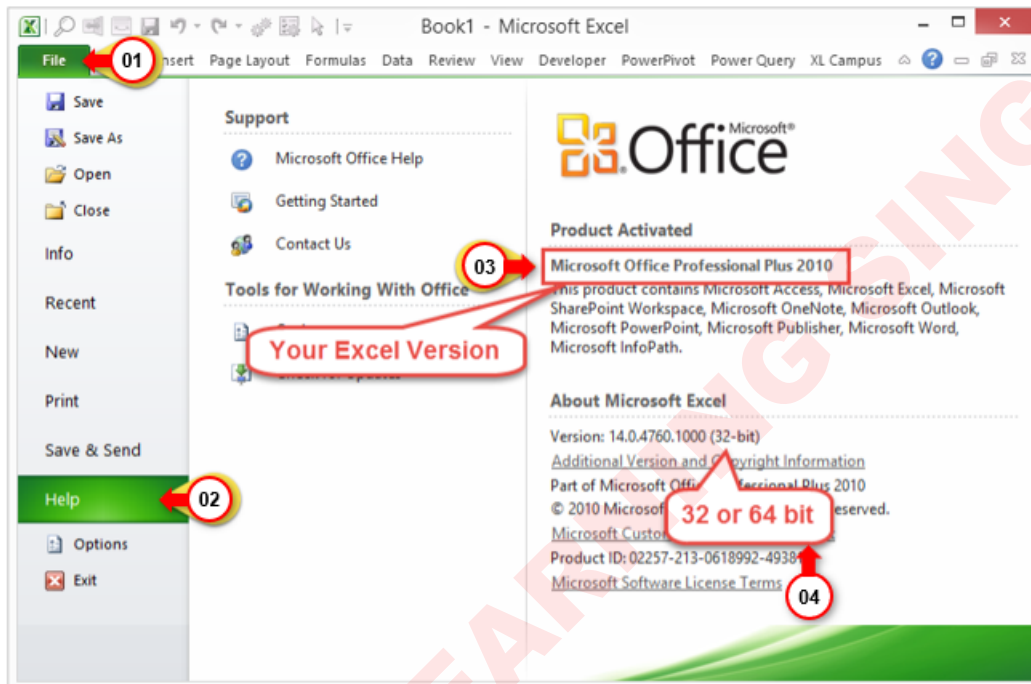
Both 32-bit and 64-bit are supported. Power Query is not compatible with any Mac versions of Excel yet.

How Do I Check My Version of Excel?

Excel 2010

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

1. Click the File tab
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

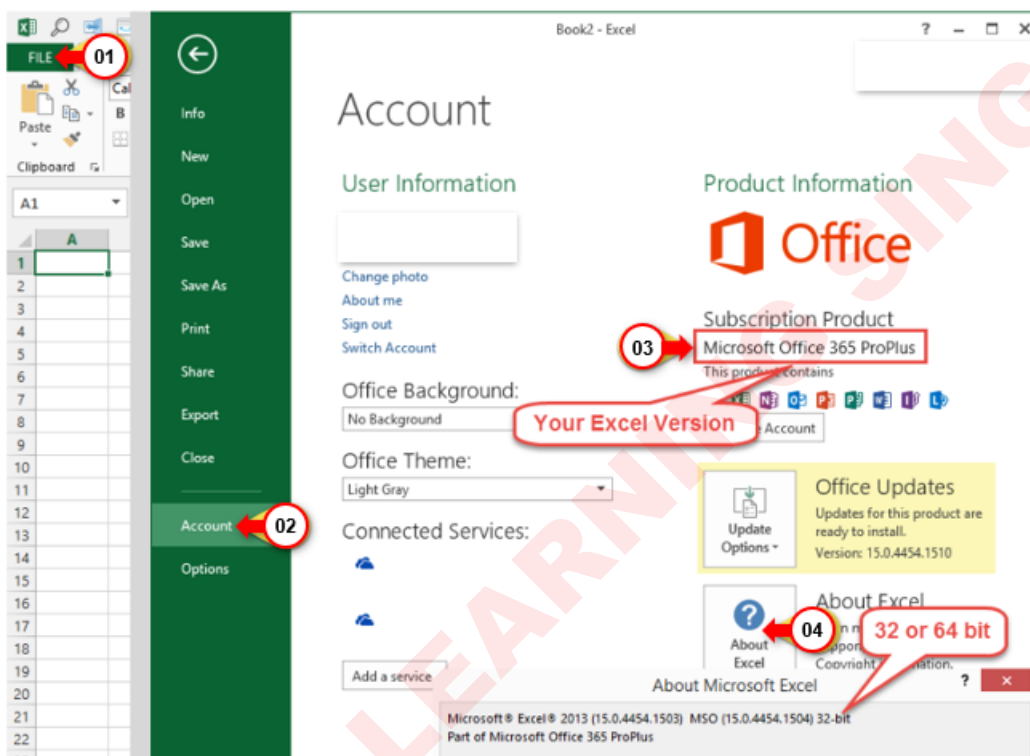


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Excel 2013

Here's how to determine your version and 32 or 64 bit in Excel 2013

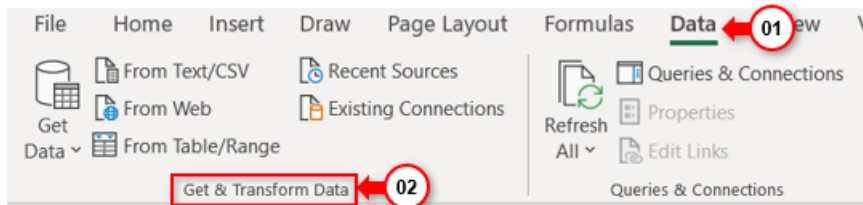
1. Click the **File** tab
2. Click the **Account** option on the left side menu
3. The Excel version will be listed under the Subscription Product section
4. Click the About Excel button. The bit version (32-bit or 64-bit) will be listed in the first row of the pop-up window



How to Install Power Query

Excel 2016 & above (including Office 365)

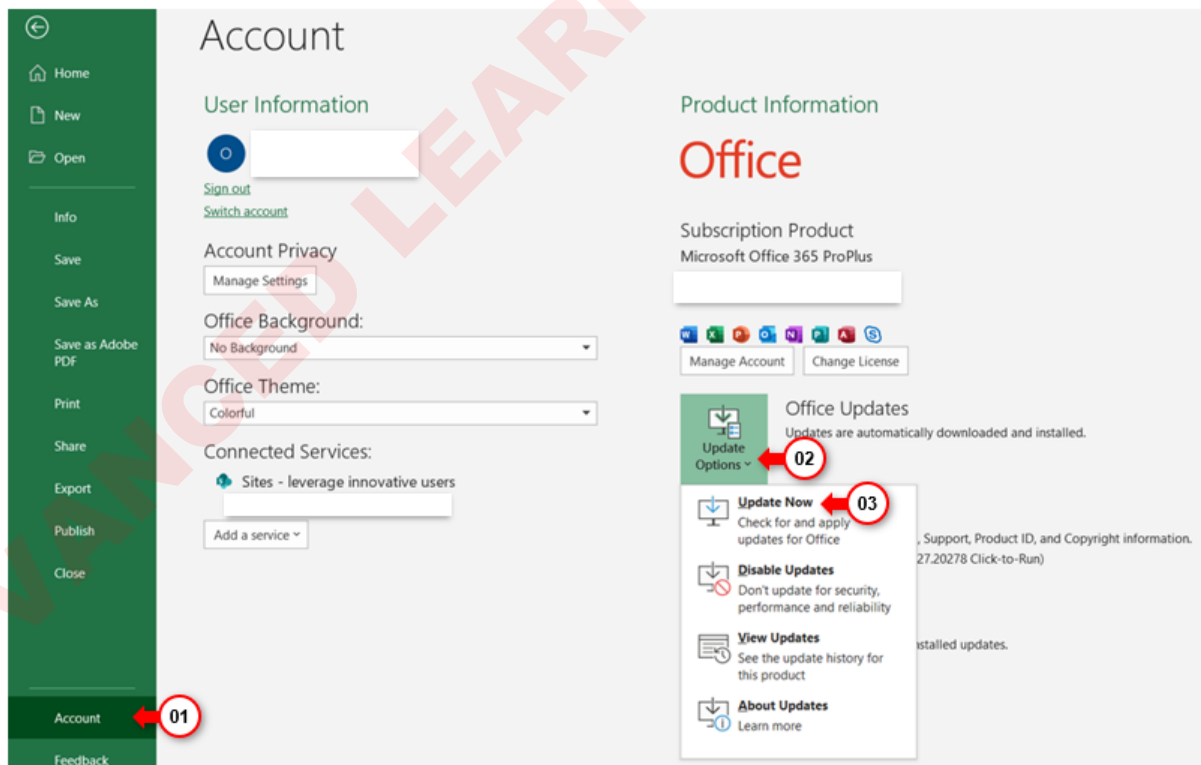
Power Query is included with Excel 2016 and above (including Office 365). It has been renamed and is now on the **Data** tab of the Ribbon in the **Get & Transform Data** group. This means there is nothing to install.



If you are using one of these versions shown above but it is not the same as the above picture, then you should update your copy of Excel. Follow the steps below to update your Excel.

Update Excel

1. Click the **File** tab
2. Click the **Account** option on the left side menu
3. Click the **Update Options**
4. Click the **Update Now** option



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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 about the same 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>
3. Click the Download button

Microsoft Power Query for Excel



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.)

4. Click the **checkbox** for the bit version you are using. Most likely you will be using 32-bit. Click the **Next** button

Choose the download you want

<input type="checkbox"/> File Name	Size
<input checked="" type="checkbox"/> PowerQuery_2.62.5222.761 (32-bit) [en-us].msi 01	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

1. PowerQuery_2.62.5222.761 (32-bit) [en-us].msi

Total Size: 17.6 MB

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- The add-in installation file will download. Once the download is complete, click the file to run the installation.



Thank you for downloading Microsoft Power Query for Excel

If your download does not start after 30 seconds, [click here to download manually](#)

Installation note:

In the following Install Instructions, please start at the step after the mention of clicking the Download button.

[Install Instructions](#)

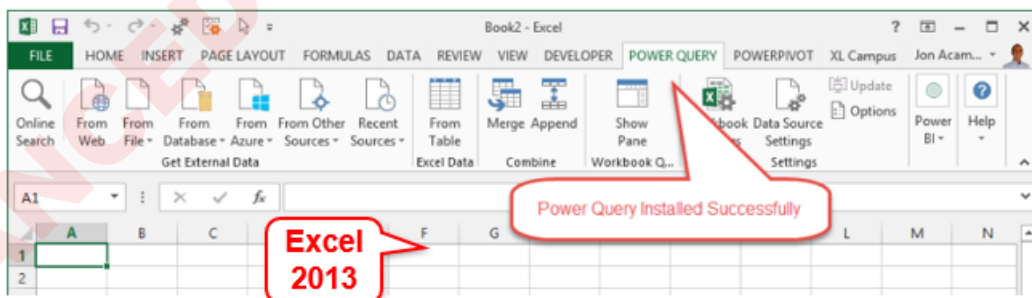
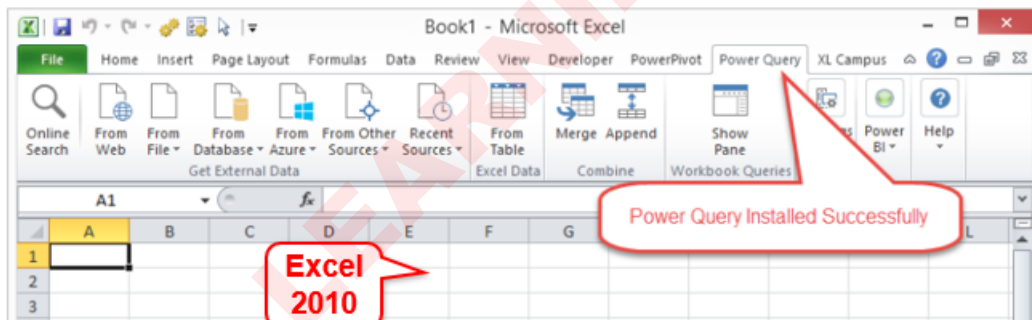
Popular downloads

Product: Server

Click to run the installer

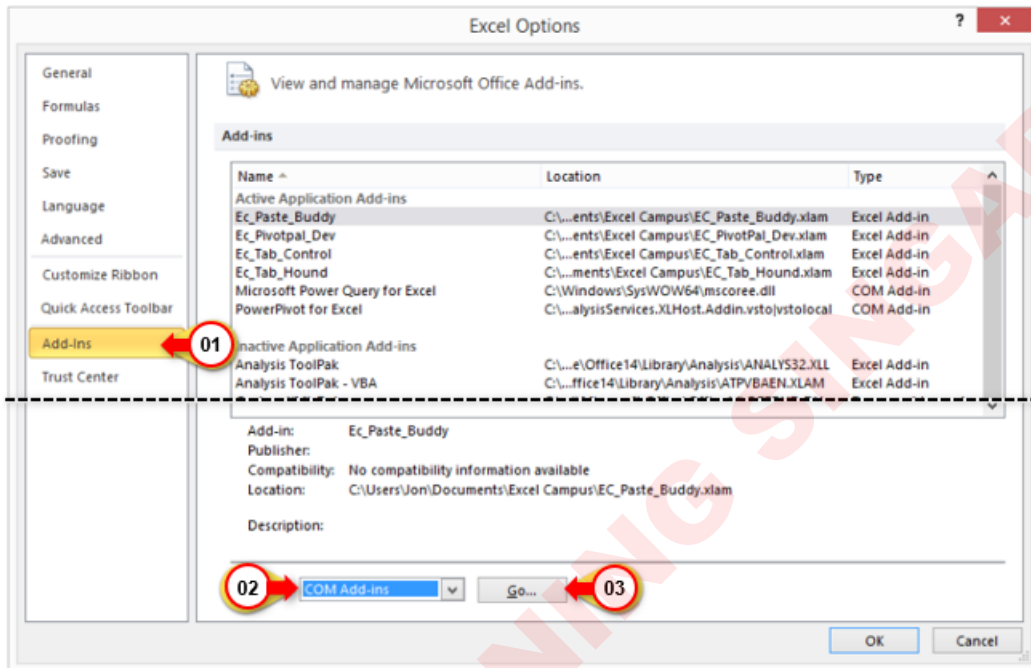
PowerQuery_2.62....msi

- The Setup Wizard window will open. Follow the steps to install Power Query.
- Once the installation is complete, open Excel. You should now see the Power Query tab in the Ribbon



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8. If your Power Query tab doesn't appear after installing, click the **File** tab.
9. Click **Options** on left side menu
10. Click **Add-ins** on left side menu
11. Select **COM Add-ins** from the Manage drop-down
12. Click the **Go...** button



13. 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.

