Installing Power Query in Excel 2010
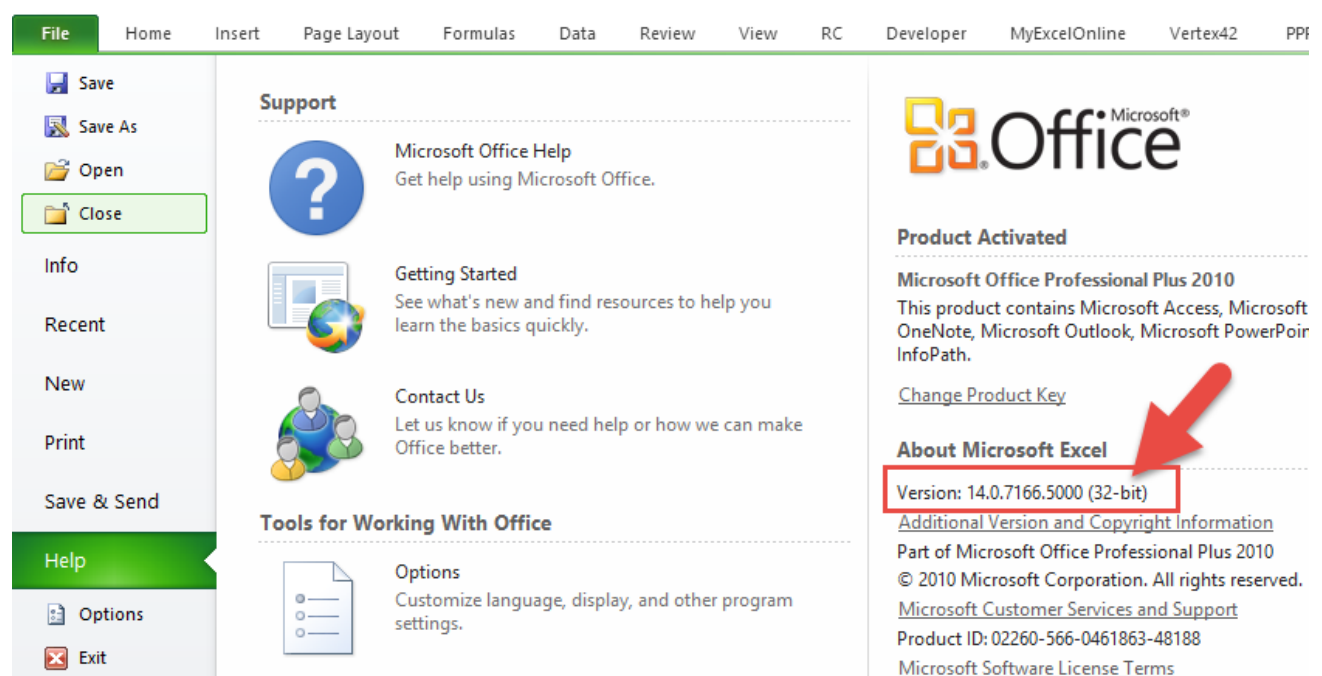
CLICK HERE VIEW OUR YOUTUBE VIDEO ON HOW TO INSTALL POWER QUERY

First you need to have Microsoft Office 2010 Professional Plus with Software Assurance. If you do not have this then you will need to upgrade to Office 365 using this link:

https://products.office.com/en-us/home

STEP 2: You will need to click on the following link and **download the Power Query add-in** from Microsoft's website:

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

Microsoft Power Query for Excel

Select Language: | English ▼ | **Download**

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.

⊕ Details

⊕ System Requirements

⊕ Install Instructions

⊕ Related Resources

STEP 3: Press the Download button and you will need to **select the download bit version** based on the bit system your Excel 2010 version is running (from Step 1):

Choose the download you want

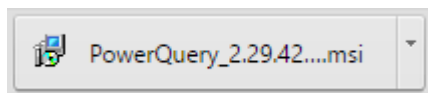| File Name	Size
☐	
✔ PowerQuery_2.29.4217.1861 (32-bit) [en-us].msi	14.4 MB
☐ PowerQuery_2.29.4217.1861 (64-bit) [en-us].msi	14.5 MB
☐ Release Notes (English-only).docx	31 KB

Press the **NEXT** button…

Download Summary:

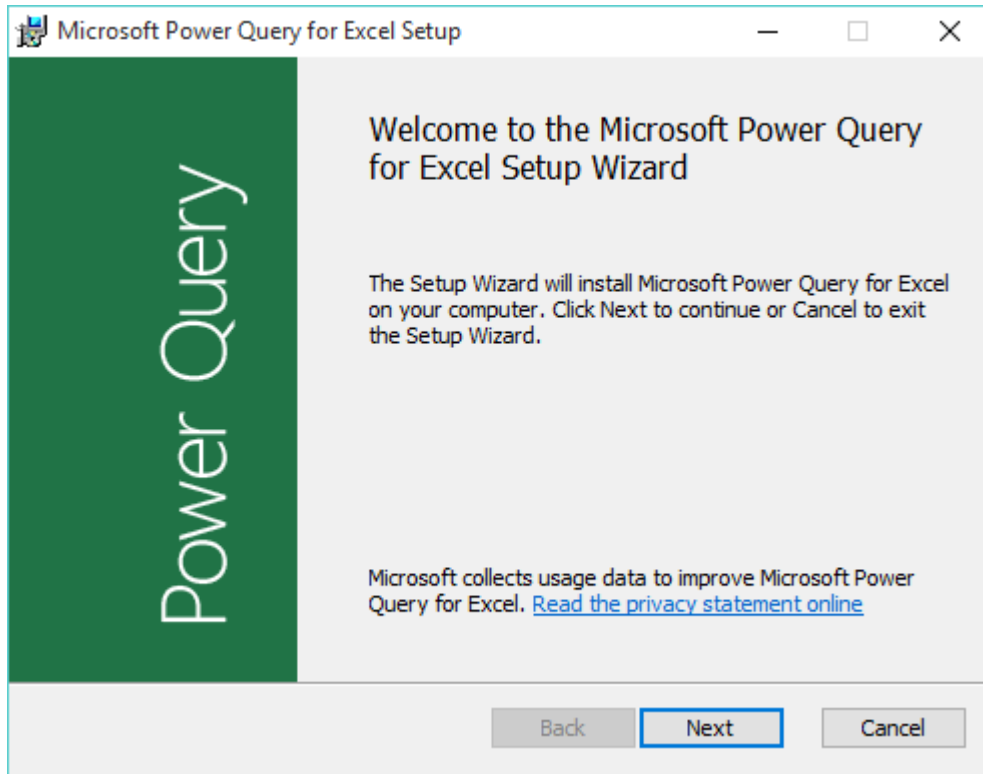1. PowerQuery_2.29.4217.1861 (32-bit) [en-us].msi

Total Size: 14.4 MB

Next

…and this will start the download of the add-in installer .msi file installer on your browser (if you do not see this, go to your browser's Downloads folder).
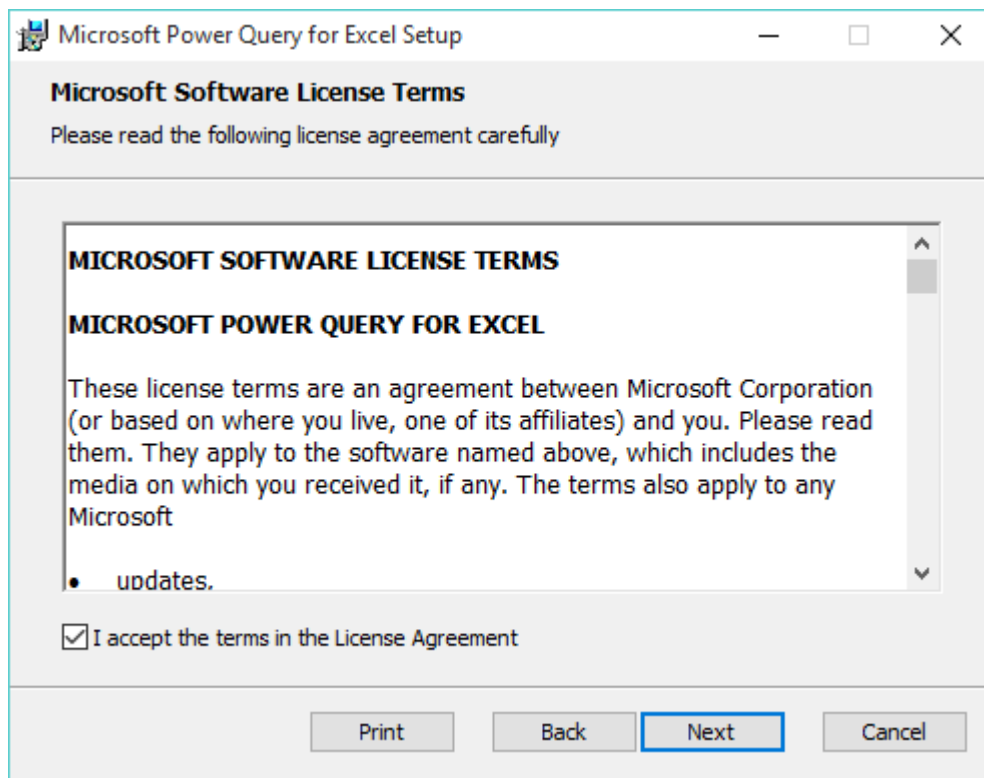
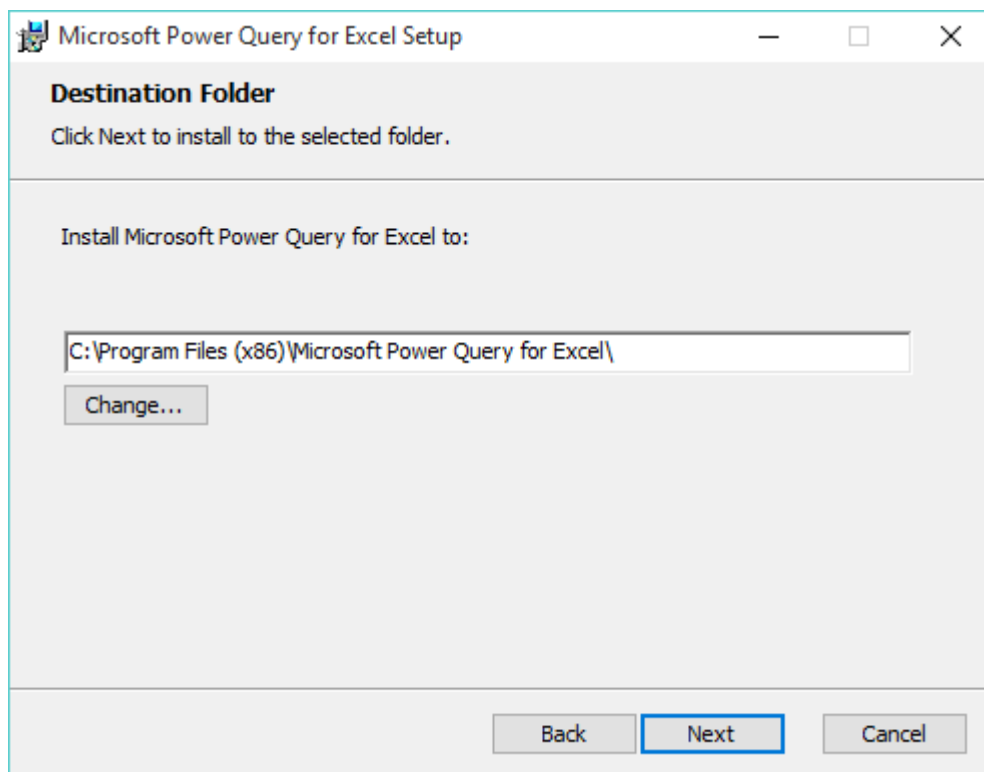**STEP 4: Click on the .msi file to run the installer**:

PowerQuery_2.29.42....msi

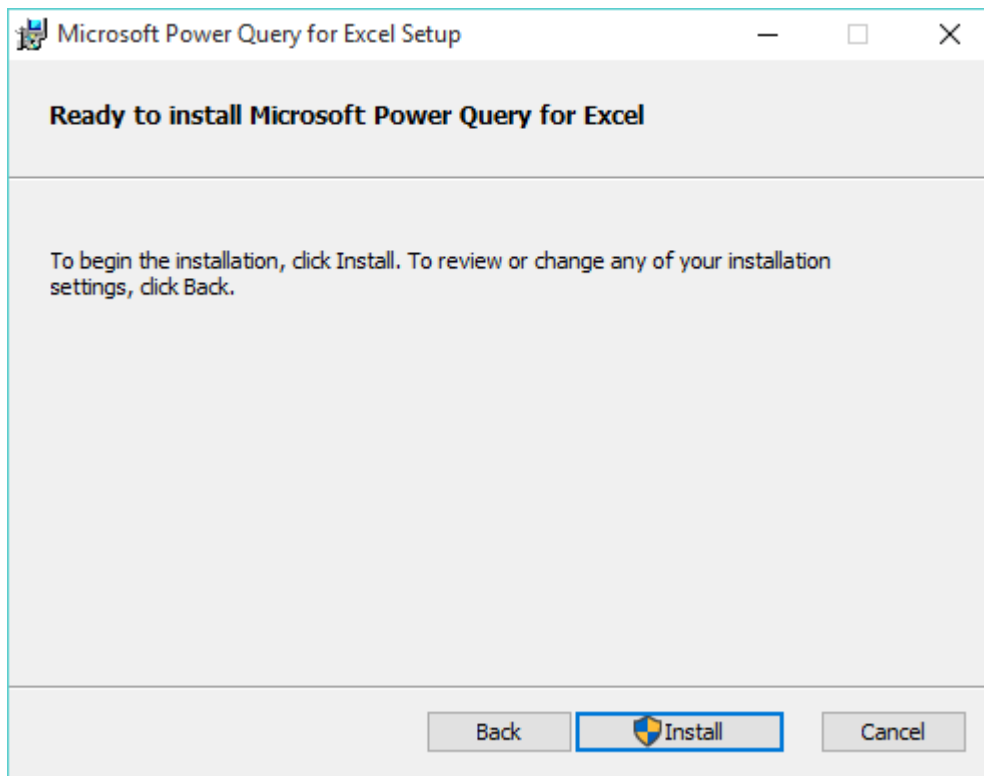**STEP 5:** This will bring up the **Microsoft Power Query for Excel Setup**:

Click the **Next** button and **accept the terms of the Licence Agreement** and press **Next** again:

You will be asked in which **destination folder you want to install Power Query**. Click **Next for the default folder** or **Change if you want to install it in another folder:**

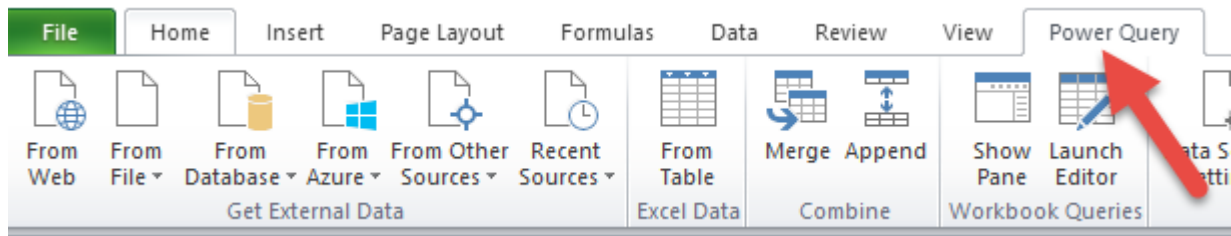Click **Next** and select the **Install** button:

Click **Yes** if it asks you if you want to install Power Query on your computer. **The install will now begin.**
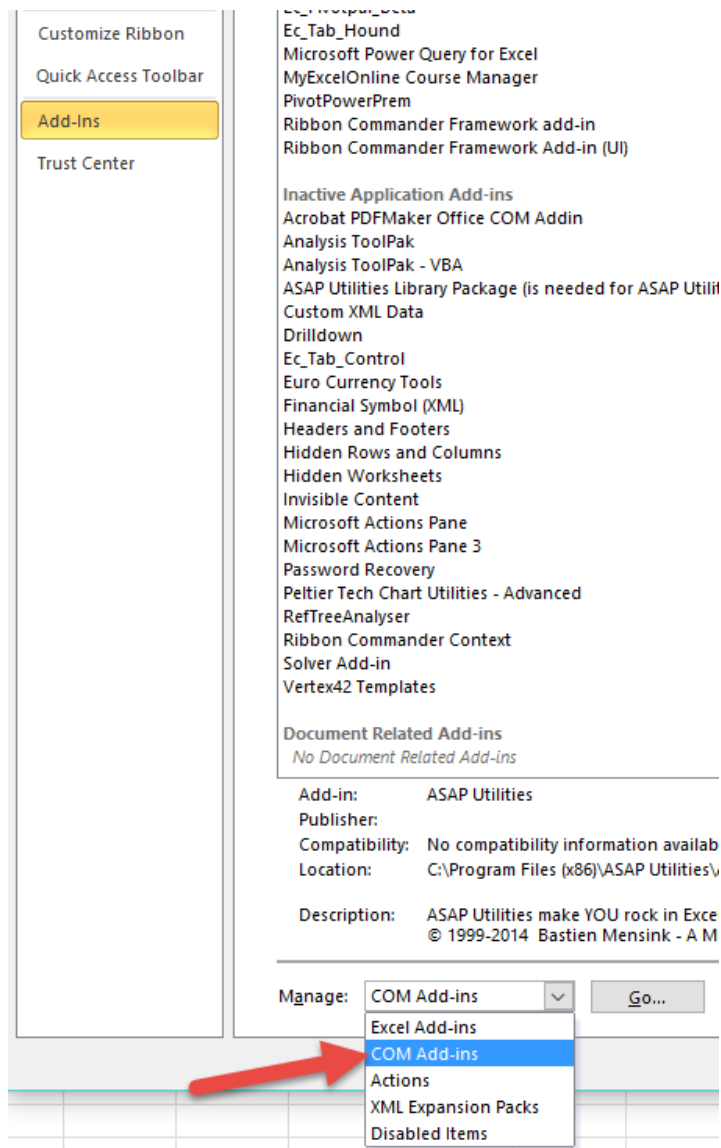You will get the following message once your install has been **completed successfully**. Press **Finish!**
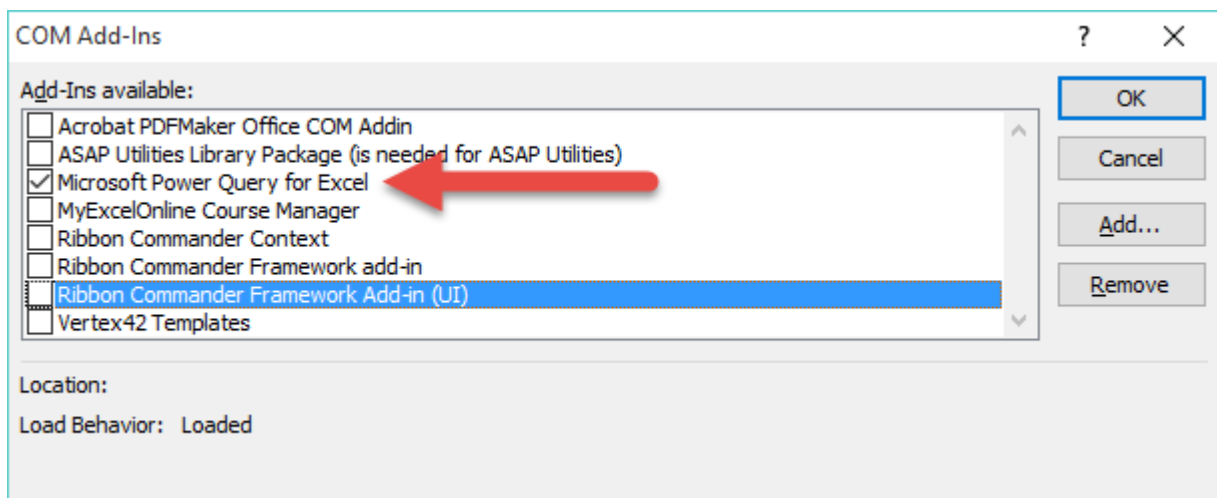
STEP 6: **Open a blank Excel workbook** and on the ribbon menu you should now see the **Power Query** tab:

STEP 7: If you **do not see the Power Query tab** you will need to activate this from the back end of Excel.

You will need to go to **File > Options > Add-Ins >** and at the bottom you will need to select the **Manage** drop down and choose **COM Add-ins** and hit the **Go** button:

This will open the COM Add-Ins dialogue box and you will need to **check the box for Microsoft Power Query for Excel and press OK**.

You will now see Power Query on your ribbon!