

PowerPivot Tables and Excel 2013

There are some considerations that need to be accomplished if you plan on using the PowerPivot tools with Excel 2013.

1. Make sure you have Power Query installed.
“Microsoft Power Query is an Excel add-in that enhances the self-service Business Intelligence experience in Excel by simplifying data discovery and access. Power Query enables users to easily discover, combine, and refine data for better analysis in Excel.” – MSDN

When you install Office 2013, the Power Query tool is not a part of the default installation. To install Power Query you can download it from this URL:

<http://office.microsoft.com/en-us/excel/download-microsoft-power-query-for-excel-FX104018616.aspx>

You must close Excel 2013 before you can install it.

Then open Excel, Choose File→Options to open the Excel Options dialog box and then click the Add-Ins tab, look under COM Add-ins. Make sure Power Query is checked.

2. Make sure you have PowerPivot installed.
Power Pivot is an Excel add-in that was first introduced in Excel 2010 by Microsoft. It allows you to harness the power of Business Intelligence right in Excel.

As above, PowerPivot is not installed by default. However, you should not need to download it. You may enable it by following these steps:

1. Go to File > Options > Add-Ins.
 2. In the Manage box, click Disabled Items > Go.
 3. Select Microsoft Office Power Pivot and then click Enable.
3. Open the PowerPivot tools in Excel 2013, and click File > Save. This will convert the tools to Excel 2013 format. You should then close the tool, and re-open them again.
 4. Follow the instructions in the “[Creating PowerPivot reports](#)” 3x5 Job Aid Handout.