**Connect an online Excel file to Excel**



**The file but you cannot use this URL:**

https://uncw4.sharepoint.com/:x:/r/teams/IRDataMart/Shared%20Documents/Crosswalks/Crosswalk%20Ethnicity-Race%20Grouping.xlsx?d=w9fde461c820744f6860f9aa7956272c7&csf=1&web=1&e=9R9hfb

**This is the share directory URL but do not use this URL**

[https://uncw4.sharepoint.com/:u:/r/teams/IRDataMart/SitePages/Home.aspx?csf=1&web=1&e=e8WrzP](https://uncw4.sharepoint.com/%3Au%3A/r/teams/IRDataMart/SitePages/Home.aspx?csf=1&web=1&e=e8WrzP)

**Copy the URL from the search bar -**

<https://uncw4.sharepoint.com/teams/IRDataMart>



**A window will appear with a list of files. Ignore the file list and select the Transform Data button**



**This will open the Power Query window**



**The files will be listed. Select the dropdown in the Name field**



Unselect the Select All; then select the file(s) that you want to include.

Enter the text into the search bar to limit the files:

In this example, I am searching for the Crosswalk Ethnicity-Race Grouping.xlsx file so I entered “cros” into the search bar and

selected the box for that file.



**The screen will display the file selected. Click Binary under the Content**



Then the screen displays the information of the Excel file. Click the Table under the Data field where the Kind field lists Table:



The steps of all the actions will display under the Query Setting box.

Rename the query in the Name textbox.

