



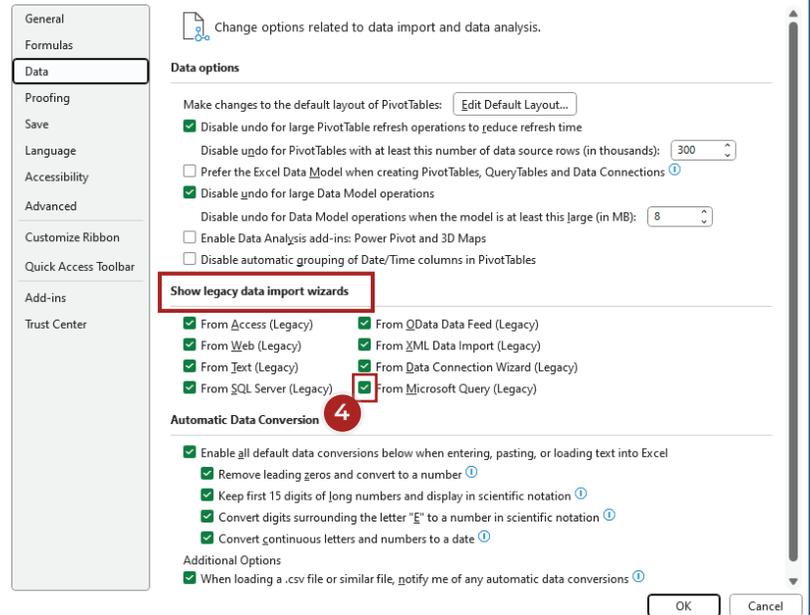
Enabling Excel legacy Microsoft query FINET quick reference guide

Introduction

Microsoft Office 365 / Excel has recently changed their 'Get Data' drop down selection. This can potentially impact how you use excel to query data warehouse. Many are familiar with using the Microsoft Query to pull data into Excel from Data Warehouse.

Instructions

1. Select **File** from the navigation bar.
2. Select **Option**.
3. From the options, choose **Data**.
4. Locate the section **Show legacy data import wizards**, and ensure that the **From Microsoft Query** is selected.



When you open a new excel worksheet to create a new query, in the **Data** menu, select **Get Data**.

In the drop down menu choose **Legacy Wizards**, and there you will see From **Microsoft Query Legacy**.

