



Modifying an existing Excel query using data warehouse

Introduction

When DTS upgraded everyone to Office 365, some existing queries have been breaking. You can no longer edit legacy queries with the GUI interface (whats referred to as a Microsoft query) If you create a new query, the Microsoft Query feature still exists.

Steps to modify

1. Select the **data set**, in this example, that's column A and B.
2. Once you have your data set selected you will see a menu option **Table Design**.
3. In the Table Design menu, select **Queries and Connections** which brings up a column on the right side, displaying **Query from StateDW**.

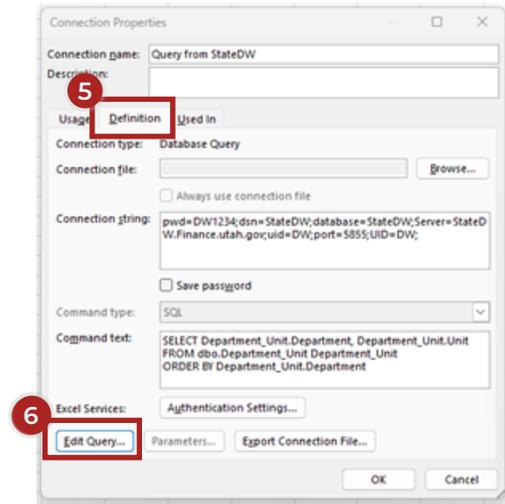
The screenshot shows an Excel spreadsheet with columns A and B selected. The 'Table Design' ribbon is active, and the 'Queries & Connections' task pane is open on the right. A context menu is open over the 'Query from StateDW' connection, showing options like 'Refresh', 'Delete', and 'Properties...'. Red numbered callouts (1-4) indicate the steps: 1. Selecting the data set (columns A and B), 2. Clicking 'Table Design' on the ribbon, 3. Clicking 'Queries & Connections' in the ribbon, and 4. Right-clicking the 'Query from StateDW' connection and selecting 'Properties...'. The spreadsheet data is as follows:

Department	Unit
001	1541
001	1600
001	1610
001	1810
001	1820
001	2041
001	2042
001	2043
001	2044
001	2045
001	2046
001	2100
001	2710
001	4010
001	4810
001	5030
001	5710
001	6610
001	6620
001	6710
001	6910
001	6920
001	6921
001	6922
001	6923
001	7010
001	7780
001	7810
001	7820
001	7830
001	7840
001	8062
001	8065
001	8140
001	8162

4. Right click the **Query from StateDW** and choose **Properties**. This will display the **Connection Properties** window.

5. Select the **Definition** tab.

6. Select **Edit Query**.



7. If your query was created using the Microsoft Query tool, it should display your existing criteria in a screen similar to the one here:

