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**.
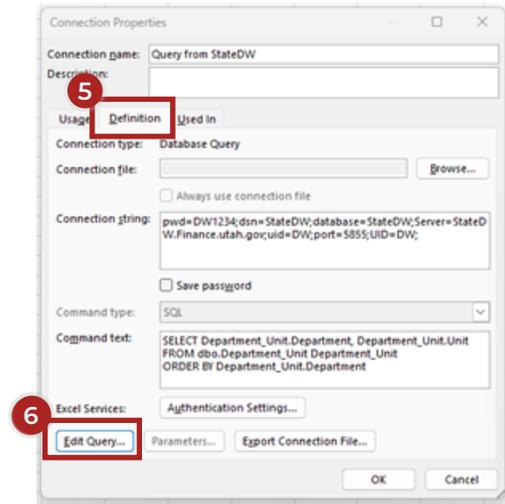

4. Right click the **Query from StateDW** and choose **Properties**. This will display the **Connection Properties** window.

financesupport@utah.gov

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: