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Using Power Pivot to interact with large datasets

Step 1 – Formatting your data set

1. The file must be formatted in a way compatible with Power Pivot, meaning:
    a. Your dataset should not contain blank rows, columns, subtotals or footers.
    b. No cells (columns) should be merged.
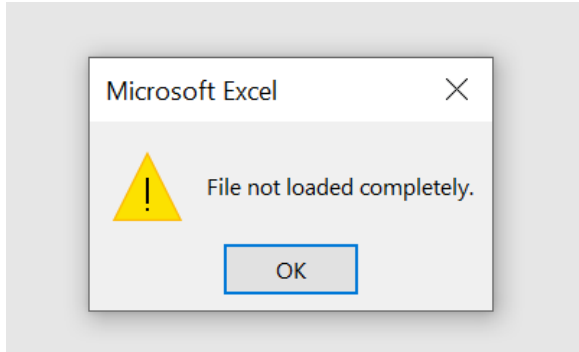   c. Each column heading should have a unique name.

Step 2 – Enable Power Pivot functionality in Microsoft Excel

What is Power Pivot?
Power Pivot allows you to use Microsoft Excel to interact with large data sets. Without Power Pivot, Excel can only load data sets that are about one million rows long or smaller. The Power Pivot add-in enables you to parse larger data sets.

How do I know if I need to use Power Pivot?

If you see an error like the one below when you attempt to open a file in Excel, you will need to use Power Pivot or other solution to load the entire file.
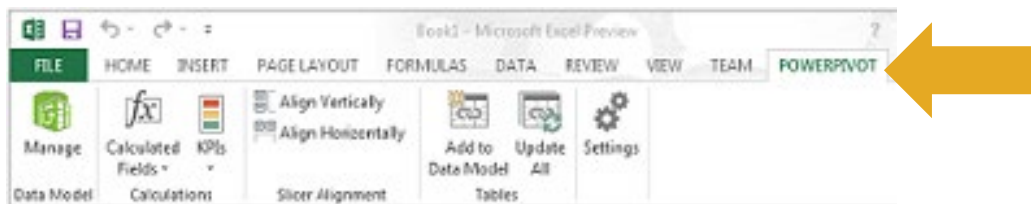

Does my version of Excel support Power Pivot?

Most versions of Excel, beginning with Excel 2013 and newer, support this add-in feature. More information is available from the Microsoft support site on the specific versions that support Power Pivot.

How to enable Power Pivot in Excel for the first time

1. Go to **File** > **Options** > **Add-Ins**.
2. In the **Manage** box, change the drop-down selection to **COM Add-ins** and then press **Go.**
3. Check the **Microsoft Office Power Pivot** box, then click **OK**. Be sure to select the **Power Pivot add-in for Excel** option.

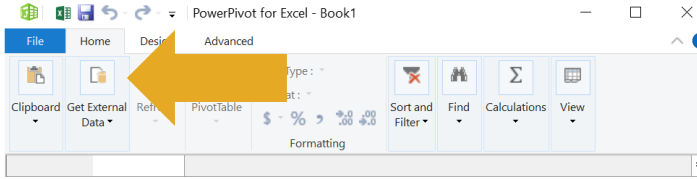The ribbon should now have a Power Pivot tab:

Step 3 – Load the large dataset into Excel with Power Pivot

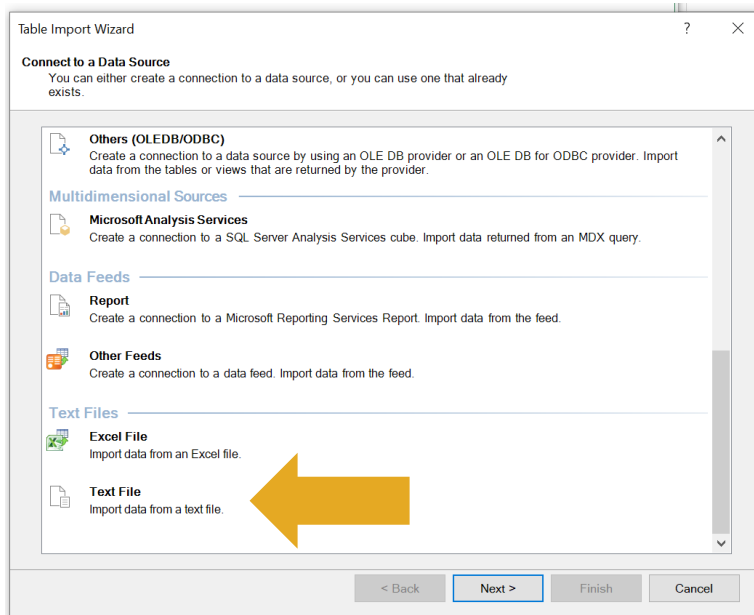How to use Power Pivot to connect to your data set

1. Click **Power Pivot.**
2. Click **Manage.** Now you're in the Power Pivot window.

3. Click **Get External Data** to use the Table Import Wizard to connect to the data set you want to interact with, then select **From Other Sources** to open the Table Import Wizard and get options for loading large Excel, CSV or text files.
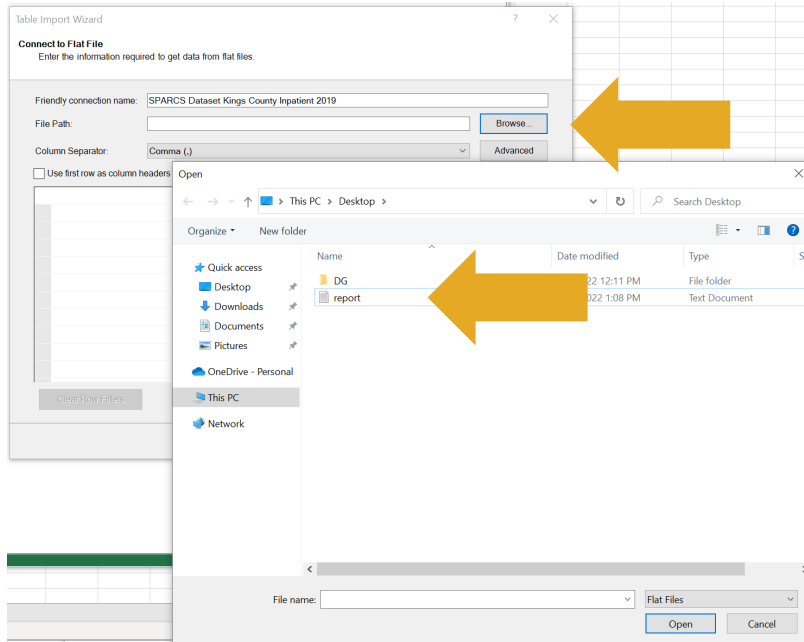

4. Scroll down in the Table Import Wizard menu to select either the text or Excel options (depending on how your output file is saved).
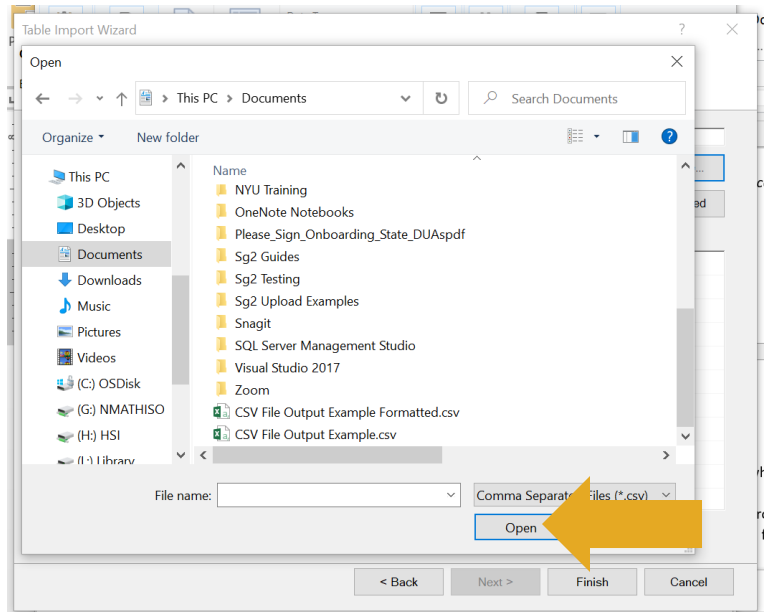   a. For CSV files you will also choose **Text File**.

NOTE: This example will assume the downloaded data file was configured with the text option.
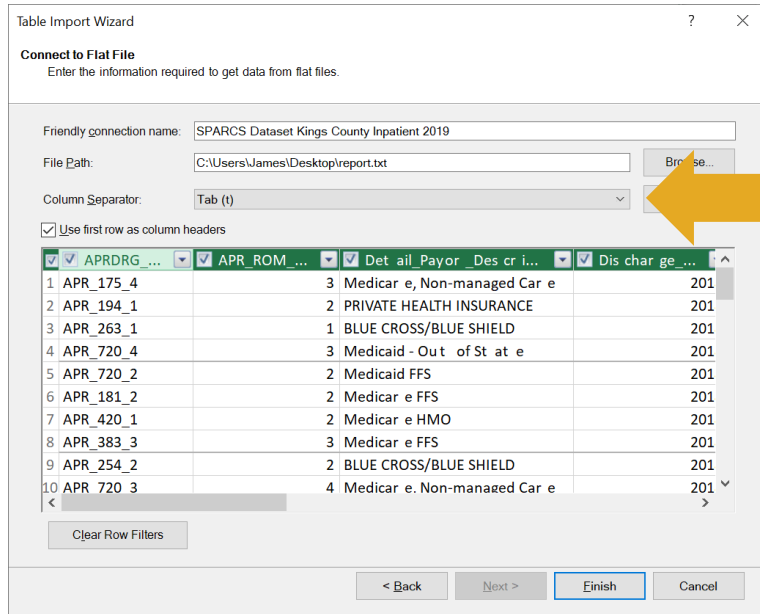
5. Give the data set a useful name – this will be what the data set is referred to in the Power Pivot tool.
6. Browse to locate the file you wish to have incorporated into Power Pivot.
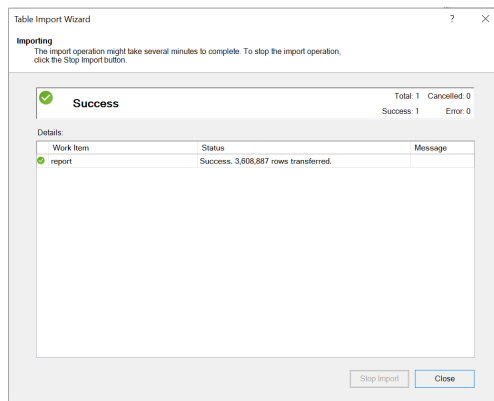
7. For CSV files change the file type to **Comma Separated Files** in the drop-down section when searching for your file.
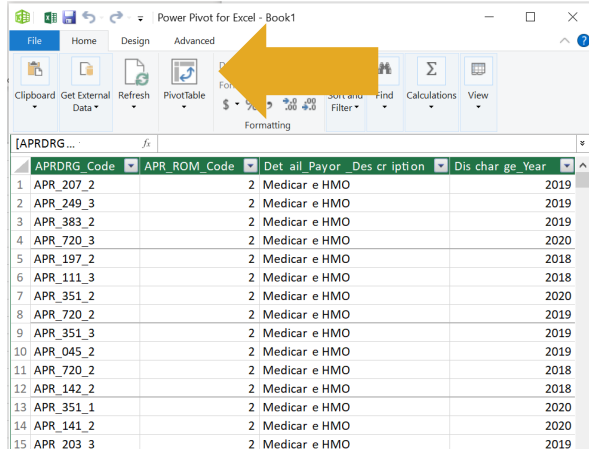
8. For files configured as text, set the Column Separator value to be **Tab(t)** and check the **Use first row as column headers** box.
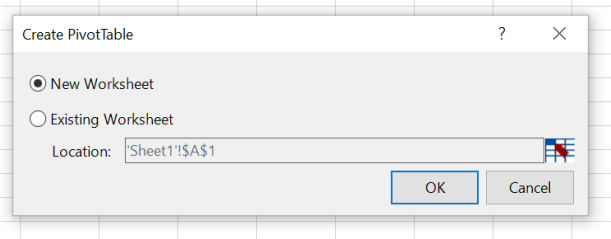

9. Review the columns that will be created from the large data file – you can remove the check mark from any columns you do not want to have available to use in Power Pivot.

10. Click **Finish**. You will see Excel working to import the large data set file. If you encounter any error messages, reach out to your IT team or the staff at DataGen. Successful completion of this process will result in the following screen:
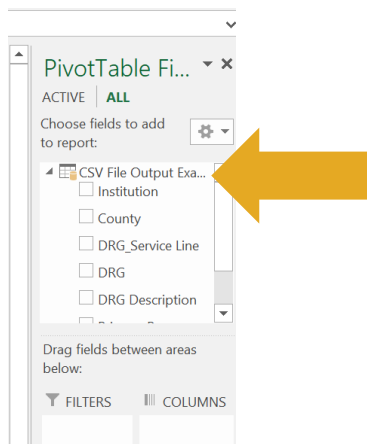
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11. Select **Close** on the Table Import Wizard. The Power Pivot window will then show a summary of the data loaded from the large data file. Select the PivotTable icon to create a PivotTable using this newly connected data file.

    a. Choose **New Worksheet** (new tab) or **Existing Worksheet** (current tab) and then press **OK**.

12. Click the triangle next to the file name (you used in step 5) in the PivotTable Fields section to the right to see all of the PivotTable fields.

You now have the functionality to analyze the large data in a PivotTable format.

SUPPORT:
Please email planningsupport@datagen.info with any questions.