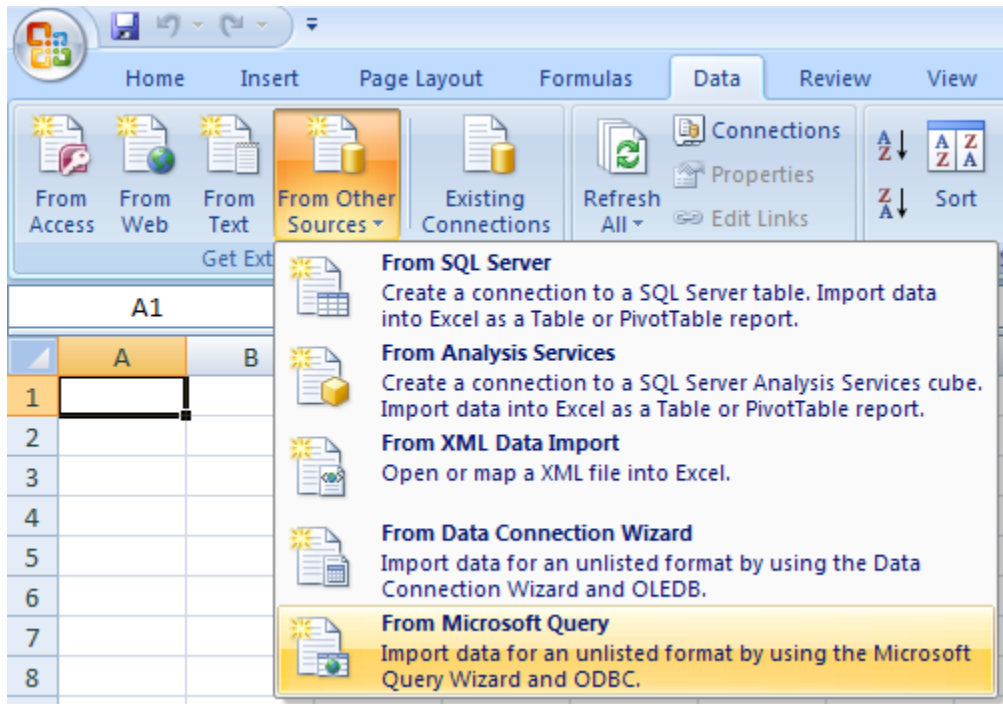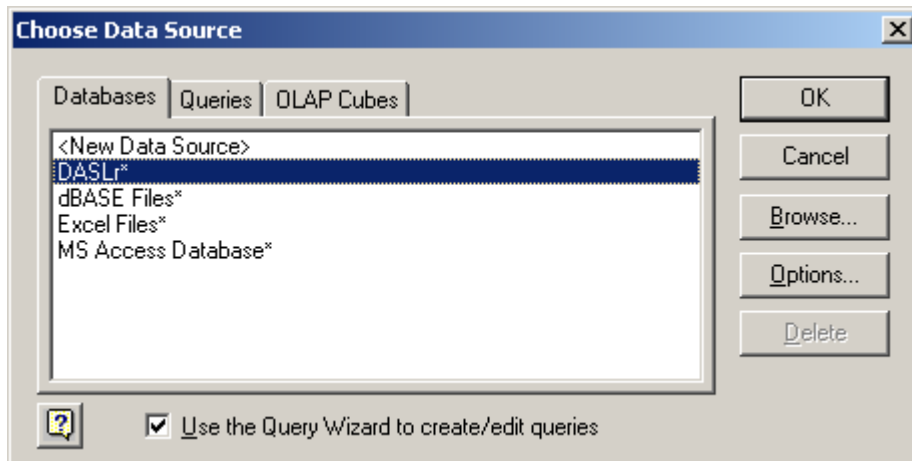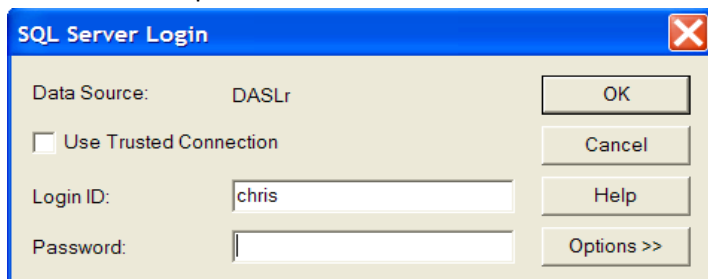# DASLr using Excel 2007

1.  Open Excel
2.  Data – Get External Data – from other sources
3.  From Microsoft Query



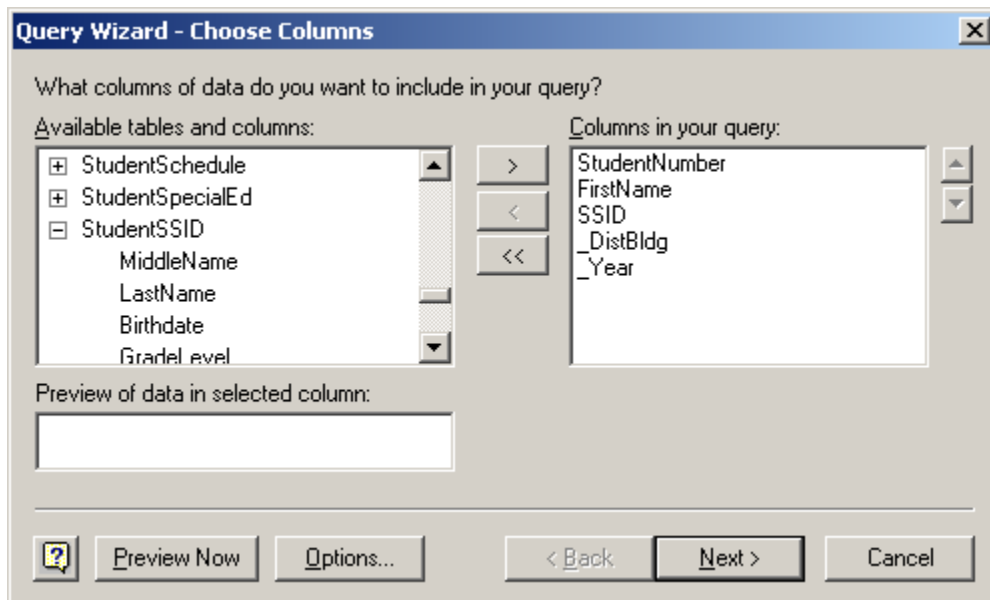4.  DASLr (data source box) - OK



5.  User name and password

# DASLr using Excel 2007

6. Query Wizard  - choose tables to use
7. Click + next to the table name to get available data fields
   a. Be as specific as possible when choosing fields – ie school name, school code, etc. to reduce the amount of data returned.
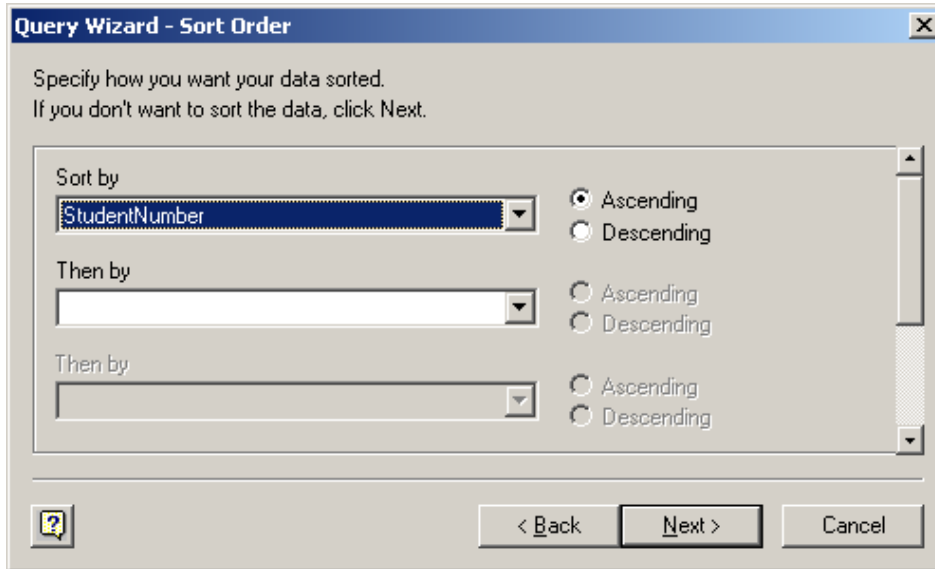8. Highlight desired field – move to right with arrow
9. Click next



10. Filter data box – this allows specific data return to be selected
11. Highlight field – choose filtering options on the right using drop down arrows
12. Next
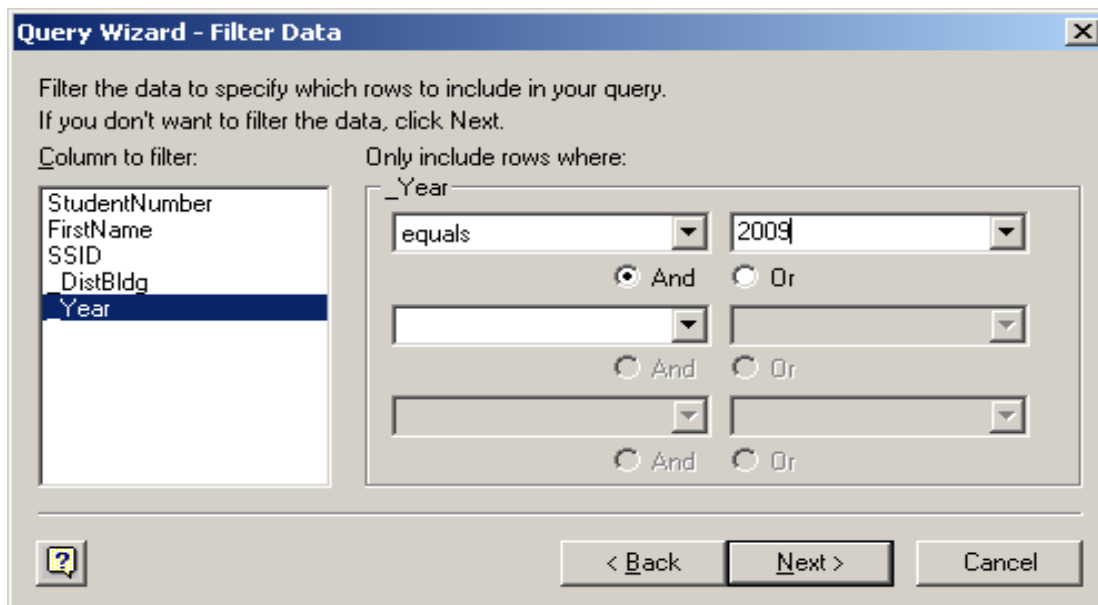
13. Sort by – choose field to sort by
14. Ascending or Descending
15. Next



16. What would you like to do next?
    a. Return Data to Microsoft Excel
        i. Use if all needed data is located in the one table
    b. View Data or Edit Query in Microsoft Query - GO to Linking Multiple Tables – step 3
        i. Use if you are linking multiple tables to gather information

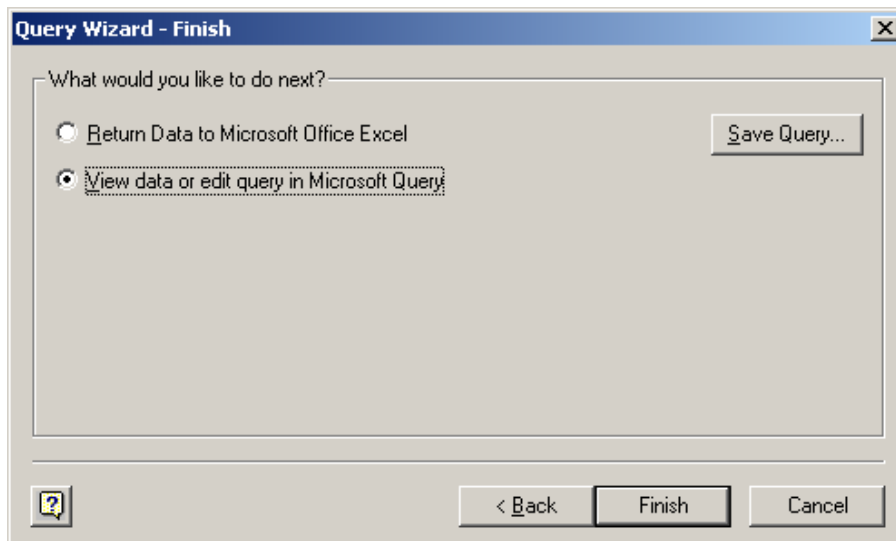17. Using returning data to Microsoft Excel – Click Finish
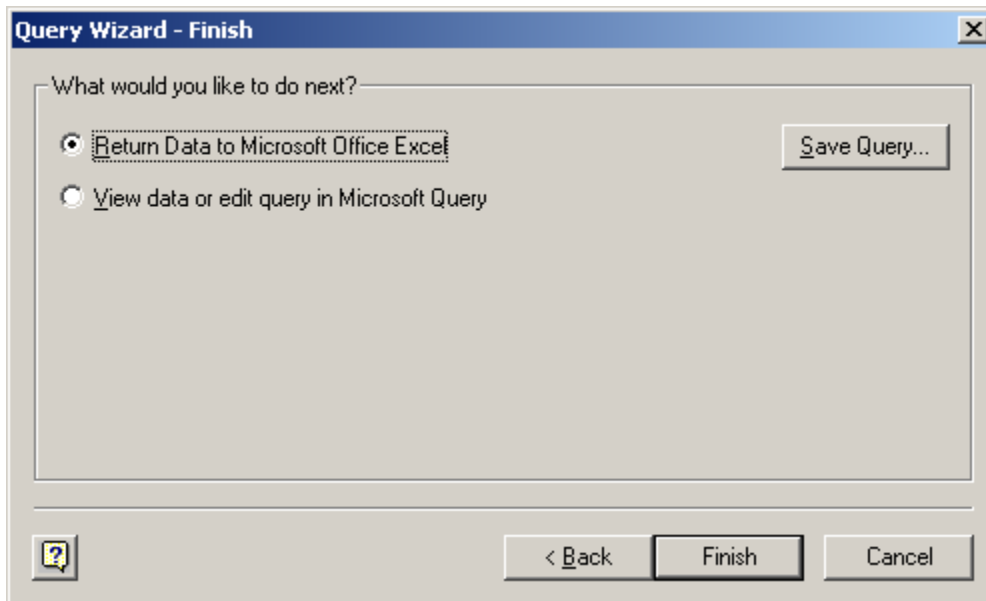
18. Import data box – Use defaults marked and click OK
19. Data will be returned to Excel  - can be manipulated here
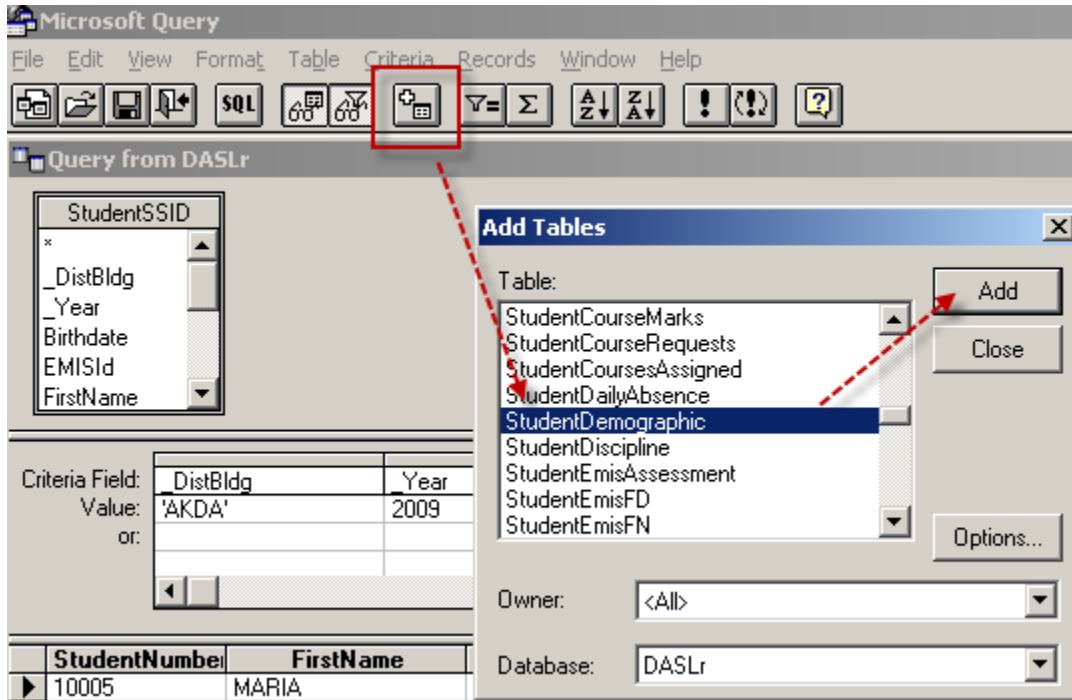20. Save file
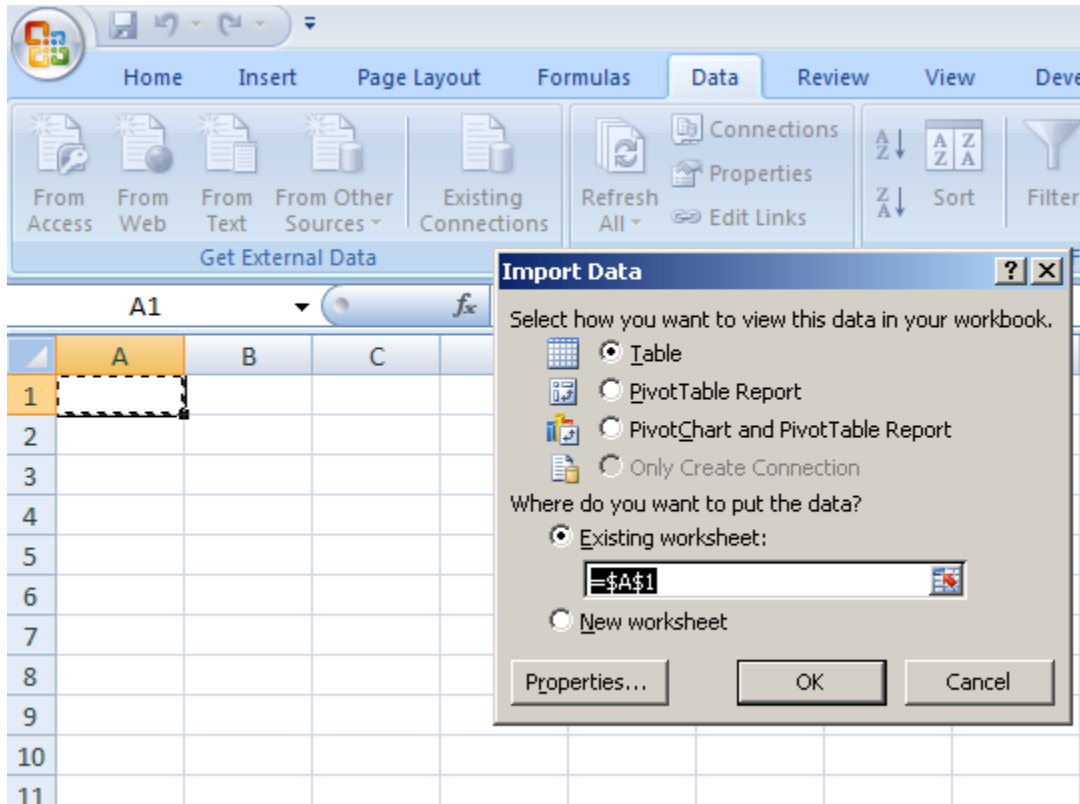


## Linking multiple tables :

Follows steps 1 – 16 and choose View Data or Edit Query in Microsoft Query

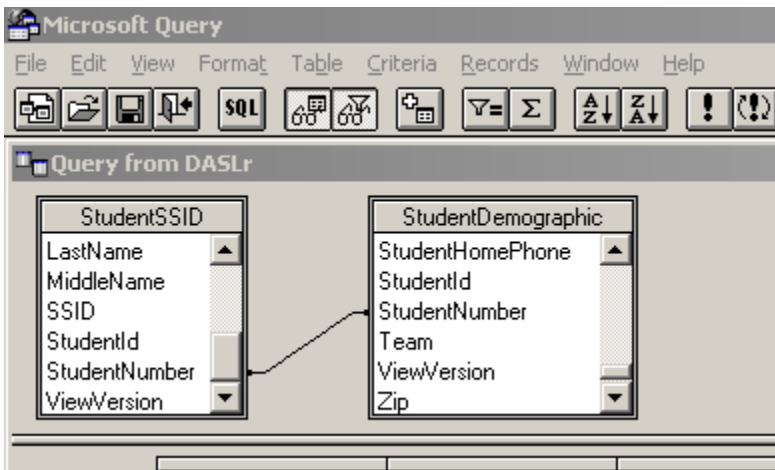1. View Data or Edit Query in Microsoft Query
2. Finish

3. + Button (at top) – Add a table
4. Find additional table to add – Click add
5. Close window



6. Linking Tables – must be a common field ( i.e. by student number–)
   a. Highlight the common field in table, hold and drag to other table, same field, release
      i. Table is now linked

7. Choose additional fields to use – by double clicking or drag field to add
8. Click Exclamation! (query now) to review data before sending to Excel.
9. Click Return Data Icon (open door with arrow)
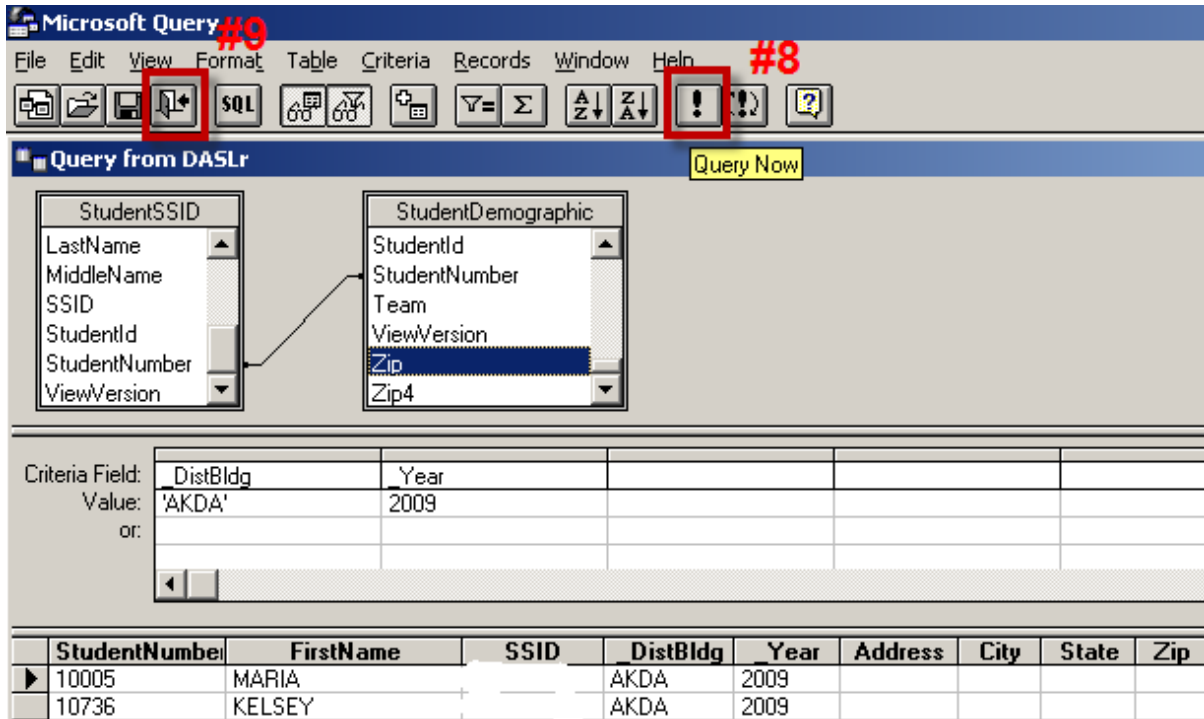


10. Import data box – Use defaults marked and click OK
11. Save

## Edit a query and Save

1. Data tab – connections, select connection, properties, definition tab, click edit query
   a. Make necessary changes by table
   b. ! (query Now)
   c. File Save as
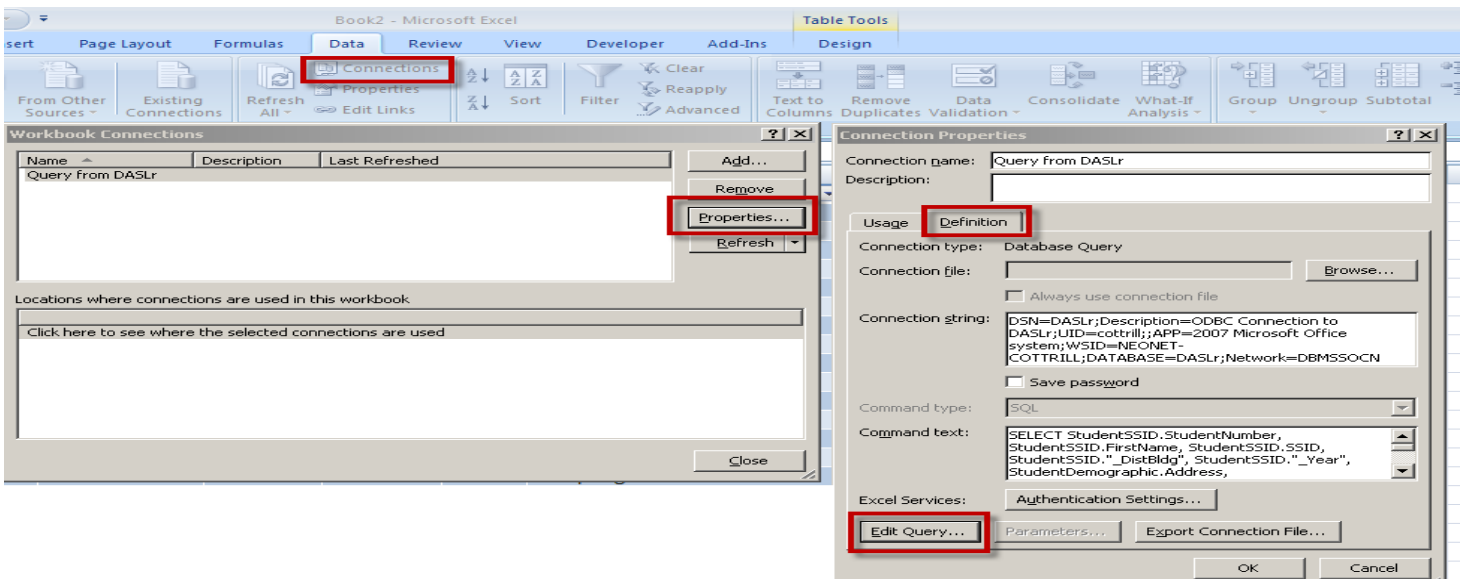
# DASLr using Excel 2007

## Open and Reuse Query:

2. Open Excel – Data – From other sources – From Microsoft Query
3. Click the Queries Tab
4. Uncheck "Use the query wizard to create or edit queries." Or if you want to view the query in Wizard keep box checked
5. If query is not listed. Click Browse
6. Click Open
7. Exclamation ! – Execute query