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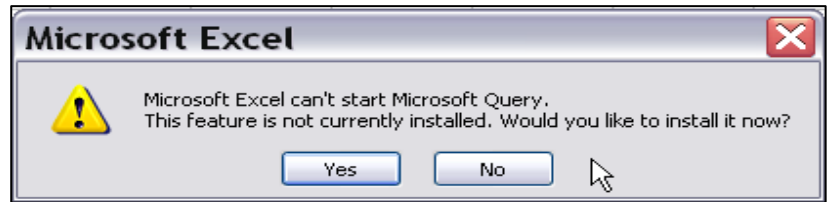
## Microsoft Excel 2003

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# Excel 2003 – Retrieving Data Using Microsoft Query

1. Microsoft Query – Chances are that you haven't installed this function and you'll see a popup like the one shown at the right, Don't panic. Just click the button labeled 'Yes'. The query program should install quickly.



2. After Microsoft Query has installed you can run the Data Connection Wizard. UNCHECK the box labeled 'Connect to a specific table:' then click the button labeled 'Next'.

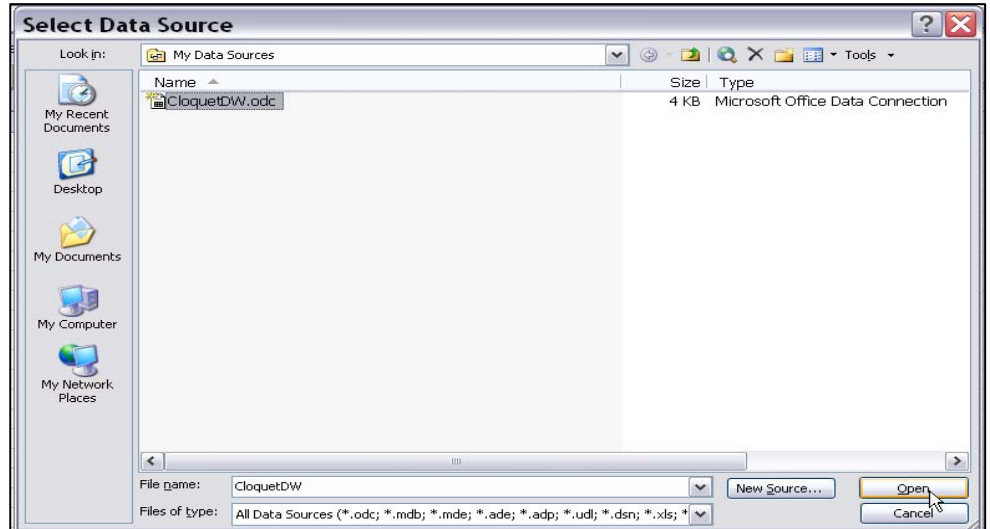


3. On the next screen just click the button labeled 'Finish'

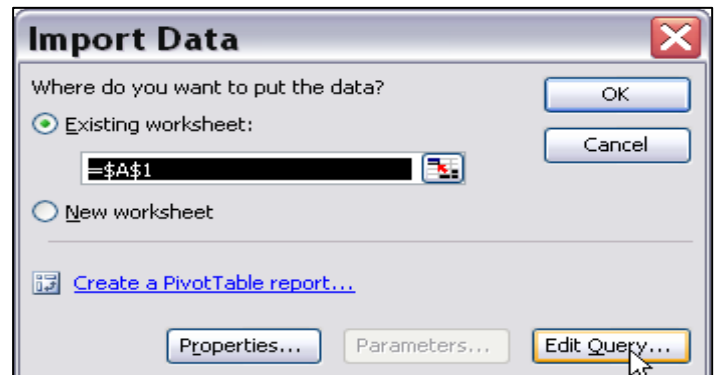


## Excel 2003 – Retrieving Data Using Microsoft Query

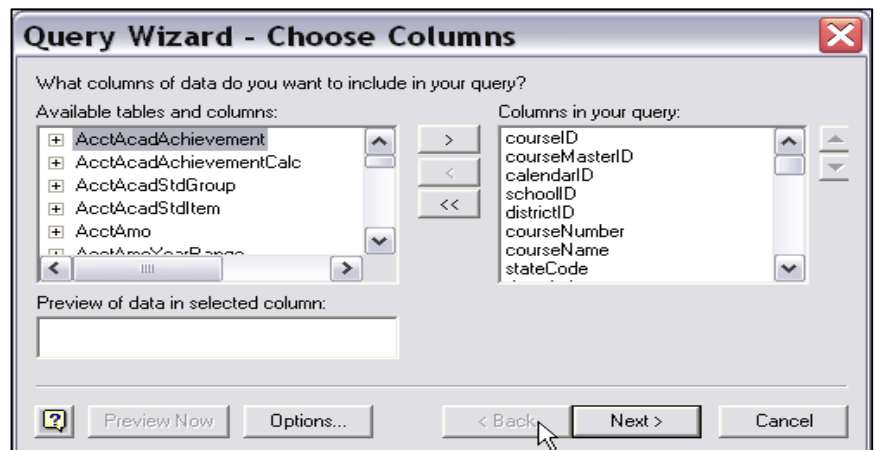
4. Select the desired Data Source then click the button labeled 'Open'.



5. On the 'Import Data' screen, click the button labeled 'Edit Query'.

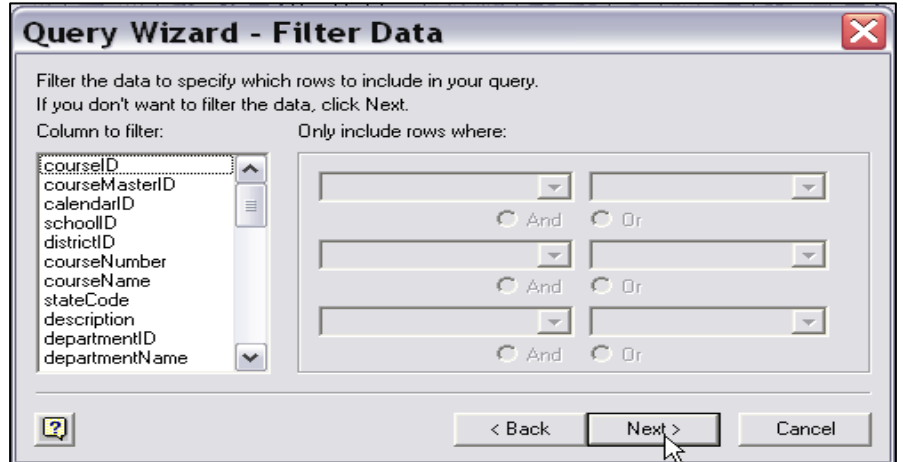


6. On the 'Query Wizard' screen, click the button labeled 'Next>'.

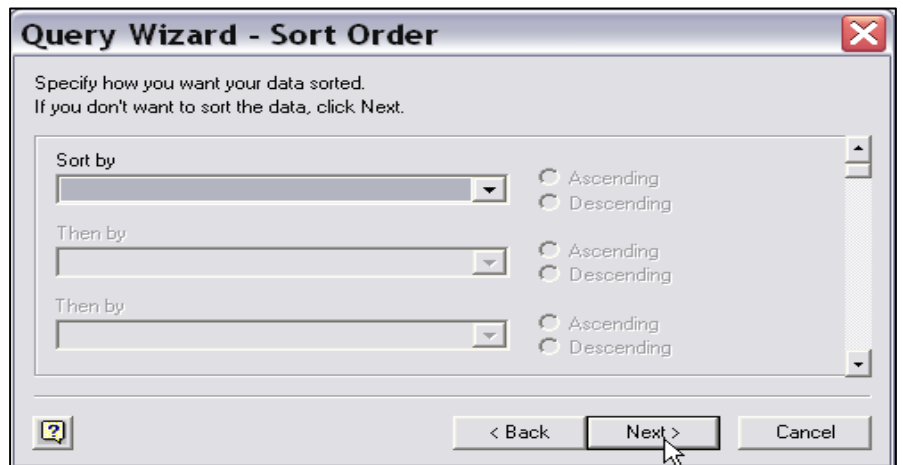


## Excel 2003 – Retrieving Data Using Microsoft Query

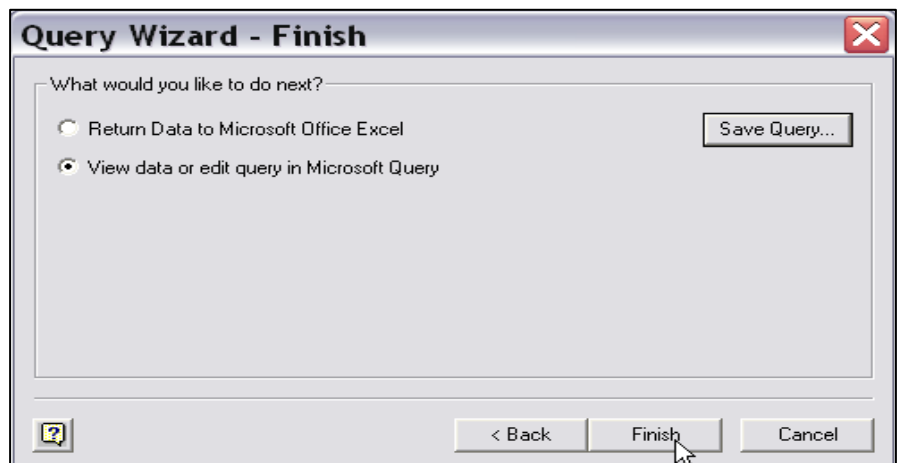
7. On the 'Query Wizard – Filter Data' screen just click the button labeled 'Next>' because we'll be pasting a query.



8. On the 'Query Wizard – Sort Order' screen just click the button labeled 'Next>' because we'll be pasting a query.

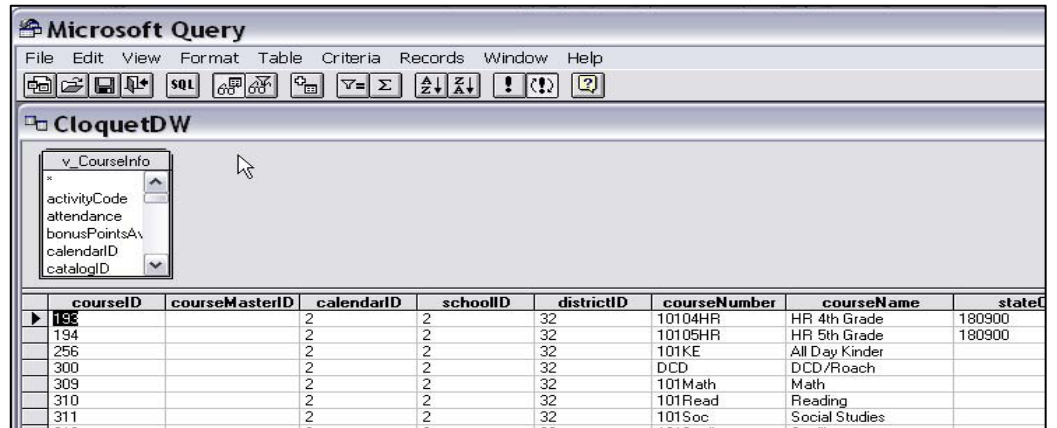


9. On the 'Query Wizard – Finish' screen select the radio button 'View data or edit query in Microsoft Query' then click the button labeled 'Finish' because we'll be pasting a query.



## Excel 2003 – Retrieving Data Using Microsoft Query

10. This should open the Microsoft Query window



11. Listed below, is an example that would work if you're linking to the Infinite Campus Data Warehouse.

```
SELECT DISTINCT e.personID, p.stateID, i.lastName, i.firstName, c.name, e.calendarID,
e.grade,
e.startDate, e.startStatus, e.endDate, a.TestName, a.TestSubject, a.TestDate, a.Grade,
ad.LabelName, ad.Score, ad.ScorePercent
```

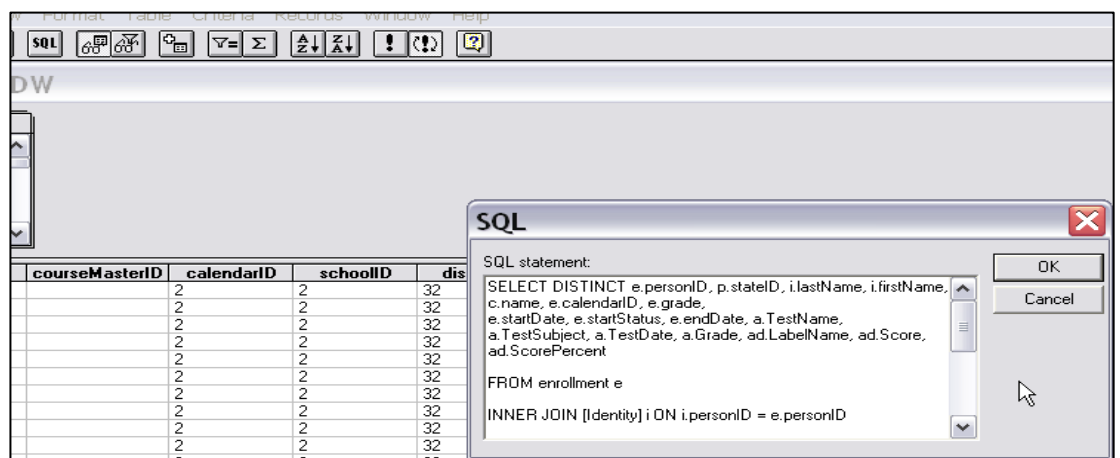
```
FROM enrollment e
```

```
INNER JOIN [Identity] i ON i.personID = e.personID
INNER JOIN Person p ON p.personID = i.personID
INNER JOIN calendar c ON c.calendarID = e.calendarID
INNER JOIN assessments a ON a.MARSSNbr = p.stateID
INNER JOIN assessment_detail ad ON ad.assessmentID = a.assessmentID
```

```
WHERE (e.startDate BETWEEN '9/2/2003' AND '9/15/2003') AND (e.grade LIKE '%k%') AND
(e.grade NOT LIKE 'hk')
AND ad.LabelName = 'MINNESOTA PERCENTILE RANK'
```

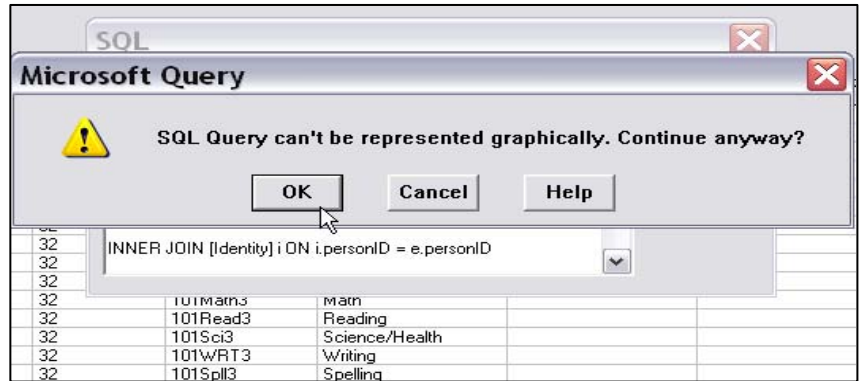
```
ORDER BY c.name, e.grade, i.lastName, i.firstName
```

12. Click the Microsoft Query dashboard button labeled 'SQL'. Delete the existing query, then recreate the query listed in step 34 into the SQL window. When finished, click the button labeled 'OK'.

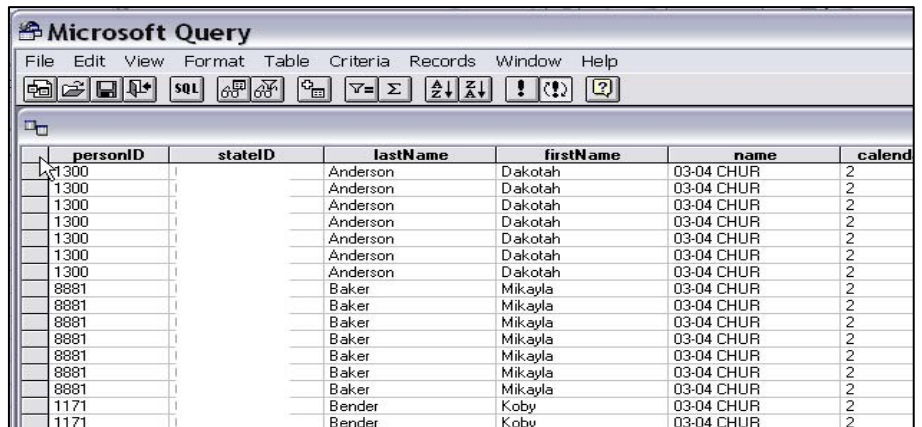


# Excel 2003 – Retrieving Data Using Microsoft Query

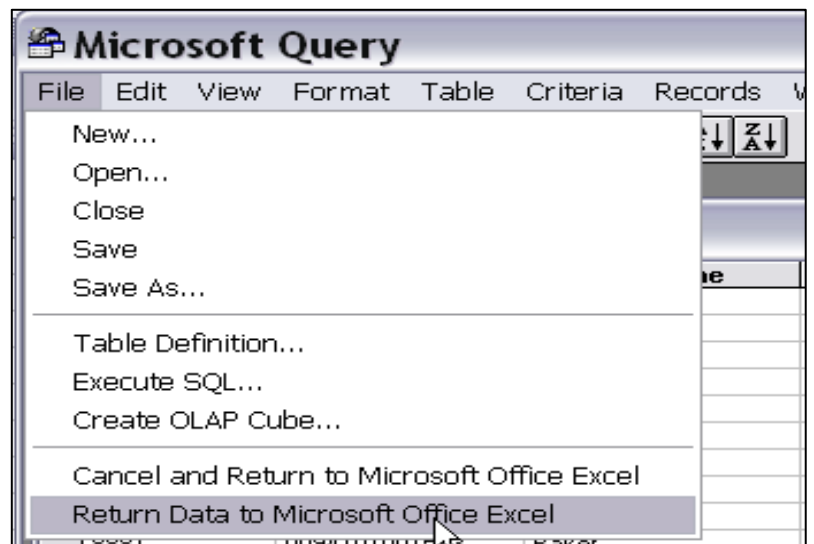
- 13. Ignore the message – just click the button labeled 'OK'



- 14. The query should regenerate immediately with the results you asked for when you pasted the contents of the clipboard.

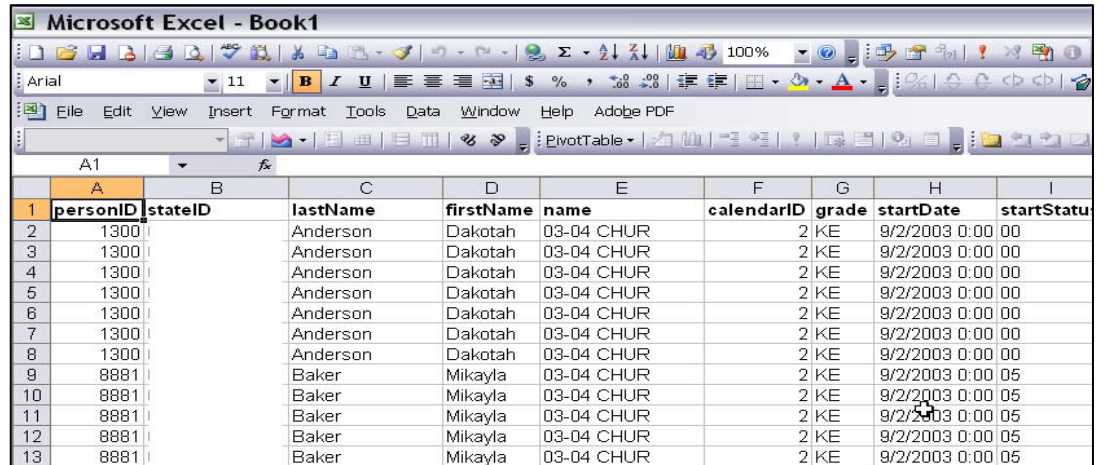


- 15. Click on 'File' and select 'Return Data to Microsoft Office Excel'.



## Excel 2003 – Retrieving Data Using Microsoft Query

16. The results of the SQL Query are moved into your Excel Workbook. You can now use other Excel features to manipulate the appearance of the dataset.



The screenshot shows the Microsoft Excel 2003 interface with a PivotTable. The PivotTable is set to show data for the field 'personID' in the 'stateID' category. The data is organized into columns for 'personID', 'stateID', 'lastName', 'firstName', 'name', 'calendarID', 'grade', 'startDate', and 'startStatus'. The data is sorted by 'personID' and shows 13 rows of student records.

	A	B	C	D	E	F	G	H	I
1	personID	stateID	lastName	firstName	name	calendarID	grade	startDate	startStatus
2	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
3	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
4	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
5	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
6	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
7	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
8	1300		Anderson	Dakotah	03-04 CHUR	2	KE	9/2/2003 0:00	00
9	8881		Baker	Mikayla	03-04 CHUR	2	KE	9/2/2003 0:00	05
10	8881		Baker	Mikayla	03-04 CHUR	2	KE	9/2/2003 0:00	05
11	8881		Baker	Mikayla	03-04 CHUR	2	KE	9/2/2003 0:00	05
12	8881		Baker	Mikayla	03-04 CHUR	2	KE	9/2/2003 0:00	05
13	8881		Baker	Mikayla	03-04 CHUR	2	KE	9/2/2003 0:00	05