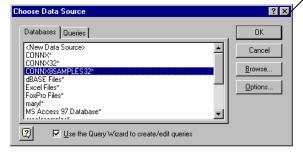


CONNX 9.0 Quick Reference Card

Using Microsoft Excel to Access CONNX Data Sources

1. Create a new workbook in Microsoft Excel. On the Data menu, select Import External Data, and then select New Database Query. The Microsoft Query Choose Data Source dialog box appears. Select a data source for your query on the **Databases** tab. and then click OK.





2. Type your user name and password in the CONNX Integrated Logon dialog box. You can select an application or database type in the **Application** list box, or click the **Custom** button to view a list of databases available for connection. Click the **OK** button

? ×

Import Data

=\$A\$1

O New worksheet

Existing worksheet:

Create a PivotTable report...

Properties...

5. To insert a sort order, select a column to sort by in

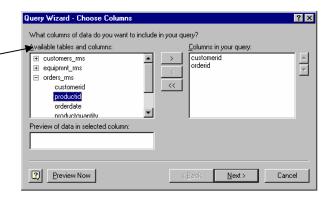
Descending order. Click the Next button.

< Back

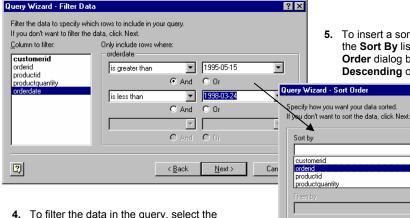
Next>

the Sort By list box in the Query Wizard - Sort

Order dialog box, and then select Ascending or



3. Select the tables and columns to use within the query and click the > button. After selecting the tables, click the Next button.



column to filter by in the left pane of the Query Wizard - Filter Data dialog box. Select filter criteria from the list box, and then select either And or Or criteria

> **6.** The **Finish** dialog box appears. Select destinations for your data, then click the Finish button. In the Import Data dialog box, click the Existing Worksheet check box or create a new worksheet in which to place your data. You can also create a Pivot Table report.

from the list of choices describing possible

X Microsoft Excel - Book4 _ 🗆 × File Edit View Insert Format Tools Data Window Help Arial - 10 - B / U = = = | | | G5 В customerid orderid productid product quantity orderdate 2 ANTHB 24 10/24/96 3 ANTHB 60 3/12/97 43 15 4 ANTHB 60 48 15 3/12/97 5 ANTHB 105 2 201 12/25/97 6 BABUJ 111 16 30 1/31/98 BABUJ 1/31/98 111 62 14 8 BABUJ 111 72 16 1/31/98 9 BABUJ 111 75 20 1/31/98 Sheet1 / Sheet2 / Sheet3 / 1 ? X NUM I Where do you want to put the data? OK Cancel

Edit Query...

7. Click the **OK** button to view the results of the query.

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