

ODBC Connection for Excel 2010

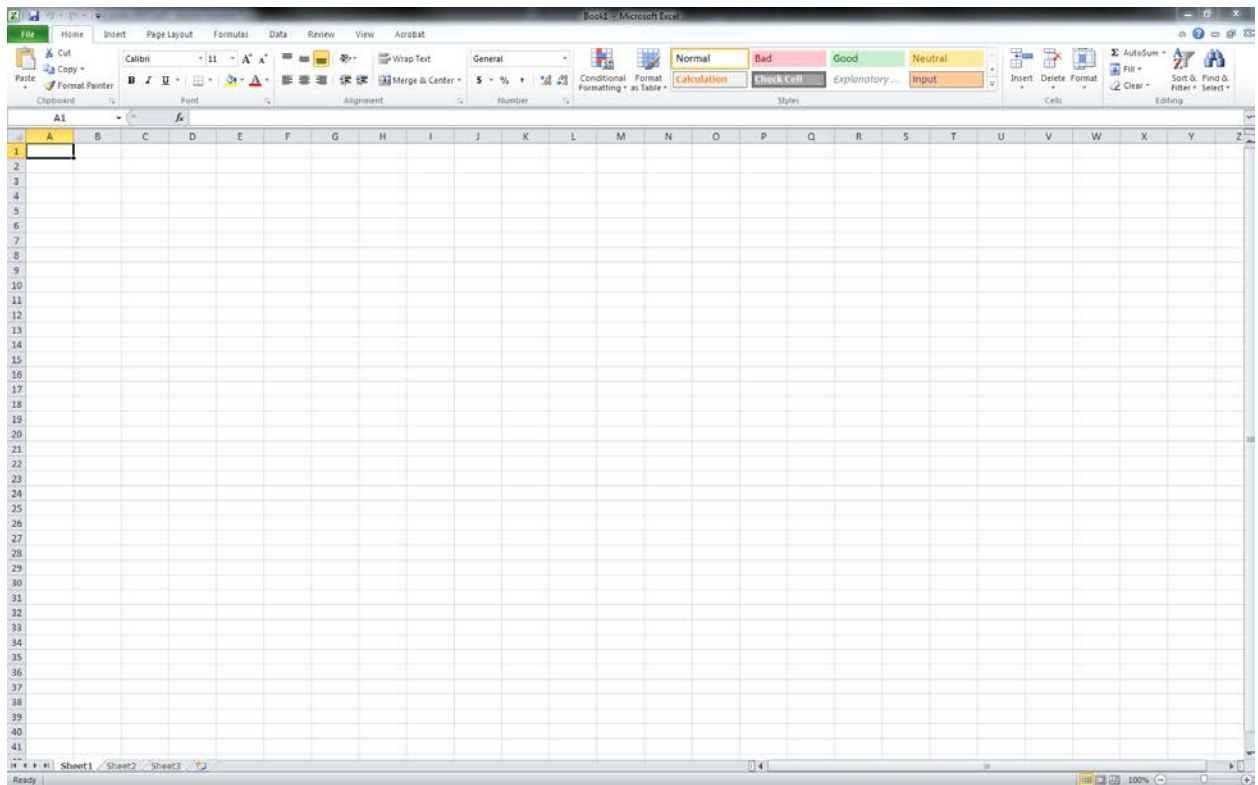
Linking nulook Tables



Institutional Effectiveness and Analytics
UNIVERSITY OF NEBRASKA-LINCOLN

OCTOBER 2012
UPDATED APRIL 2016

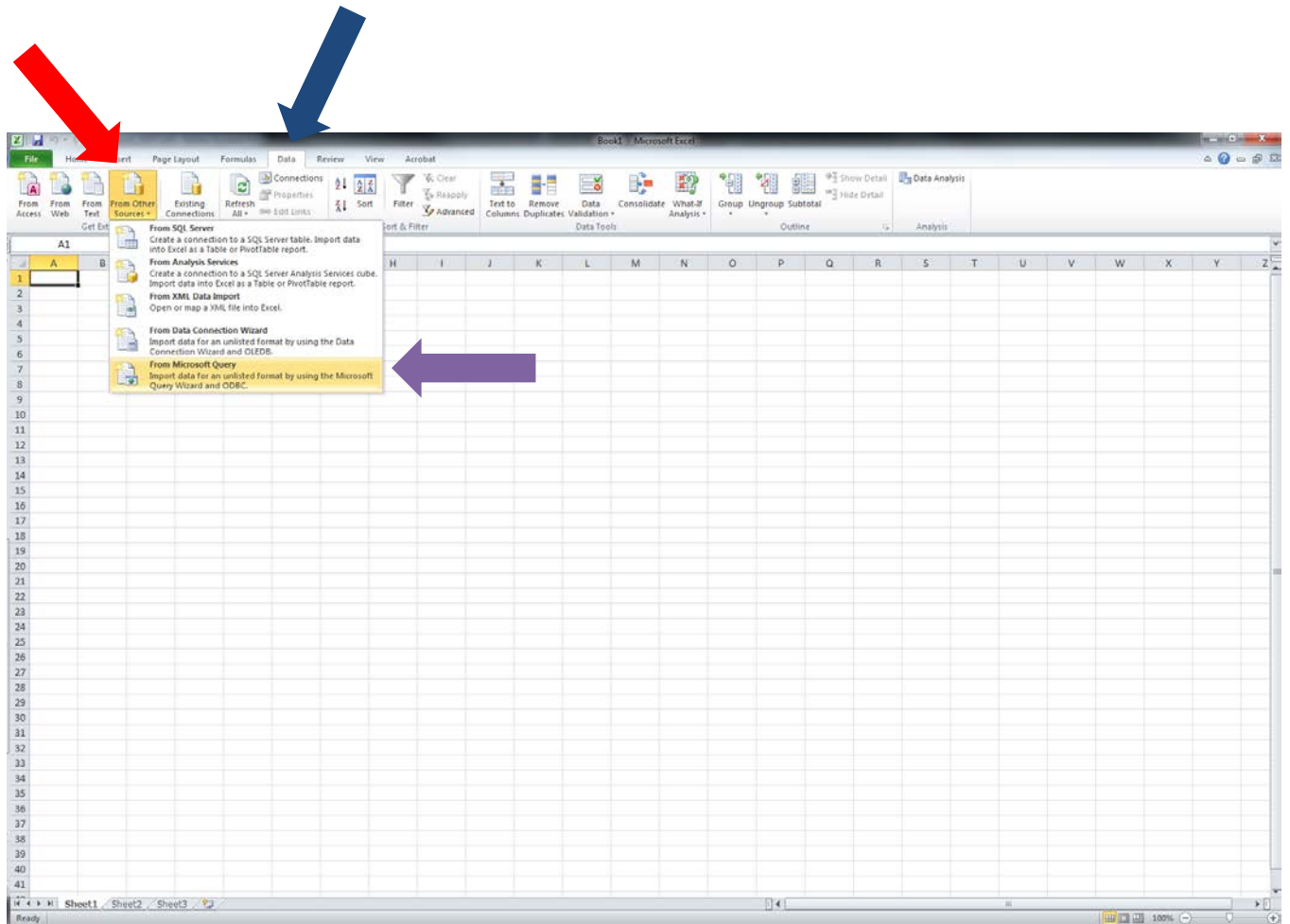
Open a blank Excel 2010 file.



Click on “Data” tab (see blue arrow)

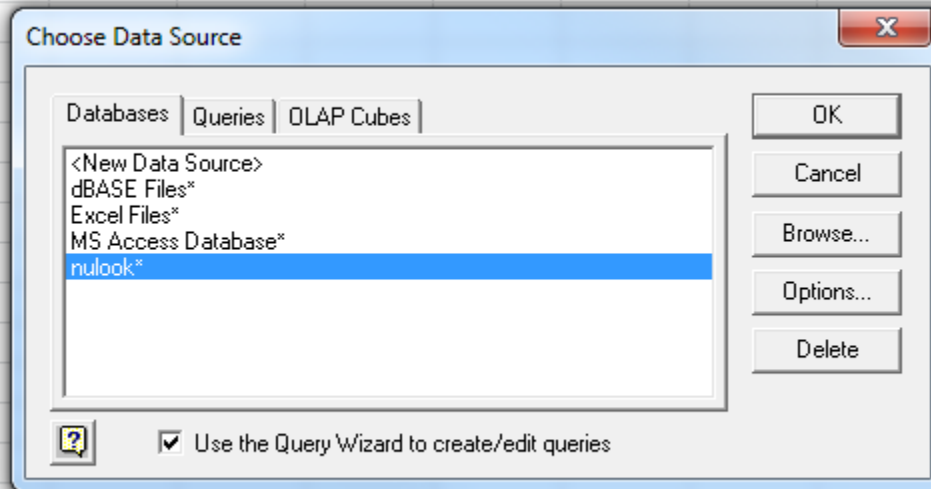
Click the small arrow on “From Other Sources” (see red arrow)

Click on “From Microsoft Query” (see purple arrow)



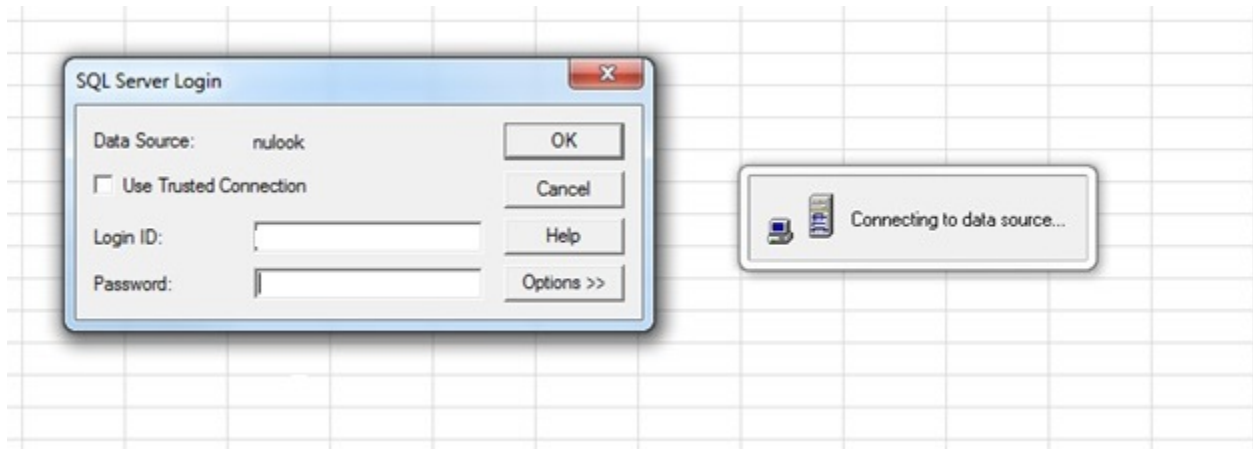
The “Choose Data Source” window will open.

Click on “**nulook***” and click on “**OK**”



The “SQL Server Login” window will open.

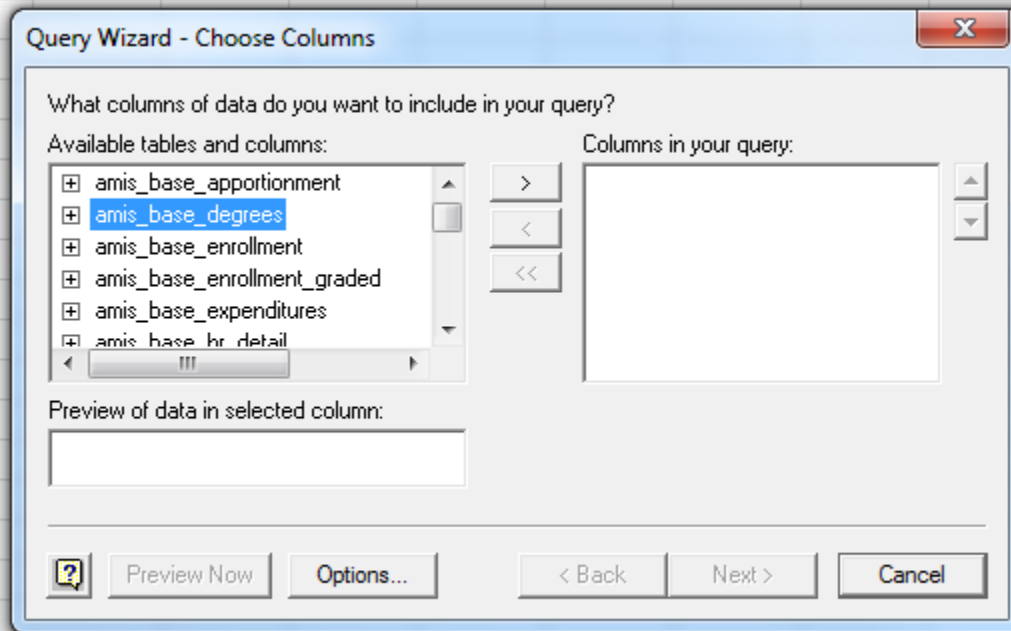
Enter your **TrueYou** credentials. Note that your “**Login ID**” will probably be displayed; thus, only your “**Password**” will be needed, and click “**OK**”.



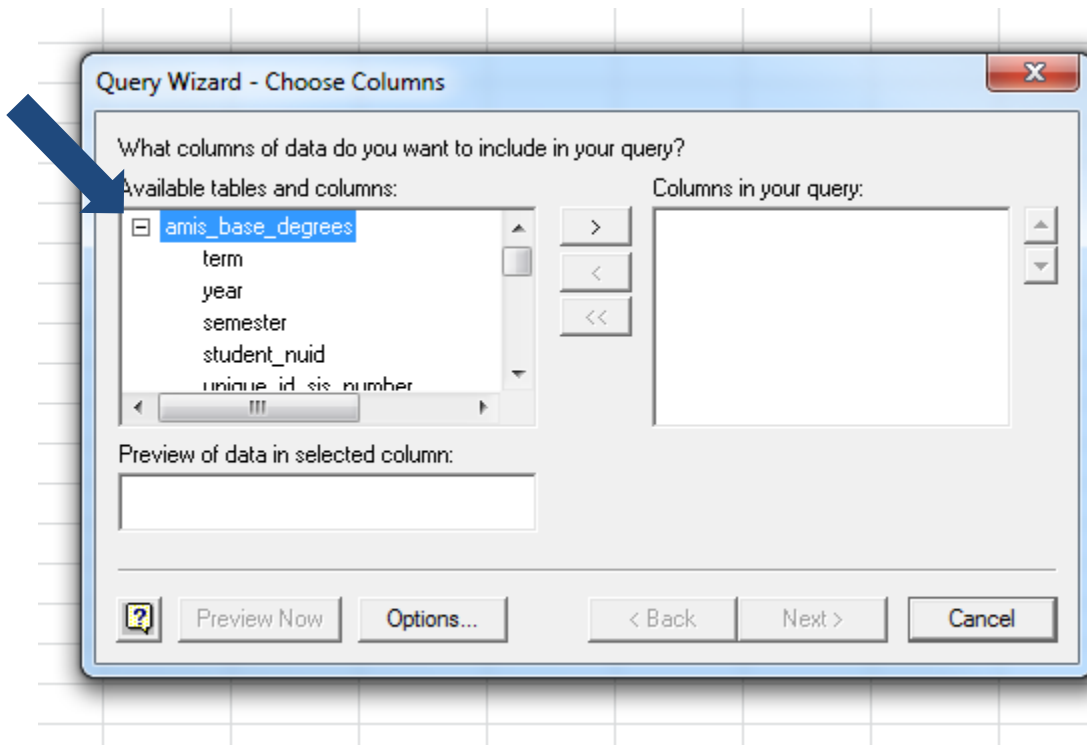
The “Query Wizard – Choose Columns” window will open.

Locate the table you wish to use.

In this example, we will use “amis_base_degrees”.



Click on the “plus sign” next to “amis_base_degrees”. Note that the “plus sign” turns to a “minus sign” when opened (see blue arrow). This will display the fields within the table “amis_base_degrees”.

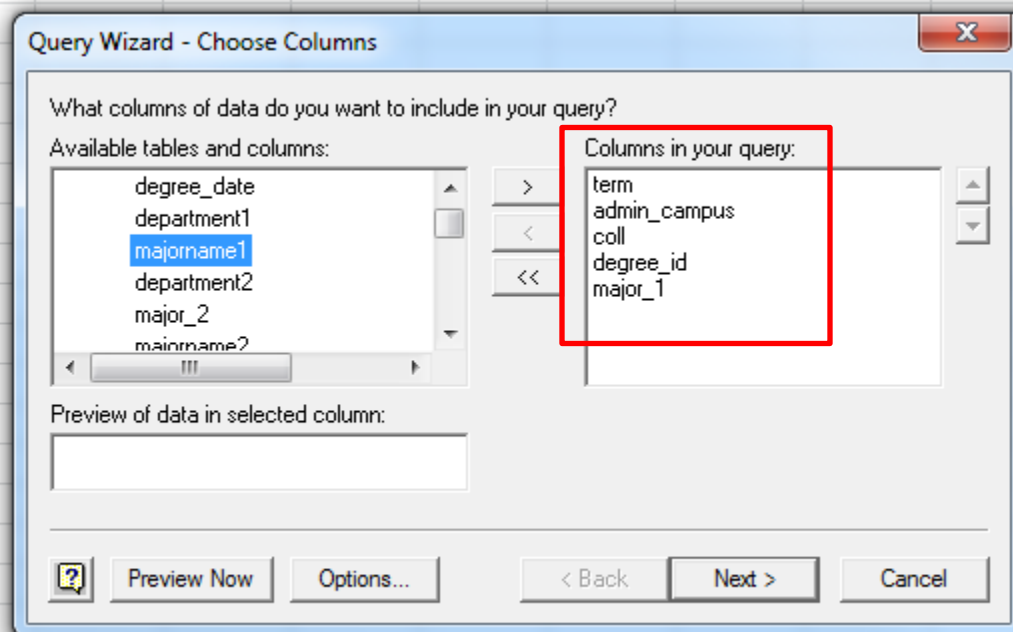


To select a field, either

1. Double-click on the field name, or
2. Single-click on the field name, and click on the right-facing arrow in the middle of the window.

In either case, the field name will move from the “**Available tables and columns**” box to the “**Columns in your query**” box.

In this example, we would like to get a list of May 2012, undergraduate degrees and majors, in the College of Fine and Performing Arts. Therefore, select the following fields (see red box), and click “**Next**”.



Important Note: Only download the fields you need. *Excel 2010* seems to have limits on the amount of data it can import. If you run into problems downloading data due to size issues, we suggest either: 1) Further limiting your data request, or 2) Using *Microsoft Access 2010*.

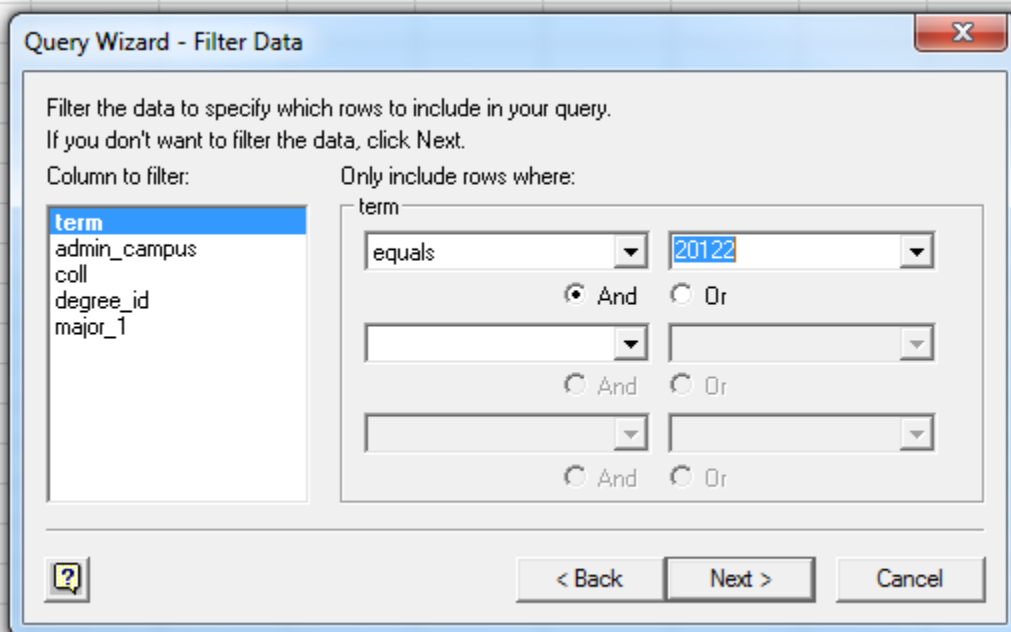
The “**Query Wizard – Filter Data**” window will open.

Now filter the request in order to specifically answer the question.

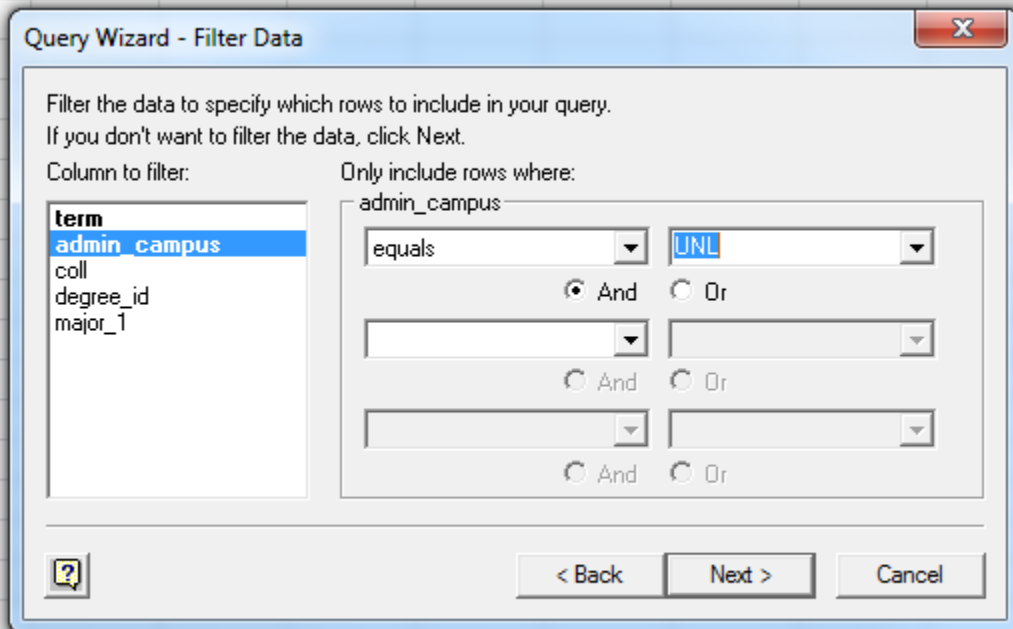
Single-click on “**term**”

Select “**equals**” from the drop-down menu

Type in “**20122**” (Spring 2012), or select it from the drop-down menu



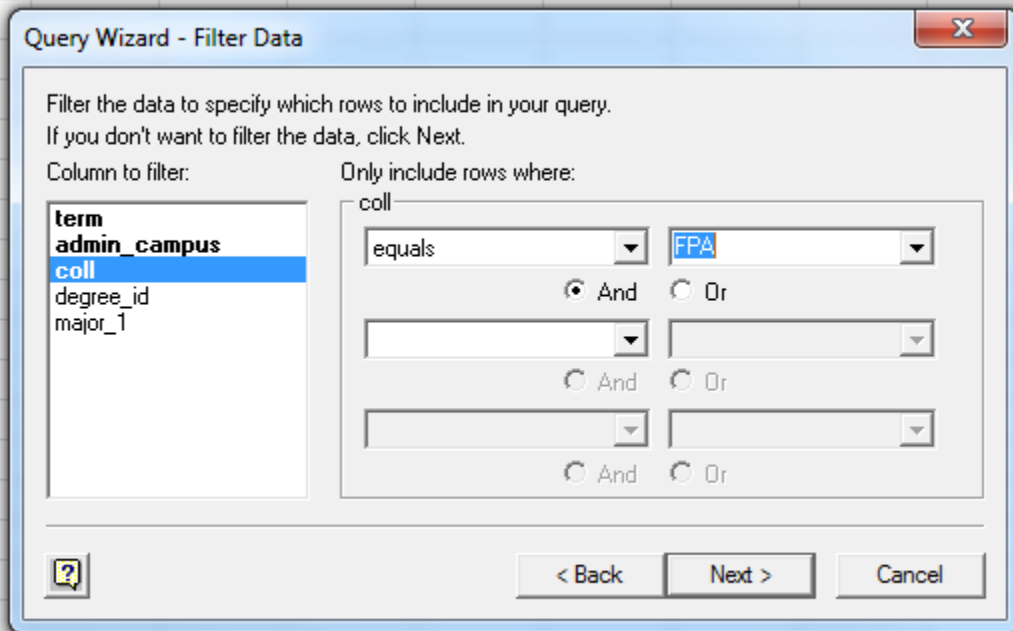
Single-click on “**admin_campus**”
Select “**equals**” from the drop-down menu
Type in “**UNL**”, or select it from the drop-down menu



Single-click on “coll”

Select “equals” from the drop-down menu

Type in “FPA”, or select it from the drop-down menu



Note that the three fields that have selection criteria are now in **bold**.

Click on “**Next**”.

The “**Query Wizard – Sort Order**” window will open.

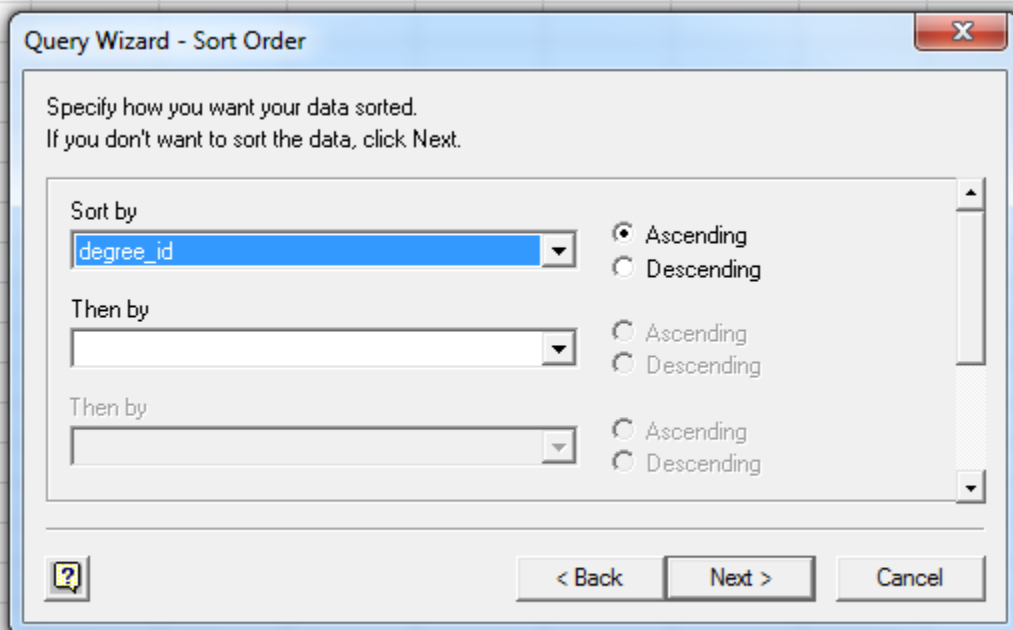
If needed, we can select a field to sort by. In this example, let’s select “**degree_id**”

Click on the “**Sort by**” drop-down menu

Select “**degree_id**”

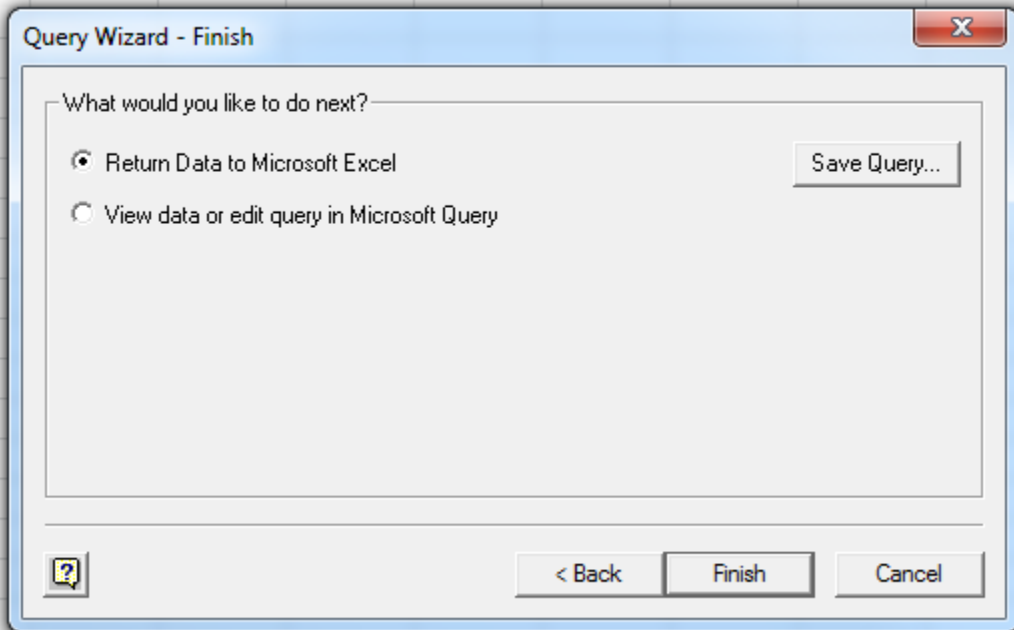
Note that an “Ascending/Descending” option is available. Take the default of “**Ascending**”.

Click “**Next**”.



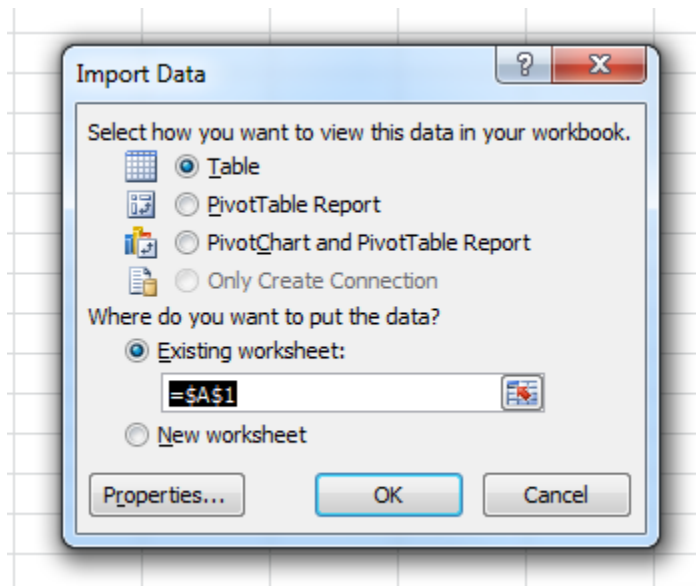
The “**Query Wizard – Finish**” window will open.

If you are satisfied with your selections, click “**Finish**”.



The “**Import Data**” window will open.

To import your data, take the default option of “**Table**” and click “**OK**”.

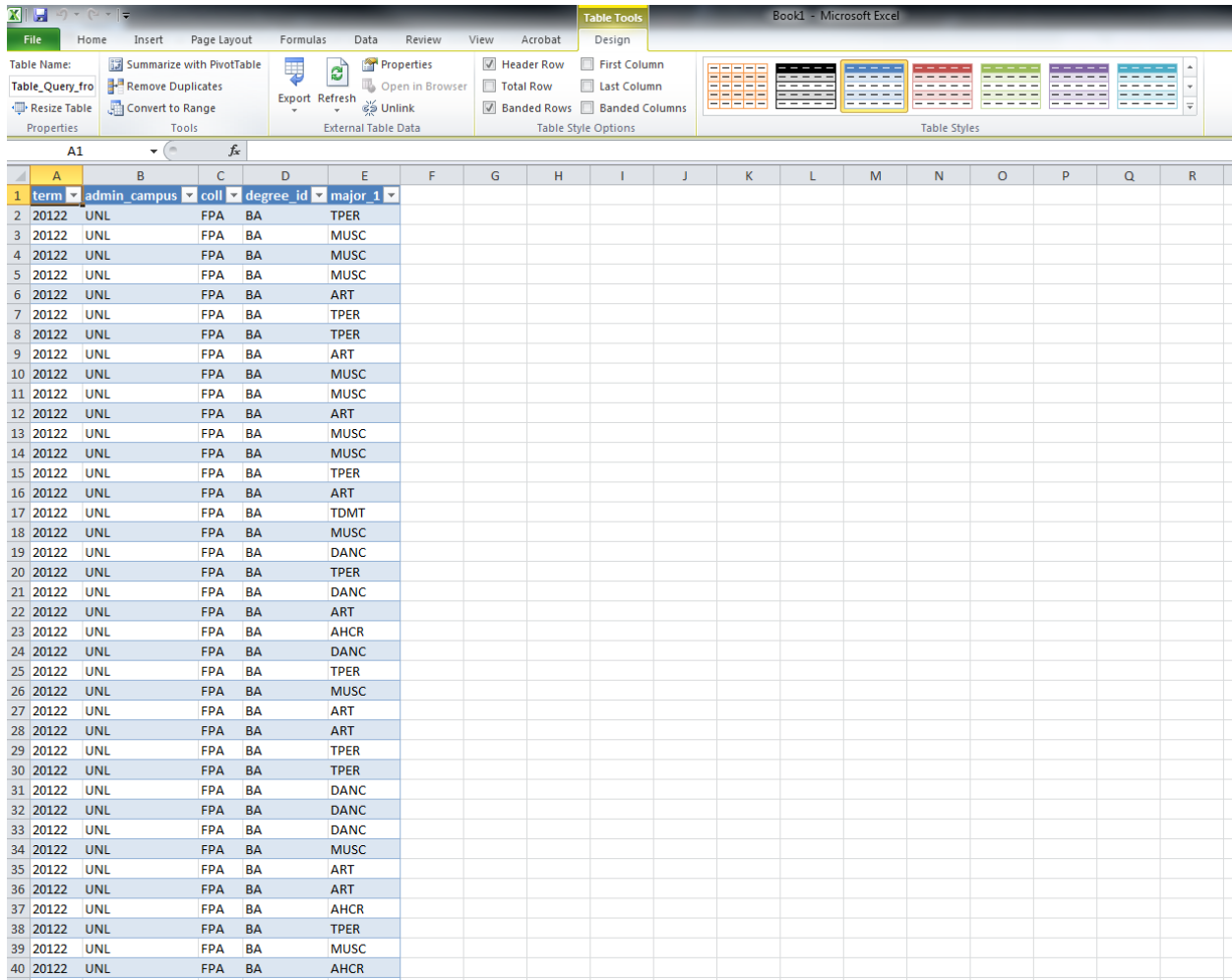


Note: Depending upon the size of the data import, you may see a brief message, in Cell A1 (*Query from NUlook...*) that the data is importing.

Your Excel spreadsheet populates with the requested data.

Note the five columns previously selected (“term”, “admin_campus”, “coll”, “degree_1”, and “major_id”) are imported, and that the data is sorted by “degree_id”.

Remember to **save your new file** to your local PC and/or network drive.



The screenshot shows the Microsoft Excel interface with a table named 'Table_Query_fro'. The table has 5 columns: 'term', 'admin_campus', 'coll', 'degree_id', and 'major_1'. The data is sorted by 'degree_id'. The table contains 40 rows of data, with the first row being the header row. The data is as follows:

term	admin_campus	coll	degree_id	major_1
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	TDMT
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	DANC
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	DANC
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	AHCR
20122	UNL	FPA	BA	DANC
20122	UNL	FPA	BA	DANC
20122	UNL	FPA	BA	DANC
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	ART
20122	UNL	FPA	BA	AHCR
20122	UNL	FPA	BA	TPER
20122	UNL	FPA	BA	MUSC
20122	UNL	FPA	BA	AHCR