

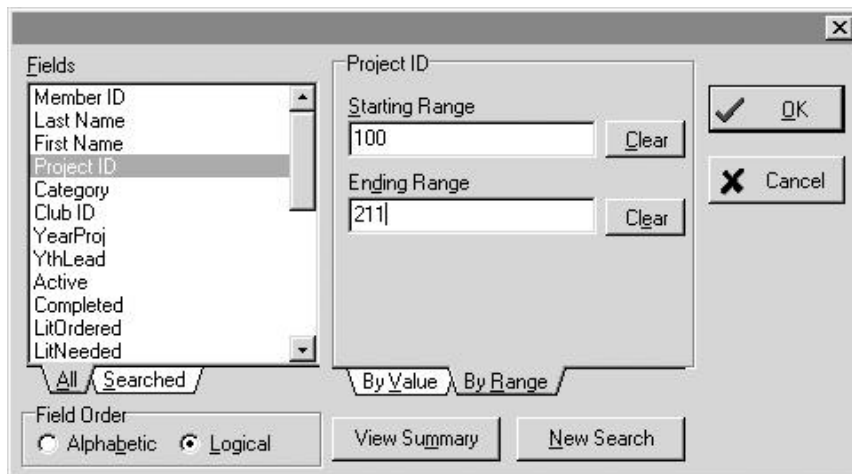
Exporting Projects into Microsoft Excel

Scenario:

The Livestock Committee has requested a list of animal projects to use for the Quality Assurance sign-in sheets and also for the County Livestock Sale program.

Directions:

- ◆ Go to File|Additional Queries|Member Project Query, and then File|Filter. Since we want Certain Projects, click on the Project ID field and set your options as shown at right.



- ◆ Click on the BY RANGE tab and type in projects 100 thru 211. This will pull all of your animal projects. This range may be different depending on any county projects you may have added. It will be easy to take out the non-essential projects once you have exported into Excel.

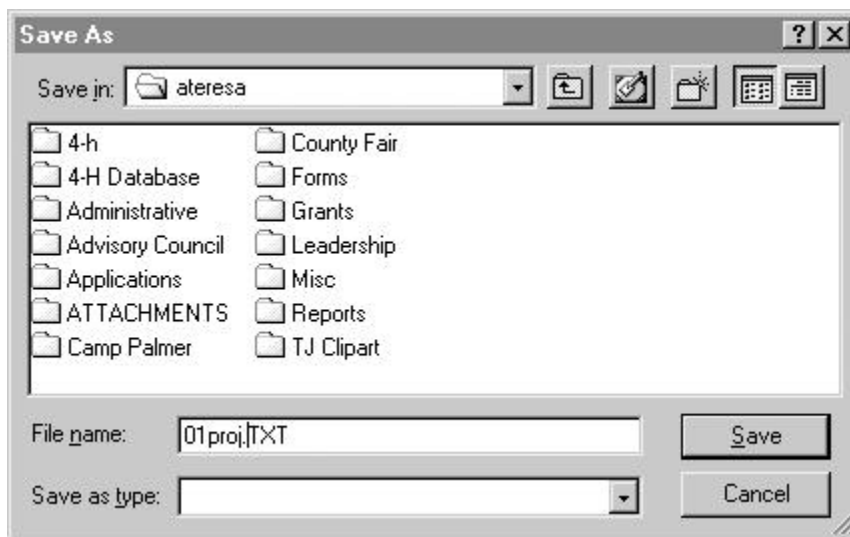
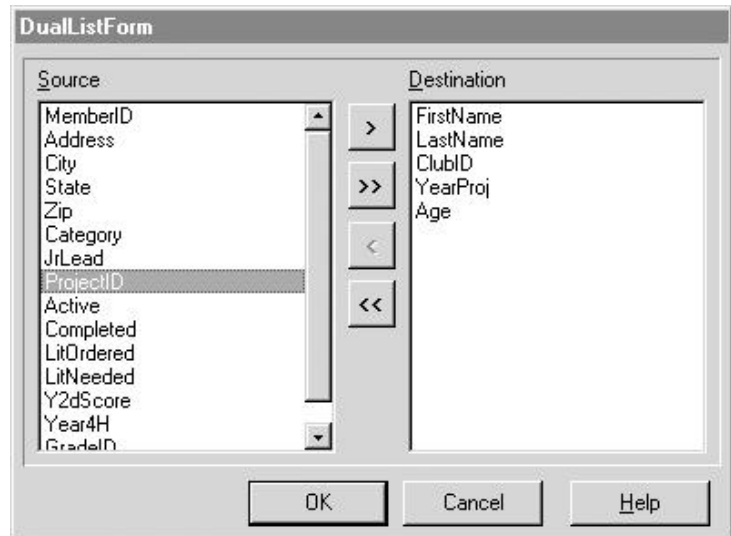
- ◆ The list that appears on the Project Query screen will now list only those members with projects 100 – 211. Remember that the first rule in using Member Query is that nothing happens unless something is highlighted.

- ◆ Choose Select|Select All. (You can Ctl-click to un-highlight any members that you don't want to export...)

- ◆ Choose File|Export|ASCII.

Member ID	Last Name	First Name	Project ID	Category	Club ID	YearProj
10004	BRANCH	KELLI	182	Members	670	1
10006	DAVIS	NATALIE	139	Members	640	1
10012	HERBER	NIKKI	200	Members	670	1
10012	HERBER	NIKKI	204	Members	240	1
10012	HERBER	NIKKI	206	Members	240	1
10015	HURD	JEFF	152	Members	060	2
10016	JOHNSON	JESSICA	139	Members	320	1
10016	JOHNSON	JESSICA	140	Members	320	1
10017	JOHNSON	JILL	139	Members	320	1
10017	JOHNSON	JILL	140	Members	320	1
10017	JOHNSON	JILL	198	Members	320	1
10020	LAUKHUF	TRENT	121	Members	060	2
10021	LEVOS	JENNIFER	200	Members	240	3
10021	LEVOS	JENNIFER	204	Members	240	3
10021	LEVOS	JENNIFER	206	Members	240	3
10024	MANZ	TIMOTHY	154	Members	340	1

- ◆ The nice thing about this export (as opposed to the “export table” function) is that you can choose which fields you want to export. The order in which you double-click to move them to the right column will determine the order when the file is opened or imported.



- ◆ After you specify fields, and press OK, you will have a normal “Save” screen. Always be careful to save things where you can find them again! Just as important as location, though, is name. Name this something logical—I chose 01proj.txt.

- ◆ Well, now you’ve saved this information, what to do next? This information can be directly opened in Microsoft Excel.
- ◆ When using the exported data in Excel, you do not have to create a spreadsheet, just open one. Start Excel running, and choose File|Open. On the “Files of Type:” box (lower left), choose either “all files” or “text files”. Locate 01proj.txt and click Open.

- ◆ Now you're in a "wizard" that guides you through the process of converting a text file to an Excel document. Make the selections as shown (click Next on each screen), then click Finish. Your Blue Ribbon data (only projects 100-211, and only the fields you specified) is now a spreadsheet.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the Data Type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File Origin:

Preview of file C:\My Documents\Blue Ribbon\Blue ... \Club101.TXT.

1	"101"	"10101"	"Tracy"	"Cramer"	"1734 US
2	"101"	"10102"	"Natalie"	"Schleusner"	"311 S. Union
3	"101"	"10104"	"Danielle"	"Snyders"	"1306 S. Carroll
4	"101"	"10107"	"Megan"	"Huyser"	"3125 200th St.
5	"101"	"10109"	"Natalie"	"Herbert"	"1341 US 75
6	"101"	"10110"	"Cheryl"	"Hulstein"	"2630 180th St.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters:

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text Qualifier:

Data preview

101	10101	Tracy	Cramer	1734 US 75 Ave.	Rock Rapid
101	10102	Natalie	Schleusner	311 S. Union	Rock Rapid
101	10104	Danielle	Snyders	1306 S. Carroll	Rock Rapid
101	10107	Megan	Huyser	3125 200th St.	Rock Rapid
101	10109	Natalie	Herbert	1341 US 75	Rock Rapid
101	10110	Cheryl	Hulstein	2630 180th St.	Rock Rapid