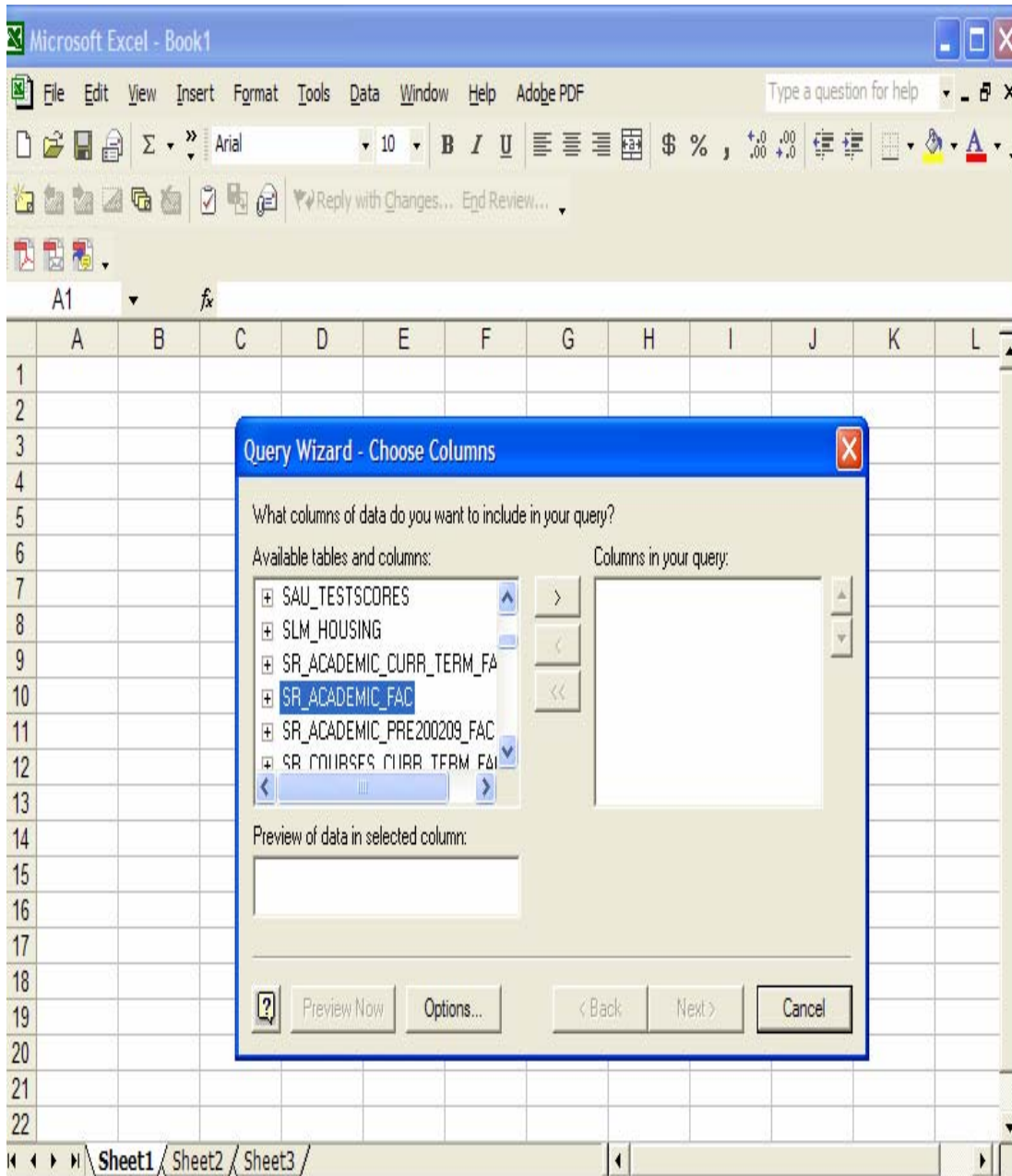
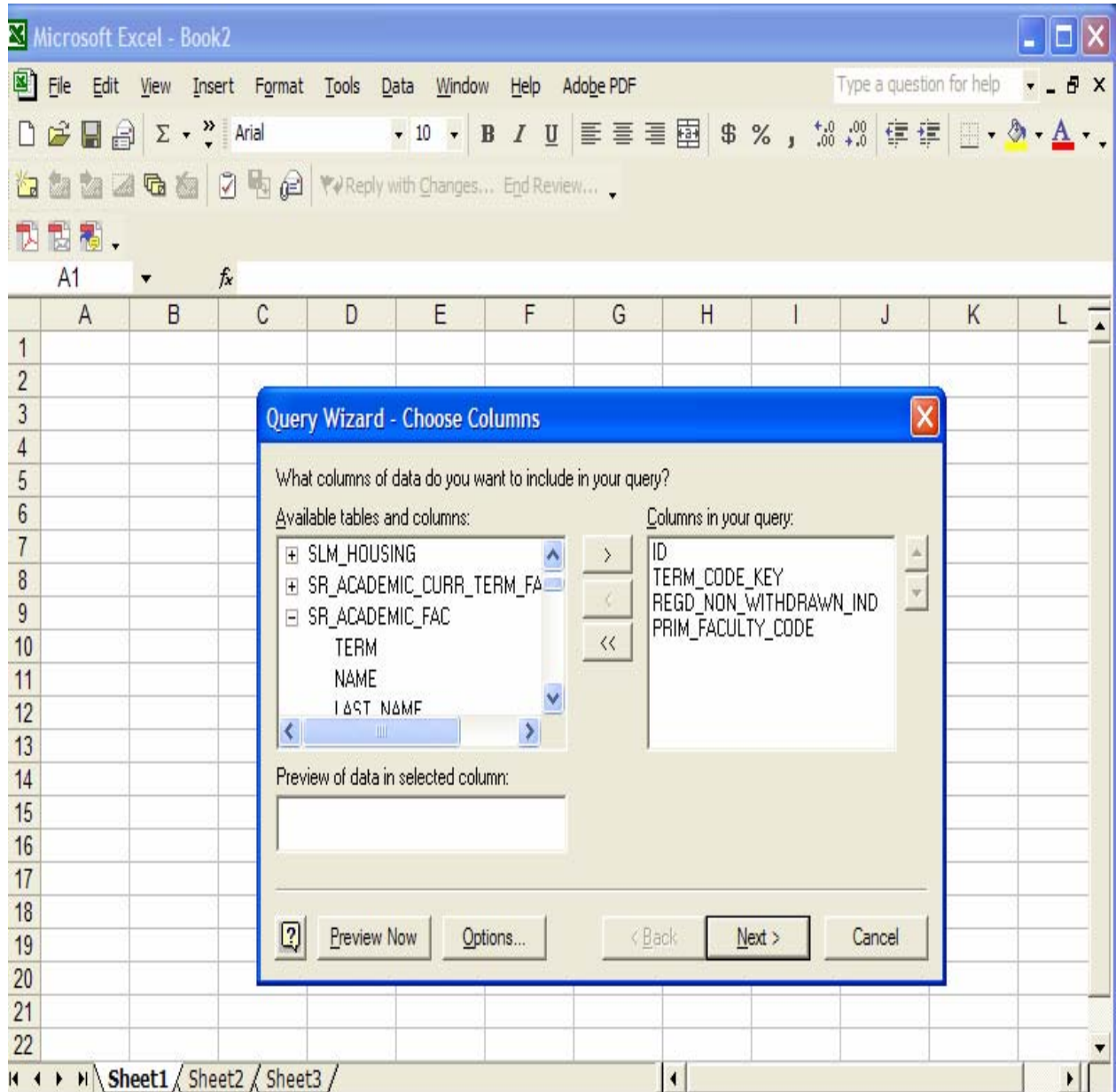


Performing a query using Excel

1) Select the view needed for you query from “Available tables and columns”

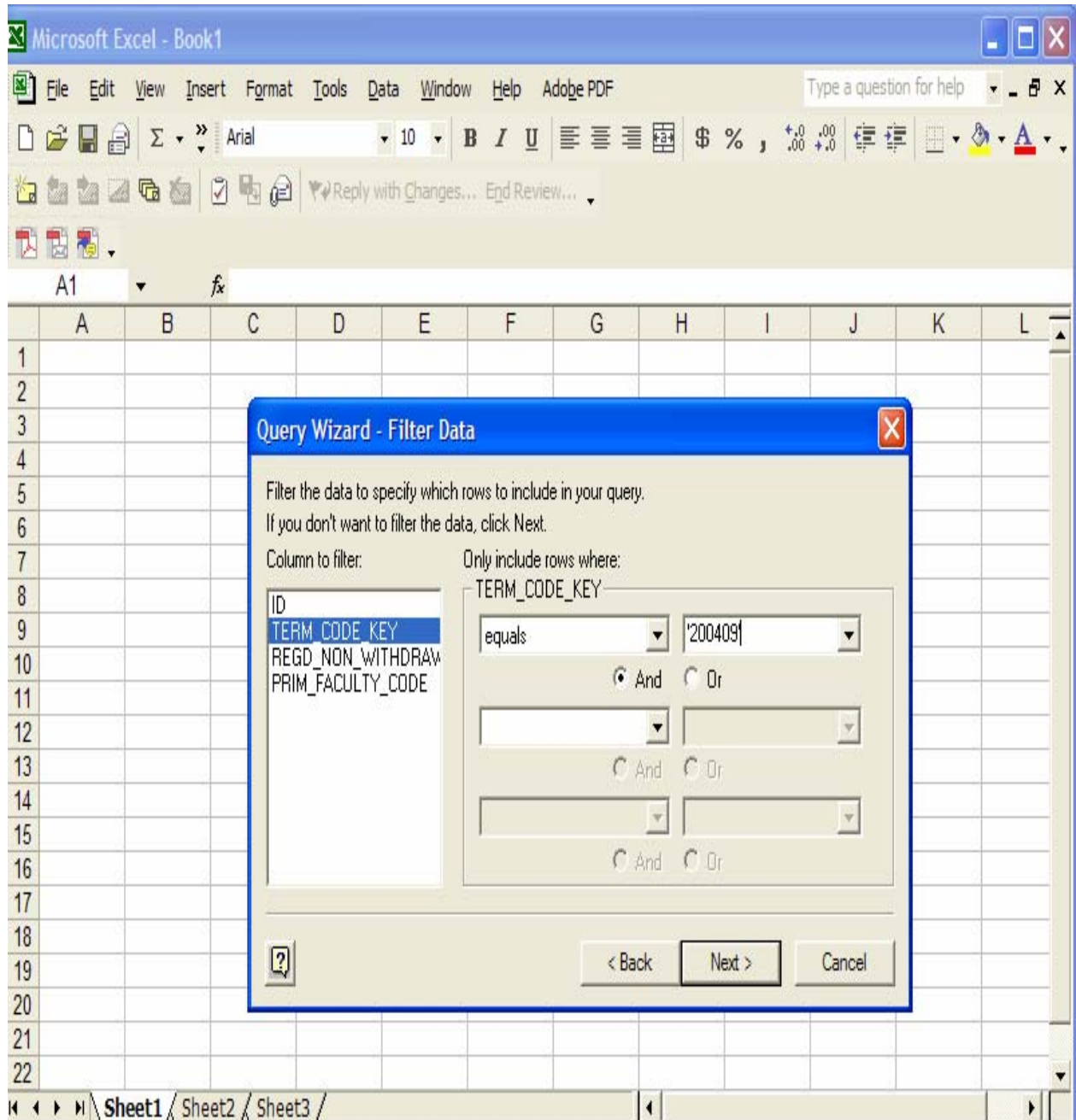


2) Once the view needed is clicked on, a list of columns in that view will appear. Double click on the columns you would like to include in your query. It will then appear in the box under “Columns in your query”. Click on “Next”.

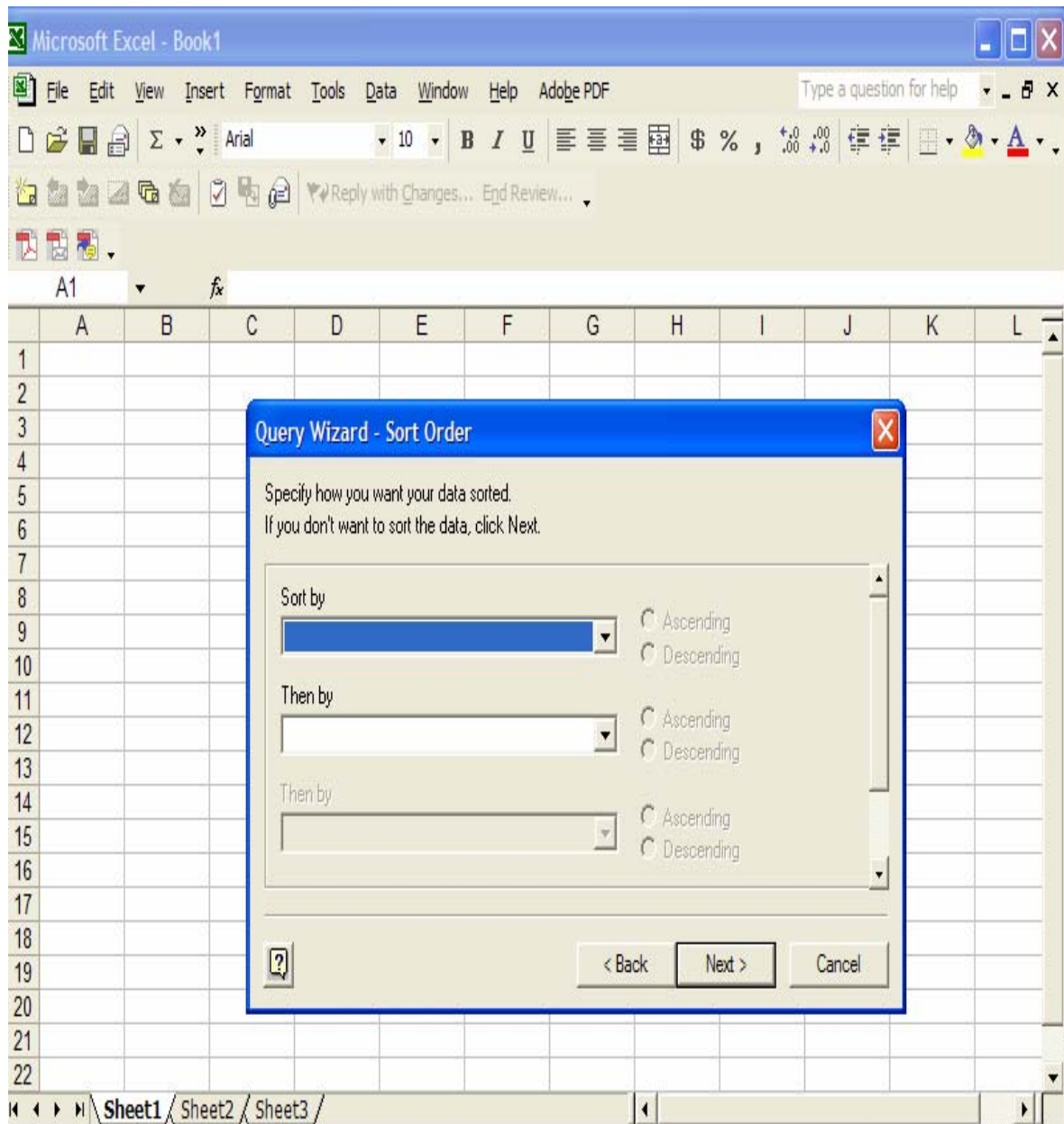


3) Select the rows you would like to include in your query. For example, if you would like all registered students in 200409 that are in the Faculty of Arts and Science, you would include:

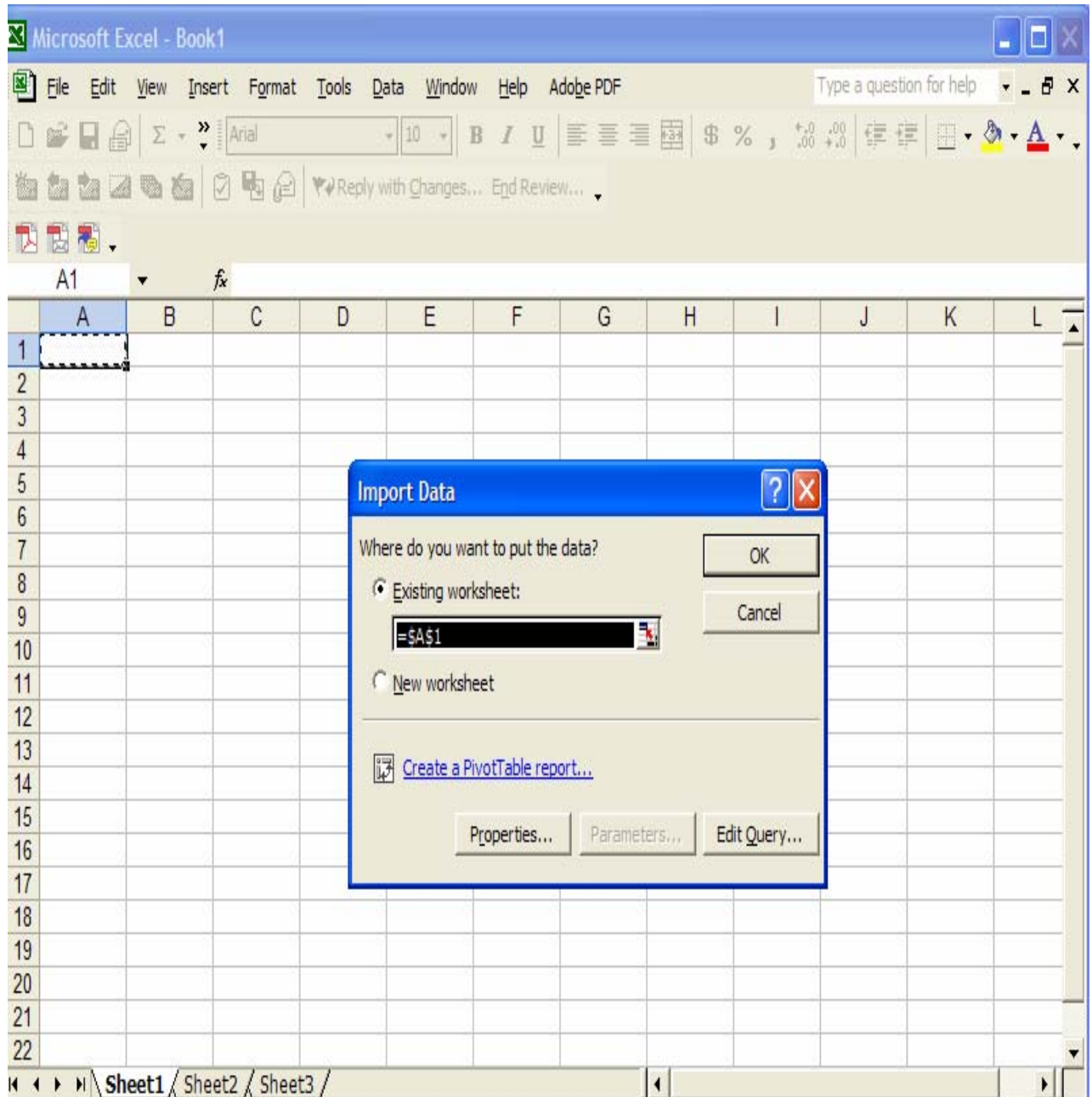
- a) TERM_CODE_KEY equal '200409'
- b) REGD_NON_WITHDRAWN_IND equals 'Y'
- c) PRIM_FACULTY_CODE equals 'AS'



4) Sort the data



6) Select where you would like your data to appear.



7) Sample results

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, Help, and Adobe PDF. The toolbar shows various icons for file operations, editing, and formatting. The active cell is B8, containing the value "Y". The data table is as follows:

	A	B	C	D	E	F	G
1	TERM_CODE_KEY	REGD_NON_WITHDRAWN_IND	PRIM_FACULTY_CODE				
2	200409	Y	AS				
3	200409	Y	AS				
4	200409	Y	AS				
5	200409	Y	AS				
6	200409	Y	AS				
7	200409	Y	AS				
8	200409	Y	AS				
9	200409	Y	AS				
10	200409	Y	AS				
11	200409	Y	AS				
12	200409	Y	AS				
13	200409	Y	AS				
14	200409	Y	AS				
15	200409	Y	AS				
16	200409	Y	AS				
17	200409	Y	AS				
18	200409	Y	AS				
19	200409	Y	AS				
20	200409	Y	AS				
21	200409	Y	AS				
22	200409	Y	AS				