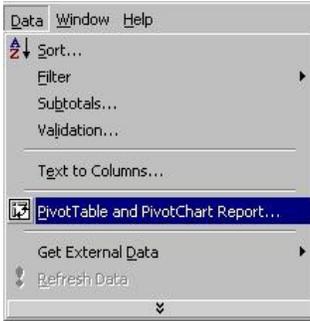


1. Create a new worksheet in Microsoft Excel. Select **PivotTable and PivotChart Report** on the **Data** menu to open the **PivotTable and PivotChart Wizard**.



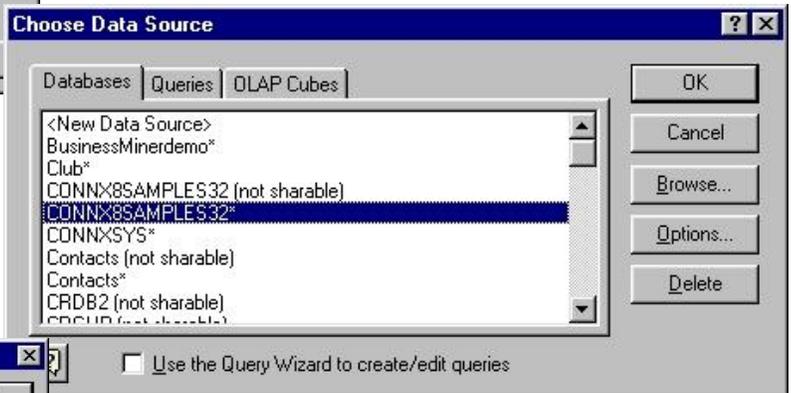
2. Select **External Data Source** in Step 1 of the PivotTable and PivotChart Wizard, and then click the **Next** button.



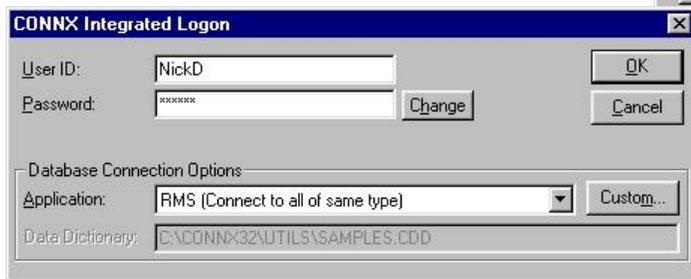
3. Click the **Get Data** button in Step 2.



4. Select a data source from the list in the **Choose Data Source** dialog box, and then click the **OK** button.



5. Log on to the CONNX database using the CONNX user name and password. If required, select an application type in the **Connect Options** list box. Click the **OK** button.



6. Select a table or tables in the **Add Tables** dialog box. Click the **Add** button, and then click the **Close** button.



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7. Double-click field names in the tables displayed in the upper pane of the Microsoft Query window to add them to the query. Drag the field names to create joins, or double-click the join line to edit the type of join.

customerstate	productquantity	productname	orderdate
BC	30	NuNuCa Nu8-Nougat-Cr	1995-05-15
BC	40	Boston Crab Meat	1995-05-15
BC	8	Raclette Courdavault	1995-05-15
BC	44	Wimmers gute Semmelk	1995-05-15
WA	35	Gorgonzola Telino	1995-05-16
CD	10	Jack's New England Cla	1995-06-20
CD	3	Flotemysot	1995-06-20
NM	10	Pavlova	1995-06-23
NM	10	Ipho Coffee	1995-06-21
NM	60	Gnocchi di nonna Alice	1995-06-21
NY	12	Chang	1995-07-28
NY	2	Schoggi Schokolade	1995-07-28
MT	4	Queso Cabrales	1995-07-31
MT	20	Teatime Chocolate Bisc	1995-07-31
MT	5	Filo Mix	1995-07-31
MT	2	Rod Kaviar	1995-07-31
MT	20	Sasquatch Ale	1995-09-04
WA	30	Sir Rodney's Scones	1995-09-05
WA	6	Spegesild	1995-09-05
WA	8	Uncle Bob's Organic Dri	1995-09-07
WA	10	Ipho Coffee	1995-09-07
WA	10	Rogede sild	1995-10-09
	10	Chef Anton's Cajun Sea	1995-10-11
	9	Iwara	1995-10-11
	30	Pavlova	1995-10-11
	10	Rod Kaviar	1995-10-11
NY	50	Scottish Longbreads	1995-11-08
NY	50	Flotemysot	1995-11-09
NY	70	Scottish Longbreads	1995-11-10
NY	24	Outback Lager	1995-11-10

8. Select the join type in the **Joins** dialog box. Click the **Add** button to add a join, and then click the **Close** button to return to the Microsoft Query window. Save and name the query. Close the Microsoft Query window to return to Microsoft Excel.

Left: products_rms.productid Operator: = Right: orders_rms.productid

Join Includes:

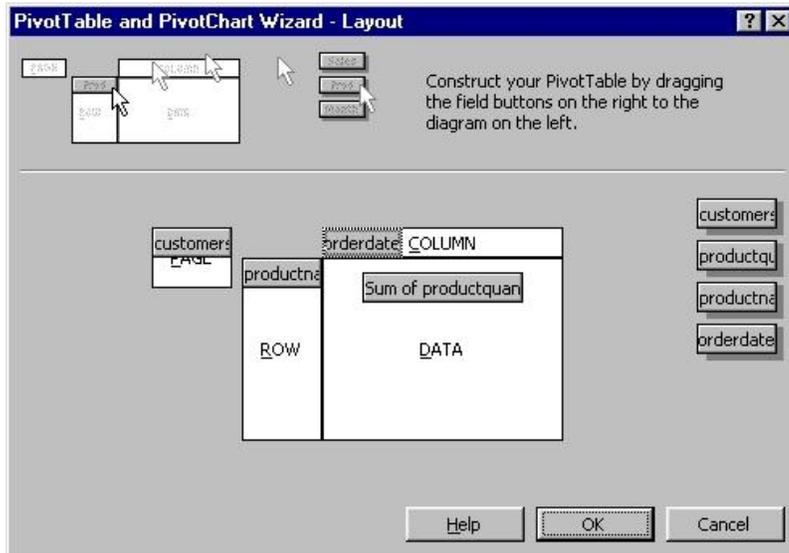
- 1: ONLY records from 'products_rms' and 'orders_rms' where products_rms.productid = orders_rms.productid
- 2: ALL values from 'products_rms' and ONLY records from 'orders_rms' where products_rms.productid = orders_rms.productid
- 3: ALL values from 'orders_rms' and ONLY records from 'products_rms' where products_rms.productid = orders_rms.productid

Joins in Query:

orders_rms INNER JOIN customers_rms ON orders_rms.customerid = customers_rms.customerid
products_rms INNER JOIN orders_rms ON products_rms.productid = orders_rms.productid
<End of list>

9. Click the **Next** button.

10. In Step 3, select a location in which to save the PivotTable, either as a new worksheet or as the worksheet currently open. Click the **Layout** button to design the positioning of the fields in your PivotTable.



11. Drag the field names displayed on the right into the diagram, placing them in logical positions for the results you need. Click the **OK** button, and then click the **Finish** button in the **PivotTable and PivotChart Wizard** dialog box.

12. The PivotTable appears as an Excel worksheet. To change the location of the fields and rows, select the field name and then drag the field to a selected location. In this case, the Customer State field could be moved to the data field, so that the Customer State field appears in the main body of the table. Any of the selected fields in a PivotTable can be interchanged to yield different results from the same data.

