

Section 1 :MyODBC and Microsoft Query

Section 2: Microsoft Excel

Section 3. Microsoft Access

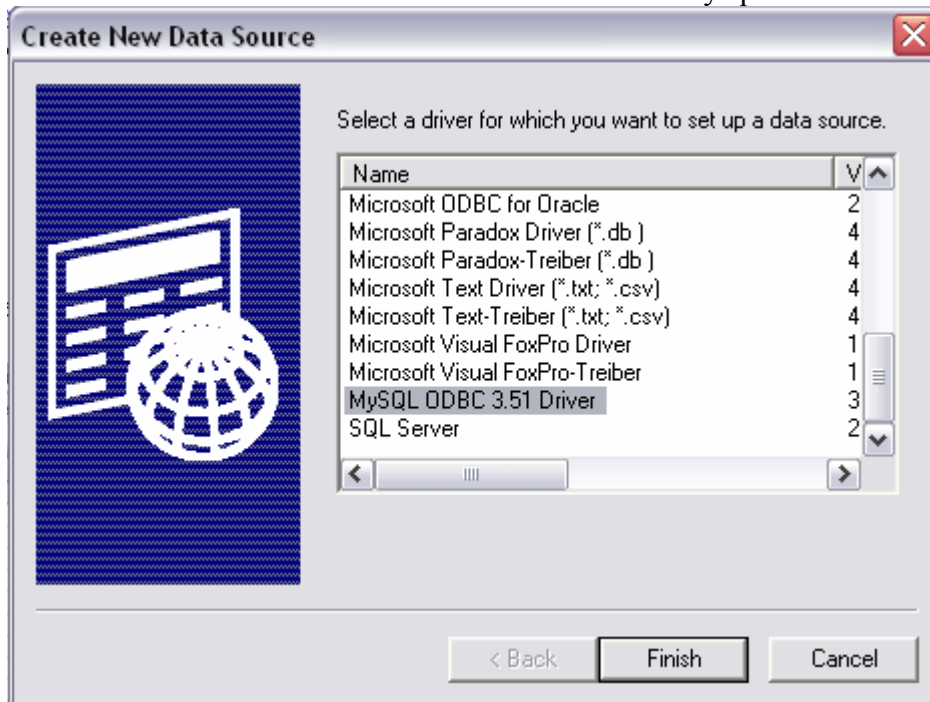
Section 4. MySQL Query

MySQL access through Microsoft Excel, Access

(these instructions are for Windows XP, other windows versions are usually very similar)

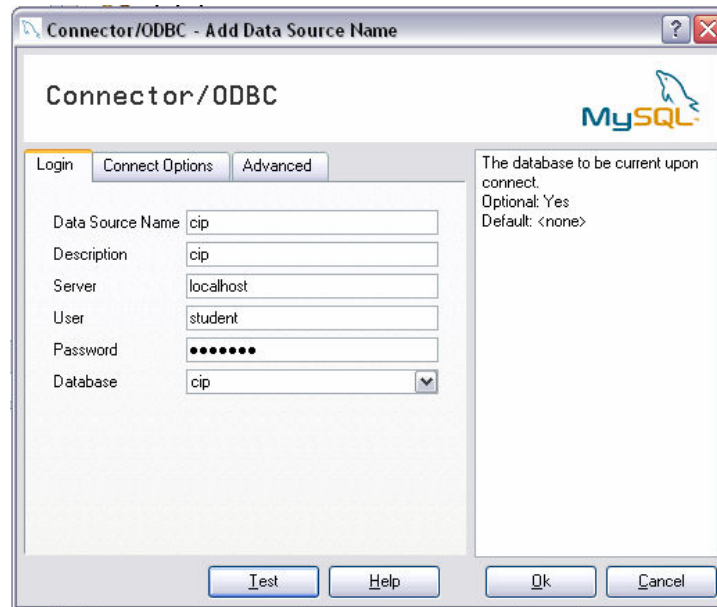
SECTION I (if you know that database was setup in Odbc, this has been done, go to a section 2)

1. My Odbc and Microsoft Query
2. First you need to download a driver ODBC for windows. You can get it at :  
<http://dev.mysql.com/downloads/connector/odbc/>
3. Choose the “windows Downloads.” And click on “pick a mirror.”
4. Install it.
5. Next go to Control Panel >Administrative tools > Administrative tools > Data Source (ODBC) .
6. Under “User DSN “ Click on “ADD” and select mysql Odbc driver:



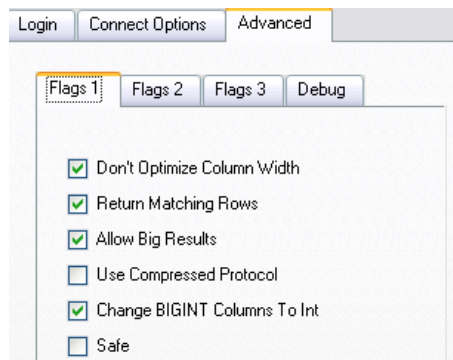
Click Finish.

7. Then fill out the spaces:
  - a) Data Source Name: “cip” /\*where “cip” is a name of database\*/
  - b) Description :“cip”
  - c) Server : “ ip address here(get it from you database administrator)”
  - d) User : Your user name
  - e) Password : \*\*\*\*\*
  - f) Database: from pull down menu select database (if none exist check you user name/password or contact your administrators so he can setup a user name for you and give you permissions to database).



Your forms should look like this. Press “OK”

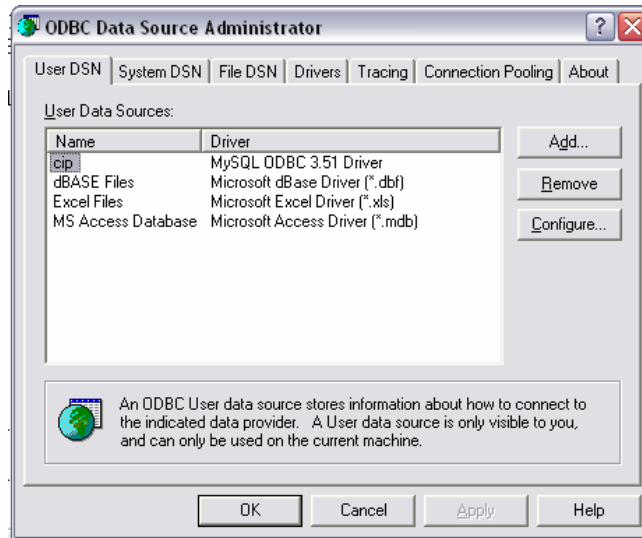
8. Go to Advance and select these:
  - a) “Don’t optimize column width”
  - b) “Return Matching Rows”
  - c) “Allow Big Results”
  - d) Change BigINT column to Int”



e)

- f) Go to flag 3 and select “Return Table Names for SQL DescribeCol”

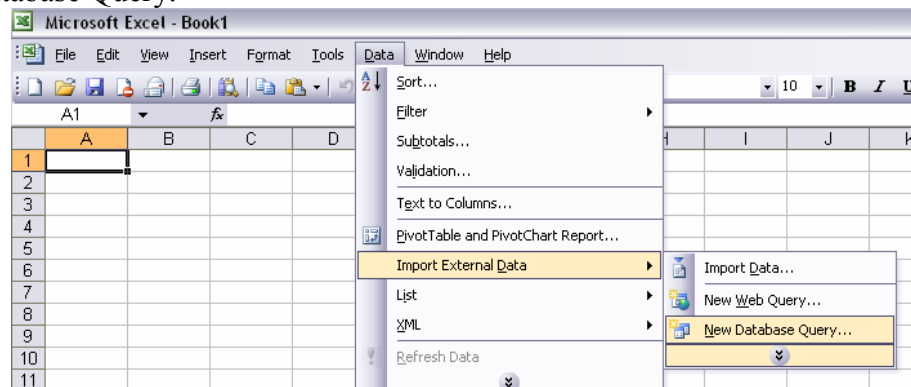
9. Press ok . Now you should see the cip in you database list.



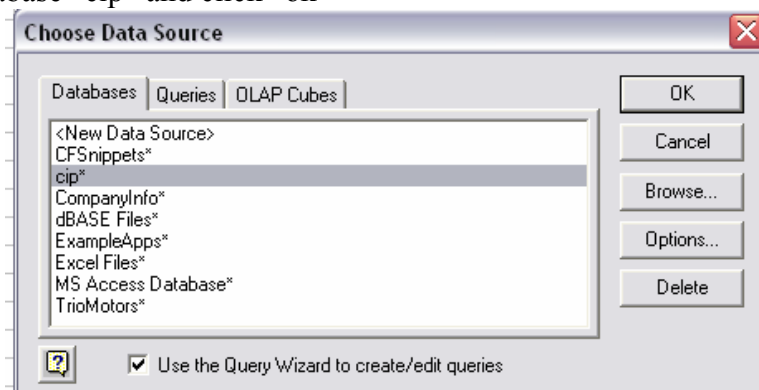
9. Go to section II.

## SECTION II

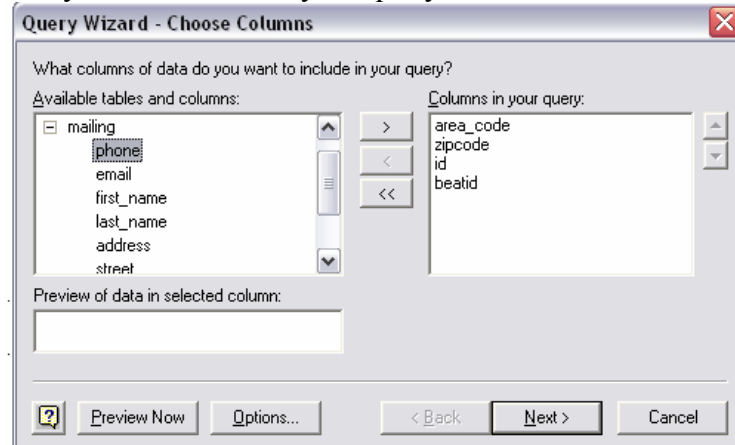
1. Microsoft Excel
2. Lets start with excel. Run it and go to Data > Import External Data >New Database Query.



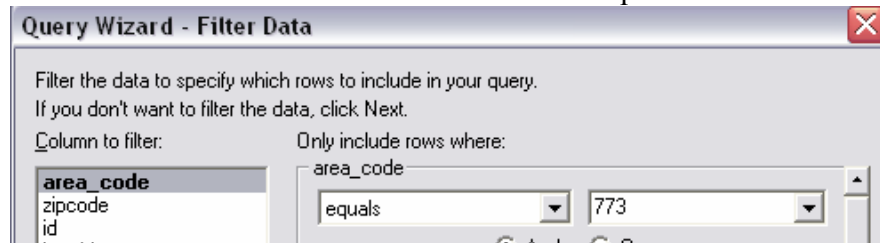
3. You might need Office CD if the “Microsoft query” was not originally installed Just follow the instructions that software gives you.
4. When you click ok “New Database query” a list of databases should appear. Select your database “cip” and click “ok”



- Now you should see the tables that are in that database. Select which columns you want to add to your “Columns in your query”



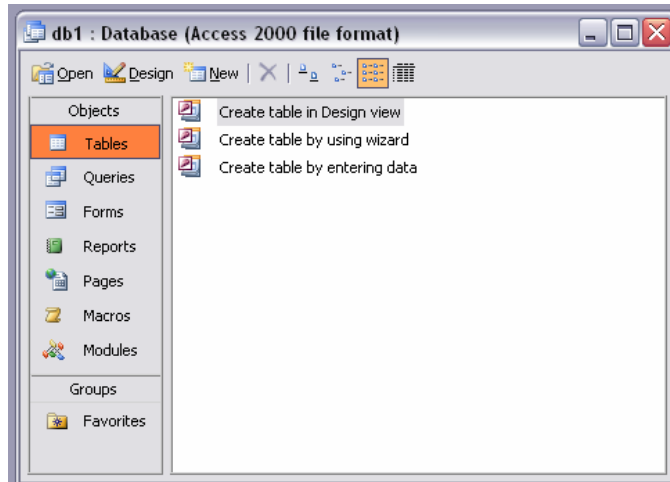
- Click next and select one of the “column to filter” equals “773”



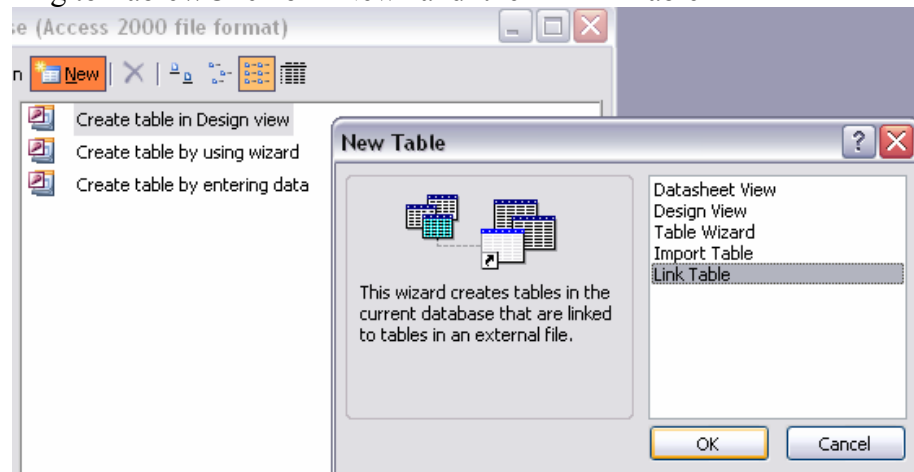
- You can select different fields that you want to display. If you don't select any, all selected columns will display all the data in such column.
- Click next, select sorting if you want to. Otherwise it will list the fields as they are in the database.
- Then “next” and “Return Data to Microsoft Excel “should be selected, click “Finish.”
- Next window should ask you where you want the data. Default is “where your cursors pointed to” will be a starting point.
- Done. Data should be in your excel. You are able to view the data in excel. If you want to add or change data lets go to Microsoft Access. Section 3

## SECTION III

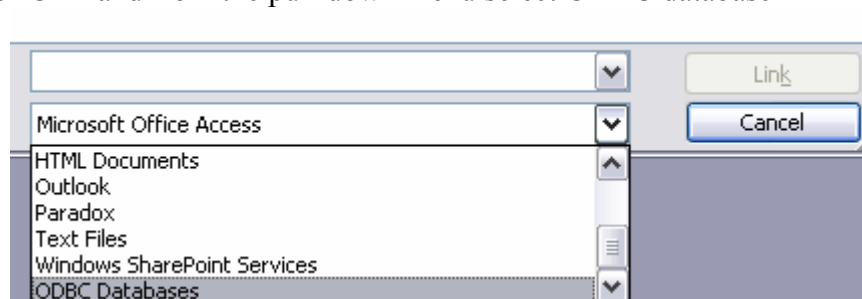
- Microsoft Access
- Create empty database. This will be a database that will link to mysql database.
- When you open it, you should see the following:



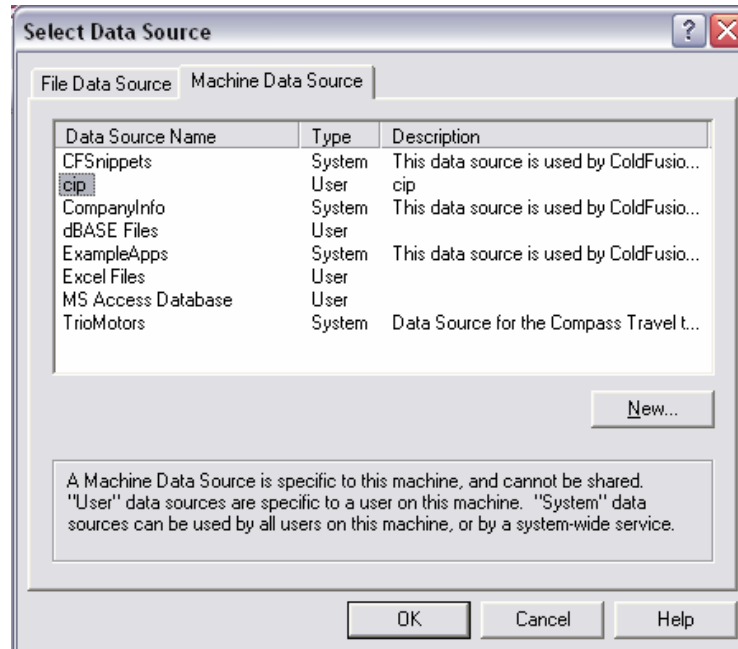
4. Linking to Table //Click on “New” and then “Link Table”



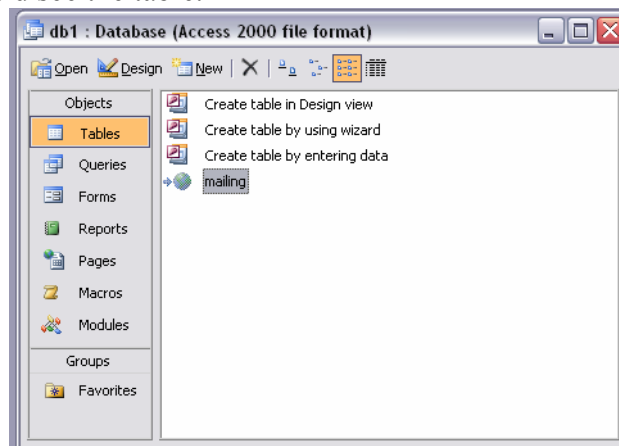
5. Press “OK” and from the pull down menu select ODBC database



6. Click on “Machine data Source” and select “cip”



7. Press "OK" Select the table you want to link too. If you want to link other tables follow the same steps 4-7 and link other tables.
8. Now you should see the table.



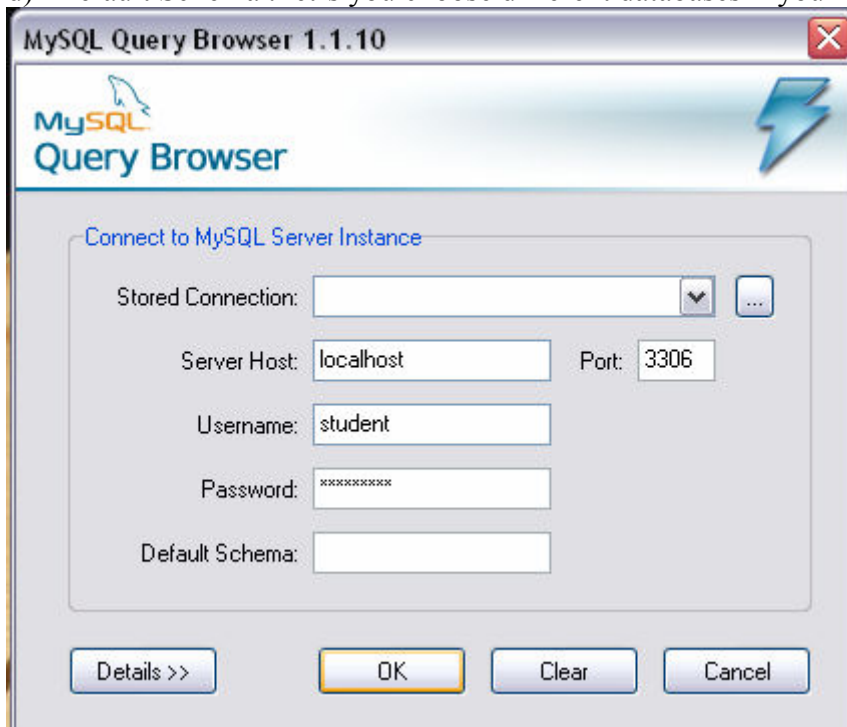
9. Double click on it and you are done.

Making a query in access follows the same strategy but excel gives you more power in displaying specific data.

## Section IV

1. MySQL Query
2. Download it from <http://dev.mysql.com/downloads/query-browser/>
3. Install it. And run it.
4. Fill out the empty fields as :
  - a) Server Host: (ip of your mysql, ask your administrator if you don't know it)
  - b) Username : (your username)
  - c) Password : \*\*\*\*\*

d) Default Schema : let's you choose different databases if you have more then one.



5. After you connect you can see the database, tables and its corresponding columns.
6. There is a room to type in you statements if you know using "SQL" calls.