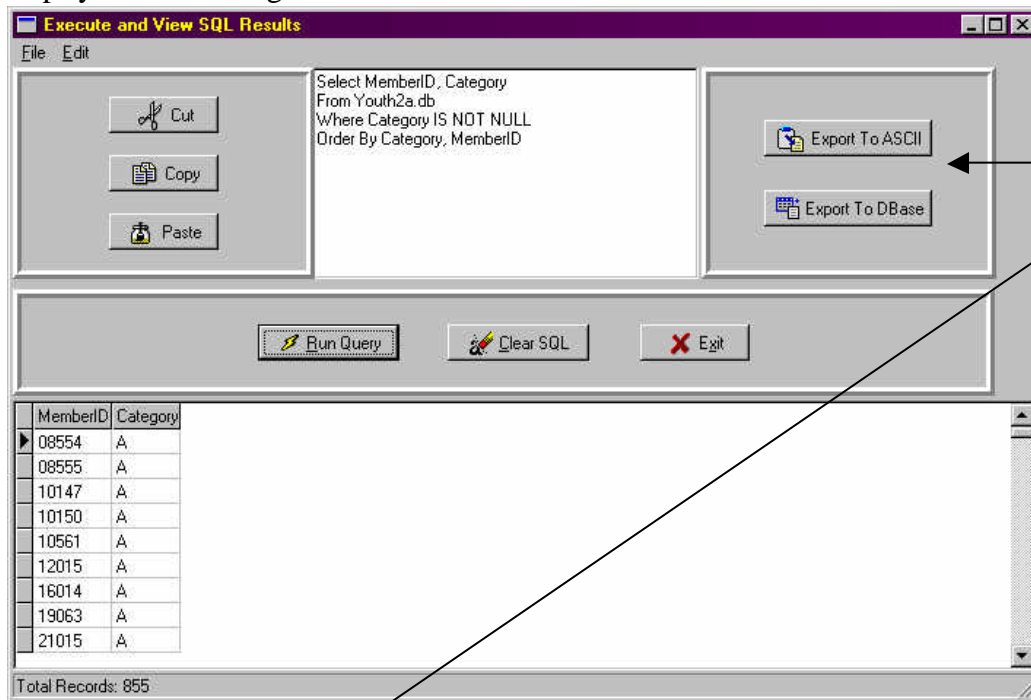
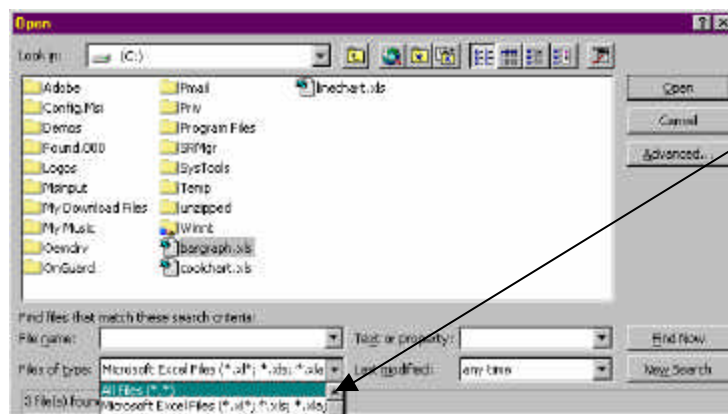


## SQL Select Statements – Creating Queries and Microsoft Excel Charts

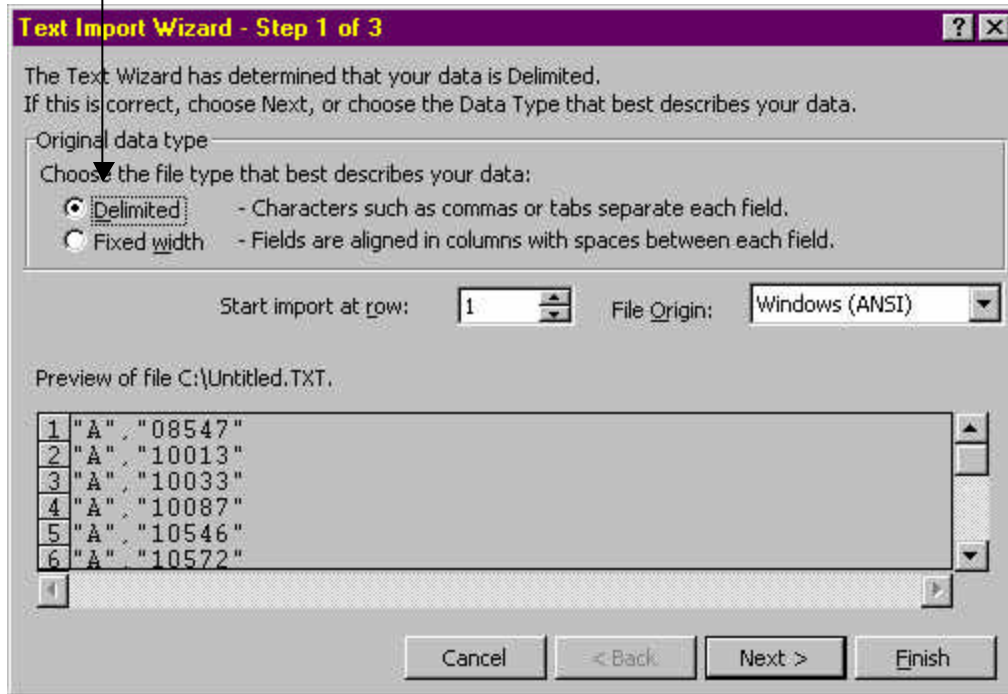
- 1.) Under **File|Create & View Query**, create the actual Select statement query in the *Create and View Query* located under the **File** menu. My query will select member ID's and their category ID. Click the **Run Query** button. The selected records will display in the bottom grid.



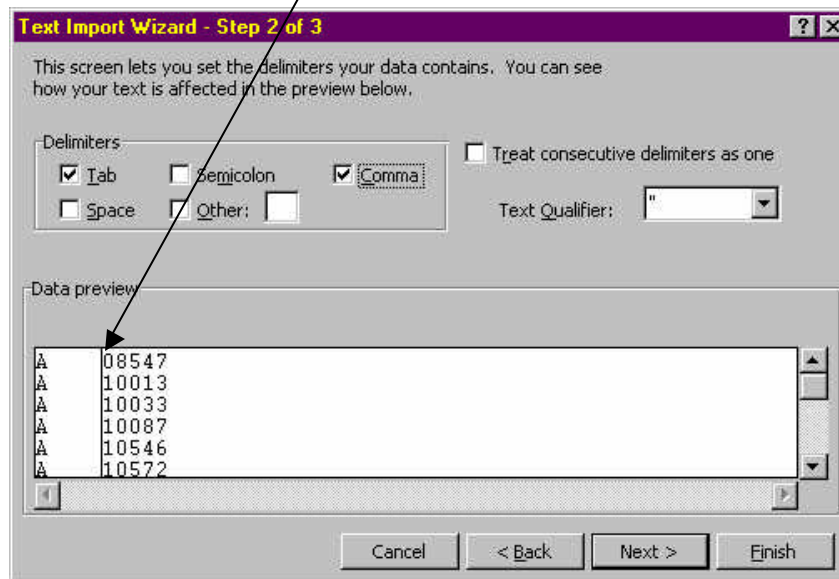
- 2.) Click the **Export To ASCII** button to save your query results to a file on your computer. Choose the fields from your query that you wish to export. (The default extension for the file will be .TXT – DO NOT change this extension. You may change the file name from Untitled.) Click the **Save** button.
- 3.) Close out of Windows Youth Enrollment. Open up Microsoft Excel. Select **All files (\*.\*)** under the Files of Type drop down menu. Use the browse option in the **Look In** field to select the location of the file saved previously in Step #2. Highlight the file and click **Open**.



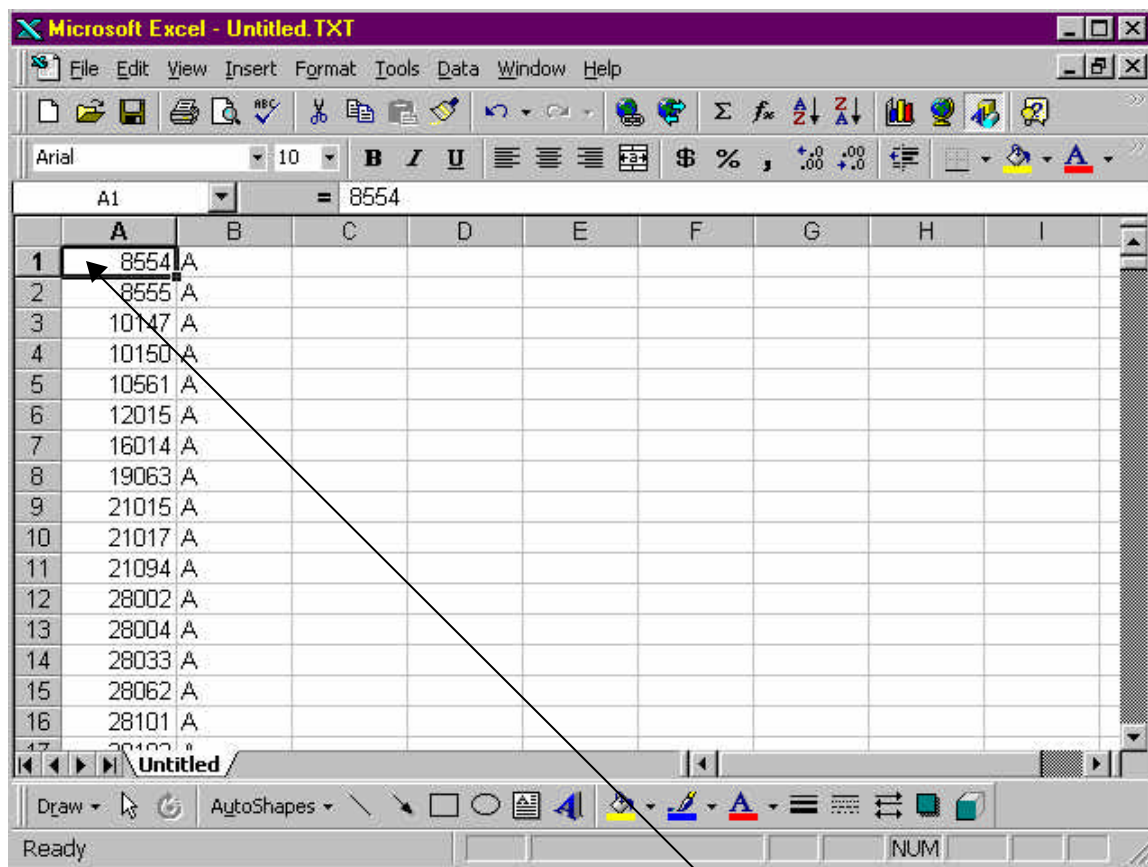
- 4.) The **Text Import Wizard** appears. This wizard will convert your .TXT file to Excel. The first step is already selected for you. Use the default setting of **Delimited**. Click the **Next** button.



- 5.) Under **Step #2** of the Wizard, go to the **Delimiters** group box and check **Comma**. This is the format of the file you have saved. Leave the default **Tab** check box checked. A vertical line should now separate your data. Click the **Next** button.



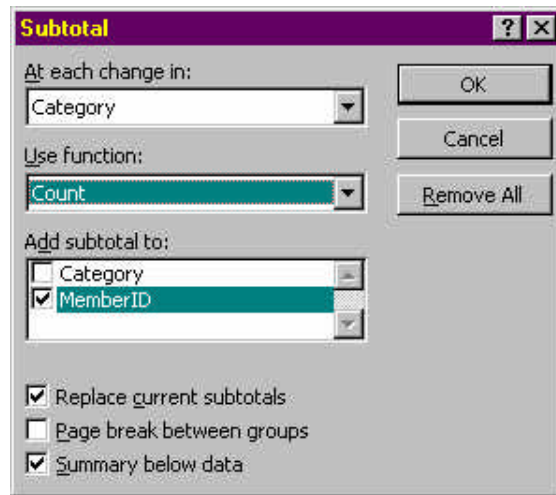
6.) In **Step #3**, click the *Finish* button. Excel has finished importing the file.



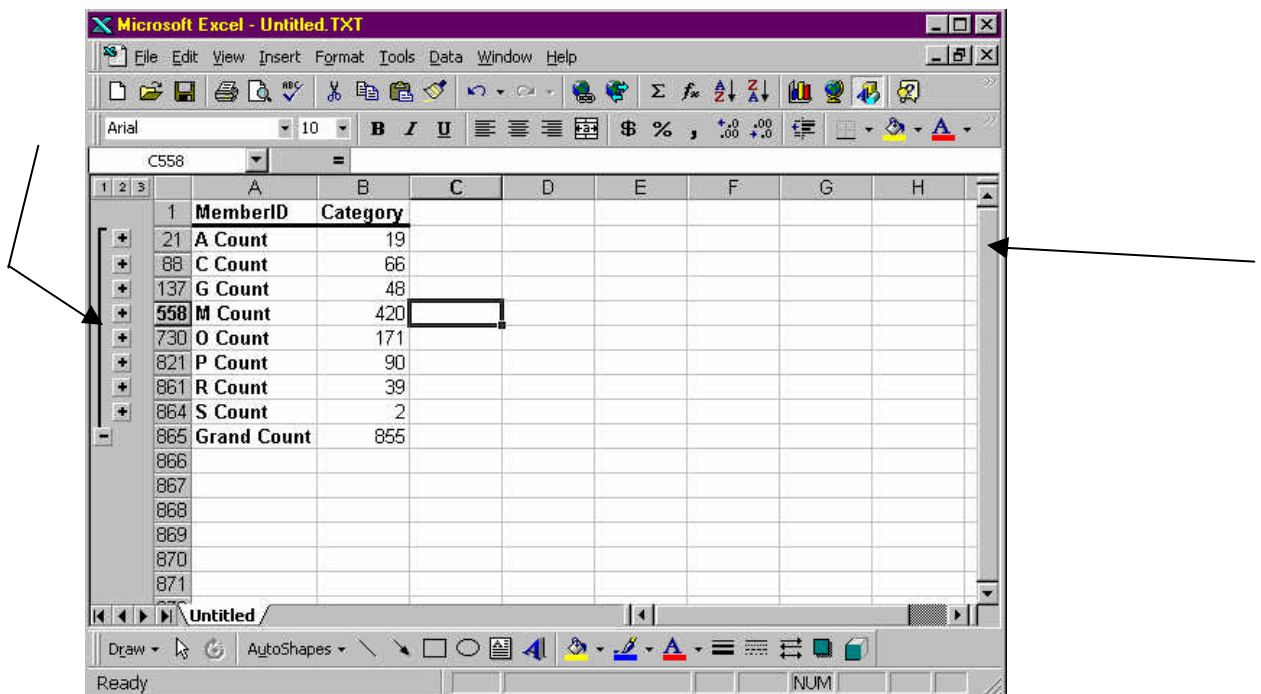
7.) To create column headers, first position the cursor in cell A-1. Go **Insert|Rows**. A blank row of cells will display. Type in the headers for each column.

Format text or format cells by selecting **Format|Cells** (can format number, font, size, etc...). *Note: format changes can be done by an individual cell or multiple cells, if selected.*

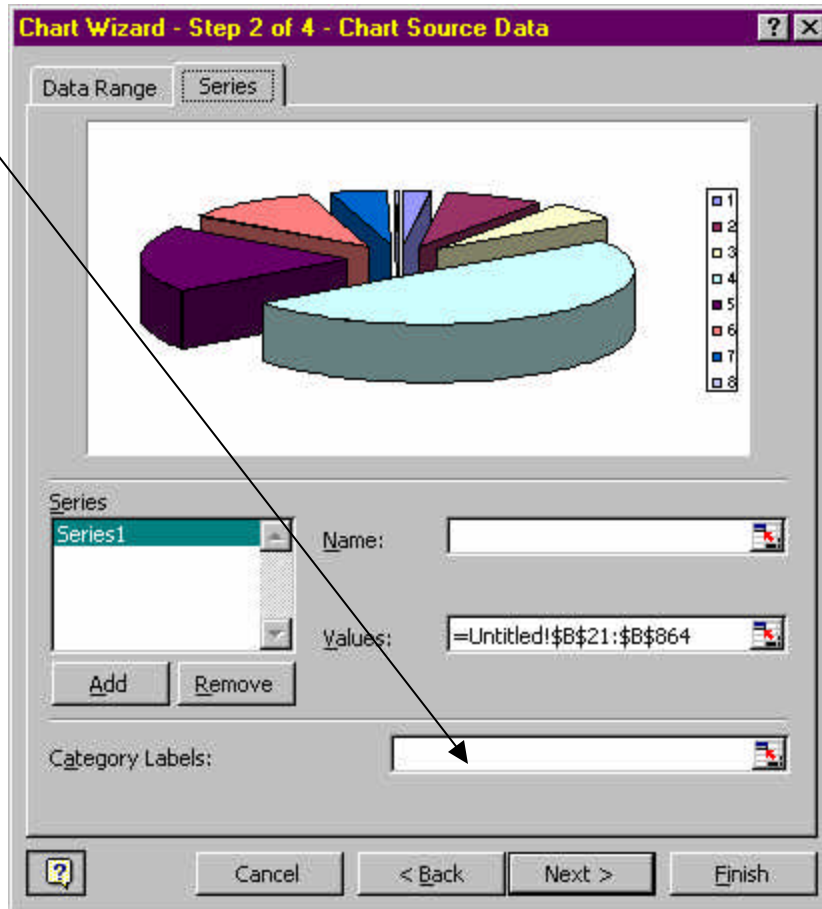
8.) To make a pie chart showing counts by category, we need to know the total count of members/leaders in each category. First, highlight your data by dragging the cursor over each column's letter so the entire column(s) is selected. Next, choose the Subtotals feature that is located under the **Data** menu. Go to the *Use Function* field and select count. This will calculate the total count of members for category. Click the *OK* button.



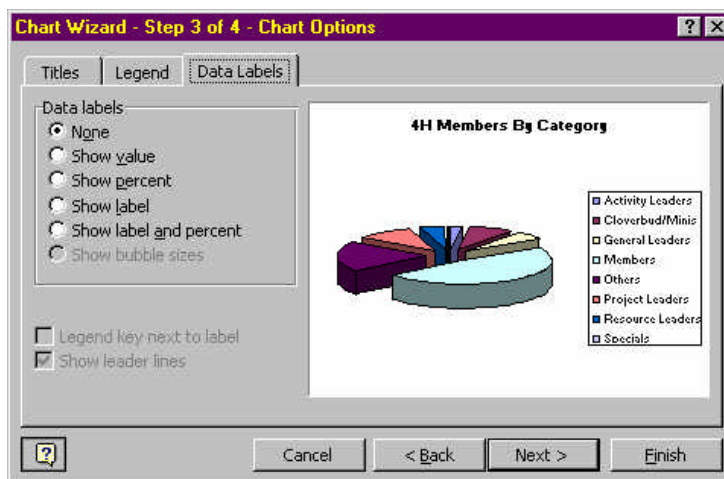
- 9.) Click the **number 2 box** in the upper left-hand corner next to the grid to group the data together. This will suppress the data so only the category and the total count will show in the Excel grid.
- 10.) To change the labels of your data to the actual 4-H category names, click in the cell and type in the correct category. (*I changed A Count to Activity Leaders, C Count to Cloverbud/Minis, G Count to General Leaders, M Count to Members, O Count to Others, P Count to Project Leaders, R Count to Resource Leaders, and S Count to Specials*).
- 11.) To insert your chart, click the **Chart Wizard** button. The **Chart Wizard** comes up. In **Step #1**, pick what kind of chart you wish to create. (*I selected the exploded pie with a 3-D Visual effect.*) In **Step #2**, highlight the actual data that the chart will reflect. Excel automatically selects all of your data as a default (you can tell by the blinking, dotted lines that surround it). Use the mouse to drag around only the data that you want the chart to reflect.



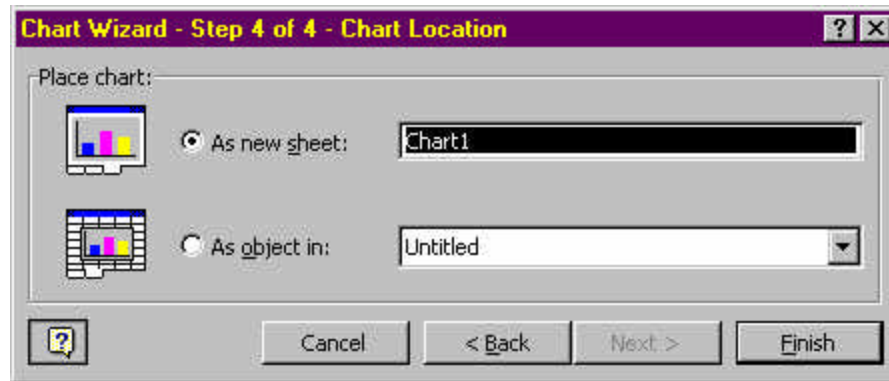
- 12.) To get labels for the chart data, click on the *Series* tab and click on the **Category Labels** drop down and drag your mouse over the column values that go with the numbers in the chart (4-H Categories).



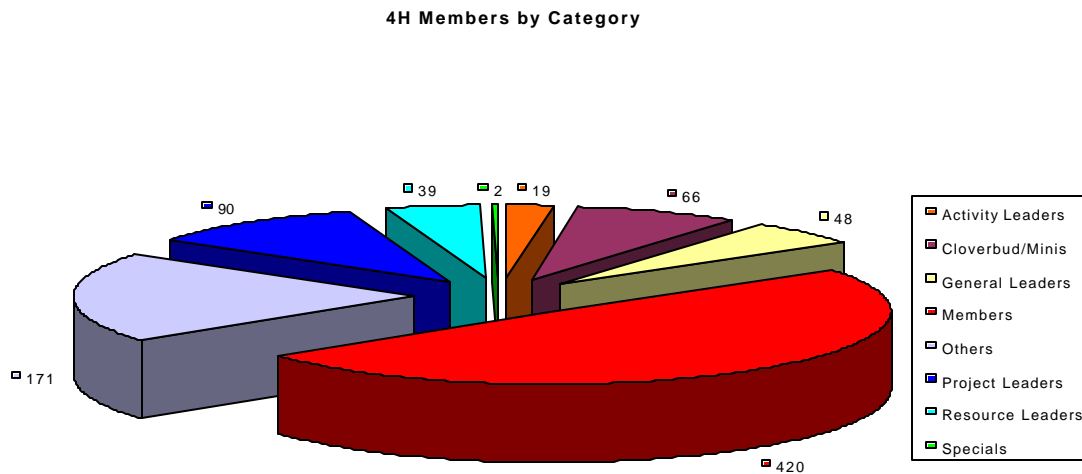
- 13.) In **Step #3**, add a title to your chart. You can format the chart legend – or choose not to have a legend at all. You can also add data labels/percentages to the chart values.



- 14.) **Step #4** tells Excel where to insert the chart. - Either on the existing Excel sheet next to the original data, or else on an entirely new sheet. The latter option allows you to view the chart at maximum size. It's also easier to print the chart from a new sheet.



- 15.) Your chart should be completed and look something like this:



- 16.) You can edit the chart and it's features by selecting them until they are outlined by dots. Then you can right click and format how you want them to look. Examples of this include changing the colors of the grid sections, changing the legend position, changing the actual chart to a different type, etc...