

Excel spreadsheet - training, modelling and problem resolution

## TIP OF THE MONTH - JUNE 2013

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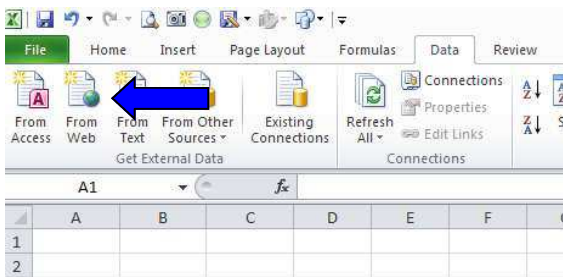
### Get off the Web!

***Did you know that you can get data from a website directly into your spreadsheet?***

Excel has the ability to pull in data from many sources. Other Excel spreadsheets of course, but also Access databases and Word documents. Outside of the Office family Excel can connect for example, to Sage 50 or Sage MMS and get real time data from these popular accounts packages.

***EOXL Quick Tip: If you do not know how to connect your Excel to a Sage product, or you are still struggling with Crystal reports, give us a quick call. We could save you a lot of time!***

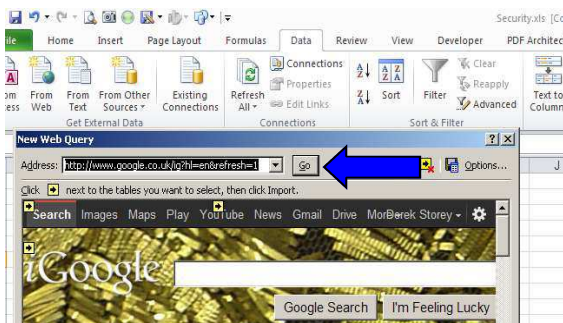
Another great way to input data to Excel is direct from a page on a website. Not only can you get Excel to download web data, but it can regularly check the website and automatically update your spreadsheet to show the very latest figures. Opens loads of possibilities and a great tool for creating a company Dashboard.



Here's how:

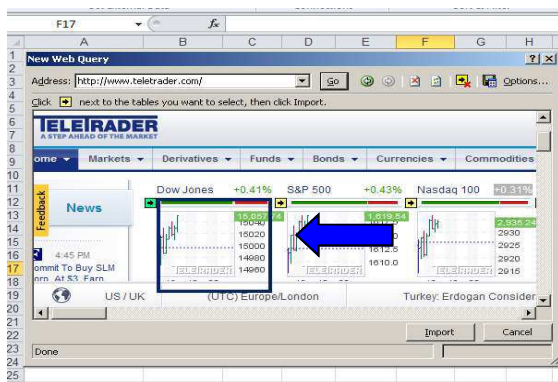
1) Ensure you are connected to the Web. Open a new Excel spreadsheet. Go to the *Data* tab and Click on the *From Web* icon in the *Get External Data* section. Shown to the left and marked with an arrow.

2) A window entitled *New Web Query* opens in your spreadsheet showing your internet browser — for example Internet Explorer — displaying the home page. In this window you need to get to the web page containing the information. In the Address bar of this window type in, or copy and paste the address of the web page where the information to download is held. Click on the *Go* button to load the new web page. Try out this page as an example: <http://www.teletrader.com>



3) Hover over one of the small yellow boxes in the window—it will show it's related data table. See below. Click the yellow box to select the data table you require, then click the *Import* button. Decide where you want the data and click OK. There is now a direct link between the website and your spreadsheet. To break the link go to *Connections*, *Properties* and uncheck the *Save Query definition* box.

### Not quite the data you were looking for?



Some websites restrict the download availability, and even ask for passwords. It's a big Internet. Somewhere the data you require will be freely available. Contact us for even more information on using data links in Excel.

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