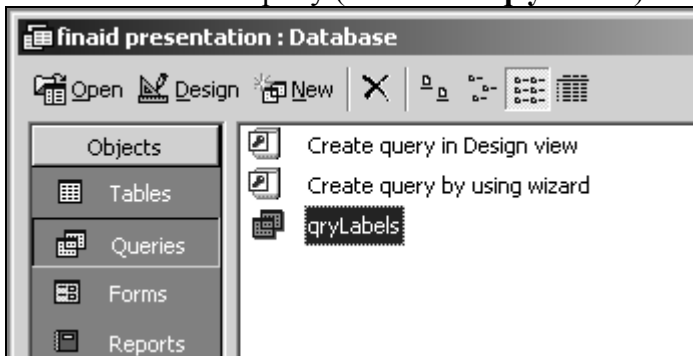


Using the RWPXX01 Financial Aid Extract with MS Access & MS Excel

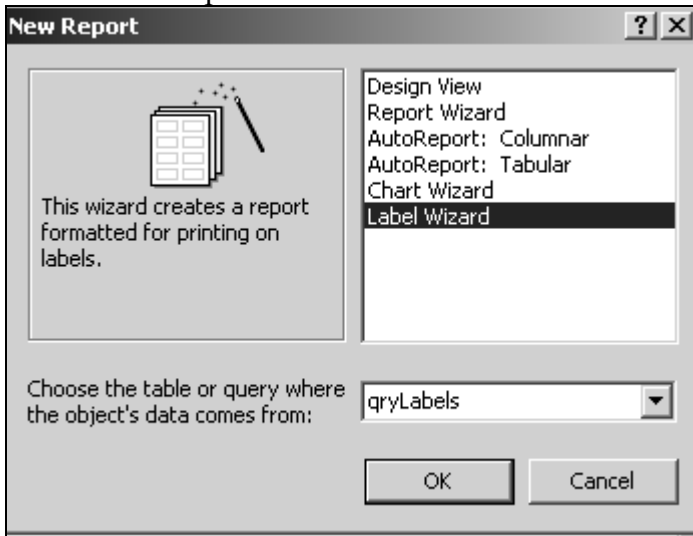
RWPXX01 with Access.....	2
How can I quickly generate mailing labels (or file folder label)s for students in two different programs?.....	2
RWPXX01 with Excel.....	5
How many Title IV Recipients do we have?	5
How many full-time aid recipients do we have in the fall term?.....	6
How many students in three separate curricula received aid in the fall term?	8
How many students, grouped by city, received financial aid?	11

PRIMARY_CUR	FIRST_NAME	LAST_NAME	STREET1	STREET2	STREET3	CITY	
M11MA67	Richard	Bloomfield	15 First Street			Windsor Locks	CT
M11MA29	Sonia	Kovaco	398 Hazard Ave			Enfield	CT
M11MA67	Nancy	Grimaldi	31 Belmont Ave			Enfield	CT
M11MA29	Eileen	Merrill	28 Asnuntuck S			Enfield	CT
M11MA67	Lisa	Zytkiewicz	26 Carmela Terr			Enfield	CT
M11MA29	Michele	Flemming	93 Green Valley			Enfield	CT
M11MA67	Karen	Burgess	4 Chestnut Stre			Windsor Locks	CT
M11MA67	Lisa	Griggs	29 Haynes St.			Enfield	CT
M11MA67	Christine	deBidart	48 Wilstar Circl			Enfield	CT
M11MA67	Esther	Baker	37 Alden Avenu			Enfield	CT
M11MA67	Wendy	Devine	1218 Mountain l			West Suffield	CT
M11MA67	Nancy	Stec	14 Play Rd			Enfield	CT
M11MA29	Kathy	Kane-DiBacco	11 South Rd			Enfield	CT
M11MA67	Cheryl	Carroll	P.O. Box 542			Windsor Locks	CT
M11MA67	Natalie	Green	25 Burnham Str			Enfield	CT
M11MA67	Linda	Morton	163 R.F.D. Roa			Stafford Springs	CT
M11MA67	Melissa	Bentley	20 Omelia Rd			Broad Brook	CT
M11MA67	Sandra	Stafford	26 Douglas St			Suffield	CT
M11MA67	Catherine	Gregorio	240 Tolland Sta			Tolland	CT

- Save and name the query (in this case **qryLabels**).

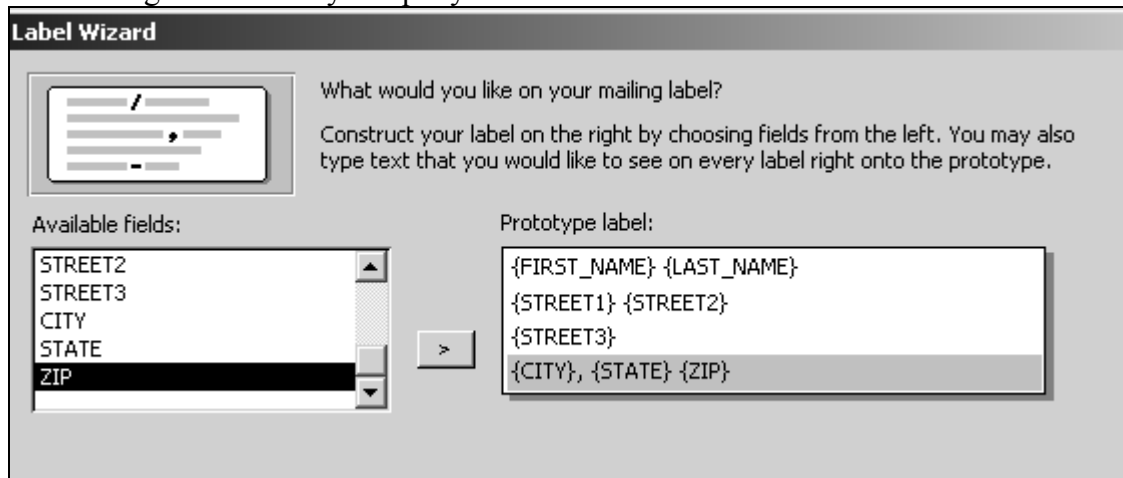


- Create a new report and select the Label Wizard based on **qryLabels**.

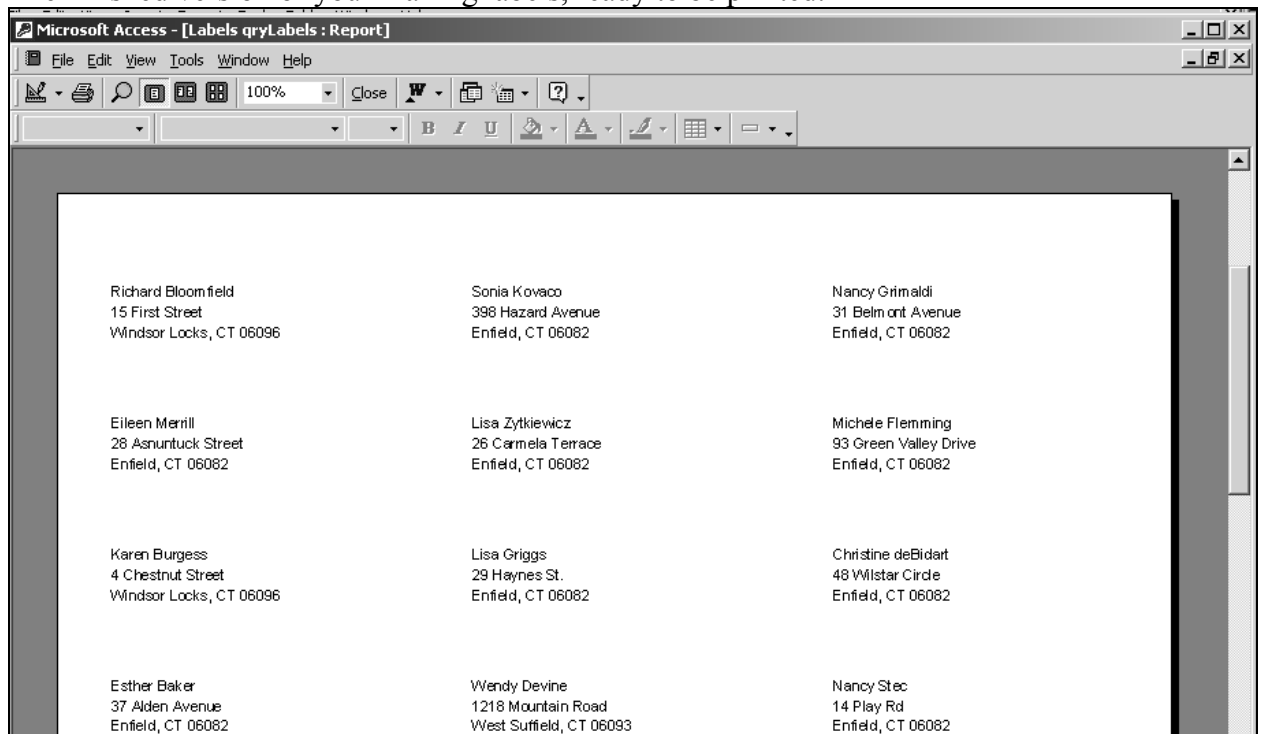


- Choose Avery label 5160 for mailing labels. Follow the rest of the steps in the Label Wizard to create the new labels. The last screen allows you to create the layout for your

labels using the fields in your query.



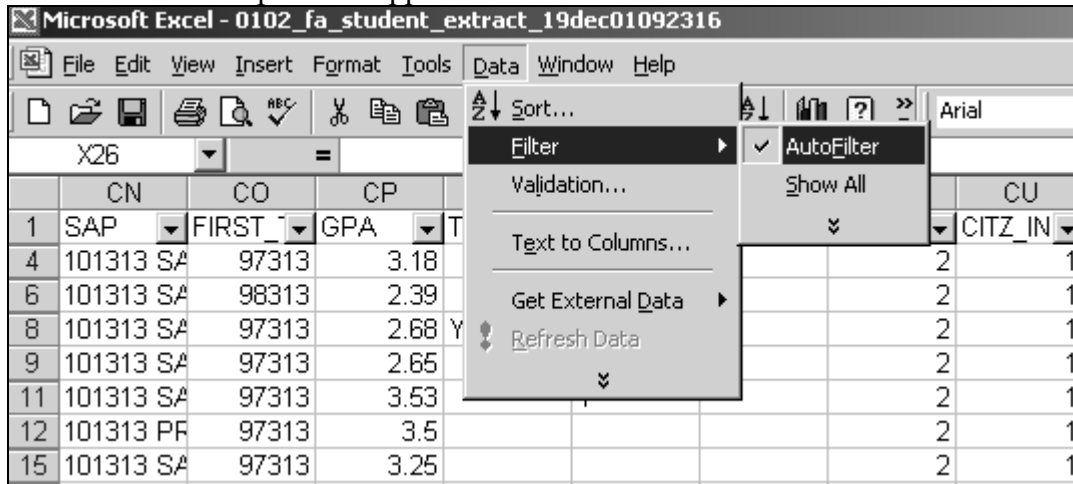
- The finished version of your mailing labels, ready to be printed.



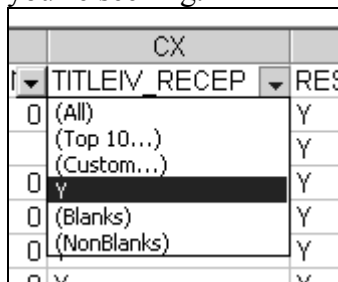
RWPXX01 with Excel

How many Title IV Recipients do we have?

- Menu items **Data > Filter > Autofilter** puts the sheet into Filter mode. Only one column needs to have a simple filter applied in order to find this dataset.

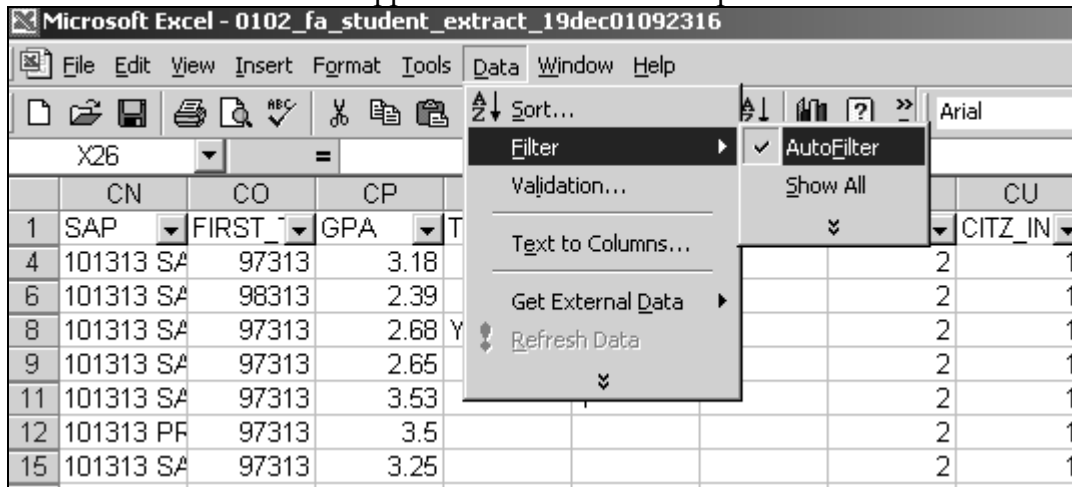


- Filter on the “Y” values in TITLEIV_RECEP (column CV). This provides the result set you’re seeking.

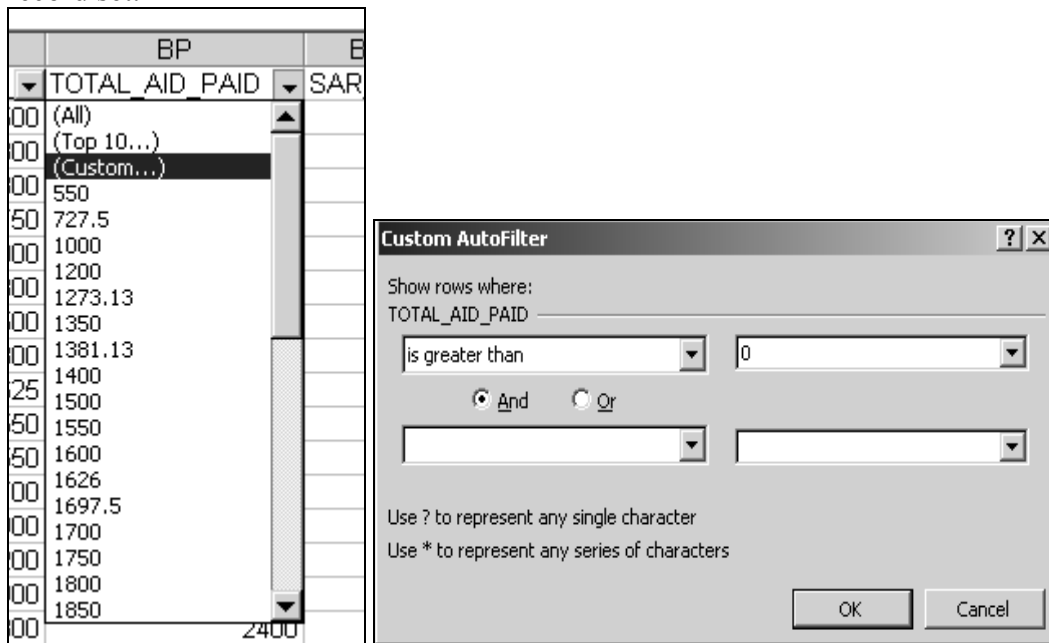


How many full-time aid recipients do we have in the fall term?

- Menu items **Data > Filter > Autofilter** puts the sheet into Filter mode. Two columns will need to have custom filters applied in order to find this particular dataset.



- First, you'll apply a **Custom Filter** to the TOTAL_AID_PAID field (column BP) and specify that only records that contain a value greater than zero should be included in the record set.



- Next, you'll apply an additional **Custom Filter** to the FIN_FALL_HOURS field (column CI), and specify that only records that contain a value greater than 11.99 in that field are included in the record set. Applying Custom filters to these two fields will yield the result set you're looking for.

The image shows a data table on the left and a 'Custom AutoFilter' dialog box on the right.

Data Table:

H	CI	CUR
F/	FIN_FALL_HOURS	CUR
4	(All)	
12	(Top 10...)	
0	(Custom...)	
0		
17		
0		
4		
6		
0		
7		
12		
8		
9		
6		
10		
0		
12		
15		
13		
0		
14		
0		
15		
0		
16		
18		
17		
13		
18		
9		
	12	

Custom AutoFilter Dialog:

Custom AutoFilter

Show rows where:
 FIN_FALL_HOURS _____

is greater than [dropdown] 11.99 [dropdown]

And Or

[dropdown] [dropdown]

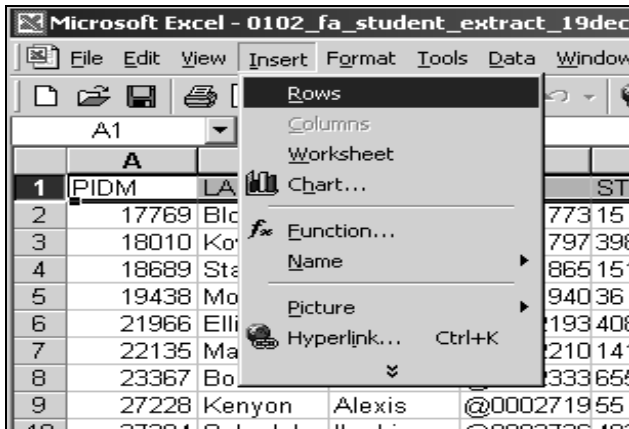
Use ? to represent any single character
 Use * to represent any series of characters

OK Cancel

How many students in three separate curricula received aid in the fall term?

Because this question requires three separate criteria in one of the fields, we'll need to use an Advanced Filter.

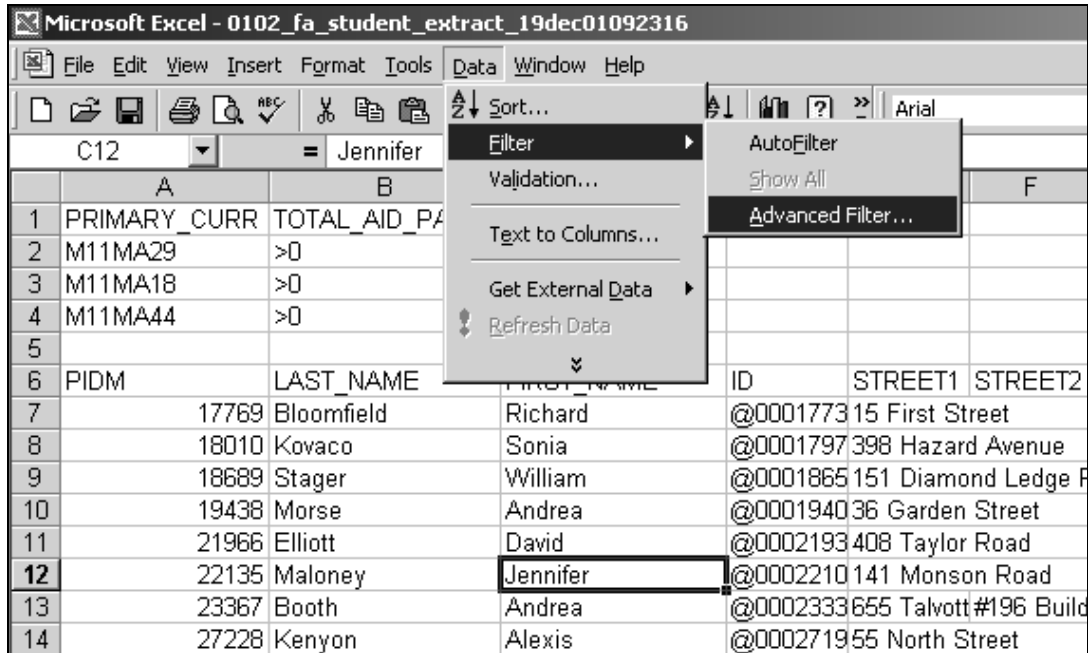
- Click into cell A1. Use menu **Insert > Rows** to insert five additional rows at the top of the sheet, which will be used to establish the specific criteria for each field we'll need to filter on:
 - TOTAL_AID_PAID (column BP): >0
 - PRIMARY_CURR (column CG): M11MA29, M11MA18, M11MA44
 - FIN_FALL_HOURS (column CI): >0
- The first row is for the field names, the next three are for the criteria, plus a blank row to separate the filter information from rest of the data.



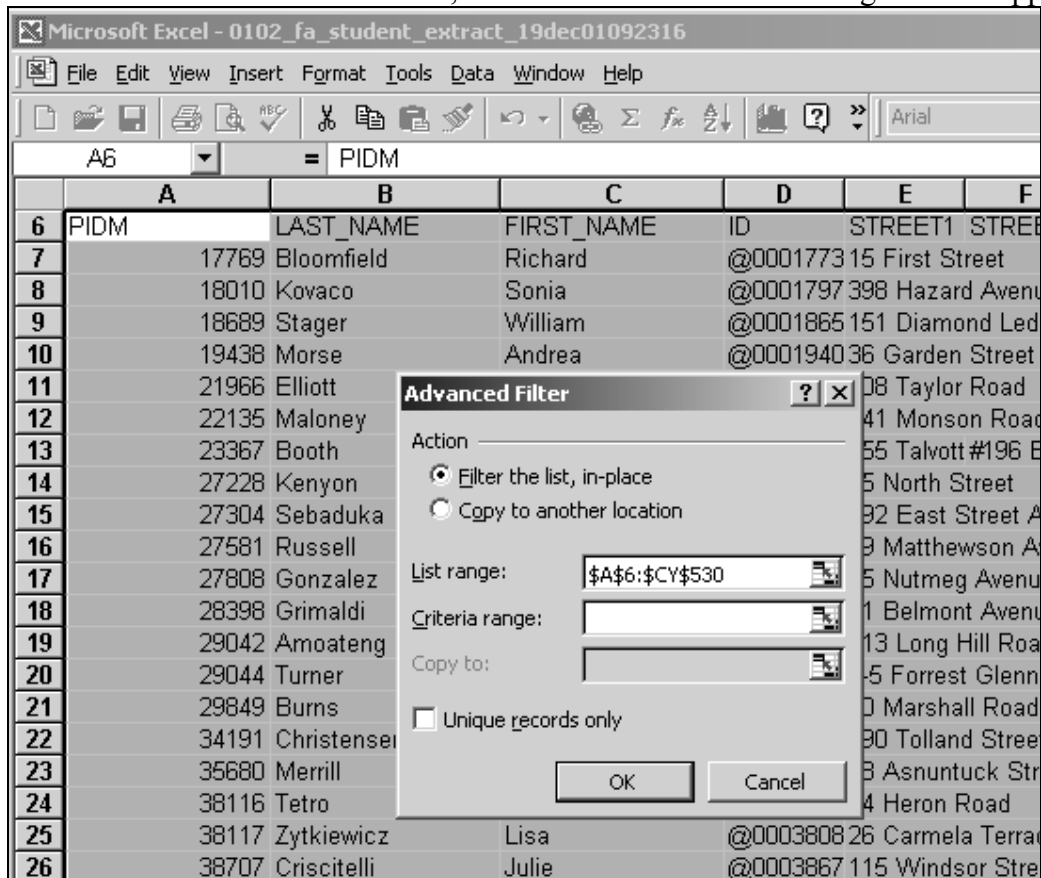
- Copy and paste the Field names exactly as they appear in the extract into the top row, with the criteria value for each field below it.
- Your sheet will look like the following screenshot. Note that each value listed in the Curricula field value has matching criteria in the other fields.

	A	B	C	D	E	F
1	PRIMARY_CURR	TOTAL_AID_PAID	FIN_FALL_HOURS			
2	M11MA29	>0	>0			
3	M11MA18	>0	>0			
4	M11MA44	>0	>0			
5						
6	PIDM	LAST_NAME	FIRST_NAME	ID	STREET1	STREET2
7	17769	Bloomfield	Richard	@0001773	15 First Street	
8	18010	Kovaco	Sonia	@0001797	398 Hazard Avenue	
9	18689	Stager	William	@0001865	151 Diamond Ledge P	
10	19438	Morse	Andrea	@0001940	36 Garden Street	
11	21966	Elliott	David	@0002193	408 Taylor Road	
12	22135	Maloney	Jennifer	@0002210	141 Monson Road	
13	23367	Booth	Andrea	@0002333	655 Talvott #196 Build	
14	27228	Kenyon	Alexis	@0002719	55 North Street	
15	27304	Sebaduka	Ibrahim	@0002726	492 East Street Apt 4	

- Click your mouse cursor into one of the cells in the data set. Then from the menu select **Data > Filter > Advanced Filter**.



- The entire data set will be selected, and the **Advanced Filter** dialog box will appear.



- Click your cursor into the **Criteria Range** box, then scroll vertically up to the top of the sheet and select the range of cells that include your filter criteria (cells A1-C2, in this case). This information will fill in to the **Criteria Range** field in the dialog box. *This step*

may take a little practice!

Microsoft Excel - 0102_fa_student_extract_19dec01092316

File Edit View Insert Format Tools Data Window Help

Criteria = PIDM

	A	B	C	D	E	F
1	PRIMARY_CURR	TOTAL_AID_PAID	FIN_FALL_HOURS			
2	M11MA29	>0	>0			
3	M11MA18	>0	>0			
4	M11MA44	>0	>0			
5						
6	PIDM	LAST_NAME	FIRST_NAME	ID	STREET1	STREET2
7	17769	Bloomfield	Richard	@0001773	15 First Street	
8	18010	Kovaco			98 Hazard Avenue	
9	18689	Stager			51 Diamond Ledge F	
10	19438	Morse			6 Garden Street	
11	21966	Elliott			08 Taylor Road	
12	22135	Maloney			41 Monson Road	
13	23367	Booth			55 Talvott #196 Build	
14	27228	Kenyon			5 North Street	
15	27304	Sebaduka			92 East Street Apt 4	
16	27581	Russell			9 Matthewson Avenu	
17	27808	Gonzalez			5 Nutmeg Avenue	
18	28398	Grimaldi			1 Belmont Avenue	
19	29042	Amoateng			13 Long Hill Road	
20	29044	Turner			5 Forrest Glenn	
21	29849	Burns			0 Marshall Road	
22	34191	Christensen	Jennifer	@0003415	490 Tolland Street D2	
23	35680	Merrill	Eileen	@0003564	28 Asnuntuck Street	

Advanced Filter

Action

Filter the list, in-place

Copy to another location

List range: \$A\$6:\$CY\$530

Criteria range: '0102_fa_student_extrε

Copy to:

Unique records only

OK Cancel

- Click **OK**, and your filtered dataset will appear.

Microsoft Excel - 0102_fa_student_extract_19dec01092316

File Edit View Insert Format Tools Data Window Help

C17 = PIDM

	A	B	C	D	E	F	G	H
1	PRIMARY_CURR	TOTAL_AID_PAID	FIN_FALL_HOURS					
2	M11MA29	>0	>0					
3	M11MA18	>0	>0					
4	M11MA44	>0	>0					
5								
6	PIDM	LAST_NAME	FIRST_NAME	ID	STREET1	STREET2	STREET3	CITY
23	35680	Merrill	Eileen	@0003564	28 Asnuntuck Street			Enfield
43	91872	Flemming	Michele	@0009187	93 Green Valley Drive			Enfield
81	417312	Kane-DiBacco	Kathy	@0041731	11 South Rd			Enfield
129	432042	Lepage	Janice	@0043204	527 Washington Road			Enfield
159	436307	Marshall	Dennis	@0043630	3201 Bigelow Commons			Enfield
161	436522	Flenke	Rebecca	@0043652	11 Clear St			Enfield
184	692038	Sopelak	Jo Ann	@0069203	297 Brainard Road			Enfield
238	810897	Berry	Marylou	@0081089	P O Box 345			Stafford S
323	867833	Wilcox	Sean	@0086783	176 Griffin Road			West Suff
347	882189	Storrs	Amanda	@0088218	37 Hale Drive			Windsor
396	908869	Grubenau	Magdalena	@0090882	482 Pinney Road			Somers
398	910062	Louis	Zachary	@0091002	P O Box 83			Suffield
411	913713	Boltz	Crystal	@0091366	56 Elm Str/Unit 47			Enfield
493	947548	Berube	Peter	@0094748	19 Poplar Street			Enfield
531								
532								
533								
534								

How many students, grouped by city, received financial aid?

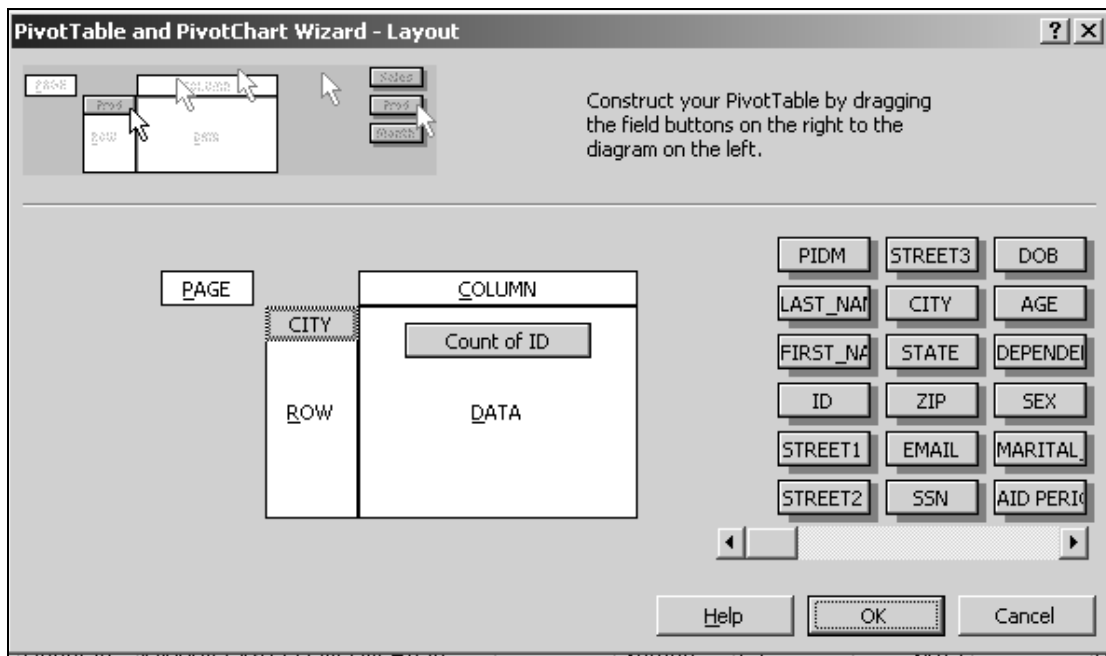
This question can easily be answered, and reported, by using a PivotTable in Excel.

- Click your cursor anywhere into the data set. Select menu items **Data > PivotTable and PivotChart Report**.

The screenshot shows the Microsoft Excel interface with the 'Data' menu open. The 'PivotTable and PivotChart Report...' option is highlighted. The spreadsheet data is as follows:

	A	B	C		H	I	
1	PIDM	LAST_NAME	FIRST_NAME		ET3	CITY	STATE
2	17769	Bloomfield	Richard			Windsor L	CT
3	18010	Kovaco	Sonia			Enfield	CT
4	18689	Stager	William			Stafford Sp	CT
5	19438	Morse	Andrea			Enfield	CT
6	21966	Elliott	David			Enfield	CT
7	22135	Maloney	Jennifer			Stafford Sp	CT
8	23367	Booth	Andrea			Vernon	CT
9	27228	Kenyon	Alexis			Enfield	CT
10	27304	Sebaduka	Ibrahim			Plainville	CT
11	27581	Russell	Shawwna			Enfield	CT
12	27808	Gonzalez	Tonya			Enfield	CT
13	28398	Grimaldi	Nancy	@000283631 Belmont Avenue		Enfield	CT
14	29042	Amoateng	Henry	@0002900213 Long Hill Road		South Win	CT
15	29044	Turner	Fabian	@00029003-5 Forrest Glenn		Middletown	CT
16	29849	Burns	Dale	@000298110 Marshall Road		Enfield	CT
17	34191	Christense	Jennifer	@0003415490 Tolland Street D2		East Hartf	CT
18	35680	Merrill	Eileen	@000356428 Asnuntuck Street		Enfield	CT

- In the PivotTable wizard layout screen, you'll select the **ID** field as your data field (which is used as a "counter" for each record) and the **City** field, which will supply the grouping for each row, in this particular PivotTable.



- The finished PivotTable is shown below (I've hidden a few rows so the whole thing, including the total at the bottom, could be displayed). In the screenshot at left, the data is displayed alphabetically by city. In the shot at right, I've simply resorted it in descending

order from most students to least.

Microsoft Excel - 0102_fa_student_ext			
File Edit View Insert Format Tools D			
D17 =			
	A	B	C
1			
2			
3	Count of ID		
4	CITY	Total	
5	Bloomfield	2	
8	Coventry	1	
9	East Granby	5	
10	East Hartford	5	
13	Ellington	15	
14	Enfield	272	
15	Glastonbury	1	
16	Granby	3	
17	Hartford	7	
27	Poquonock	1	
28	Rocky Hill	1	
32	Springfield	4	
33	Stafford	2	
34	Stafford Springs	30	
39	Vernon	1	
40	Vernon/Rockville	2	
41	W. Suffield	1	
42	West Granby	1	
43	West Hartford	1	
44	West Hartland	1	
45	West Springfield	1	
46	West Suffield	9	
47	Wethersfield	1	
48	Willington	1	
49	Windsor	16	
50	Windsor Locks	42	
51	Grand Total	524	
52			

Microsoft Excel - 0102_fa_student_ext			
File Edit View Insert Format Tools D			
G52 =			
	A	B	C
1			
2			
3	Count of ID		
4	CITY	Total	
5	Enfield	272	
8	East Windsor	19	
9	Somers	18	
10	Suffield	17	
13	Ellington	15	
14	West Suffield	9	
15	Hartford	7	
16	East Granby	5	
17	East Hartford	5	
27	Stafford	2	
28	Vernon/Rockville	2	
32	Holyoke	1	
33	Huntington	1	
34	Longmeadow	1	
39	Poquonock	1	
40	Rocky Hill	1	
41	Somersville	1	
42	Staffordville	1	
43	Vernon	1	
44	W. Suffield	1	
45	West Granby	1	
46	West Hartford	1	
47	West Hartland	1	
48	West Springfield	1	
49	Wethersfield	1	
50	Willington	1	
51	Grand Total	524	
52			