

SASI Data Export to Microsoft Office Applications

**Richland County School District One
Instructional Technology Services**

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SASI Data Export to MS Office Applications

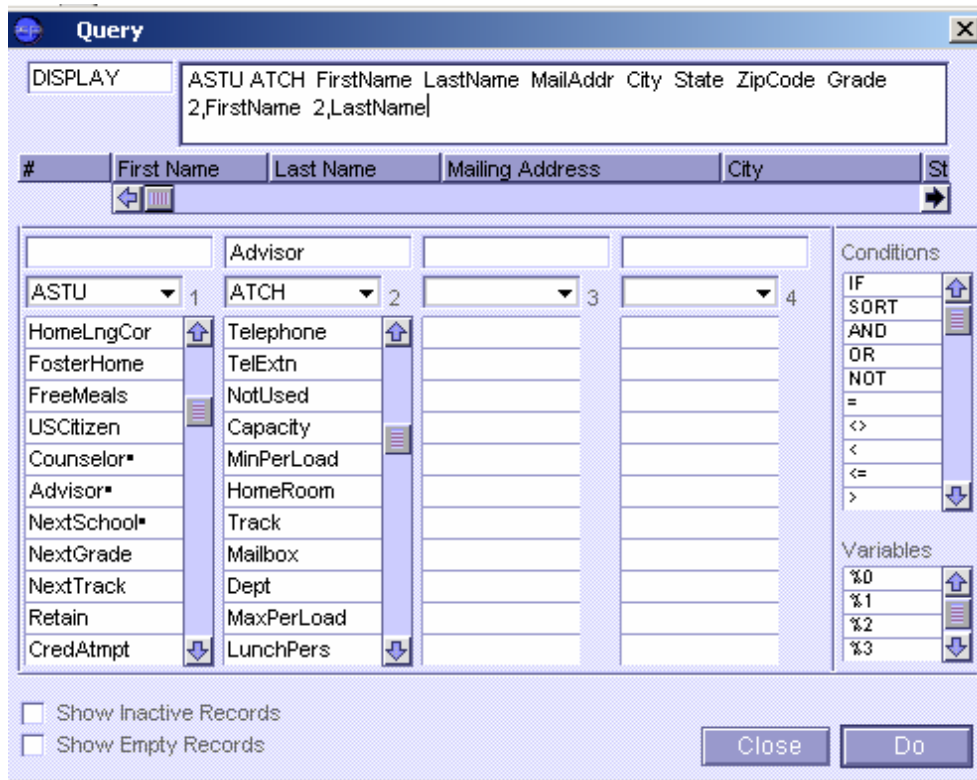
Data can very easily be exported out of SASI and entered into Microsoft Word, Excel, and Access. You may want to do this in order to create mailing labels, letters, or special reports; add information not kept in SASI; or manipulate data you have.

In this lesson, we will:

- Create mailing labels and form letters using Microsoft Word
- Export data into Excel and Access

SASI Procedures

1. The first step in SASI is to setup your query to export the data you need from SASI. In this example, the query will be used to create mailing labels for all students and letters to each student welcoming them to the school and informing them of their homeroom teacher. Create the query as shown below. Notice in the example that we have chosen **DISPLAY** rather than EXPORT. Display is chosen because the Export command will not give you column headings, which are necessary for Word mail merge and Access tables.



2. **Do** the query and verify the data.

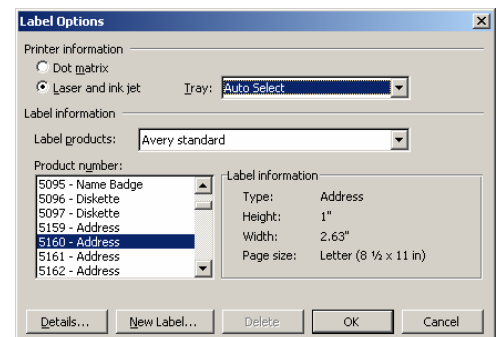
3. From the Menu bar, select **Data, Export List**.

Choose the folder in which to save the exported list and name the file. Save the file to the **Desktop** and name it **Welcome.doc**. If the file is to be opened in Word, it should be given the extension of .doc. If it is to be opened in Excel or Access, it should be given a .txt extension for a text file. It is very important that you remember the location and name of your file. This is all we need from SASI.

Microsoft Word Labels

The following process can be used for any data items that you want to print on a label or label format.

1. Follow the above SASI procedures for creating a query in Display mode and exporting the list.
2. Open **Word**. From the **Tools** menu, select **Letters and Mailings, Mail Merge**. The Mail Merge wizard appears in the Mail Merge Task Pane.
3. Select **Labels** under **Select document type** and click on **Next: Starting document**.
4. Under **Select starting document**, choose **Change document layout** and click on **Label options**. A dialog box appears from which you can select pre-defined label products. Select the desired label type and product number and click **OK**. Select Avery 5160.
5. Click on **Next: Select recipients**.
6. Under **Select recipients**, choose **Use an existing list**. Click on **Browse** to locate your SASI exported file. This is where it is important that you remember where you saved the SASI export list.
7. Open the Welcome.doc file saved on your Desktop. The data exported from SASI appears on the screen. Click **OK** to continue.
8. Click on **Next: Arrange your labels** to setup the document.
9. Click **More Items** to get a list of the available fields from your SASI export. Double-click on each field to be included in your mail merge label. Your label should be similar to the one below. Click on **Close**.



```
«First_Name» «Last_Name»  
«Mailing_Address»  
«City», «State» «Zip_Code»
```

10. Insert spaces between words, line breaks, and additional characters to format the labels the way you want them to print. Click on **Next: Preview the labels**. If they are correct, click on **Previous: Arrange your labels**. Click **Update all labels** to replicate the setup to all the labels on the page.
11. Click **Next: Preview your labels**. If the labels are correct, click **Next: Complete the merge**. Click **Previous** if you need to go back and change any of the previous steps.
12. To complete the merge, click **Print** to merge the document directly to the printer, or click **Edit individual labels** to merge to a new document. Merge to a new document will also allow you to save the finished labels for printing at a later time.
13. If you want to merge all records, select **All** and click **OK**. To select a certain range of records, enter the starting and ending line number for the record. You can also choose to merge only the current record.

Microsoft Word Form Letters

1. Follow the SASI procedures for creating a query in Display mode and exporting the list. (We will use the Welcome.doc file already created and exported from SASI.)
2. Open **Word**. From the **Tools** menu, select **Letters and Mailings, Mail Merge**. The Mail Merge wizard appears in the Mail Merge Task Pane.
3. Select **Document type Letters** and click **Next: Starting document**.
4. Under **Select starting document**, select **Use the current document**. Click on **Next: Select recipients**.
5. Select **Use an existing list** and click on **Browse**.
6. Find the file exported from SASI (Welcome.doc on the desktop) and **Open** it. The data exported from SASI appears on the screen. Click **OK** to continue.
7. Click on **Next: Write your letter**.
8. Create the following letter. To enter fields from the exported SASI file, click on **More items** to see a list of the available fields. Double-click on the field to add it to your letter. Click **Close**. Continue typing the letter until you are ready for the next merged field. Click on **More items** and select the desired field. Repeat until all desired fields have been added to the letter.

«First_Name» «Last_Name»
«Mailing_Address»
«City», «State» «Zip_Code»

Dear «First_Name»:

Welcome to our high school. We are excited to have you as a member of our «Grade»th grade class this year. Your homeroom teacher will be «First_Name1» «Last_Name1». We look forward to seeing you on August 1st.

Sincerely,

George Bush
Principal

9. Click **Next: Preview your letters**. If the setup is correct, click **Next: Complete the merge**. Click **Previous: Write your letter** to go back and change any previous steps.
10. To complete the merge, click **Print** to merge the document directly to the printer, or click **Edit individual letters** to merge to a new document. Merge to a new document will also allow you to save the finished letters for printing at a later time.
11. If you want to merge all records, select **All** and **OK**. To select a certain range of records, enter the starting and ending line number for the record. You can also choose to merge only the current record.

Merged Letter

Andrew Acosta
312 Walnut Av
Pleasantville, CA 92653

Dear Andrew:

Welcome to our high school. We are excited to have you as a member of our 11th grade class this year. Your homeroom teacher will be Alice Anton. We look forward to seeing you on August 1st.

Sincerely,

George Bush
Principal

Microsoft Word Forms

Forms follow the same procedure as creating letters. The important item to note with forms is that you should create them using Tables in Word instead of using the Tab key to line up columns.

1. Export the desired data from SASI.
2. Open Word. If you have already created a form that you would like to use for the mail merge, open it.
3. To create a form using tables, click on **Table, Insert Table**.
4. Indicate the number of columns and rows you want and click **OK**. The number of columns should be twice the number of items you want on a line. For instance, if the first line of the form has First Name, Last Name and Parent/Guardian, you need 6 columns - one for each of the labels and one for each of the field names.
5. Use Merge Cells and Split Cells to create a different arrangement of data on the lines.
6. Once you have your form completed, follow the mail merge steps to add the mail merge fields and complete the merge.

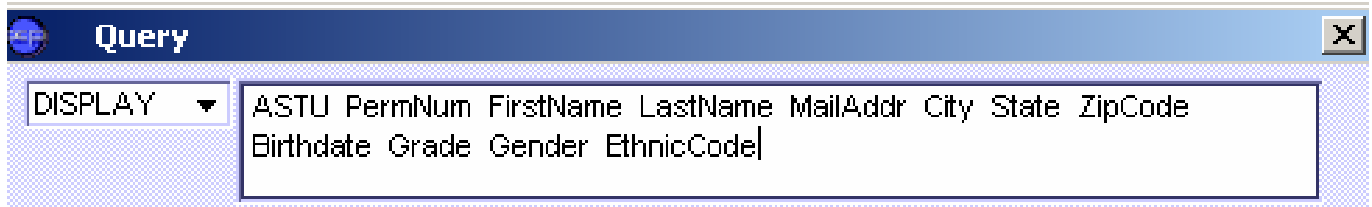
Student Information

Please fill in missing information or make corrections and return to your child's homeroom teacher.

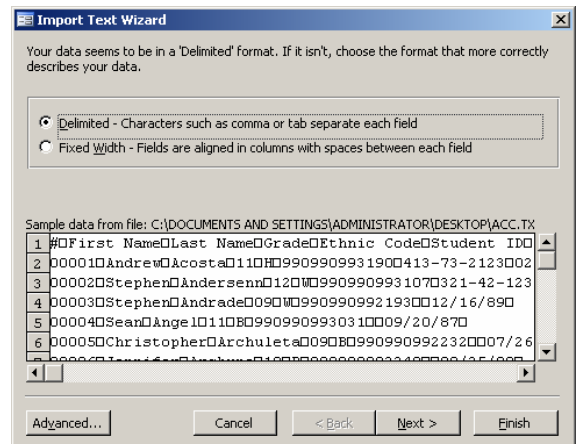
+	First Name:	Kenrick	Last Name:	Arnez	Parent/Guardian:	M/M Joshua Arnez
	Mailing Address:	8827 E Butt St Anytown, CA 92653				
	Home Phone:	714-777-2560				
	Contact Person 1:	Alice Arnez	Relationship:	13	Contact Person 1 Phone:	231-9321
	Contact Person 1 Address:	238 Lincoln Street Anytown, CA 21123				
	Contact Person 2:	Josie Smith	Relationship:	09	Contact Person 2 Phone:	321-8219
	Contact Person 2 Address:	3413 E. Butt St Anytown, CA 92653				
	Physician's Name:	Dr. Ed Williams	Physician's Phone No.	431-0212		

Microsoft Access

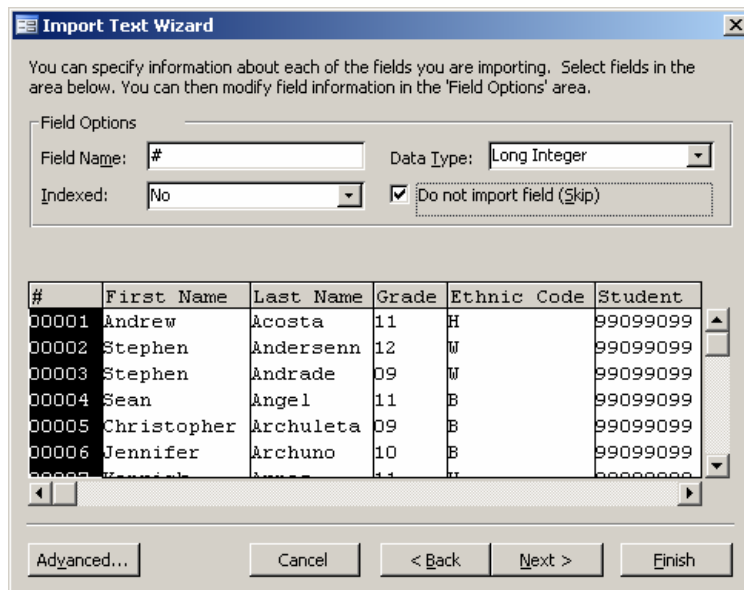
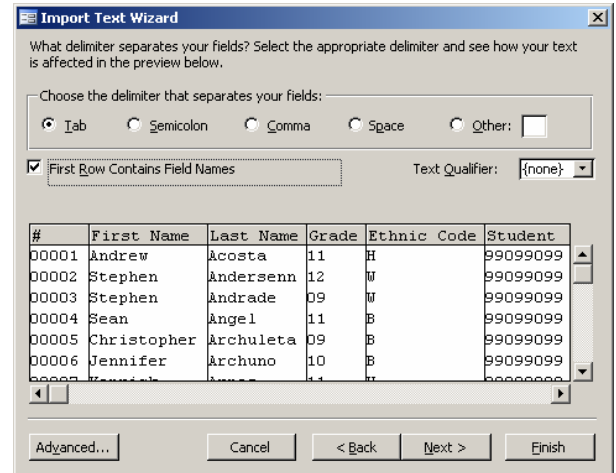
1. The first step in SASI is to setup your query to export the data you need from SASI. Choose **DISPLAY** rather than EXPORT. Display is chosen because the Export command will not give you column headings, which are necessary for Access tables. Create the following query. **Do** the query and click on **Data, Export list**. Save the query to the Desktop and name it **Sasi Data.txt**.



2. Open Access and select an existing database or create a new one. To create a new database, click on the **New** icon on the toolbar or click on **File, New** and select **Blank Database**. Select a folder in which to save the new database and name the database. Let's name our database **Sasi demographics** and save it to the Desktop. Click **Create**.
3. Click on **File, Get External Data, Import**. Change **Files of Type** to **Text Files**. Select your SASI file (**Sasi data.txt**) and click on **Import**.
4. On the **Import Access Wizard** screen, select **Delimited** and click on **Next**.



5. Select **Tab** and check the **First Row Contains Field Names** box. Click on **Next**.
6. Select store your data **In a New Table** and click on **Next**.
7. In the Field Options step, you can rename a field, change the data type, or leave a particular field out of the import. Click on each field column to change field options for that field.
8. A sequence number # field automatically exports with SASI. In the example below, we tell Access not to import this field.



If you are importing Perm Numbers, click in that column to select it and change the data type to **Text**. Access thinks the Perm Number field is a numeric field and will not import this field until it is changed to a text field. You may also need to change the Data type to Text on fields such as Grade or SSN so Access does not drop leading zeros. Make the desired changes and click on **Next**.

9. Select one of the fields to be your primary key (make sure it is something unique to each record) or select **No Primary Key** and click on **Next**.
10. Name the new table and click on **Finish**.
11. The SASI files are imported into the Access table. If errors occurred during the import, an Import Errors log is created from which you can determine the errors.

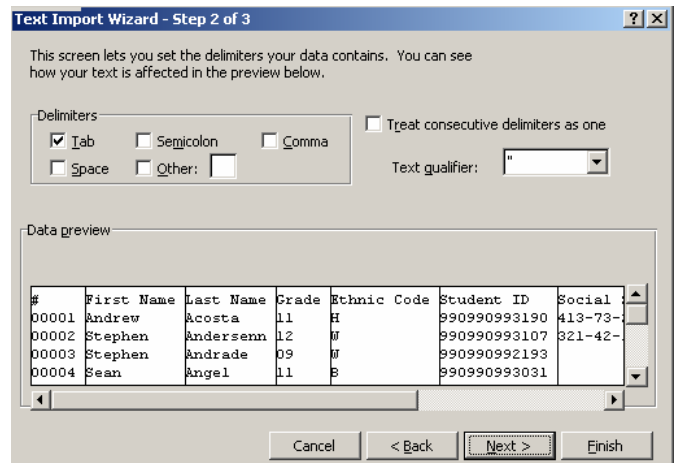
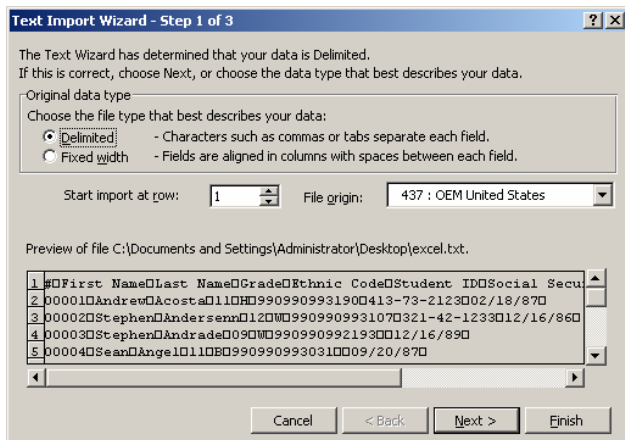
In Access you are able to add additional fields, run queries, and create professional looking reports.

Sasi Data

<i>Grade</i>	<i>Gender</i>	<i>Ethnic Code</i>	<i>Total</i>
9	F	A	2
9	F	B	5
9	F	H	5
9	F	P	1
9	F	W	34
9	M	B	4
9	M	H	11
9	M	W	30
10	F	A	2
10	F	B	4
10	F	H	12
10	F	O	1
10	F	W	29

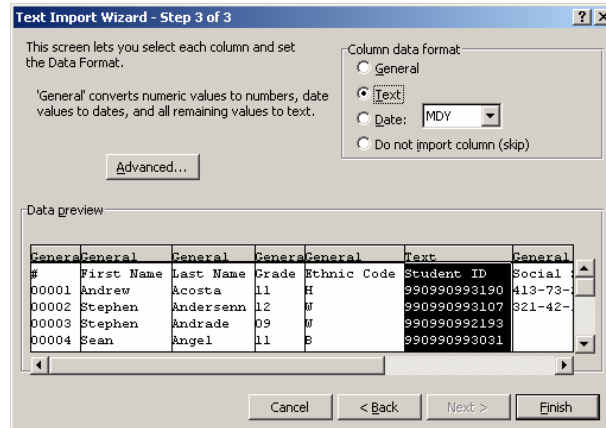
Microsoft Excel

1. Create the query in SASI. When exporting to Excel, it doesn't seem to matter if you choose DISPLAY or EXPORT. Both work the same way.
2. **DO** the query to verify the data.
3. From the Menu bar, select **Data, Export List**.
4. Choose the save location and name of the exported file. Remember this location and file name. The file can be given a text extension of .txt or an Excel extension of .xls.
5. Close SASI and open Excel.
6. Click on File, Open.
7. Change the **Files of Type** to **All Files**.
8. Open the file you saved from SASI.
9. A **Text Import Wizard** box opens. Select Delimited for the file type and click on **Next**.



10. Select **Tab** as the Delimiter and click on **Next**.

11. If Student ID is one of your fields, select this field and change the **Column data format** to **Text**.



12. Click on **Finish**.
13. Your spreadsheet is completed. You can add additional fields to the spreadsheet, perform calculations, create graphs, etc.