Accessing Data in Microsoft Excel 2007

1. Open Excel
2. Click the Data tab
3. Click Existing Connections
4. If this is the first time you are accessing data this way, click the Browse for More button in the lower left corner and follow steps 5-8. Otherwise click XE in the list and skip to step 9.
5. Choose New Data Source
6. Choose Microsoft Data Access – OLE DB Provider for Oracle
7. Click Next
   a. Server = XE
   b. Enter username
   c. Password
8. Click Next
9. Select Table
10. Click Next
11. Click Finish
12. Click Ok
13. Enter password
14. Click Ok
15. Data will load into current sheet