

Excel 2003

**Using Excel  
With the Web**

**User's Manual**

University of Wisconsin Oshkosh

Division of Information Technology  
Judy Chartre'

October 2006

## Table of Contents

<b>EXPORT EXCEL DATA.....</b>	<b>1</b>
<b>PUBLISH A WORKSHEET TO THE WEB .....</b>	<b>3</b>
<b>IMPORT DATA FROM THE WEB.....</b>	<b>4</b>
<b>CREATE A WEB QUERY .....</b>	<b>5</b>

■ **Technology Training Staff:**

- Judy Chartre'
  - Ph: 0238 email: [chartre@uwosh.edu](mailto:chartre@uwosh.edu)
- Sarah Bradway
  - Ph: 3334 email: [bradways@uwosh.edu](mailto:bradways@uwosh.edu)
- Michelle Loker
  - Ph: 1154 email: [loker@uwosh.edu](mailto:loker@uwosh.edu)

## Introduction

When you export data to the Web, not only do you make your workbooks available to others, you can view and change Excel files at any computer with an internet connection, without having an Excel application.

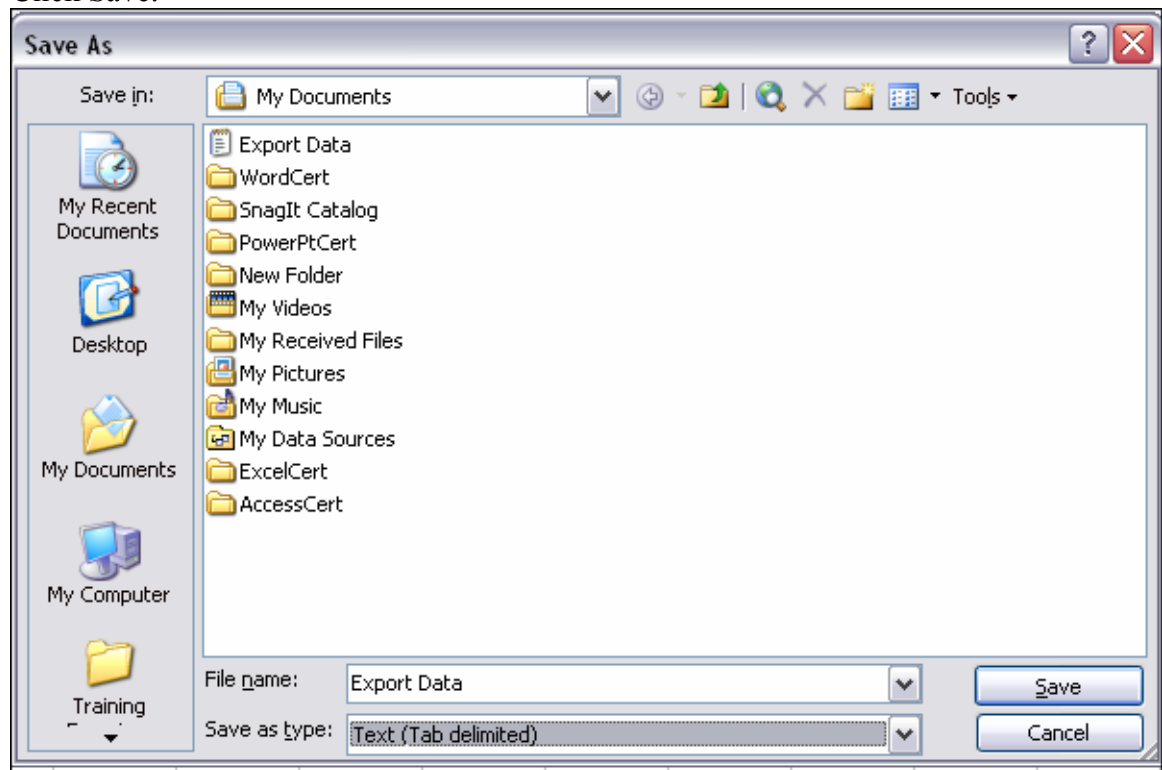
## Export Excel Data

An export is a method of transferring data that has been created in Excel to a different application so the data can be manipulated in the new application. You can export a range of data, a worksheet, or an entire workbook. When data is exported, a copy of the data is formatted specifically for the application it will be used in – while the original data stays the same. Some of the more common file types for exporting Excel data are:

- HTML – Data being used on the Web or viewed in a Web browser.
- Text – Tab delimited for word processing.
- CSV – Comma delimited for databases.
- WKS – For Lotus 1-2-3.

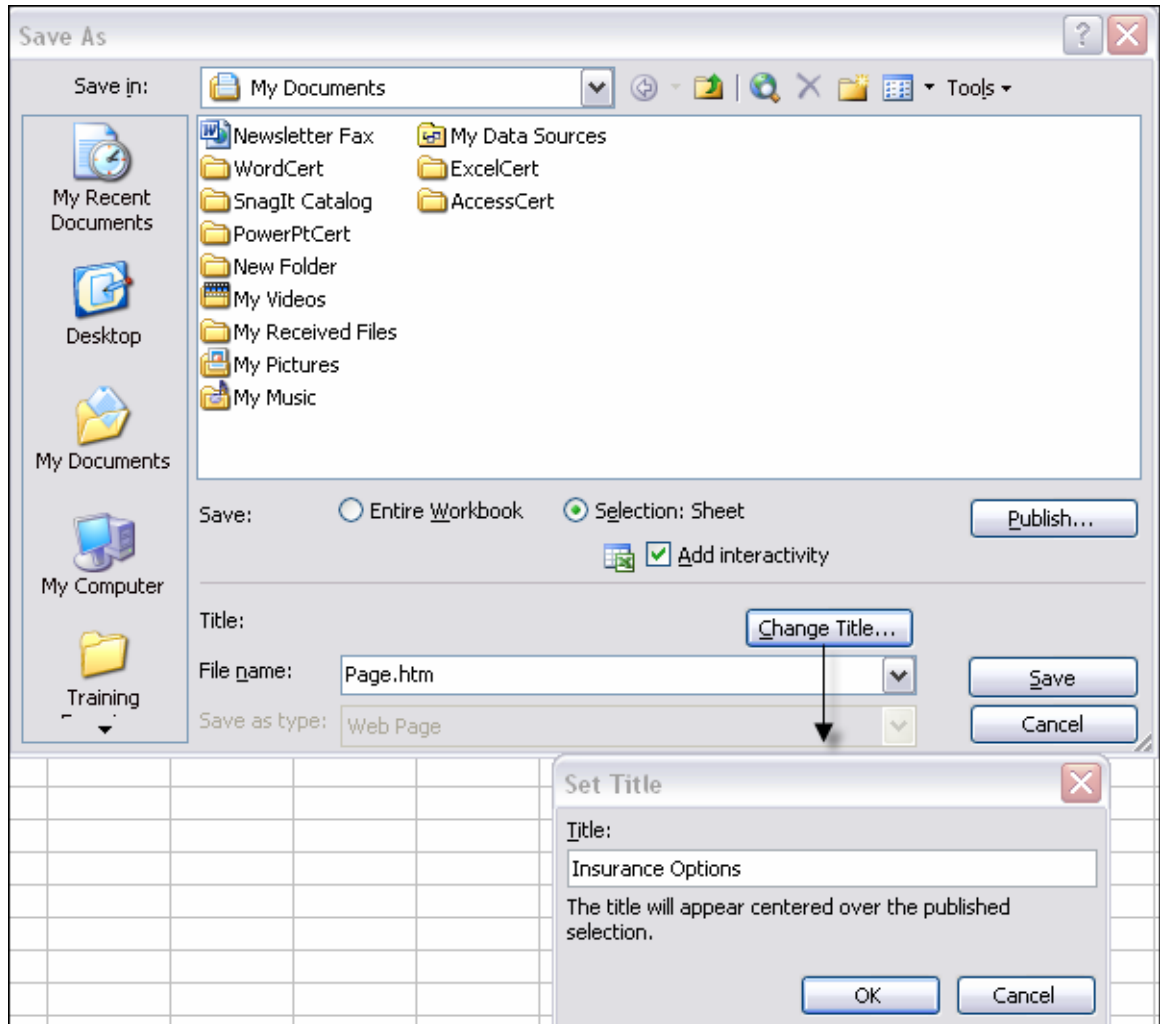
### To export Excel data in a different file format

1. Open the workbook.
2. Choose File→Save As.
3. If necessary, from the Save In list, select the location to save the file.
4. In the File Name text box, enter the name of the file
5. From the Save As Type list, select the file type.
6. Click Save.



### To export Excel data as a Web page

1. Open the workbook.
2. Choose File→Save As Web Page.
3. If necessary, from the Save In list, select the location to save the file.
4. In the Save area, select either Entire Workbook or Selection: Sheet.
5. If necessary, check the Add Interactivity check box.
6. If necessary, add a page title by Clicking Change Title.
7. In the File Name text box, enter the name of the file
8. Click Save.

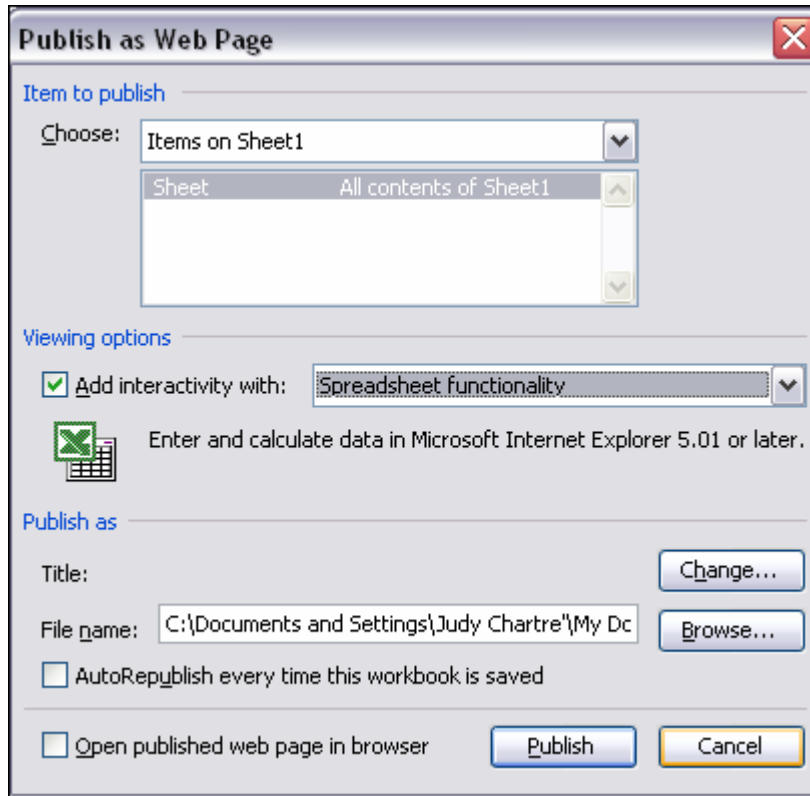


## Publish a Worksheet to the Web

When you publish a worksheet to the Web, you can make changes to the data from any computer that has an internet connection.

### To publish a workbook to the Web

1. If necessary, select the worksheet or range of cells you want to publish.
2. Choose File→Save As Web Page.
3. If necessary, from the Save In list, select the location for the Web page..
4. In the Save area, select either Entire Workbook or Selection: Sheet.
5. Click Publish in the Save As dialog box.
6. If necessary, enter a title for the Web page.
7. In the File Name text box, enter a name for the Web page.
8. Click Publish.
9. If necessary, change any publishing options.
10. Click Publish.



Publishing is one way to generate the HTML format that is required to display information on the Web. When you publish a Web page, you have more options than when you export the data in an HTML format. The data that is published as a Web page can be manipulated through any Web browser; exported HTML data cannot.

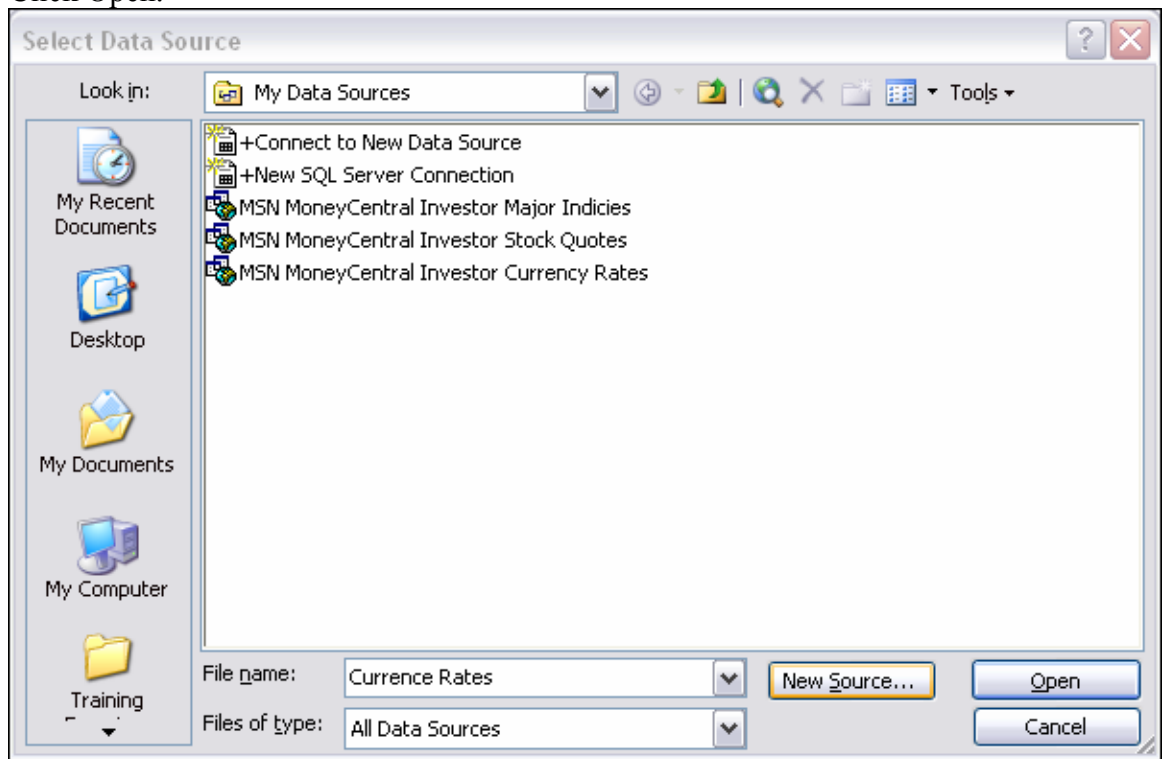
## Import Data from the Web

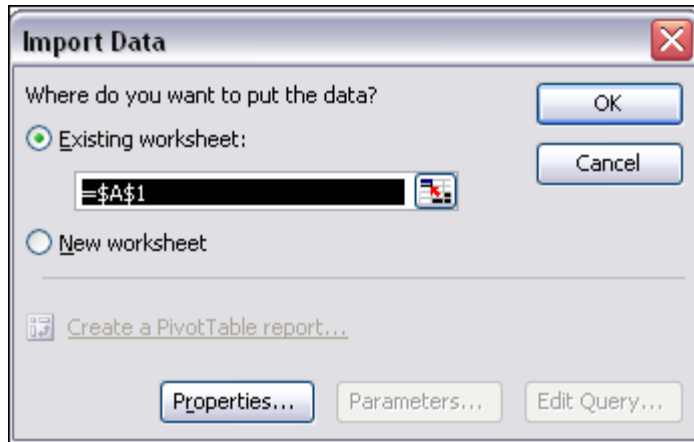
You might find data on the Web that you would like to include in your workbook. In order to capture this data you need to import the data to be sure you get exactly the data you want. Cut & Paste might work, but you could possibly miss part of the data or it may not copy correctly.

Import is a method of transferring data from an application into an Excel workbook. Excel can import an entire file or selected data from the file. The import changes the data format so that it can be manipulated within a worksheet. The imported data appears no different from data that has been created directly in Excel and you work with the data in the same manner. The data can be imported from other spreadsheet applications, databases, text documents, or the Web.

### To import data from the Web

1. Open the worksheet the data will be imported to.
2. Choose Data→Import External Data→Import Data.
3. From the Look In drop-down list, select the data source.
4. In the File Name text box, enter a name for the file.
5. Click Open.





6. Under Where Do You Want To Put The Data, choose a location for the data.
7. Click OK.

## Create a Web Query

There is a lot of data on the Web that changes frequently, as quick as every hour or even more often. Capturing this data by importing would require repeating the import process over and over and you could never really be sure that the data was current. You can create a Web query that will automatically update the data you import when the data on the Web is updated, without requiring additional imports.

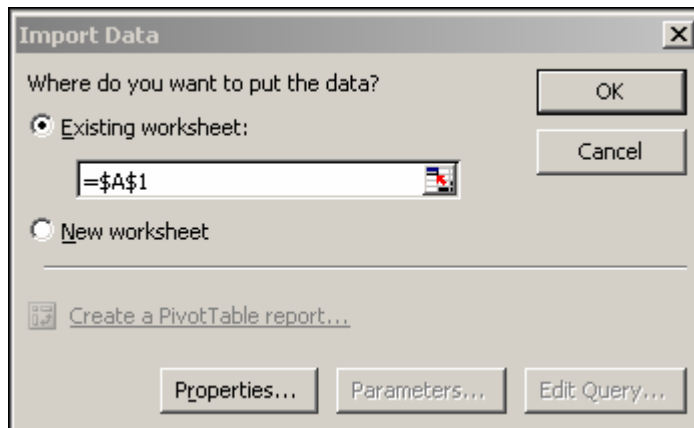
A Web query is an import that transfers data from the Web into an Excel worksheet, and that data can be from any Web page. It is primarily used to import data that changes frequently. The Web query determines what portions of the Web page are available to import. An internet connection is necessary for the data to update.

**To create a Web query**

1. Select the worksheet to import the data into.
2. Choose Data→Import External Data→New Web Query.
3. Navigate to the Web page where you want to import data from.
4. Click Go.
5. Select the tables you want to import.
6. Click Import.



7. Select a location for the data.



8. Click OK.