



## Column List

You begin by clicking Show Source Columns. Then you can select the columns you want in the query. See the next page for more detail.

COLUMN LIST

Select columns below to be in the new query Has Grouping

Saved



	Columns in source view				Columns in this query
A	Customer [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	Column: Customer New Name: <input type="text"/> Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
B	SO # [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	Column: SO # New Name: <input type="text"/> Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
C	DateDeliveryRequested [datetime]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	Column: SO Item # New Name: <input type="text"/> Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
D	SO Item # [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D	Column: OurItemCode New Name: Item Code Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
E	OurItemCode [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	E	Column: Date Ordered New Name: Ordered Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
F	DateLastShipped [datetime]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	Column: Order Qty New Name: <input type="text"/> Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
G	Date Ordered [datetime]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G	Column: <input type="text"/> New Name: Total Cost Expression: [Order Qty] * [Unit Cost] On Output: <input type="button" value="DISPLAY"/>
H	Order Qty [int]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H	Column: <input type="text"/> New Name: Total Price Expression: [Order Qty] * [Unit Price] On Output: <input type="button" value="DISPLAY"/>
I	Unit Cost [float]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I	Column: StatusDescripti... New Name: Status Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
J	Unit Price [float]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	J	Column: Typeltem New Name: <input type="text"/> Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
K	Typeltem [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	K	Column: DateLastShipped New Name: Last Shipped Expression: <input type="text"/> On Output: <input type="button" value="DISPLAY"/>
L	Supplier [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
M	StatusDescription [nvarchar]	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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### Excel column names

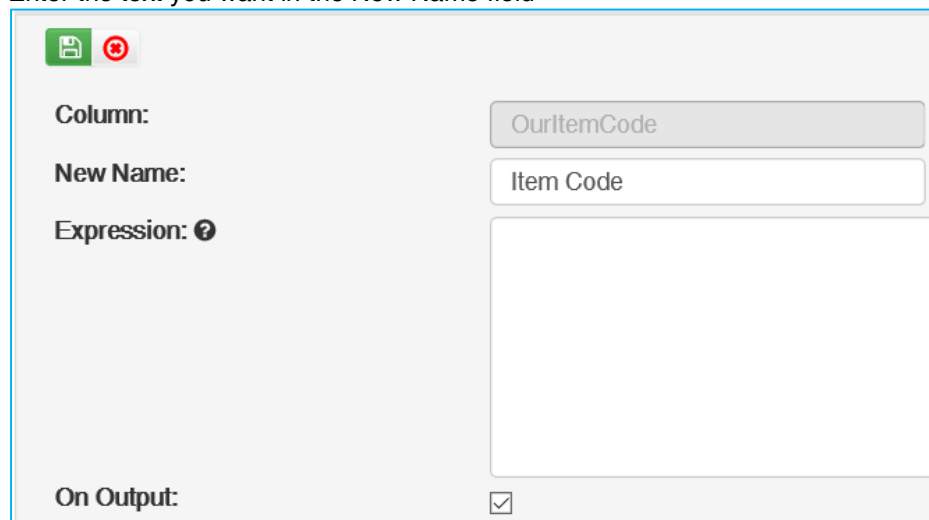
Notice the gray letters in the column list. They show the Excel column names and are ordered that way. So you will know that Customer will be in column A, SO # in column B, etc.

You can change the sequence here. Suppose you want Status to come immediately after Customer. Enter B in the empty box    and click the curved arrow.


### Rename column

Notice Excel columns D and E. The query creator decided to change the names for the column headings in the output.

1. Click the edit icon 
2. Enter the text you want in the New Name field



The screenshot shows a dialog box for renaming a column. At the top left, there are icons for save (green floppy disk) and cancel (red circle with X). The dialog has three main sections: 'Column:' with a text field containing 'OurItemCode'; 'New Name:' with a text field containing 'Item Code'; and 'Expression: ?' with a large empty text area. At the bottom, there is a checkbox labeled 'On Output:' which is checked.

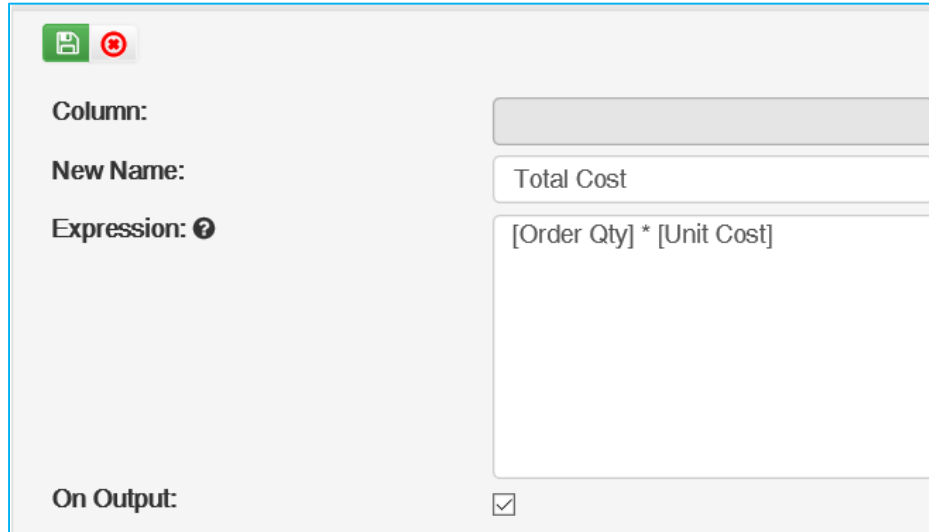
3. Click the save icon. 

When you have complete the work of selecting and refining the Column List, click the Save button as shown above. (You may want to click it periodically as you proceed, just to be safe.)

### *New columns with expressions*

Notice Excel columns G and H. They contain calculations (expressions) using data from the view.

1. Click New Column
2. Provide the name you want for the calculated result
3. Define the specific calculation you want performed. It looks much like an Excel formula
  - a. It has brackets [] surrounding the column names. That is because spaces and special characters in column names may be fine for humans but confuse SQL Server.



The screenshot shows a dialog box for creating a new column. It has a title bar with a save icon and a close icon. The main area contains three input fields: 'Column:' (empty), 'New Name:' (containing 'Total Cost'), and 'Expression:' (containing '[Order Qty] \* [Unit Cost]'). At the bottom, there is an 'On Output:' checkbox which is checked.

4. Click the save icon. 