**Connecting MS Excel to Teradata**

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**Sources**

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# Connecting Excel to Teradata

Check with your instructor for the correct username and password to Teradata. You must have been provided access to the University of Arkansas VMware system desktop and the credentials for Teradata and Excel to complete this connection. Open the VMware client prior to step 1.

## **Step 1: Open Excel**

1. **Select:** Start menu
2. **Type:** “Excel”
3. **Click:** Excel under Best match

## **Step 2: Create Blank Workbook**



## **Step 2: In the ribbon Tabs Select “Data”**



## **Step 3: Select “Get Data” Drop down menu**



## **Step 4: Select From Database from the Dropdown Menu > From Teradata Database**



## **Step 5: Server Connection**



1. **Server:** ufoaifx.walton.uark.edu
2. **Click:** OK

## Graphical user interface, text, application  Description automatically generated**Step 6: Authentication Window**

1. **Enter:** Teradata Username
2. **Enter:** Teradata Password
3. **Click:** Connect

## **Step 7: Selecting Tables**

Highlight the table you wish to open under the navigator menu. A sample of the data will appear on the right. In this example, we will be using the WCOB\_RSC database and Batch\_Production\_Fact table.



1. **Select:** Load

## **Step 8: View End Results and Notes**

If you used the Batch\_Production\_Fact table, your view should look identical. (!) Using Excel is not viable for larger data sets, but it can be used to create visuals or pivot tables for a snapshot of the data.

