DATASTREAM FOR OFFICE (DFO) ADD-IN

QUICK REFERENCE CARD

DATASTREAM FOR OFFICE (DFO) ADD-IN RIBBON FOR OFFICE 2007 AND LATER

Create a one off or embedded request for a series or list over time.

Manage all requests and convert from earlier versions.

Request Table - create and manage Datastream content in your sheets.

Access a library of spreadsheets.

View and create saved expressions.

Create a chart book based on a list.

Select to re-generate the charts.

Schedule Charts or Chart Templates for Refresh.

Access Online Help.

Connection status.

Edit request.

Refresh Data and set Calculation mode.

Create your own index or download index template.

Open a new combined Request Table and User Created Time Series workbook.

Create a list from series in your sheet or edit a list.

Select to edit a chart.

Refresh selected or all charts with the latest data.

Select chart to edit.

Configure a range of settings and defaults.

Access the Extranet.

STATIC DATA REQUEST

Use to request data for a series or a list of series at a single date.

Type series directly or select previous series from dropdown.

Select series from Navigator.

See the previous requests.

Select datatype.

Select to display the expression description or number.

Select to display the datatype description or mnemonic.

Click to convert the datatype to a different currency.

Reference a series or several series.

Select list from the list picker.

Click to select saved expressions.

Select to display the Time Series format.

TIME-SERIES REQUEST

Use to request data for series or list of series over a period of time.

Add links to the data type to display the definition from Navigator.

Check to create a DFO formula that can be refreshed or edited.

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USING THE DATASTREAM REQUEST TABLE

The Request Table enables you to define the detail of each request – series, lists, expressions, datatypes, dates and the format, and control the updating of the requests, to facilitate the creation and modification of complex models.

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