Deleting a Query from a Workbook

**Note:** Use these steps if you need to delete a query from a workbook. The embedded query must first be refreshed before the Design Panel can be used.

1. Under the Analysis toolbar, use the Drop-down for the **Display** button to select **Display Design Panel** (refer to Using the Design Panel to Analyze and Format a Workbook for details).

2. Select the Components tab at the bottom of the Analysis Design Panel.

3. Select the radio button for **Data Source**.

4. **Right click** on the name of the embedded query located directly below workbook name (DO NOT delete just the **Crosstab** listed under the query name).

5. In the resulting menu, select **Delete**.

**Note:** The Delete function in Excel (Delete button or Excel Context Menu) cannot be used to delete an embedded query. In addition, just deleting the Crosstab listed under the query does not properly delete the query. In both cases, the embedded query is still active in the workbook but not visible and Prompts will still appear for that query until it is also deleted per the steps above.