## **Tutorial: Importing Data Into Microsoft Excel**

- 1) Open the Excel program
- 2) Go to Data  $\rightarrow$  Import External Data  $\rightarrow$  Import Data
- Navigate to find your file. It will be necessary to change the type of file from Files of type: All Data Sources over to Files of type: All Files in the drop down menu.

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Look in:	🛃 My Data	Sources	*	🕑 - 🖸	1 6	a x		🔹 To	ooļs <del>+</del>
My Recent Documents Desktop My Documents	+New SQL MSN Mone	to New Data Source Server Connection yCentral Investor Majo yCentral Investor Stock yCentral Investor Curre	k Quotes	5					
My Computer									
	File <u>n</u> ame:				~	New	Source		Open
My Computer My Network Places	File <u>n</u> ame: Files of <u>type</u> :	All Data Sources			~	New	Source		<u>Open</u> Cancel
My Network		All Data Sources All Files All Data Sources			~	New	Source		

4) Choose the delimited option at the prompt and press the Next button.

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5) Select the following boxes to import the data: Tab, Space, Semicolon, and Comma. Press the Next button.

	is affected in the pre-	view below.			
Delimiters Tab	Semicolon	Comma	Treat consecuti	ve delimiters as or	ne
Space	Other:		Text gualifier:	•	~
	ron\4-14 200pm.				

6) Press the Finish button at the next prompt.

his screen lets you select each column and set he Data Format.	Column data format
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.	O <u>T</u> ext O Date: MDY ▼
	O Do not import column (skip)
Advanced	
Advanced	
Vata greview Ceneral File: UAkron\4-14 200pm.ABS	al: 0.236 Time:43ms Avg:2
Vata preview Ceneral File: UAkron\4-14 200pm.ABS	al: 0.236 Time:43ms Avg:2
ata preview Ceneral File: UAkron\4-14 200pm.ABS	al: 0.236 Time:43ms Avg:2

7) Select where the data is to be places and press the OK button.

Import Data	
Where do you want to put the data?  Existing worksheet:	OK
<u>New worksheet</u> <u>Create a PivotTable report</u>	
Properties Parameters	] [Edit Query]

8) From there the data can be manipulated in any fashion, as well as graphical properties are needed. Consult the Help menu in the Excel program for further information.