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7 pgs

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Importing data using the Microsoft Excel Import Wizard

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Data, like ice cream, come in many different flavors. Excel is like a kid who will only eat certain flavors. Luckily, Excel likes a lot of different flavors. A flavor – in the world of data – is called a format. In this lesson you'll learn about different formats, how to identify a format, which ones are Excel-friendly and how to get them into Excel.

What flavor/format do you want?

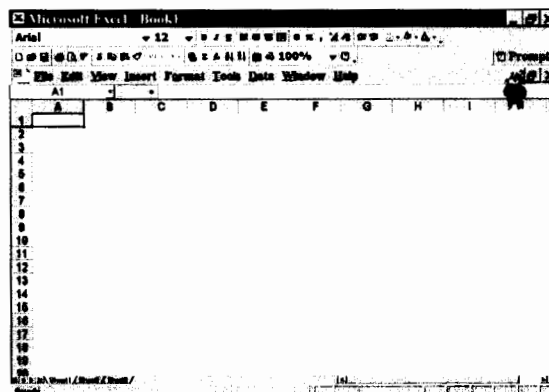
A data file that is already in Excel format will have an extension of **.xls** (An extension is the combination of letters after the period in a filename). Someone might ask, "What format do you want these data in?" Just explain that you are working in Excel and that you'd like it in **.xls** format.

Government agencies use many different software programs that store data in their own proprietary formats. However, these programs can also export data in other commonly used formats. Below you'll see some common formats and their extensions. Excel likes these formats and – with the help of the import wizard – you can open these files. Always explain that you are working with Excel and would like the data in Excel format. If that isn't possible, ask for the data in any of these Excel-friendly formats.

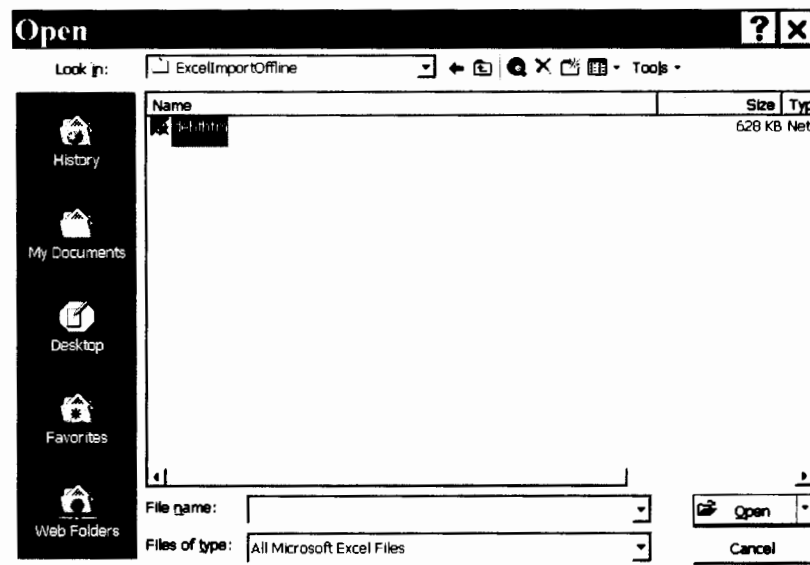
.txt	Text file
.csv	Comma-separated value
.dbf	Database format
.html	Hyper-text mark-up language
.mdb	Microsoft database (Access file)

Let's get started

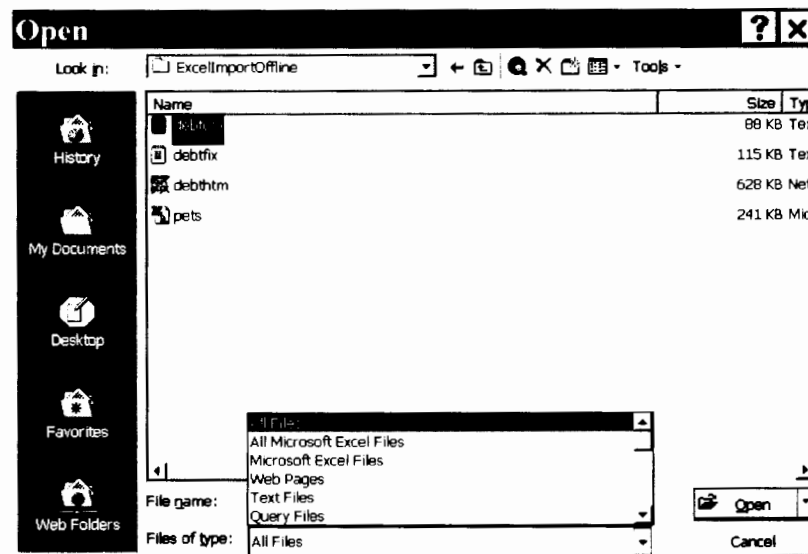
1. Open Excel. If you have an Excel icon on your desktop, double-click the icon. If you don't see an icon, click on the START button in the bottom left corner of the screen, then PROGRAMS, then find Excel. It may be in a Microsoft Office folder. A blank spreadsheet should appear and look like the following.



2. Click **File** (top left corner of the screen), drop down to **Open**. An “Open” box will appear over the blank spreadsheet.



3. In the **Look In** box, navigate to the file you want to open. Do this by clicking the whooper (the little downward pointing arrow thing on the right end of the Look In box). If the file doesn't appear, don't freak! Non-Excel files won't appear unless you change the **Files of Type** to **All Files**. Now you should see your file. Double-click the file you want to open.



Mr. Wizard's 3-Step Program

The import wizard has three steps. It will walk you through importing the data. Let's start by opening a fixed-width TXT file with Mr. Wizard (please select the file called **debtfix**).

Text Import Wizard - Step 1 of 3 [?] [X]

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type:
Choose the file type that best describes your data:

☐ Delimited - Characters such as commas or tabs separate each field.
☒ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

Preview of file D:\My Documents\CAR\CARTraining\NIC...\debtfix.txt

	LAST	FIRST	STREET	ZIP
1	LAST	REST	STREET	ZIP
2	ABBY	KENNY	PO BOX 318	62915
3	ABREN	CLARENCE	6545 S LANGLEY 1ST FL	60637
4	ACKERMAN	RAYMOND	13937 S HALSTED	60627
5	ADAMS	DANIEL	1741 N WITCHELL	62526
6	ADAMS	JAMES	40 LOST CABOOSE	62615

Cancel < Back Next > Finish

Step 1

Mr. Wizard is intuitive! He's already looked at the data and decided it is **fixed width**. There are two data types – delimited and fixed width. In a **delimited** file, little separators, called **delimiters**, chop the data at appropriate intervals. A **delimiter** tells the program to stop putting data in a particular field, create a new field and dump the data in the new field until you see the next **delimiter**. A comma is a common **delimiter**. A tab can also be a **delimiter**. Let's talk about **fixed width**. In a **fixed width** file a space is used to tell the program to create a new field. Here's what a **fixed width** file would look like if you tried to open it in any word processing program.

debtfix - WordPad

File Edit View Insert Format Help

LAST	FIRST	STREET	ZIP	STATE	CITY	DOB	OR
ABBY	KENNY	PO BOX 318	62915	IL	CAMBRIA	19490730	19
ABREN	CLARENCE	6545 S LANGLEY 1ST FL	60637	IL	CHICAGO	19570526	19
ACKERMAN	RAYMOND	13937 S HALSTED	60627	IL	RIVERDALE	19460705	19
ADAMS	DANIEL	1741 N WITCHELL	62526	IL	DECATUR	19600310	19
ADAMS	JAMES	40 LOST CABOOSE	62615	IL	AUBURN	19550823	19
ADAMS	VINCENT	611 W 16TH PLACE	60411	IL	CHICAGO HEIGHTS	19630127	19
AGNEW	WILLIAM	HILL CORR. CENTER	61401	IL	GALESBURG	19580714	19
AIDEN	MILLARD	913 MAIN ST	60202	IL	EVANSTON	19621112	19
ALBARRAN	ALBERTICO	144 WASHINGTON PK	60085	IL	WAUKEGAN	19650919	19
ALDRIDGE	DENNIS	1207 CLEVELAND	61832	IL	DANVILLE	19670629	19
ALEXANDER	MICKEY	6253 S MICHIGAN APT2007	60637	IL	CHICAGO	19570209	19
ALFORD	ALBERT	806 E SEMINARY	61832	IL	DANVILLE	19510102	19
ALLEN	DANNY JR	RR 1 P O BOX 235	61858	IL	OAKWOOD	19680510	19
ALLEN	JAMES	1050 LINCOLN PK DR	62522	IL	DECATUR	19600605	19
ALLEN	ROBERT	422 N PEAR #9	62863	IL	MOUNT CARMEL	19630406	19
ALLISON	EARL	1727 N MC VICKER	60639	IL	CHICAGO	19540225	19
ALSTON	BIRCHARD	827 N LAKE	60607	IL	AURORA	19591205	19
ALVARADO	FRANCISCO	660 MAY ST	60120	IL	ELGIN	19440628	19
ALVERIO	JAMIE	1231 N ARTESIAN	60622	IL	CHICAGO	19660119	19
AMOS	LLOYD	9038 S DANTE	60619	IL	CHICAGO	19690114	19
ANDERSON	CHARLES	730 GLIDDEN AVE	60115	IL	DEKALB	19530613	19
ANDERSON	GLEN	11400 SO NORMAL	60628	IL	CHICAGO	19601126	19
ANDERSON	MICHAEL	8828 S EMERALD	60620	IL	CHICAGO	19531103	19
ANDERSON	WARREN	1005 BLACK AVE	62702	IL	SPRINGFIELD	19	19
ANDREWS	SCOTT	5194 S RT 45-52 DB BOX 77	60922	IL	CHEBANSE	19590708	19
ANWEILER	CALVIN	14116 KENNETH CT	60445	IL	CRESTWOOD	19480926	19
ARANGO	ORLANDO	2315 W FULLERTON	60647	IL	CHICAGO	19481217	19
ARMSTRONG	CALVIN	4521 SOUTH LECTURE	60637	IL	CHICAGO	19600711	19

For Help, press F1

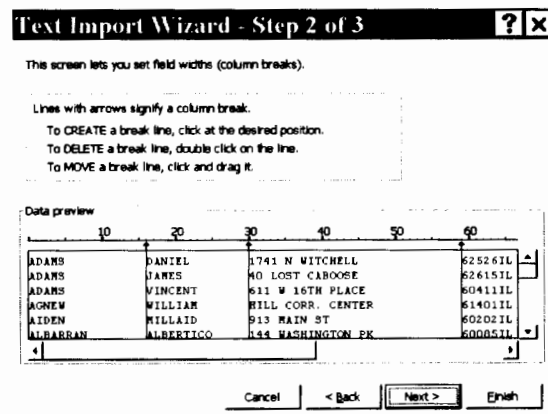
NUM

Step 1 – continued

Start import at row: This box allows you to tell the wizard where to begin importing the data. Often, a file will have introductory notes at the top. You don't want to import these as they will confuse the wizard. Start your import on the row that contains the headers or the data. When your data looks good, click **Next**.

Step 2

Here you can set the field widths if Mr. Wizard makes a mistake. Just double-click a line to remove it and click where you'd like to add one. Often, a **fixed-width** file will come with instructions, telling you where a field begins and ends. For instance, you can see that the FIRST NAME field here begins at 16 and ends at 30. Pay close attention to these instructions! Make sure you check every field, both vertically and horizontally.



Step 3

This step allows you set the data format. You get four options **General**, **Text**, **Date** and **Do Not Import Column (skip)**. **General** means numbers are treated as numbers and letters as text; **Text** is data that you won't be performing math on (words, zip codes, phone numbers and social security numbers). **Date**, in six styles (MDY= month, day year; DMY= day, month, year...) Go through each field and pick a proper format or clip **Do Not Import** to skip the field.

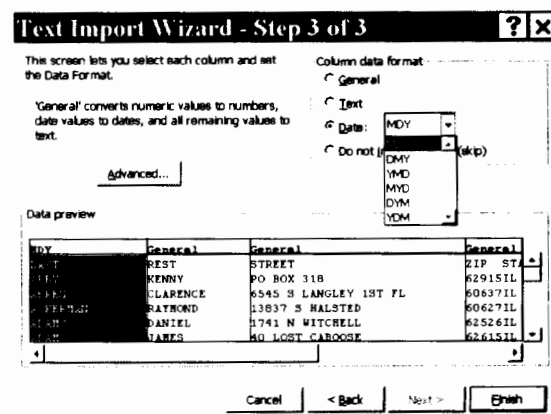
Caution!

IF any column (field) data begins with a leading zero, you must format it as "Text" so the leading zero is retained. Otherwise, you won't have all your data when you "Finish" the import into Excel!

Two common examples:

- Zip Codes (i.e. 02109)
- ID #s (i.e. SSN)

--Deb Wolfe



Click Finish!

	A	B	C	D	E	F	G	H	I
1	LAST	REST	STREET	ZIP	STATE	CITY	DOB	ORDDAT	
2	ABBY	KENNY	PO BOX 318	62915	IL	CAMBRIA	7/30/48	3/28/83	
3	ABREN	CLARENCE	8546 S LANGLEY 1ST FL	60637	IL	CHICAGO	6/28/57	7/17/82	
4	ACKERMAN	RAYMOND	13837 S HALSTED	60627	IL	RIVERDALE	7/8/46	1/8/83	
5	ADAMS	DANIEL	1741 N WITCHELL	62526	IL	DECATUR	3/10/80	8/8/82	
6	ADAMS	JAMES	40 LOST CABOOSE	62915	IL	AUBURN	8/23/55	6/12/83	
7	ADAMS	VINCENT	611 W 16TH PLACE	60411	IL	CHICAGO HEIGHTS	12/7/83	6/14/82	
8	AGNEW	WILLIAM	HILL CORR. CENTER	61401	IL	GALESBURG	7/14/58	8/2/82	
9	AIDEN	MILLAD	913 MAIN ST	60202	IL	EVANSTON	11/12/82	10/23/82	
10	ALBARRAN	ALBERTICO	144 WASHINGTON PK	60085	IL	WAUKEGAN	8/19/85	11/1/81	
11	ALDRIDGE	DENNIS	1207 CLEVELAND	61832	IL	DANVILLE	6/28/87	8/3/82	
12	ALEXANDER	MICKEY	8253 S MICHIGAN APT2007	60637	IL	CHICAGO	2/8/87	10/28/82	
13	ALFORD	ALBERT	806 E SEMINARY	61832	IL	DANVILLE	12/2/81	4/27/83	
14	ALLEN	DANNY JR	RR 1 P O BOX 235	61858	IL	OAKWOOD	6/10/88	6/28/83	
15	ALLEN	JAMES	1050 LINCOLN PK DR	62522	IL	DECATUR	8/6/80	11/2/82	
16	ALLEN	ROBERT	422 N PEAR #9	62863	IL	MOUNT CARMEL	4/8/83	8/11/82	
17	ALLISON	EARL	1727 N MC VICKER	60639	IL	CHICAGO	2/25/54	2/4/83	
18	ALSTON	BIRCHARD	827 N LAKE	60607	IL	AURORA	12/5/59	3/31/83	
19	ALVARADO	FRANCISCO	680 MAY ST	60120	IL	ELGIN	8/28/44	12/18/82	
20	ALVERIO	JAIME	1231 N ARTESIAN	60622	IL	CHICAGO	1/18/85	8/14/82	
21	AMOS	LLOYD	9038 S DANTE	60619	IL	CHICAGO	1/14/88	1/8/83	
22	ANDERSON	CHARLES	730 GLIDDEN AVE	60115	IL	DEKALB	8/13/83	10/28/82	
23	ANDERSON	GLEN	11400 SO NORMAL	60628	IL	CHICAGO	11/28/80	10/1/82	
24	ANDERSON	MICHAEL	8828 S EMERALD	60620	IL	CHICAGO	11/3/83	8/8/82	
25	ANDERSON	WARREN	1005 BLACK AVE	62702	IL	SPRINGFIELD	1/9/83	1/9/83	

Let's Use the Wizard to Open a .CSV file (Comma Separated Value)

Here's what a .CSV file looks like if you try to open it in a word processing program.
Pretty scary!

```

[NAME', 'STREET', 'ZIP', 'STATE', 'CITY', 'BIRTHDAY', 'ORDERDAT'
'ABBY, KENNY', 'PO BOX 318', '62915', 'IL', 'CAMBRIA', '19490730', '19930325'
'ABREN, CLARENCE', '6545 S LANGLEY 1ST FL', '60637', 'IL', 'CHICAGO', '19570526', '19920717'
'ACKERMAN, RAYMOND', '13837 S HALSTED', '60627', 'IL', 'RIVERDALE', '19460705', '19930105'
'ADAMS, DANIEL', '1741 N WITCHELL', '62526', 'IL', 'DECATUR', '19600310', '19920609'
'ADAMS, JAMES', '40 LOST CABOOSE', '62615', 'IL', 'AUBURN', '19550823', '19930512'
'ADAMS, VINCENT', '611 W 16TH PLACE', '60411', 'IL', 'CHICAGO HEIGHTS', '19630127', '19920814'
'AGNEW, WILLIAM', 'HILL CORR. CENTER', '61401', 'IL', 'GALESBURG', '19580714', '19920602'
'AIDEN, MILLAD', '913 MAIN ST', '60202', 'IL', 'EVANSTON', '19621112', '19921023'
'ALBARRAN, ALBERTICO', '144 WASHINGTON PK', '60085', 'IL', 'WAUKEGAN', '19650919', '19911101'
'ALDRIDGE, DENNIS', '1207 CLEVELAND', '61832', 'IL', 'DANVILLE', '19670629', '19920803'
'ALEXANDER, MICKEY', '8253 S MICHIGAN APT2007', '60637', 'IL', 'CHICAGO', '19570209', '19921026'
'ALFORD, ALBERT', '806 E SEMINARY', '61832', 'IL', 'DANVILLE', '19510102', '19930427'
'ALLEN, DANNY JR', 'RR 1 P O BOX 235', '61858', 'IL', 'OAKWOOD', '19680510', '19930526'
'ALLEN, JAMES', '1050 LINCOLN PK DR', '62522', 'IL', 'DECATUR', '19600605', '19921102'
'ALLEN, ROBERT', '422 N PEAR #9', '62863', 'IL', 'MOUNT CARMEL', '19630406', '19920611'
'ALLISON, EARL', '1727 N MC VICKER', '60639', 'IL', 'CHICAGO', '19540225', '19930204'
'ALSTON, BIRCHARD', '827 N LAKE', '60607', 'IL', 'AURORA', '19591205', '19930331'
'ALVARADO, FRANCISCO', '680 MAY ST', '60120', 'IL', 'ELGIN', '19440628', '19921218'
'ALVERIO, JAIME', '1231 N ARTESIAN', '60622', 'IL', 'CHICAGO', '19660119', '19920914'
'AMOS, LLOYD', '9038 S DANTE', '60619', 'IL', 'CHICAGO', '19690114', '19930108'
'ANDERSON, CHARLES', '730 GLIDDEN AVE', '60115', 'IL', 'DEKALB', '19530613', '19921029'
'ANDERSON, GLEN', '11400 SO NORMAL', '60628', 'IL', 'CHICAGO', '19601126', '19921001'
'ANDERSON, MICHAEL', '8828 S EMERALD', '60620', 'IL', 'CHICAGO', '19531103', '19920906'
'ANDERSON, WARREN', '1005 BLACK AVE', '62702', 'IL', 'SPRINGFIELD', '19930322'
'ANDREWS, SCOTT', '5194 S RT 45-52 D8 BOX 77', '60922', 'IL', 'CHEBANSE', '19590708', '19920602'
'ANWEILER, CALVIN', '14116 KENNETH CT', '60445', 'IL', 'CRESTWOOD', '19480926', '19921001'
'ARANGO, ORLANDO', '2315 W FULLERTON', '60647', 'IL', 'CHICAGO', '19481217', '19930218'
'ARMFIELD, CALVIN', '4521 SOUTH LECLAIRE', '60638', 'IL', 'CHICAGO', '19000821', '19930401'
  
```

Open Excel, then **File**, then **Open**. Navigate to **debtcsv**. The intuitive Mr. Wizard has decided that this is a **delimited** file. Looks like he's right.

Step One

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: Windows (ANSI)

Preview of file D:\My Documents\CAR\CARTraining\NLI...debtcsv.txt

1	NAME	STREET	ZIP	STATE	CITY	BIRTHDAY	ORDERDAT
2	ABBY, KENNY	'PO BOX 318', '62915', 'IL', 'CAMBRIA', '19490730', '19930325'					
3	ABREN, CLARENCE	'6545 S LANGLEY 1ST FL', '60637', 'IL', 'CHICAGO', '19570526', '19920717'					
4	ACKERMAN, RAYMOND	'13837 S HALSTED', '60627', 'IL', 'RIVERDALE', '19460705', '19930105'					
5	ADAMS, DANIEL	'1741 N WITCHELL', '62526', 'IL', 'DECATUR', '19600310', '19920609'					
6	ADAMS, JAMES	'40 LOST CABOOSE', '62615', 'IL', 'AUBURN', '19550823', '19930512'					

Cancel < Back Next > Finish

Step two

Click **Next**. You'll see the "Step 2 of 3" window.

Text Import Wizard - Step 2 of 3 ? X

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters: ☒ Tab ☐ Semicolon ☐ Comma ☐ Space ☐ Other: ☐ Treat consecutive delimiters as one

Text qualifier:

Data preview:

NAME	STREET	ZIP	STATE	CITY	BIRTHDAY	ORDERDAT
ABBY, KENNY	PO BOX 318	62915	IL	CAMBRIA	19490730	19930
ABREN, CLARENCE	6545 S LANGLEY 1ST FL	60637	IL	CHICAGO		
ACKERMAN, RAYMOND	13837 S HALSTED	60627	IL	RIVERDALE	194	
ADAMS, DANIEL	1741 N WITCHELL	62526	IL	DECATUR	19600310	
ADAMS, JAMES	40 LOST CABOOSE	62615	IL	AUBURN	19550823	

Cancel < Back Next > Finish

Uh-oh. Mr. Wizard is wrong. This file is **comma-delimited** file, not tab. Unclick the tab box. Click the box next to Comma. Each field also has a **text qualifier** (') so change the Text Qualifier from " to '.

Text Import Wizard - Step 2 of 3 ? X

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters: ☐ Tab ☐ Semicolon ☒ Comma ☐ Space ☐ Other: ☐ Treat consecutive delimiters as one

Text qualifier:

Data preview:

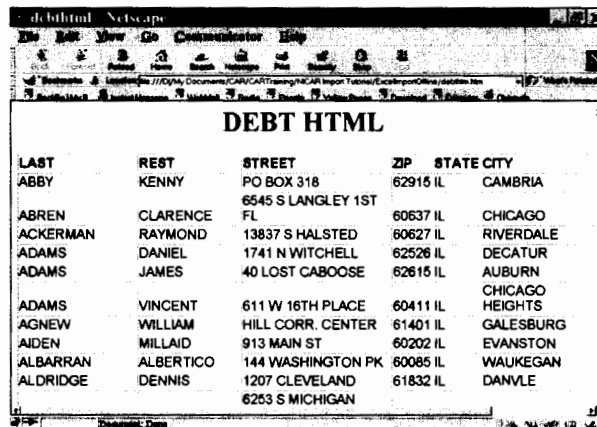
NAME	STREET	ZIP	STATE	CITY	BIRTH
ABBY, KENNY	PO BOX 318	62915	IL	CAMBRIA	19490
ABREN, CLARENCE	6545 S LANGLEY 1ST FL	60637	IL	CHICAGO	19570
ACKERMAN, RAYMOND	13837 S HALSTED	60627	IL	RIVERDALE	19460
ADAMS, DANIEL	1741 N WITCHELL	62526	IL	DECATUR	19600
ADAMS, JAMES	40 LOST CABOOSE	62615	IL	AUBURN	19550

Cancel < Back Next > Finish

Step Three

Repeat the instructions for formatting text (mentioned on page 4). Click **Finish**.

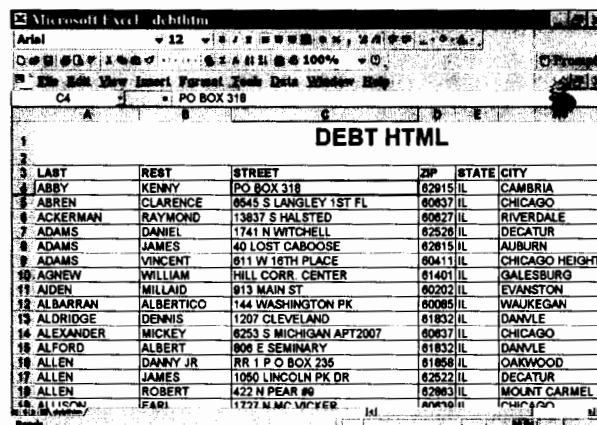
Now let's open an HTML file in Excel



The screenshot shows a Netscape browser window with the title 'debt.html - Netscape'. The address bar shows a file path. The main content area displays a table titled 'DEBT HTML' with the following data:

LAST	REST	STREET	ZIP	STATE	CITY
ABBY	KENNY	PO BOX 318	62915 IL		CAMBRIA
ABREN	CLARENCE	6545 S LANGLEY 1ST FL	60637 IL		CHICAGO
ACKERMAN	RAYMOND	13837 S HALSTED	60627 IL		RIVERDALE
ADAMS	DANIEL	1741 N WITCHELL	62526 IL		DECATUR
ADAMS	JAMES	40 LOST CABOOSE	62615 IL		AUBURN
ADAMS	VINCENT	611 W 16TH PLACE	60411 IL		CHICAGO HEIGHTS
AGNEW	WILLIAM	HILL CORR. CENTER	61401 IL		GALESBURG
AIDEN	MILLARD	913 MAIN ST	60202 IL		EVANSTON
ALBARRAN	ALBERTICO	144 WASHINGTON PK	60085 IL		WAUKEGAN
ALDRIDGE	DENNIS	1207 CLEVELAND	61832 IL		DANVLE
		6253 S MICHIGAN			

Open Excel, then click **File**, then click **Open**. Navigate to your HTML file. Click on it. Voila – it opens instantly in Excel!



The screenshot shows the Microsoft Excel application window with the 'DEBT HTML' file open. The data is displayed in a table format, identical to the one shown in the Netscape browser screenshot.

LAST	REST	STREET	ZIP	STATE	CITY
ABBY	KENNY	PO BOX 318	62915 IL		CAMBRIA
ABREN	CLARENCE	6545 S LANGLEY 1ST FL	60637 IL		CHICAGO
ACKERMAN	RAYMOND	13837 S HALSTED	60627 IL		RIVERDALE
ADAMS	DANIEL	1741 N WITCHELL	62526 IL		DECATUR
ADAMS	JAMES	40 LOST CABOOSE	62915 IL		AUBURN
ADAMS	VINCENT	611 W 16TH PLACE	60411 IL		CHICAGO HEIGHTS
AGNEW	WILLIAM	HILL CORR. CENTER	61401 IL		GALESBURG
AIDEN	MILLARD	913 MAIN ST	60202 IL		EVANSTON
ALBARRAN	ALBERTICO	144 WASHINGTON PK	60085 IL		WAUKEGAN
ALDRIDGE	DENNIS	1207 CLEVELAND	61832 IL		DANVLE
ALEXANDER	MICKEY	6253 S MICHIGAN APT2007	60637 IL		CHICAGO
ALFORD	ALBERT	806 E SEMINARY	61832 IL		DANVLE
ALLEN	DANNY JR	RR 1 P O BOX 235	61858 IL		OAKWOOD
ALLEN	JAMES	1050 LINCOLN PK DR	62522 IL		DECATUR
ALLEN	ROBERT	422 N PEAR #6	62963 IL		MOUNT CARMEL
ALLEN	LEAH	1722 N MC KEE	62915 IL		CAMBRIA

SAVE – SAVE – SAVE

Now that you've successfully opened your file in Excel, you must save it in Excel format. Go to **File**, then **Save As**. In the "Save As" box, make sure you select Excel.

