# Activity 1.2.3

Your task here is to merge all the data files into a single one and to clean the data. Please follow the steps below:

1. Open Excel and load all the files named ***filex.xlsx***

2. Merge all the data into a new sheet called "All"

3. Open a new Excel worksheet and import the file **vlookup\_table.csv** (this file is provided to you in *files\_for\_lessons*) selecting Data -> Import data from CSV in the menu ( CSV files can't be opened directly with Excel )

* when importing the file ***vlookup\_table.csv***, on the popup window make sure to select *delimited* and click on *next*
* select semicolon as field delimiter and click on *next* and finish
* leave the cell reference to import data untouched and click on *Accept*

4. On the “*vlookup*” sheet, move the column "*CONTROLN*" to the leftmost

5. Use Excel "vlookup" function to add the missing columns from *vlookup\_table.csv* to "All" sheet using the "*CONTROLN*" donor ID to make the match