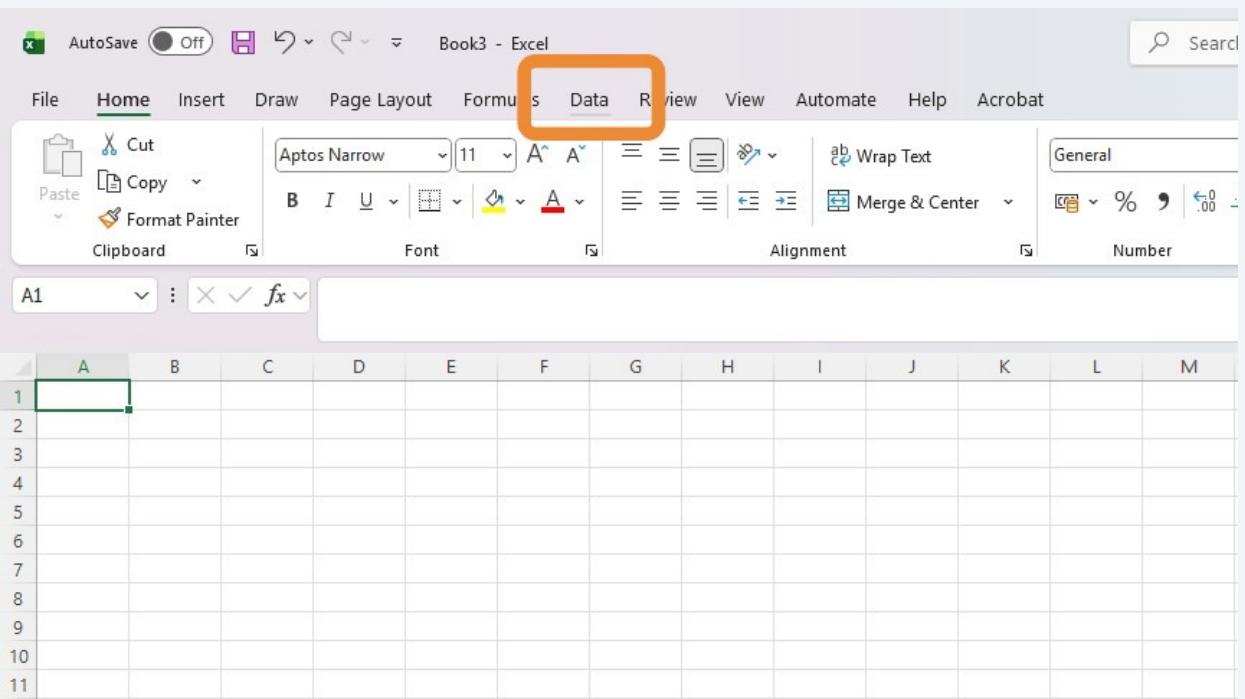


Getting Data Into Microsoft Excel

This guide provides a step-by-step approach to importing various data types into Microsoft Excel, including Excel files, CSVs, and PDFs. It simplifies the process of data integration, ensuring users can efficiently manage and format their datasets for analysis. By following these instructions, users can enhance their Excel skills and streamline their data handling, making it an essential resource for anyone looking to improve their data management capabilities.

- 1 Start by opening a blank spreadsheet

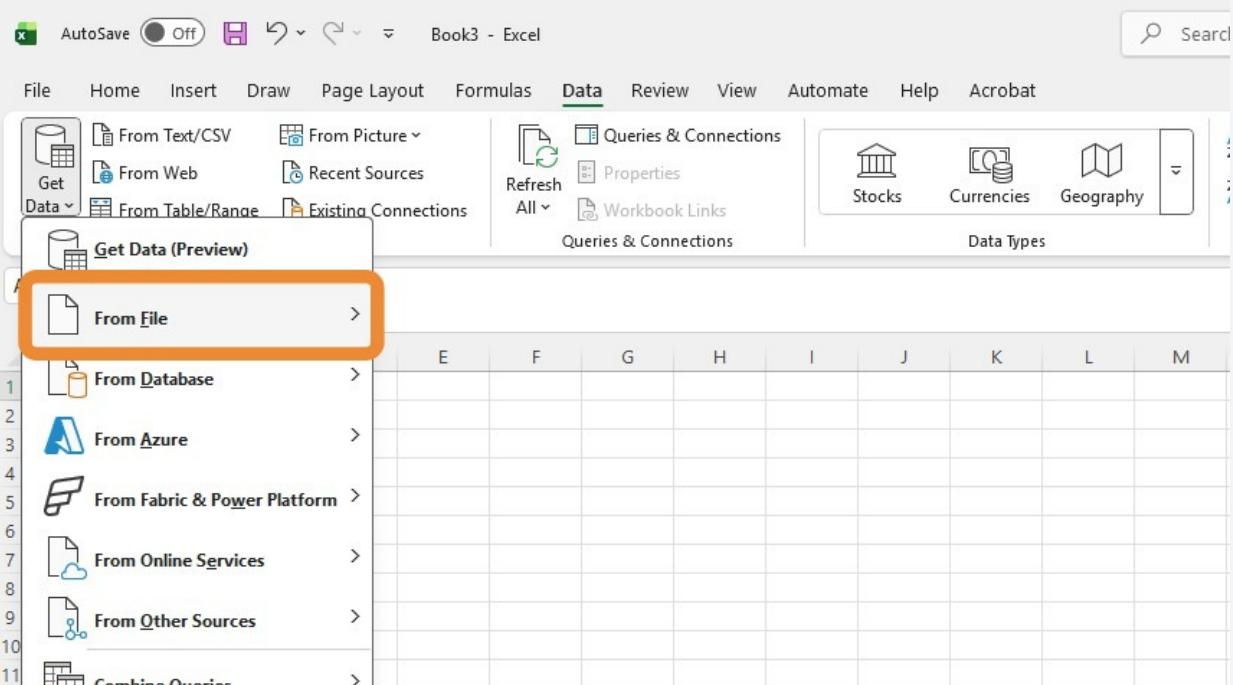
- 2 Now click on the **Data** option in the ribbon



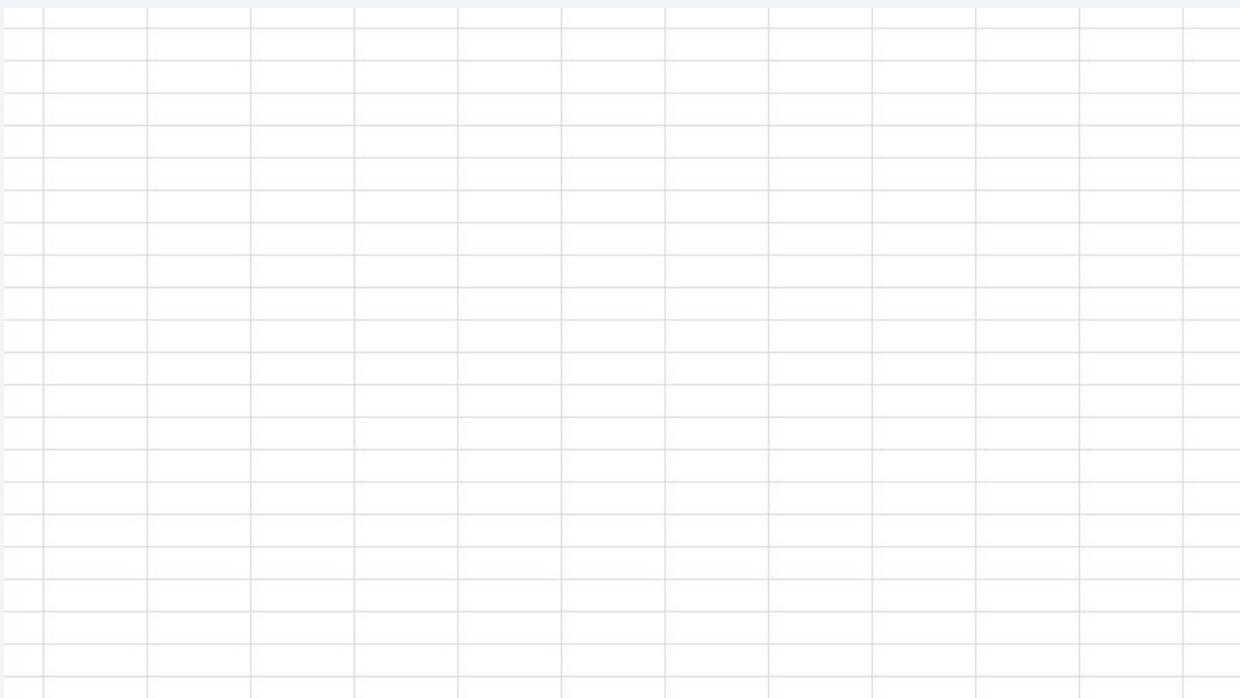
- 3 Select **Get Data**. This will be your go-to for all the imports that you will need to do for the Scenario Demonstrations



- 4 You have a lot of options, but most of the scenario demonstrations will expect you to import a file of some sort. The only other option we have seen so far is **Picture** which we will talk about in a separate document.

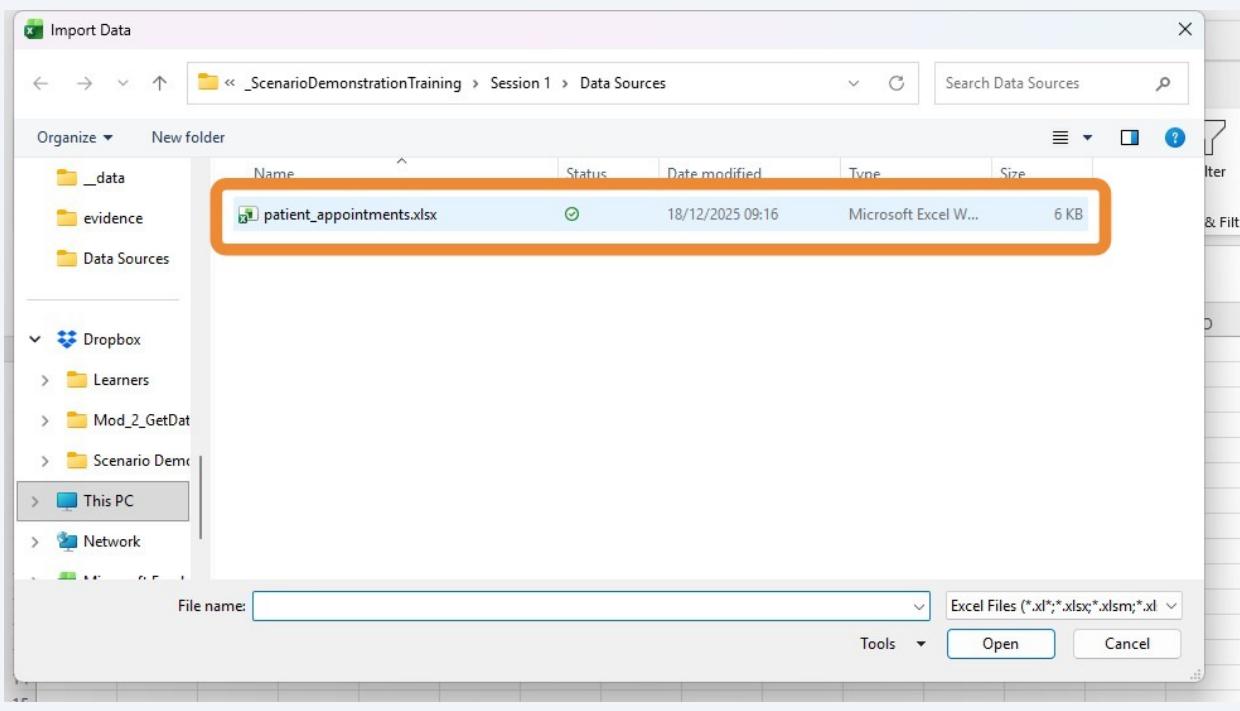


- 5 To start with let's import an Excel file - select **From Excel Workbook**

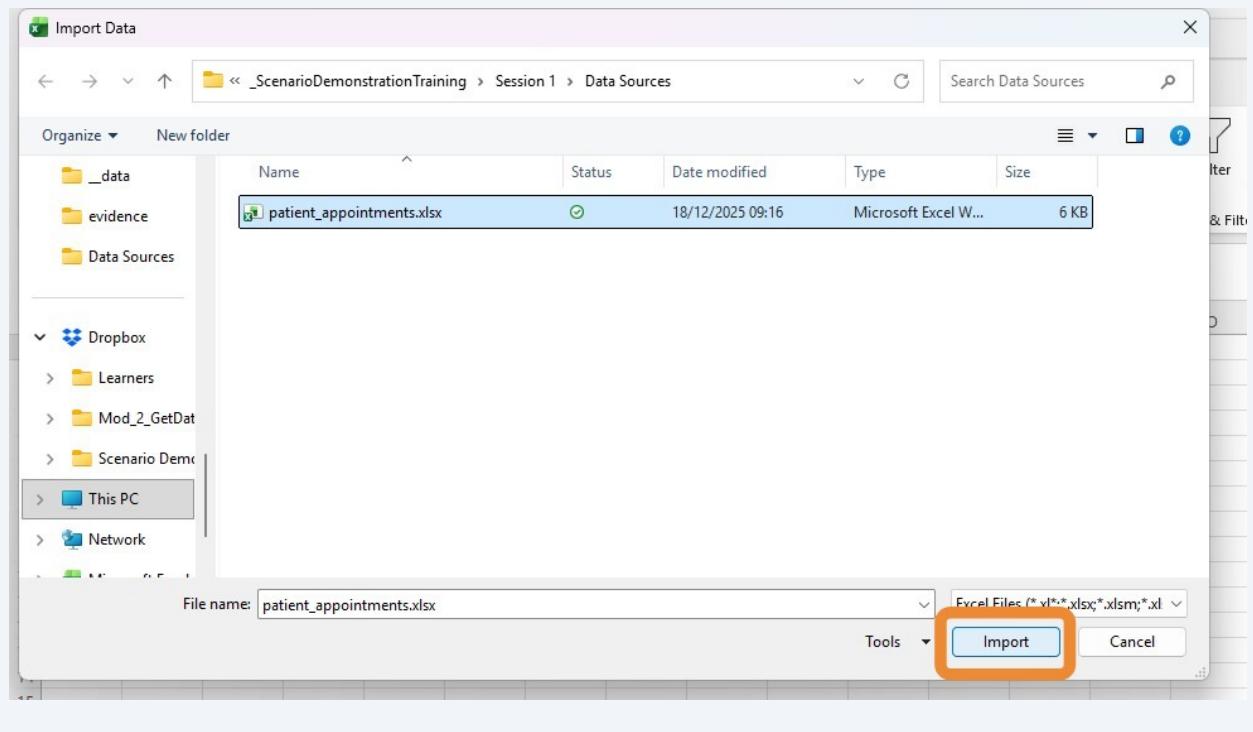


- 6 In the box that appears, navigate to the folder where you extracted these files and under *Session 1 > Data Sources* you should see an Excel sheet waiting for you.

Select it.

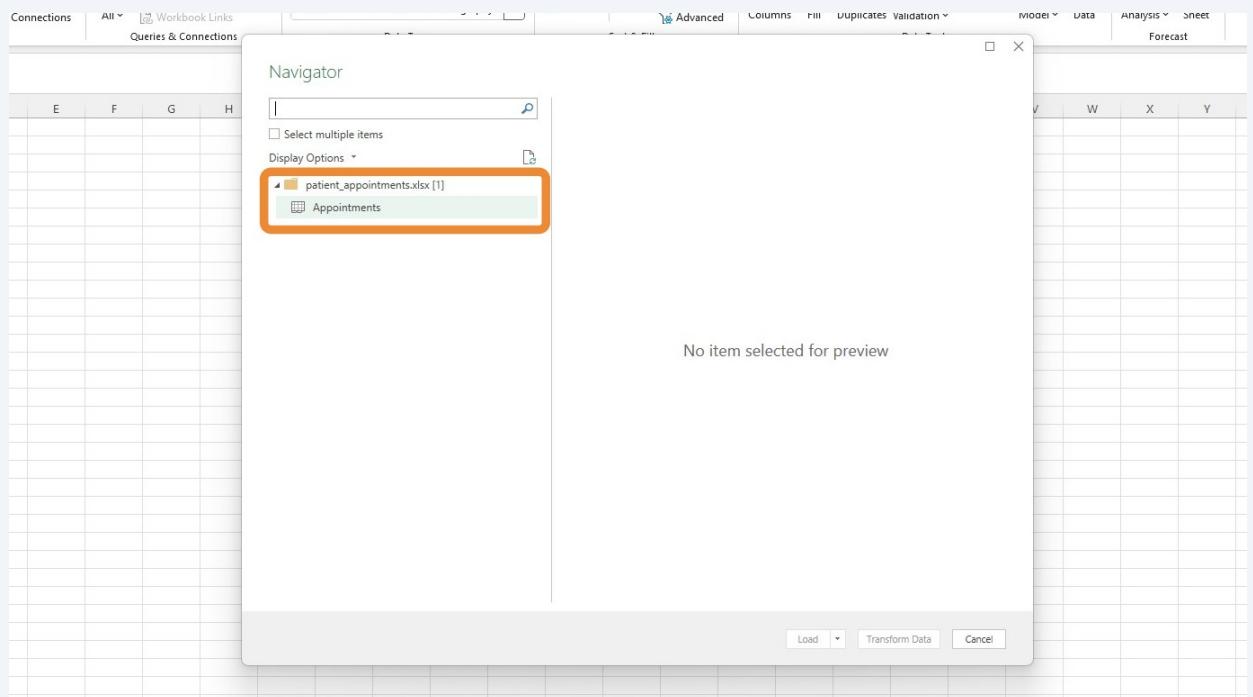


7 Now click on Import



8 After a few seconds a navigator window will appear showing all the tables in the selected file. In this case there is only one.

Click on Appointments



9 The navigator will provide a preview of the data.

Once you are satisfied, click on **Load**

The screenshot shows the Microsoft Power BI Data Navigator interface. A preview window displays a table titled "Appointments" with columns "Patient_ID", "Appointment_Count", and "Did_Not_Attend". The table contains 24 rows of data. At the bottom of the preview window, there are three buttons: "Load", "Transform Data", and "Cancel". The "Load" button is highlighted with a red rectangle. The background shows a blurred view of a Power BI report with various charts and tables.

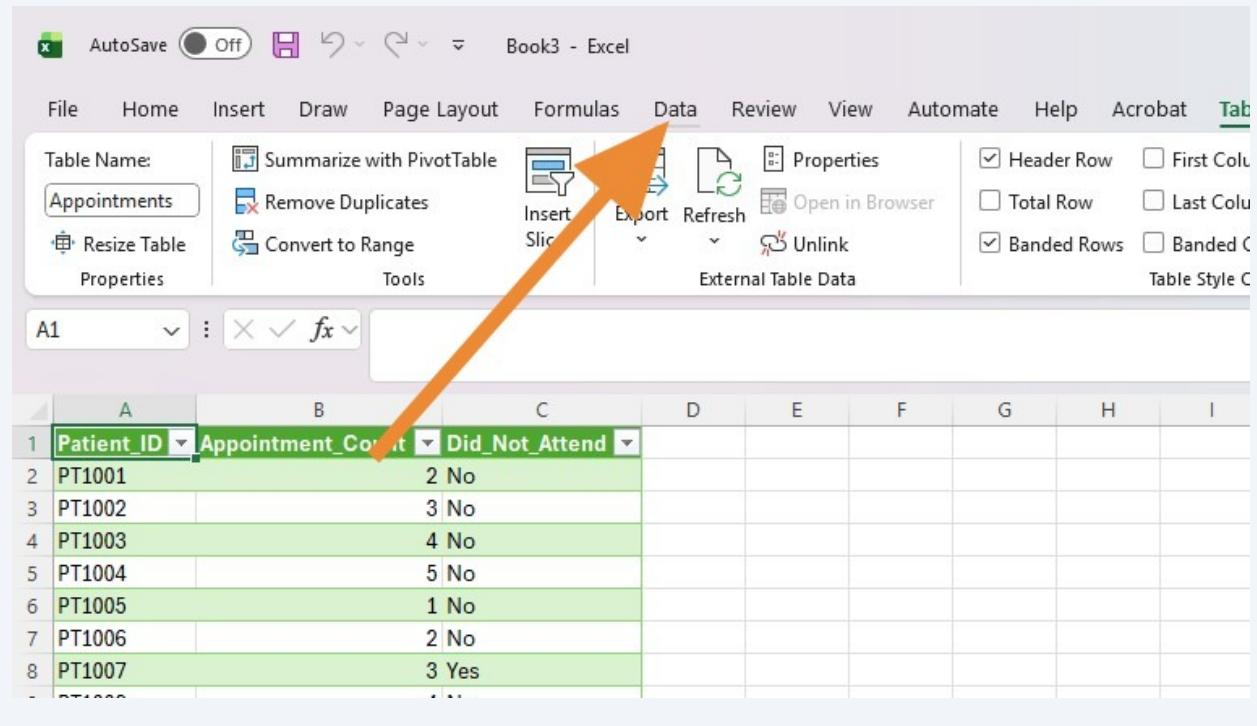
Patient_ID	Appointment_Count	Did_Not_Attend
PT1001	2	No
PT1002	3	No
PT1003	4	No
PT1004	5	No
PT1005	1	No
PT1006	2	No
PT1007	3	Yes
PT1008	4	No
PT1009	5	No
PT1010	1	No
PT1011	2	No
PT1012	3	No
PT1013	4	No
PT1014	5	Yes
PT1015	1	No
PT1016	2	No
PT1017	3	No
PT1018	4	No
PT1019	5	No
PT1020	1	No
PT1021	2	Yes
PT1022	3	No
PT1023	4	No
PT1024	5	No

10

After a few seconds the data will appear in your spreadsheet, already formatted as a table.

But we are not done yet!

Click **Data** again

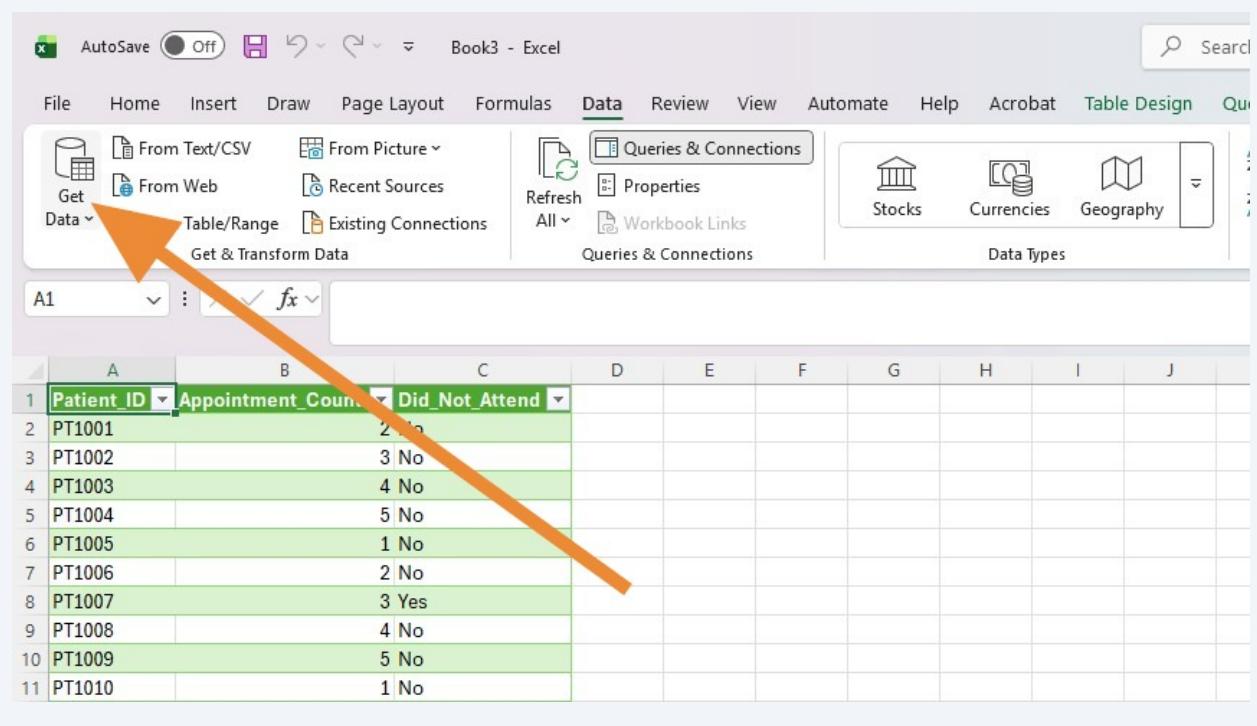


The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. In the 'Table' group, the 'Insert' icon is highlighted with an orange arrow. Below the ribbon, a table is displayed with columns: Patient_ID, Appointment_Count, and Did_Not_Attend. The rows show data for patients PT1001 through PT1007, with the last row being a continuation symbol (ellipsis).

Patient_ID	Appointment_Count	Did_Not_Attend
PT1001	2	No
PT1002	3	No
PT1003	4	No
PT1004	5	No
PT1005	1	No
PT1006	2	No
PT1007	3	Yes
...		

11

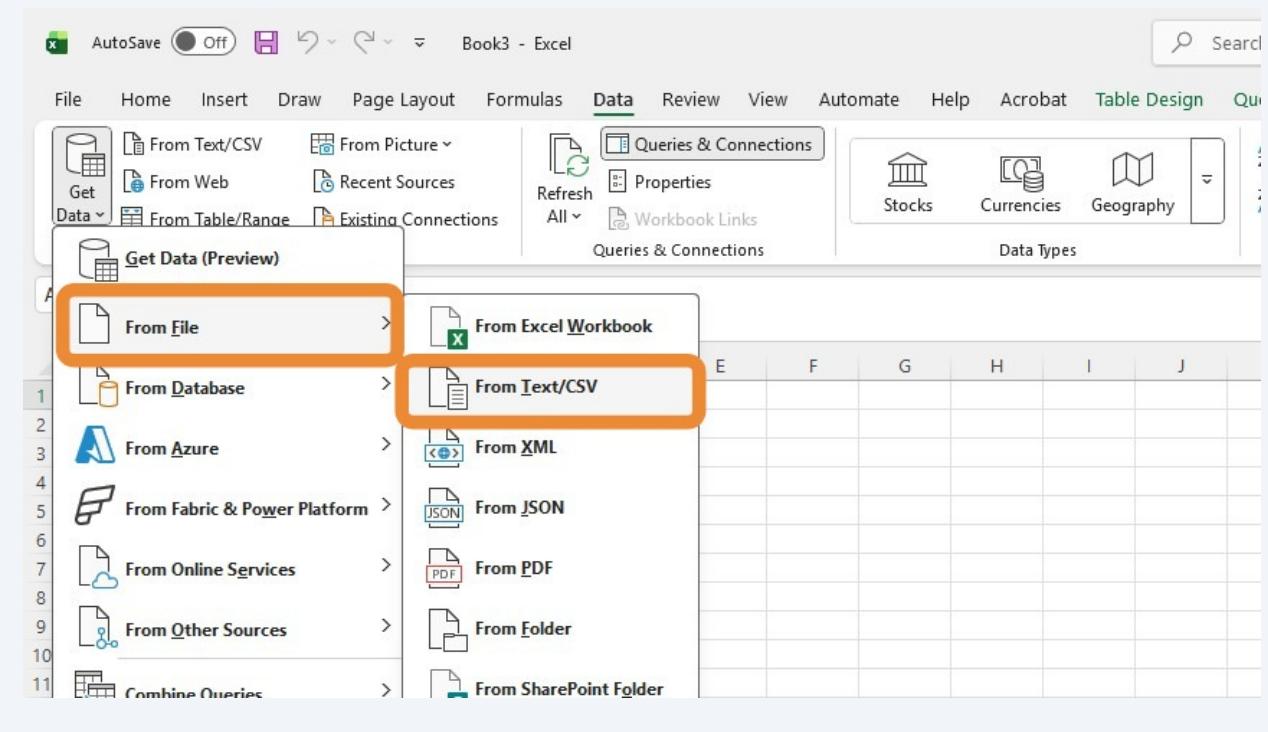
Select **Get Data**



The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. In the 'Get & Transform Data' group, the 'Table/Range' button is highlighted with an orange arrow. Below the ribbon, the same table as in the previous screenshot is displayed, showing data for patients PT1001 through PT1010.

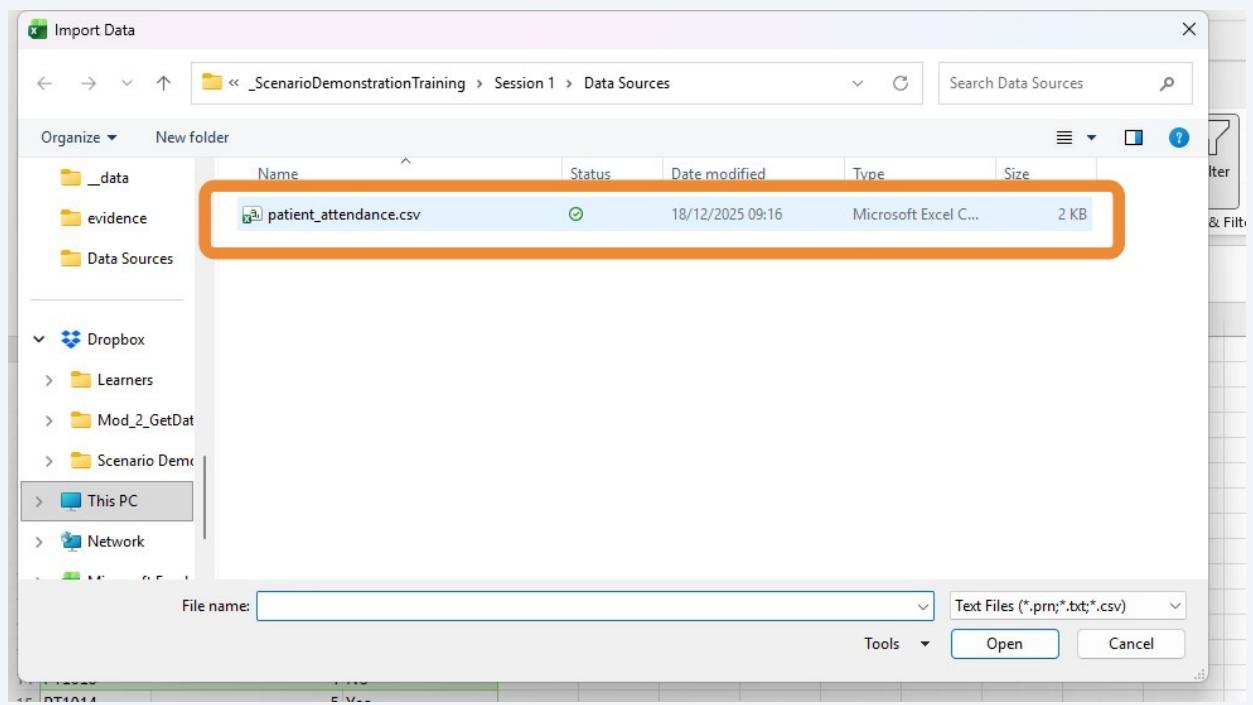
Patient_ID	Appointment_Count	Did_Not_Attend
PT1001	2	No
PT1002	3	No
PT1003	4	No
PT1004	5	No
PT1005	1	No
PT1006	2	No
PT1007	3	Yes
PT1008	4	No
PT1009	5	No
PT1010	1	No

12 Now choose the **From Text/CSV** option

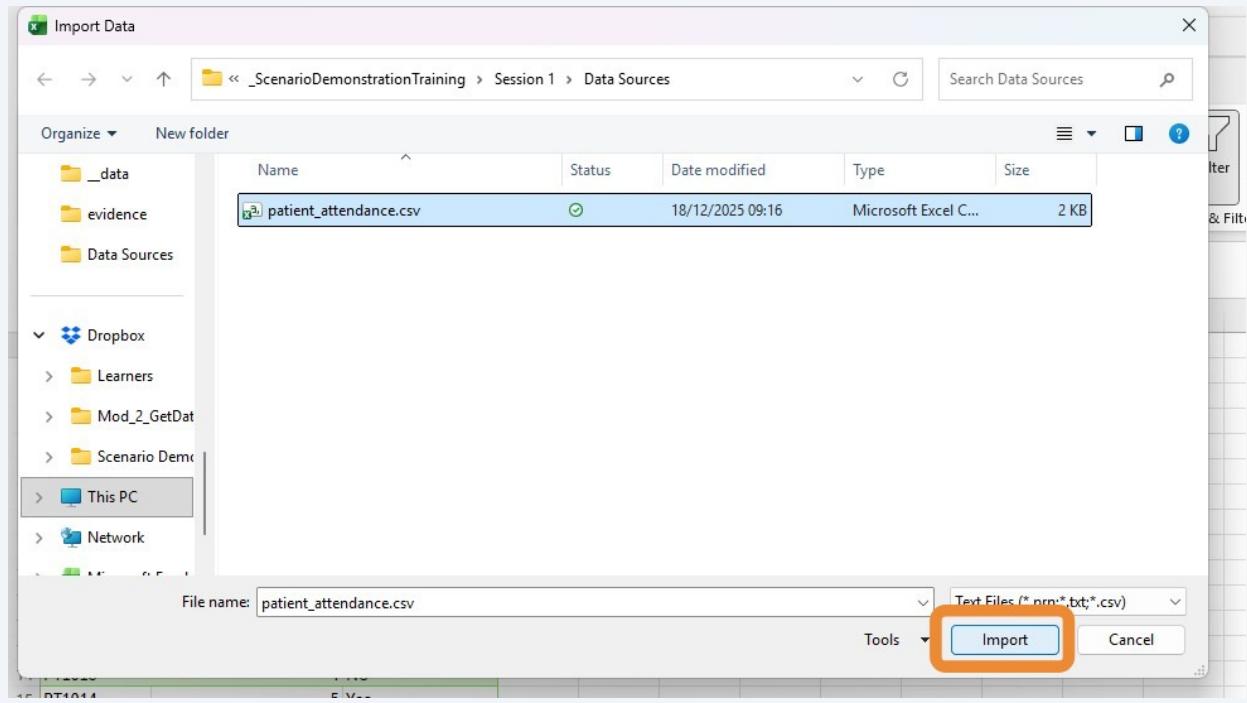


13 In the same place where you picked up the Excel file, there is also a Text/CSV file (patient_attendance.csv).

Click on this to select it.



14 Click "Import"



15

After a few seconds the navigator will appear again, but it looks slightly different.

This is nothing to worry about, it is just the fact that a CSV will only have one table of data in it, so you do not need to select a table for this, you can just click straight onto **Load**

The screenshot shows the Power BI Data Editor interface. At the top, there's a ribbon with tabs like 'Queries & Connections', 'Data Tools', and 'Model'. Below the ribbon, a preview window displays a CSV file named 'patient_attendance.csv'. The preview shows the first 20 rows of data, which include columns for Patient_ID, Patient_Name, Department, Year, and Month. The 'Department' column consistently shows 'Cardiology'. The 'Patient_ID' column ranges from PT1001 to PT1020. The 'Year' column is all '2025', and the 'Month' column ranges from '2' to '12'. A note at the bottom of the preview says, 'The data in the preview has been truncated due to size limits.' At the bottom right of the preview window, there are three buttons: 'Load' (highlighted with an orange box), 'Transform Data', and 'Cancel'.

16 After a few seconds that data will appear.

Now we have one more file to go - the PDF.

For the last time, click **Data**.

The screenshot shows the Microsoft Excel ribbon with the 'Data' tab highlighted by a red box. The 'Table Design' tab is also visible. Below the ribbon is a table with columns: Patient_ID, Patient_Name, Department, Year, and Month. The data rows show patients from PT1001 to PT1013, all assigned to the Cardiology department in the year 2025.

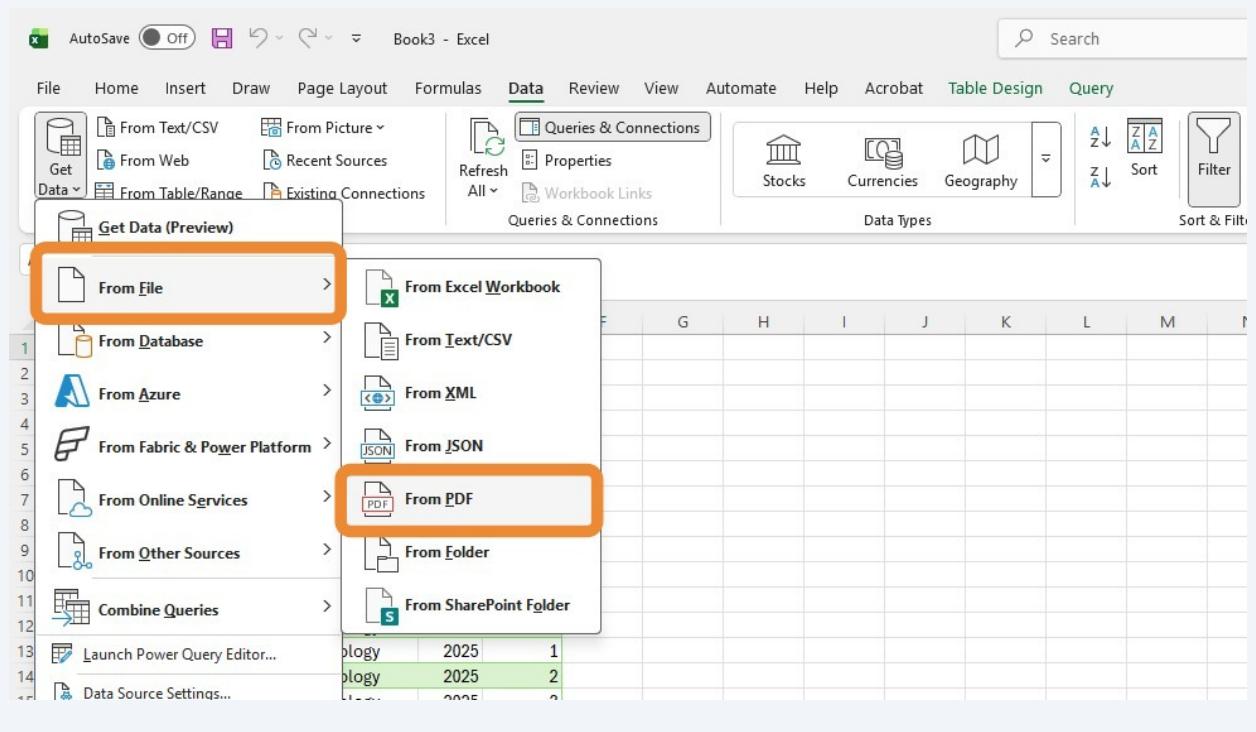
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Patient_ID	Patient_Name	Department	Year	Month	F	G	H	I	J	K	L	M	N
2	PT1001	Patient 1	Cardiology	2025	2									
3	PT1002	Patient 2	Cardiology	2025	3									
4	PT1003	Patient 3	Cardiology	2025	4									
5	PT1004	Patient 4	Cardiology	2025	5									
6	PT1005	Patient 5	Cardiology	2025	6									
7	PT1006	Patient 6	Cardiology	2025	7									
8	PT1007	Patient 7	Cardiology	2025	8									
9	PT1008	Patient 8	Cardiology	2025	9									
10	PT1009	Patient 9	Cardiology	2025	10									
11	PT1010	Patient 10	Cardiology	2025	11									
12	PT1011	Patient 11	Cardiology	2025	12									
13	PT1012	Patient 12	Cardiology	2025	1									
14	PT1013	Patient 13	Cardiology	2025	2									
15	PT1014	Patient 14	Cardiology	2025	3									

17 Now click **Get Data**

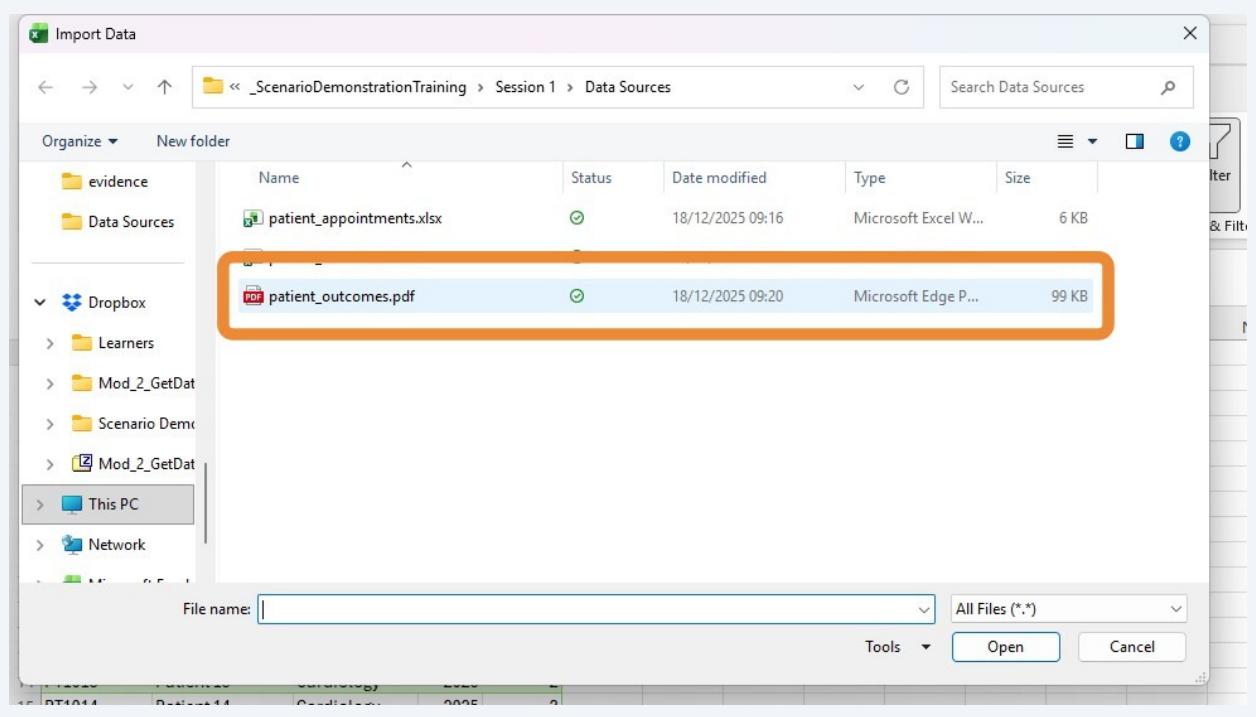
The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. A red box highlights the 'Get Data' button in the 'From' section of the ribbon. Below the ribbon is a table with columns: Patient_ID, Patient_Name, Department, Year, and Month. The data rows show patients from PT1001 to PT1013, all assigned to the Cardiology department in the year 2025.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Patient_ID	Patient_Name	Department	Year	Month	F	G	H	I	J	K	L	M	N
2	PT1001	Patient 1	Cardiology	2025	2									
3	PT1002	Patient 2	Cardiology	2025	3									
4	PT1003	Patient 3	Cardiology	2025	4									
5	PT1004	Patient 4	Cardiology	2025	5									
6	PT1005	Patient 5	Cardiology	2025	6									
7	PT1006	Patient 6	Cardiology	2025	7									
8	PT1007	Patient 7	Cardiology	2025	8									
9	PT1008	Patient 8	Cardiology	2025	9									
10	PT1009	Patient 9	Cardiology	2025	10									
11	PT1010	Patient 10	Cardiology	2025	11									
12	PT1011	Patient 11	Cardiology	2025	12									
13	PT1012	Patient 12	Cardiology	2025	1									
14	PT1013	Patient 13	Cardiology	2025	2									
15	PT1014	Patient 14	Cardiology	2025	3									

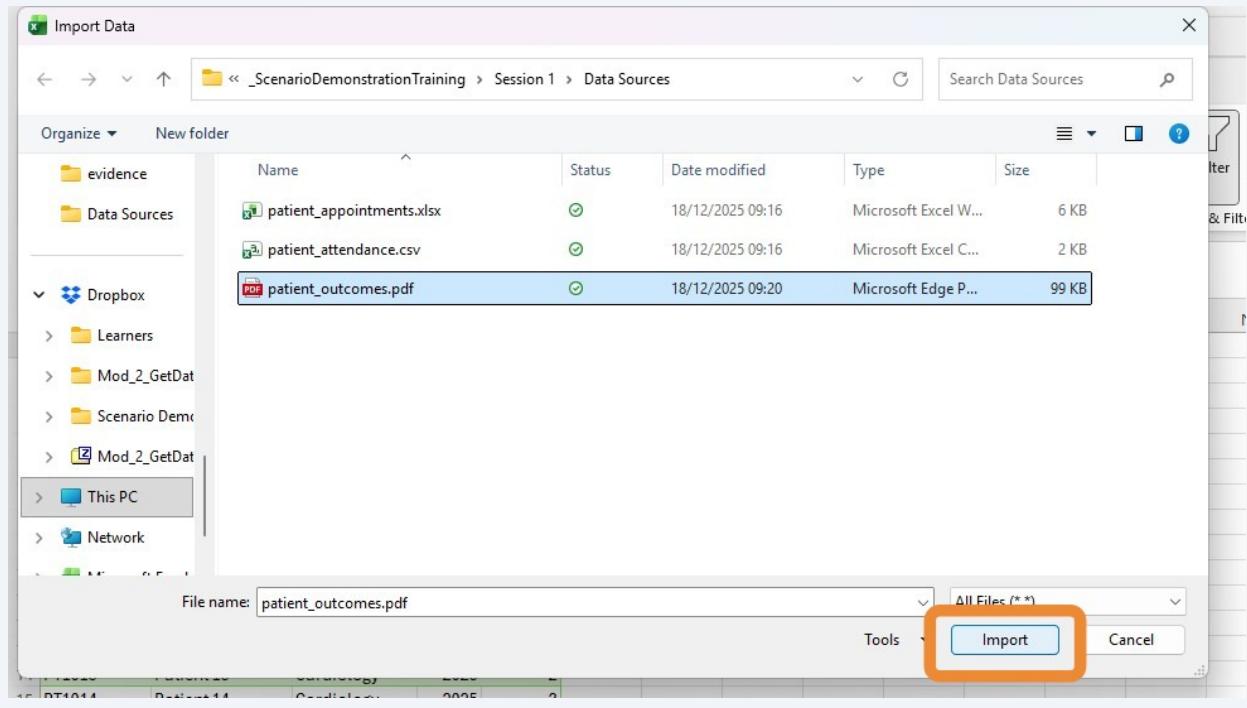
18 Choose From File > From PDF



19 Select patient_outcomes.pdf



20 Click Import



21

Now we see a few option. The PDF importer is not good at seeing tables that break across different pages, so what we should do is import both separately, and recombined in the Excel sheet

Click Table001 (Page 1)

The screenshot shows the Microsoft Power BI Data Editor interface. On the left, there is a table with columns labeled 'Patient', 'Year', and 'Month'. In the center, the 'Navigator' pane is open, displaying a list of items from a PDF file named 'patient_outcomes.pdf'. The item 'Table001 (Page 1)' is highlighted with a green background and has an orange arrow pointing to it. Below the list, there are buttons for 'Load', 'Transform Data', and 'Cancel'. On the right side of the screen, the main workspace shows some previewed data.

22

Click Load, then repeat this process to add Table002 (Page 2)

This screenshot shows the Microsoft Power BI Data Editor after the 'Load' button has been clicked for 'Table001 (Page 1)'. The 'Navigator' pane now displays the contents of the table, which include columns for 'Patient_ID', 'Outcome', and 'Follow_Up_Required', with data rows for PT1001 through PT1023. The 'Load' button is highlighted with an orange box. The main workspace on the right shows the imported data.

23 You should now have both tables from the PDF imported as different sheets.

Let's fix this.

Highlight all of the data in the **Table 002** sheet

The screenshot shows a Microsoft Excel interface with the following details:

- Top Bar:** AutoSave (Off), ribbon tabs: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help, Acrobat, **Table Design** (selected), Query.
- Table Tools (Table Design Tab):** Sub-tabs: Summarize with PivotTable, Remove Duplicates, Resize Table, Properties, Insert Slicer, Export, Refresh, Open in Browser, Unlink, External Table Data.
- Checkboxes:** Header Row (checked), Total Row (unchecked), Banded Rows (checked), First Column (unchecked), Last Column (unchecked), Banded Columns (unchecked), Filter Button (checked).
- Table Style Options:** A grid of color swatches.
- Table Data:** A table with 15 rows and 3 columns. The first three columns are highlighted with an orange border. The columns are labeled Column1, Column2, and Column3. The data rows are:

Column1	Column2	Column3
PT1024	Improved	No
PT1025	Ongoing	Yes
PT1026	Improved	No
PT1027	Improved	No
PT1028	Improved	No
PT1029	Ongoing	No
PT1030	Improved	No
PT1031	Improved	Yes
PT1032	Improved	No
PT1033	Ongoing	No
PT1034	Improved	No
PT1035	Improved	No

24 Right-click the highlighted data and select **Copy**

A screenshot of Microsoft Excel showing a context menu for row 6. The menu options include Copy, Paste Options, Refresh, Insert, Delete, Select, and Clear Contents. The Copy option is highlighted with an orange rectangle.

PT1024	improved	IVC
PT1025	Search the menus	
PT1026	Cut	
PT1027	Copy	
PT1028	Paste Options:	
PT1029	Refresh	
PT1030	Insert	
PT1031	Delete	
PT1032	Select	
PT1033		
PT1034		
PT1035		

25 Go back to the sheet containing the other PDF import and highlight the three rows at the bottom

A screenshot of Microsoft Excel showing the 'patient_attendance' sheet. The last three rows (34, 35, 36) are highlighted with a yellow background. The 'Queries & Connections' pane on the right shows two loaded queries: 'Appointments' (35 rows) and 'patient_attendance' (35 rows). The status bar at the bottom right shows the date as 18/12/2025 and the time as 09:34.

PT1024	improved	IVC
PT1025	Search the menus	
PT1026	Cut	
PT1027	Copy	
PT1028	Paste Options:	
PT1029	Refresh	
PT1030	Insert	
PT1031	Delete	
PT1032	Select	
PT1033		
PT1034		
PT1035		
PT1036	improved	IVC
PT1037	improved	IVC
PT1038	improved	IVC
PT1039	improved	IVC
PT1040	improved	IVC
PT1041	Ongoing	IVC
PT1042	Ongoing	IVC
PT1043	Ongoing	IVC
PT1044	Ongoing	IVC
PT1045	Ongoing	IVC
PT1046	Ongoing	IVC
PT1047	Ongoing	IVC
PT1048	Ongoing	IVC
PT1049	Ongoing	IVC
PT1050	Ongoing	IVC
PT1051	Ongoing	IVC
PT1052	Ongoing	IVC
PT1053	Ongoing	IVC
PT1054	Ongoing	IVC
PT1055	Ongoing	IVC
PT1056	Ongoing	IVC
PT1057	Ongoing	IVC
PT1058	Ongoing	IVC
PT1059	Ongoing	IVC
PT1060	Ongoing	IVC
PT1061	Ongoing	IVC
PT1062	Ongoing	IVC
PT1063	Ongoing	IVC
PT1064	Ongoing	IVC
PT1065	Ongoing	IVC
PT1066	Ongoing	IVC
PT1067	Ongoing	IVC
PT1068	Ongoing	IVC
PT1069	Ongoing	IVC
PT1070	Ongoing	IVC
PT1071	Ongoing	IVC
PT1072	Ongoing	IVC
PT1073	Ongoing	IVC
PT1074	Ongoing	IVC
PT1075	Ongoing	IVC
PT1076	Ongoing	IVC
PT1077	Ongoing	IVC
PT1078	Ongoing	IVC
PT1079	Ongoing	IVC
PT1080	Ongoing	IVC
PT1081	Ongoing	IVC
PT1082	Ongoing	IVC
PT1083	Ongoing	IVC
PT1084	Ongoing	IVC
PT1085	Ongoing	IVC
PT1086	Ongoing	IVC
PT1087	Ongoing	IVC
PT1088	Ongoing	IVC
PT1089	Ongoing	IVC
PT1090	Ongoing	IVC
PT1091	Ongoing	IVC
PT1092	Ongoing	IVC
PT1093	Ongoing	IVC
PT1094	Ongoing	IVC
PT1095	Ongoing	IVC
PT1096	Ongoing	IVC
PT1097	Ongoing	IVC
PT1098	Ongoing	IVC
PT1099	Ongoing	IVC
PT1100	Ongoing	IVC
PT1101	Ongoing	IVC
PT1102	Ongoing	IVC
PT1103	Ongoing	IVC
PT1104	Ongoing	IVC
PT1105	Ongoing	IVC
PT1106	Ongoing	IVC
PT1107	Ongoing	IVC
PT1108	Ongoing	IVC
PT1109	Ongoing	IVC
PT1110	Ongoing	IVC
PT1111	Ongoing	IVC
PT1112	Ongoing	IVC
PT1113	Ongoing	IVC
PT1114	Ongoing	IVC
PT1115	Ongoing	IVC
PT1116	Ongoing	IVC
PT1117	Ongoing	IVC
PT1118	Ongoing	IVC
PT1119	Ongoing	IVC
PT1120	Ongoing	IVC
PT1121	Ongoing	IVC
PT1122	Ongoing	IVC
PT1123	Ongoing	IVC
PT1124	Ongoing	IVC
PT1125	Ongoing	IVC
PT1126	Ongoing	IVC
PT1127	Ongoing	IVC
PT1128	Ongoing	IVC
PT1129	Ongoing	IVC
PT1130	Ongoing	IVC
PT1131	Ongoing	IVC
PT1132	Ongoing	IVC
PT1133	Ongoing	IVC
PT1134	Ongoing	IVC
PT1135	Ongoing	IVC
PT1136	Ongoing	IVC
PT1137	Ongoing	IVC
PT1138	Ongoing	IVC
PT1139	Ongoing	IVC
PT1140	Ongoing	IVC
PT1141	Ongoing	IVC
PT1142	Ongoing	IVC
PT1143	Ongoing	IVC
PT1144	Ongoing	IVC
PT1145	Ongoing	IVC
PT1146	Ongoing	IVC
PT1147	Ongoing	IVC
PT1148	Ongoing	IVC
PT1149	Ongoing	IVC
PT1150	Ongoing	IVC
PT1151	Ongoing	IVC
PT1152	Ongoing	IVC
PT1153	Ongoing	IVC
PT1154	Ongoing	IVC
PT1155	Ongoing	IVC
PT1156	Ongoing	IVC
PT1157	Ongoing	IVC
PT1158	Ongoing	IVC
PT1159	Ongoing	IVC
PT1160	Ongoing	IVC
PT1161	Ongoing	IVC
PT1162	Ongoing	IVC
PT1163	Ongoing	IVC
PT1164	Ongoing	IVC
PT1165	Ongoing	IVC
PT1166	Ongoing	IVC
PT1167	Ongoing	IVC
PT1168	Ongoing	IVC
PT1169	Ongoing	IVC
PT1170	Ongoing	IVC
PT1171	Ongoing	IVC
PT1172	Ongoing	IVC
PT1173	Ongoing	IVC
PT1174	Ongoing	IVC
PT1175	Ongoing	IVC
PT1176	Ongoing	IVC
PT1177	Ongoing	IVC
PT1178	Ongoing	IVC
PT1179	Ongoing	IVC
PT1180	Ongoing	IVC
PT1181	Ongoing	IVC
PT1182	Ongoing	IVC
PT1183	Ongoing	IVC
PT1184	Ongoing	IVC
PT1185	Ongoing	IVC
PT1186	Ongoing	IVC
PT1187	Ongoing	IVC
PT1188	Ongoing	IVC
PT1189	Ongoing	IVC
PT1190	Ongoing	IVC
PT1191	Ongoing	IVC
PT1192	Ongoing	IVC
PT1193	Ongoing	IVC
PT1194	Ongoing	IVC
PT1195	Ongoing	IVC
PT1196	Ongoing	IVC
PT1197	Ongoing	IVC
PT1198	Ongoing	IVC
PT1199	Ongoing	IVC
PT1200	Ongoing	IVC
PT1201	Ongoing	IVC
PT1202	Ongoing	IVC
PT1203	Ongoing	IVC
PT1204	Ongoing	IVC
PT1205	Ongoing	IVC
PT1206	Ongoing	IVC
PT1207	Ongoing	IVC
PT1208	Ongoing	IVC
PT1209	Ongoing	IVC
PT1210	Ongoing	IVC
PT1211	Ongoing	IVC
PT1212	Ongoing	IVC
PT1213	Ongoing	IVC
PT1214	Ongoing	IVC
PT1215	Ongoing	IVC
PT1216	Ongoing	IVC
PT1217	Ongoing	IVC
PT1218	Ongoing	IVC
PT1219	Ongoing	IVC
PT1220	Ongoing	IVC
PT1221	Ongoing	IVC
PT1222	Ongoing	IVC
PT1223	Ongoing	IVC
PT1224	Ongoing	IVC
PT1225	Ongoing	IVC
PT1226	Ongoing	IVC
PT1227	Ongoing	IVC
PT1228	Ongoing	IVC
PT1229	Ongoing	IVC
PT1230	Ongoing	IVC
PT1231	Ongoing	IVC
PT1232	Ongoing	IVC
PT1233	Ongoing	IVC
PT1234	Ongoing	IVC
PT1235	Ongoing	IVC
PT1236	Ongoing	IVC
PT1237	Ongoing	IVC
PT1238	Ongoing	IVC
PT1239	Ongoing	IVC
PT1240	Ongoing	IVC
PT1241	Ongoing	IVC
PT1242	Ongoing	IVC
PT1243	Ongoing	IVC
PT1244	Ongoing	IVC
PT1245	Ongoing	IVC
PT1246	Ongoing	IVC
PT1247	Ongoing	IVC
PT1248	Ongoing	IVC
PT1249	Ongoing	IVC
PT1250	Ongoing	IVC
PT1251	Ongoing	IVC
PT1252	Ongoing	IVC
PT1253	Ongoing	IVC
PT1254	Ongoing	IVC
PT1255	Ongoing	IVC
PT1256	Ongoing	IVC
PT1257	Ongoing	IVC
PT1258	Ongoing	IVC
PT1259	Ongoing	IVC
PT1260	Ongoing	IVC
PT1261	Ongoing	IVC
PT1262	Ongoing	IVC
PT1263	Ongoing	IVC
PT1264	Ongoing	IVC
PT1265	Ongoing	IVC
PT1266	Ongoing	IVC
PT1267	Ongoing	IVC
PT1268	Ongoing	IVC
PT1269	Ongoing	IVC
PT1270	Ongoing	IVC
PT1271	Ongoing	IVC
PT1272	Ongoing	IVC
PT1273	Ongoing	IVC
PT1274	Ongoing	IVC
PT1275	Ongoing	IVC
PT1276	Ongoing	IVC
PT1277	Ongoing	IVC
PT1278	Ongoing	IVC
PT1279	Ongoing	IVC
PT1280	Ongoing	IVC
PT1281	Ongoing	IVC
PT1282	Ongoing	IVC
PT1283	Ongoing	IVC
PT1284	Ongoing	IVC
PT1285	Ongoing	IVC
PT1286	Ongoing	IVC
PT1287	Ongoing	IVC
PT1288	Ongoing	IVC
PT1289	Ongoing	IVC
PT1290	Ongoing	IVC
PT1291	Ongoing	IVC
PT1292	Ongoing	IVC
PT1293	Ongoing	IVC
PT1294	Ongoing	IVC
PT1295	Ongoing	IVC
PT1296	Ongoing	IVC
PT1297	Ongoing	IVC
PT1298	Ongoing	IVC
PT1299	Ongoing	IVC
PT1300	Ongoing	IVC
PT1301	Ongoing	IVC
PT1302	Ongoing	IVC
PT1303	Ongoing	IVC
PT1304	Ongoing	IVC
PT1305	Ongoing	IVC
PT1306	Ongoing	IVC
PT1307	Ongoing	IVC
PT1308	Ongoing	IVC
PT1309	Ongoing	IVC
PT1310	Ongoing	IVC
PT1311	Ongoing	IVC
PT1312	Ongoing	IVC
PT1313	Ongoing	IVC
PT1314	Ongoing	IVC
PT1315	Ongoing	IVC
PT1316	Ongoing	IVC
PT1317	Ongoing	IVC
PT1318	Ongoing	IVC
PT1319	Ongoing	IVC
PT1320	Ongoing	IVC
PT1321	Ongoing	IVC
PT1322	Ongoing	IVC
PT1323	Ongoing	IVC
PT1324	Ongoing	IVC
PT1325	Ongoing	IVC
PT1326	Ongoing	IVC
PT1327	Ongoing	IVC
PT1328	Ongoing	IVC
PT1329	Ongoing	IVC
PT1330	Ongoing	IVC
PT1331	Ongoing	IVC
PT1332	Ongoing	IVC
PT1333	Ongoing	IVC
PT1334	Ongoing	IVC
PT1335	Ongoing	IVC
PT1336	Ongoing	IVC
PT1337	Ongoing	IVC
PT1338	Ongoing	IVC
PT1339	Ongoing	IVC
PT1340	Ongoing	IVC
PT1341	Ongoing	IVC
PT1342	Ongoing	IVC
PT1343	Ongoing	IVC
PT1344	Ongoing	IVC
PT1345	Ongoing	IVC
PT1346	Ongoing	IVC
PT1347	Ongoing	IVC
PT1348	Ongoing	IVC
PT1349	Ongoing	IVC
PT1350	Ongoing	IVC
PT1351	Ongoing	IVC
PT1352	Ongoing	IVC
PT1353	Ongoing	IVC
PT1354	Ongoing	IVC
PT1355	Ongoing	IVC
PT1356	Ongoing	IVC
PT1357	Ongoing	IVC
PT1358	Ongoing	IVC
PT1359	Ongoing	IVC
PT1360	Ongoing	IVC
PT1361	Ongoing	IVC
PT1362	Ongoing	IVC
PT1363	Ongoing	IVC
PT1364	Ongoing	IVC
PT1365	Ongoing	IVC
PT1366	Ongoing	IVC
PT1367	Ongoing	IVC
PT1368	Ongoing	IVC
PT1369	Ongoing	IVC
PT1370	Ongoing	IVC
PT1371	Ongoing	IVC
PT1372	Ongoing	IVC
PT1373	Ongoing	IVC
PT1374	Ongoing	IVC
PT1375	Ongoing	IVC
PT1376	Ongoing	IVC
PT1377	Ongoing	IVC
PT1378	Ongoing	IVC
PT1379	Ongoing	IVC
PT1380	Ongoing	IVC
PT1381	Ongoing	IVC
PT1382	Ongoing	IVC
PT1383	Ongoing	IVC
PT1384	Ongoing	IVC
PT1385	Ongoing	IVC
PT1386	Ongoing	IVC
PT1387	Ongoing	IVC
PT1388	Ongoing	IVC
PT1389	Ongoing	IVC
PT1390	Ongoing	IVC
PT1391	Ongoing	IVC
PT1392	Ongoing	IVC
PT1393	Ongoing	IVC
PT1394	Ongoing	IVC
PT1395	Ongoing	IVC
PT1396	Ongoing	IVC
PT1397	Ongoing	IVC
PT1398	Ongoing	IVC
PT1399	Ongoing	IVC
PT1400	Ongoing	IVC
PT1401	Ongoing	IVC
PT1402	Ongoing	IVC
PT1403	Ongoing	IVC
PT1404	Ongoing	IVC
PT1405	Ongoing	IVC
PT1406	Ongoing	IVC
PT1407	Ongoing	IVC
PT1408	Ongoing	IVC
PT1409	Ongoing	IVC
PT1410	Ongoing	IVC
PT1411	Ongoing	IVC
PT1412	Ongoing	IVC
PT1413	Ongoing	IVC

26 Press Ctrl + V

The screenshot shows an Excel spreadsheet titled "Book3 - Excel". The "Home" tab is selected. A table named "Table002" is visible, containing 35 rows of data. The data includes columns for Patient_ID, Outcome, and Follow_Up_Required. The last 13 rows of the table represent the appended data from "Table001". The "Queries & Connections" pane on the right shows four queries: "Appointments" (35 rows), "patient_attendance" (35 rows), "Table001 (Page 1)" (24 rows), and "Table002 (Page 2)" (12 rows). The status bar at the bottom right indicates the date as 18/12/2025 and the time as 09:34.

27 When you have confirmed that data has been successfully appended, select **Table002**, right-click and select **Delete** as it is no longer required

The screenshot shows the same Excel spreadsheet. The "Table002" table is selected, and a context menu is open over its first three columns. The menu options include Insert..., Delete, Rename, Move or Copy..., View Code, Protect Sheet..., Tab Color, Hide, Unhide..., Select All Sheets, and Link to this Sheet. An orange arrow points to the "Delete" option in the menu.

28

END OF DATA IMPORT