Assignment #1

Import the **.txt** data set into a new Excel workbook. Then clean /manipulate the table by following the below instructions:

Instructions

1. Best-practice tip reminder - **copy the tab with source data** in the same workbook and call the new tab **"Solution".**
2. In the **Table Design** menu, uncheck the Header Row box.
3. Remove duplicate rows from the table (there are 2 duplicates).
4. Use "Find and Replace" to replace "Ap #" with "APT. " in the **Street Address** field (make a space after the period) - should be 51 of them.
5. Using "Text to Columns" separate the **City** from the **State** and **Zipcode** with the comma delimiter only.
6. Using "Text to Columns" again, separate the **State** and **Zipcode** using the fixed width delimiter - drag the vertical line just in front of the Zipcode. Fix the headers so they read correctly..
7. Using TRIM, get rid of extra spaces that may be in the new City, State and Zipcode fields. Copy and paste values back into the table by using "paste special - values". Leave the 3 TRIM columns with the formulas for instructor's reference.
8. Insert a column between A and B, and split text from column A into 2 columns using "Text to Columns" (with space delimiter). Label the columns "First Name" and "Last Name".
9. Resize the table to include the **State** and **Zipcode** columns (under Table Design menu).
10. Save the file and submit!

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