

Importing and Formatting Data

Objectives

- Identify the ways that organizations can share data across applications
- Identify the types of structured data that can be used by Excel
- Import data using different methods
- Apply standard formatting

Introduction

Data and Information do **not** refer to the same thing. Data is simply a collection of facts that have been recorded about an item, while information is data that has been transformed into a useful form. For example, a *Point of Sale* (POS) system used by a grocery store chain will collect a very large quantity of data over a relatively short period of time – when that data has been summarized and grouped into a report comparing *Sales by Store* for a particular time period; it has been turned into useful information.

Excel is not designed to collect and store the quantity of data that is generated even by a relatively small organization – Excel's strengths lie in its ability to transform data into useful information by *analyzing* data and *modeling* business scenarios. Back-end database management systems such as *Transaction Processing Systems* and *Management Information Systems* are used by to *collect, store, and summarize* operational data. These systems can provide managers with information in the form of *periodic summary* reports that can be used for purposes such as *Inventory Replenishment* and *Staff Scheduling*, but do not have the ability to analyze data in ways that can support more sophisticated decision making.

The data stored in organizational systems can usually be *exported* in a format that can then be *imported* into Excel so that managers can take advantage of Excel's data analysis tools. Database Management Systems that store data in a tabular format can be read directly by Excel, and other systems can output structured data into a text file using *delimiters* so that Excel can *parse* the data into structured columns and rows. A *delimiter* is a character that signals the end of a data element or the end of a data record. Typical delimiters are *Commas, Tabs, or even Spaces*. When Excel reads the resulting text file, it uses the *delimiters* to structure the data into a tabular format through the process called "*parsing*".

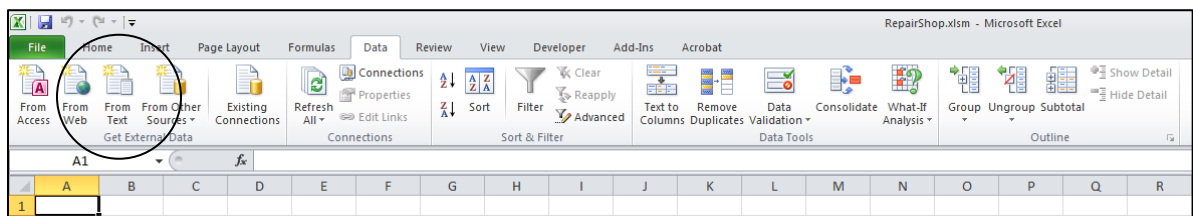
Import a Text File

In these examples you will use three different methods to import a delimited text file into Excel.

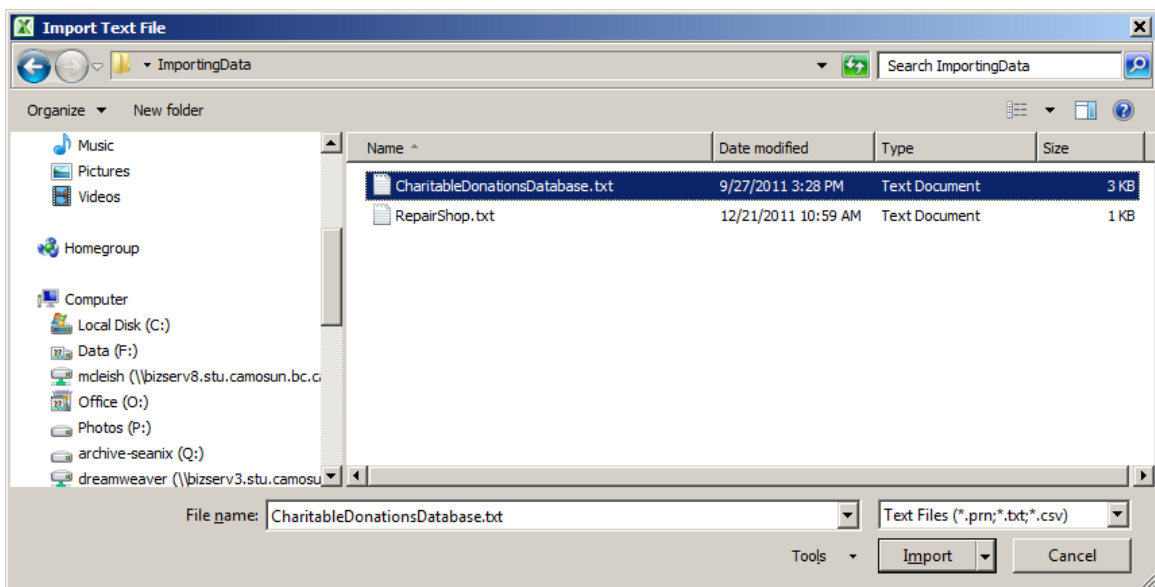
Method 1: Import the Data to an Existing Worksheet

You can import data into an existing worksheet using the *Data* tab of the Ribbon.

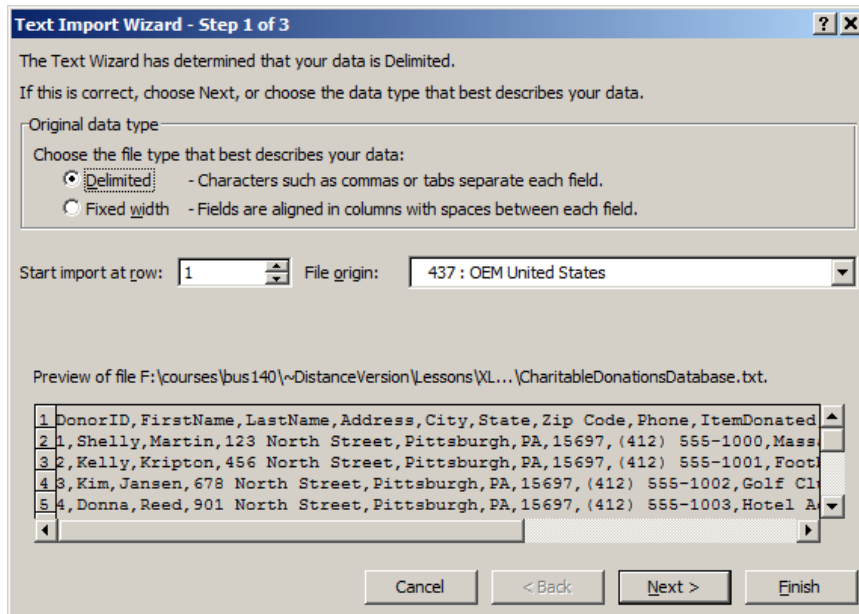
1. Start Excel and save the file into your storage folder as **ImportingData–LastnameFirstname** (using your own name in place of lastname firstname (e.g. ImportingData–GatesBill)).
2. Rename the Sheet1 worksheet tab: **DataImport**
3. Select **cell A1** (the cell where the import should begin).
4. Click the *Data* tab on the *Ribbon* and then click the *From Text* button in the *Get External Data* group.



5. In the *Import Text File* dialog box, navigate to the folder containing the text file you want to import, select the file, and then click *Import*. In this exercise you will select the file *CharitableDonationsDatabase.txt*.



6. The *Text Import Wizard* dialog box opens so that you can **parse** the incoming data. In the *Text Import Wizard Step 1 of 3*, you specify whether the original file is *Delimited* or *Fixed width*. Notice that the *Preview* box shows the content of the file, and that it is delimited with commas. Click *Next*.



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.

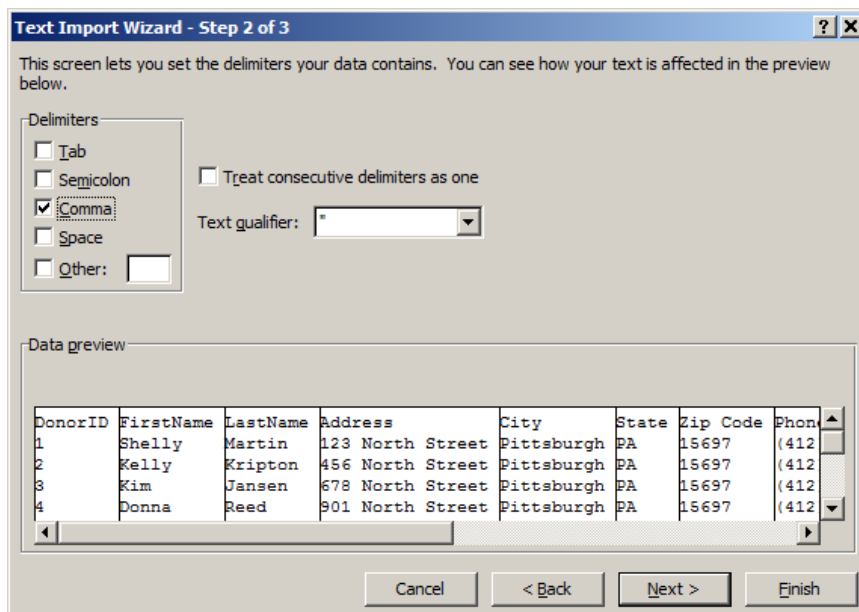
Start import at row: 1 File origin: 437 : OEM United States

Preview of file F:\courses\bus140\~DistanceVersion\Lessons\XL...\CharitableDonationsDatabase.txt.

	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	ItemDonated
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412) 555-1000	Mass
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412) 555-1001	Foot
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412) 555-1002	Golf Cl
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412) 555-1003	Hotel A

Buttons: Cancel, < Back, Next >, Finish

7. In the *Text Import Wizard Step 2 of 3*, you specify which character is used as the *delimiter*. The *Tab* character is the default setting. Notice that the *Preview* does not show the data organized in columns and rows – you must set the *Delimiter* to *Comma* as shown below. The *Preview* box now shows the data correctly parsed into columns and rows. Click *Next*.



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

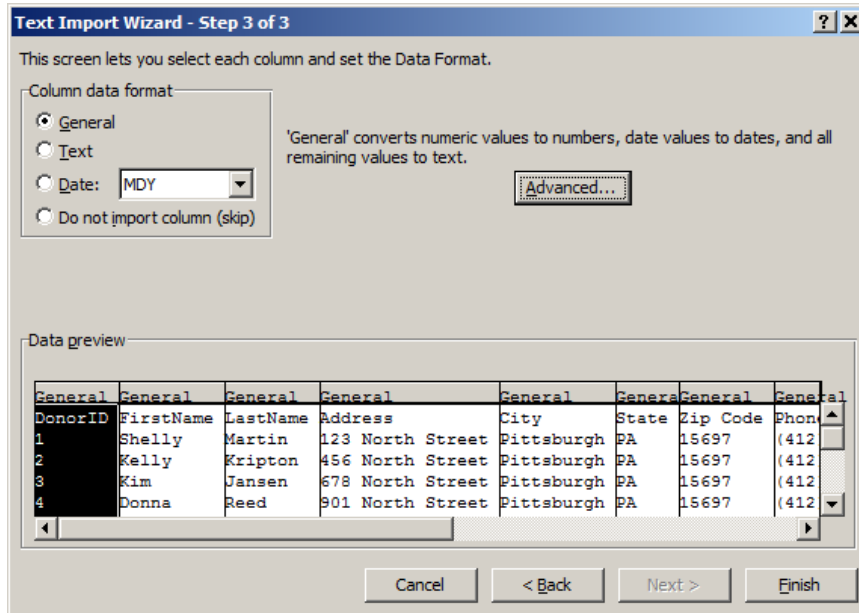
Text qualifier: "

Data preview

	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412)
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412)
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412)
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412)

Buttons: Cancel, < Back, Next >, Finish

8. In the *Text Import Wizard Step 3 of 3*, you specify what type of data is contained in each column (field) you are planning to import. You can choose from *General* (which is Excel's default data type), *Text*, or *Date*; and you can cancel the import of any selected column using the *Do not import column (skip)* option. In most cases you can just accept the *General* format for each column and let Excel decide. Click *Finish*.

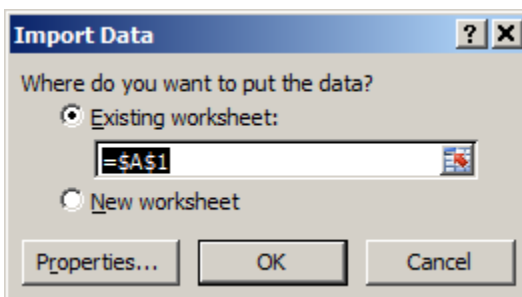


The dialog box is titled "Text Import Wizard - Step 3 of 3". It contains a section "Column data format" with four radio buttons: "General" (selected), "Text", "Date" (with a dropdown menu showing "MDY"), and "Do not import column (skip)". To the right of these options is a text box stating: "'General' converts numeric values to numbers, date values to dates, and all remaining values to text." Below this is an "Advanced..." button. The "Data preview" section shows a table with 8 columns: DonorID, FirstName, LastName, Address, City, State, Zip Code, and Phone. The data is as follows:

DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone
1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412
2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412
3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412
4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412

At the bottom are buttons for "Cancel", "< Back", "Next >", and "Finish".

9. In the *Import Data* dialog box, click *OK* to confirm that the data is to be imported into the selected cell on the current worksheet, or modify the settings as required and then click *OK*.



The dialog box is titled "Import Data". It contains a section "Where do you want to put the data?" with two radio buttons: "Existing worksheet:" (selected) and "New worksheet". Below the "Existing worksheet:" option is a text box containing the formula "=A\$1". At the bottom are buttons for "Properties...", "OK", and "Cancel".

- The data is imported and set up in columns as shown below:

DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	ItemDonated	ItemValue	Category	NumberAttending
1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412) 555-1000	Massage	\$50	Other	2
2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412) 555-1001	Football Tickets	\$75	Product	2
3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412) 555-1002	Golf Clubs	\$200	Product	4
4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412) 555-1003	Hotel Accomodations	\$100	Gift Certificate	5
5	Huong	Pham	P.O. Box ABC	Pittsburgh	PA	15697	(412) 555-1004	Restaurant Gift Certificate	\$60	Gift Certificate	1
6	George	Martin	555 Kaminini Street	Pittsburgh	PA	15697	(412) 555-1005	Car Wash Card	\$50	Other	1
7	Marion	McMahon	2216 Catharine Street	Pittsburgh	PA	15697	(412) 555-1006	Automotive Gift Certificate	\$50	Gift Certificate	2
8	Catherine	McQuaide	31 Oakmont Circle	Pittsburgh	PA	15697	(412) 555-1007	10 pounds of Fresh Fish	\$100	Product	2
9	Christopher	Martinez	15709 Holly Grove Rd.	Pittsburgh	PA	15697	(412) 555-1008	Lei-Making Class	\$25	Other	2
10	G	Mican	3509 Carla Drive	Pittsburgh	PA	15697	(412) 555-1009	Starbucks Gift Card	\$10	Gift Certificate	2
11	George	McFall	123 North Street	Pittsburgh	PA	15697	(412) 555-1010	Movie Tickets + Popcorn	\$20	Product	2
12	Kristen	Krypton	456 North Street	Pittsburgh	PA	15697	(412) 555-1011	Free Photography Sitting	\$45	Service	4
13	Kim	Jones	678 North Street	Pittsburgh	PA	15697	(412) 555-1012	Fondue Set	\$20	Product	4
14	Dan	Reed	901 North Street	Pittsburgh	PA	15697	(412) 555-1013	Yoga Class	\$100	Service	4
15	Huong	Ngyun	P.O. Box ABC	Pittsburgh	PA	15697	(412) 555-1014	Health Club Initiation Waiver	\$250	Other	3
16	Robert	McMahon	2216 Catharine Street	Pittsburgh	PA	15697	(412) 555-1015	Web Site Services	\$100	Service	2
17	Dennis	Boothe	3646 Seton Hall Way	Pittsburgh	PA	15697	(412) 555-1016	YMCA Swimming Lessons	\$65	Service	4
18	Emiko	Francani	800 North Street	Pittsburgh	PA	15697	(412) 555-1017	Gift Certificate for Floral Arrangement	\$75	Gift Certificate	2
19	Tara	Huber	9507 Sandy Elms	Pittsburgh	PA	15697	(412) 555-1018	Laptop Computer	\$1,000	Product	2
20	Benjamin	Brown	143 Sunset Avenue	Pittsburgh	PA	15697	(412) 555-1019	Digital Camera	\$400	Product	3
21	Robert	Hall	P. O. Box 121802	Pittsburgh	PA	15697	(412) 555-1020	Grocery Gift Certificate	\$50	Gift Certificate	4
22	Catherine	McCue	31 Oakmont Circle	Pittsburgh	PA	15697	(412) 555-1021	Restaurant Gift Certificate	\$40	Gift Certificate	4
23	Jennifer	Ward	377 Hillman Avenue	Pittsburgh	PA	15697	(412) 555-1022	1-Year Free Coffee	\$100	Product	2
24	Michael	Anderson	1 Clark Smith Drive	Pittsburgh	PA	15697	(412) 555-1023	Gift Basket	\$75	Product	2
25	Natalie	Barguno	1661 Cardinal Drive	Pittsburgh	PA	15697	(412) 555-1024	Toy Store Gift Certificate	\$50	Gift Certificate	1

Method 2: Copy and Paste

Data can also be imported to an existing worksheet using the Copy and Paste method.

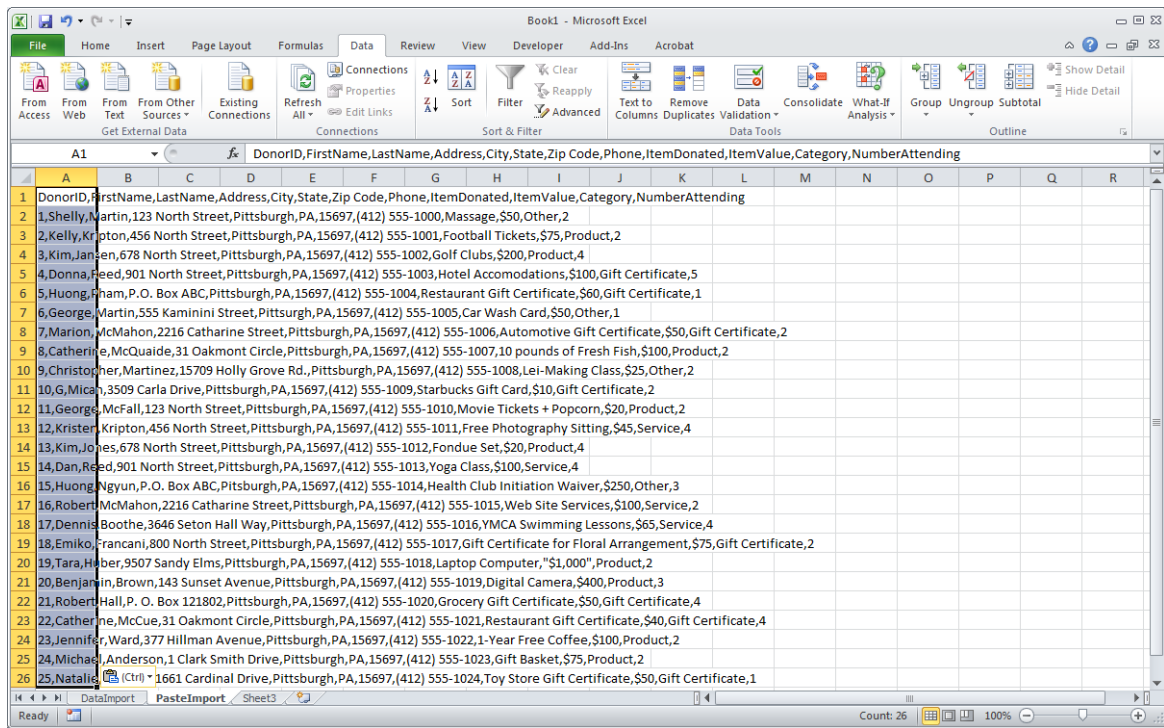
- In the currently open Excel workbook, rename the *Sheet2* tab to: **PasteImport**.
- Make the *PasteImport* sheet the active worksheet.
- Switch to the folder containing the *CharitableDonationsDatabase.txt* file and double-click the file to open it into Notepad.

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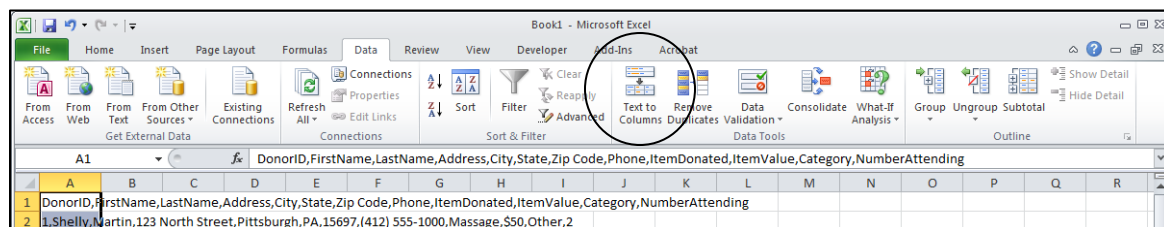
DonorID,FirstName,LastName,Address,City,State,Zip Code,Phone,ItemDonated,ItemValue,Category,NumberAttending
1,Shelly,Martin,123 North Street,Pittsburgh,PA,15697,(412) 555-1000,Massage,$50,Other,2
2,Kelly,Krypton,456 North Street,Pittsburgh,PA,15697,(412) 555-1001,Football Tickets,$75,Product,2
3,Kim,Jansen,678 North Street,Pittsburgh,PA,15697,(412) 555-1002,Golf Clubs,$200,Product,4
4,Donna,Reed,901 North Street,Pittsburgh,PA,15697,(412) 555-1003,Hotel Accomodations,$100,Gift Certificate,5
5,Huong,Pham,P.O. Box ABC,Pittsburgh,PA,15697,(412) 555-1004,Restaurant Gift Certificate,$60,Gift Certificate,1
6,George,Martin,555 Kaminini Street,Pittsburgh,PA,15697,(412) 555-1005,Car Wash Card,$50,Other,1
7,Marion,McMahon,2216 Catharine Street,Pittsburgh,PA,15697,(412) 555-1006,Automotive Gift Certificate,$50,Gift Certificate,2
8,Catherine,McQuaide,31 Oakmont Circle,Pittsburgh,PA,15697,(412) 555-1007,10 pounds of Fresh Fish,$100,Product,2
9,Christopher,Martinez,15709 Holly Grove Rd.,Pittsburgh,PA,15697,(412) 555-1008,Lei-Making Class,$25,Other,2
10,G,Mican,3509 Carla Drive,Pittsburgh,PA,15697,(412) 555-1009,Starbucks Gift Card,$10,Gift Certificate,2
11,George,McFall,123 North Street,Pittsburgh,PA,15697,(412) 555-1010,Movie Tickets + Popcorn,$20,Product,2
12,Kristen,Krypton,456 North Street,Pittsburgh,PA,15697,(412) 555-1011,Free Photography Sitting,$45,Service,4
13,Kim,Jones,678 North Street,Pittsburgh,PA,15697,(412) 555-1012,Fondue Set,$20,Product,4
14,Dan,Reed,901 North Street,Pittsburgh,PA,15697,(412) 555-1013,Yoga Class,$100,Service,4
15,Huong,Ngyun,P.O. Box ABC,Pittsburgh,PA,15697,(412) 555-1014,Health Club Initiation Waiver,$250,Other,3
16,Robert,McMahon,2216 Catharine Street,Pittsburgh,PA,15697,(412) 555-1015,Web Site Services,$100,Service,2
17,Dennis,Boothe,3646 Seton Hall Way,Pittsburgh,PA,15697,(412) 555-1016,YMCA Swimming Lessons,$65,Service,4
18,Emiko,Francani,800 North Street,Pittsburgh,PA,15697,(412) 555-1017,Gift Certificate for Floral Arrangement,$75,Gift Certificate,2
19,Tara,Huber,9507 Sandy Elms,Pittsburgh,PA,15697,(412) 555-1018,Laptop Computer,"$1,000",Product,2
20,Benjamin,Brown,143 Sunset Avenue,Pittsburgh,PA,15697,(412) 555-1019,Digital Camera,$400,Product,3
21,Robert,Hall,P. O. Box 121802,Pittsburgh,PA,15697,(412) 555-1020,Grocery Gift Certificate,$50,Gift Certificate,4
22,Catherine,McCue,31 Oakmont Circle,Pittsburgh,PA,15697,(412) 555-1021,Restaurant Gift Certificate,$40,Gift Certificate,4
23,Jennifer,Ward,377 Hillman Avenue,Pittsburgh,PA,15697,(412) 555-1022,1-Year Free Coffee,$100,Product,2
24,Michael,Anderson,1 Clark Smith Drive,Pittsburgh,PA,15697,(412) 555-1023,Gift Basket,$75,Product,2
25,Natalie,Barguno,1661 Cardinal Drive,Pittsburgh,PA,15697,(412) 555-1024,Toy Store Gift Certificate,$50,Gift Certificate,1
  
```

- Press **Ctrl+A** to select the entire contents of the file and then press **Ctrl+C** to copy the contents of the file to the Windows Clipboard.

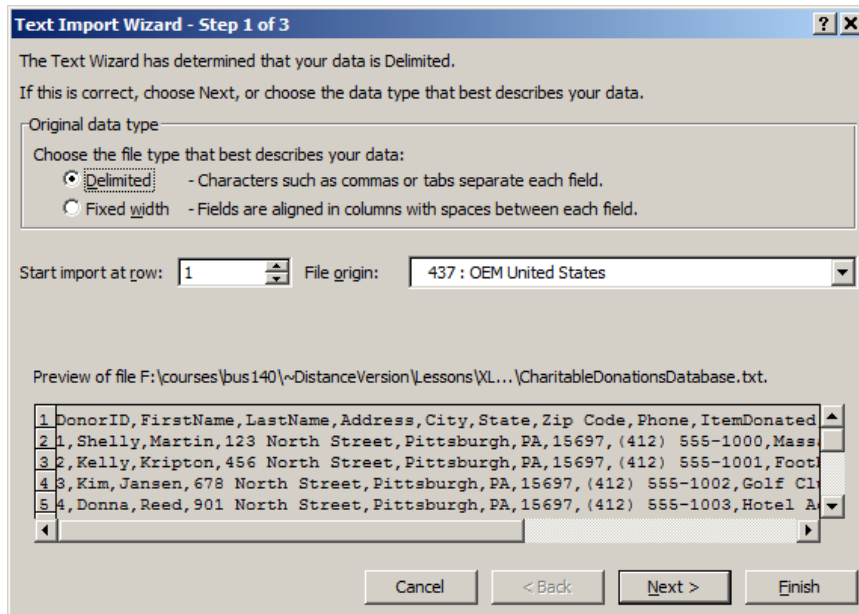
- Switch back to Excel and select **cell A1** on the *PasteImport* worksheet.
- Press **Ctrl+V** to paste the data into Excel. The data will be pasted into *Column A* as shown below and now needs to be parsed into columns.



- Click the *Data* tab on the *Ribbon* and then click the *Text to Columns* button in the *Data Tools* group.



8. The *Text Import Wizard* dialog box opens so that you can **parse** the incoming data. In the *Text Import Wizard Step 1 of 3*, you specify whether the original file is *Delimited* or *Fixed width*. Notice that the *Preview* box shows the content of the file, and that it is delimited with commas. Click *Next*.



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.

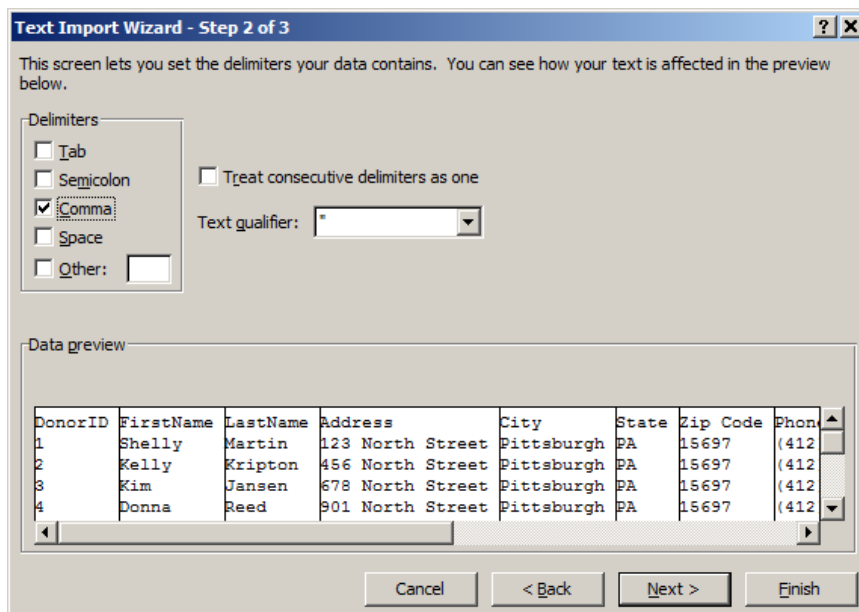
Start import at row: 1 File origin: 437 : OEM United States

Preview of file F:\courses\bus140\~DistanceVersion\Lessons\XL...\CharitableDonationsDatabase.txt.

	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	ItemDonated
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412) 555-1000	Mass
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412) 555-1001	Foot
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412) 555-1002	Golf Cl
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412) 555-1003	Hotel A

Buttons: Cancel, < Back, Next >, Finish

9. In the *Text Import Wizard Step 2 of 3*, you specify which character is used as the *delimiter*. The *Tab* character is the default setting. Notice that the *Preview* does not show the data organized in columns and rows – you must set the *Delimiter* to *Comma* as shown below. The *Preview* box now shows the data correctly parsed into columns and rows. Click *Next*.



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

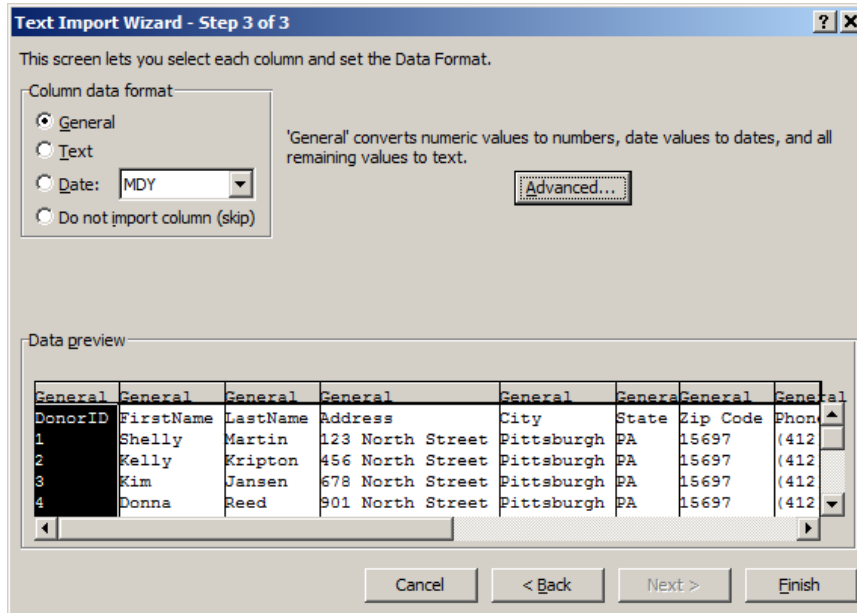
Text qualifier: "

Data preview

	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412)
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412)
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412)
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412)

Buttons: Cancel, < Back, Next >, Finish

10. In the *Text Import Wizard Step 3 of 3*, you specify what type of data is contained in each column (field) you are planning to import. You can choose from *General* (which is Excel's default data type), *Text*, or *Date*; and you can cancel the import of any selected column using the *Do not import column (skip)* option. In most cases you can just accept the *General* format for each column and let Excel decide. Click *Finish*.



11. The data is imported and set up in columns as shown below:

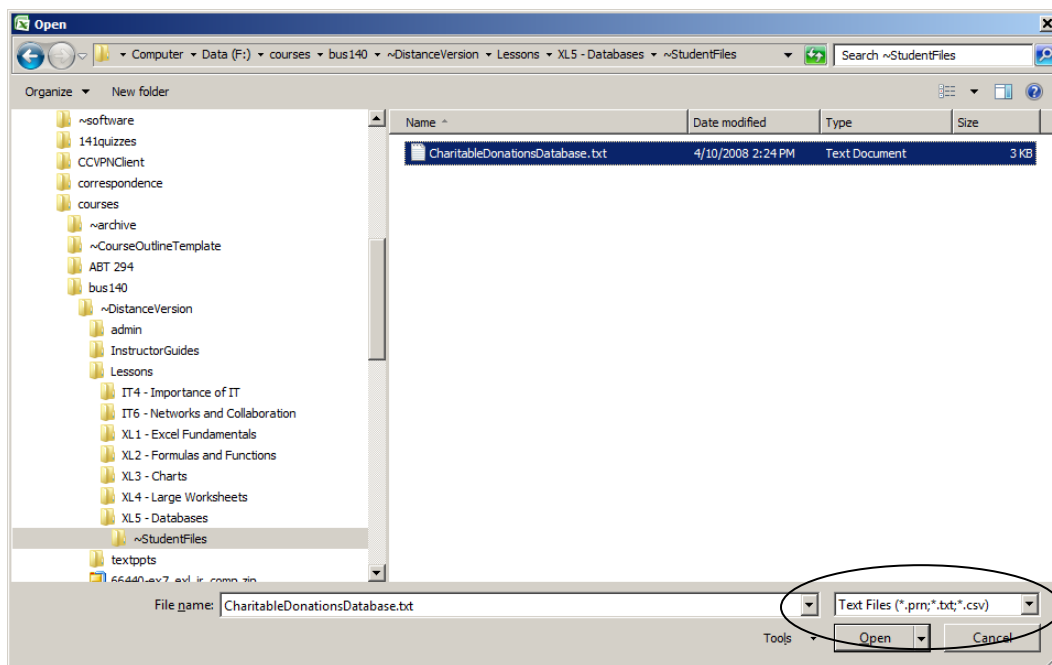
	A	B	C	D	E	F	G	H	I	J	K	L	M
	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	ItemDonated	ItemValue	Category	NumberAttending	
1	1	Shelly	Martin	123 North	Pittsburgh	PA	15697	(412) 555-	Massage	\$50	Other	2	
2	2	Kelly	Krypton	456 North	Pittsburgh	PA	15697	(412) 555-	Football T	\$75	Product	2	
3	3	Kim	Jansen	678 North	Pittsburgh	PA	15697	(412) 555-	Golf Clubs	\$200	Product	4	
4	4	Donna	Reed	901 North	Pittsburgh	PA	15697	(412) 555-	Hotel Acco	\$100	Gift Certif	5	
5	5	Huong	Pham	P.O. Box A	Pittsburgh	PA	15697	(412) 555-	Restauran	\$60	Gift Certif	1	
6	6	George	Martin	555 Kamin	Pittsburgh	PA	15697	(412) 555-	Car Wash	\$50	Other	1	
7	7	Marion	McMahon	2216 Cath	Pittsburgh	PA	15697	(412) 555-	Automoti	\$50	Gift Certif	2	
8	8	Catherine	McQuaide	31 Oakmo	Pittsburgh	PA	15697	(412) 555-	10 pounds	\$100	Product	2	
9	9	Christoph	Martinez	15709 Holl	Pittsburgh	PA	15697	(412) 555-	Lei-Makin	\$25	Other	2	
10	10	G	Mican	3509 Carla	Pittsburgh	PA	15697	(412) 555-	Starbucks	\$10	Gift Certif	2	
11	11	George	McFall	123 North	Pittsburgh	PA	15697	(412) 555-	Movie Tici	\$20	Product	2	
12	12	Kristen	Krypton	456 North	Pittsburgh	PA	15697	(412) 555-	Free Phot	\$45	Service	4	
13	13	Kim	Jones	678 North	Pittsburgh	PA	15697	(412) 555-	Fondue Se	\$20	Product	4	
14	14	Dan	Reed	901 North	Pittsburgh	PA	15697	(412) 555-	Yoga Class	\$100	Service	4	
15	15	Huong	Ngyun	P.O. Box A	Pittsburgh	PA	15697	(412) 555-	Health Clu	\$250	Other	3	
16	16	Robert	McMahon	2216 Cath	Pittsburgh	PA	15697	(412) 555-	Web Site	\$100	Service	2	
17	17	Dennis	Boothe	3646 Seto	Pittsburgh	PA	15697	(412) 555-	YMCA Swi	\$65	Service	4	
18	18	Emiko	Francani	800 North	Pittsburgh	PA	15697	(412) 555-	Gift Certif	\$75	Gift Certif	2	
19	19	Tara	Huber	9507 Sand	Pittsburgh	PA	15697	(412) 555-	Laptop Co	\$1,000	Product	2	

12. Save and close the file.

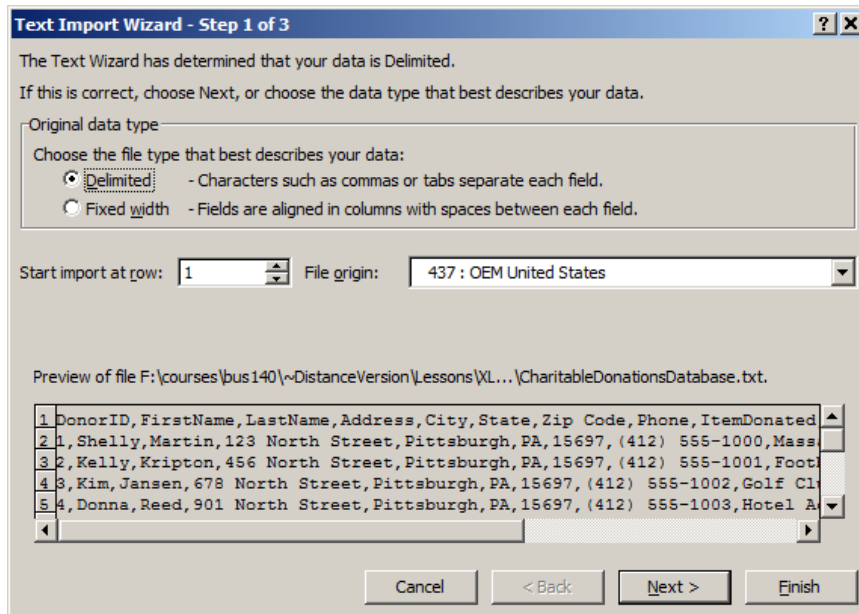
Method 3: Open the File Directly into Excel

Data can also be imported by opening a text or other delimited file directly using the **File | Open** command in Excel.

1. Start Excel if necessary and create a new workbook.
2. Use the *File Tab* to open the *Backstage* menu and choose *Open* to launch the *Open* dialog box.
3. The *Open* dialog box filters the list of files to be opened by type. The default setting is to show Excel files.
4. Located just above the *Open* and *Cancel* buttons, there is a *File Type* text box that allows you to select the type of file that you want to open. Open the pop-up and notice that Excel can open several different file types including *Access* databases, *Web* pages, *Text* files, and many others.
5. Select *Text files (*.prn; *.txt; *.csv)*. These are some of the text file formats that Excel can open (*.prn are printer files, *.txt are text files, and *.csv are comma separated values files)
6. Navigate to your storage folder and select *CharitableDonationsDatabase.txt* and then click *Open*.



7. The *Text Import Wizard* dialog box opens so that you can **parse** the incoming data. In the *Text Import Wizard Step 1 of 3*, you specify whether the original file is *Delimited* or *Fixed width*. Notice that the *Preview* box shows the content of the file, and that it is delimited with commas. Click *Next*.



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.

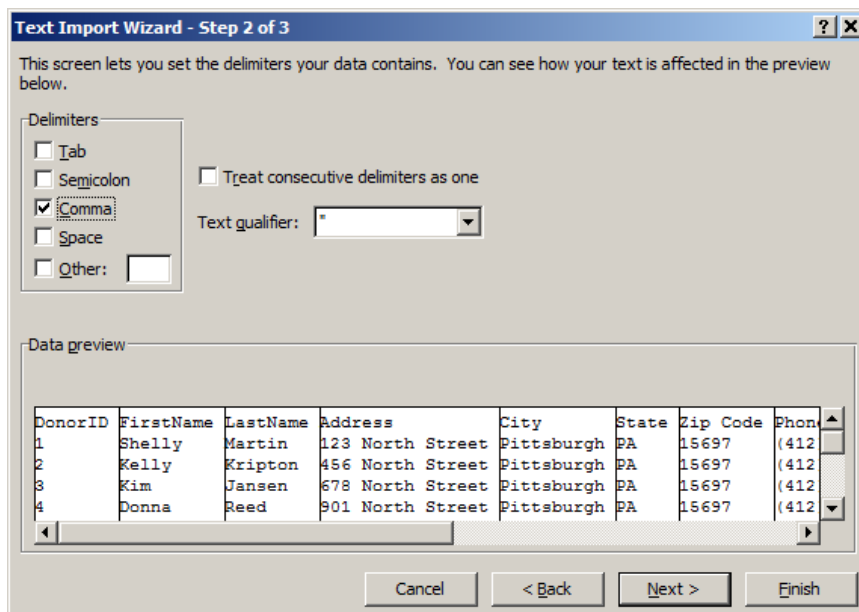
Start import at row: 1 File origin: 437 : OEM United States

Preview of file F:\courses\bus140\~DistanceVersion\Lessons\XL...\CharitableDonationsDatabase.txt.

	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	ItemDonated
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412) 555-1000	Mass
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412) 555-1001	Foot
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412) 555-1002	Golf Cl
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412) 555-1003	Hotel A

Buttons: Cancel, < Back, Next >, Finish

8. In the *Text Import Wizard Step 2 of 3*, you specify which character is used as the *delimiter*. The *Tab* character is the default setting. Notice that the *Preview* does not show the data organized in columns and rows – you must set the *Delimiter* to *Comma* as shown below. The *Preview* box now shows the data correctly parsed into columns and rows. Click *Next*.



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

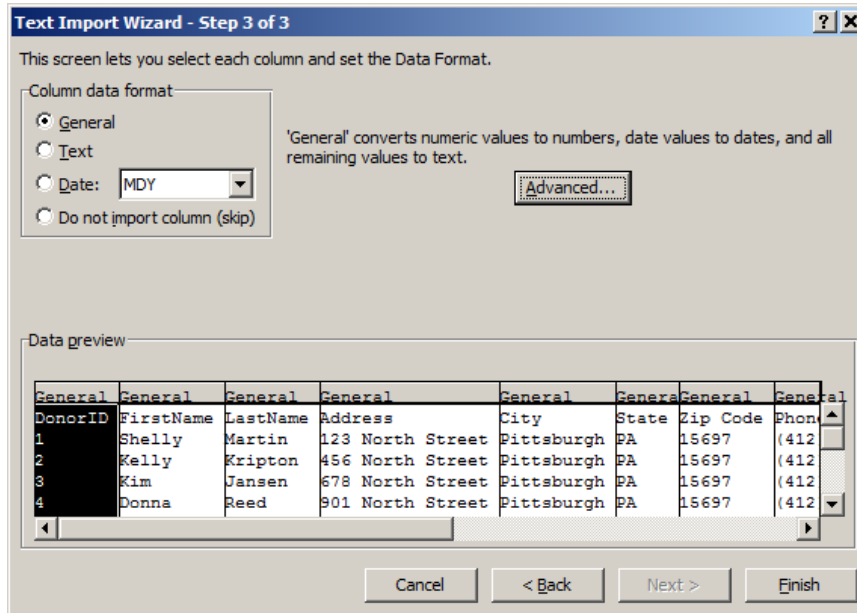
Text qualifier: "

Data preview

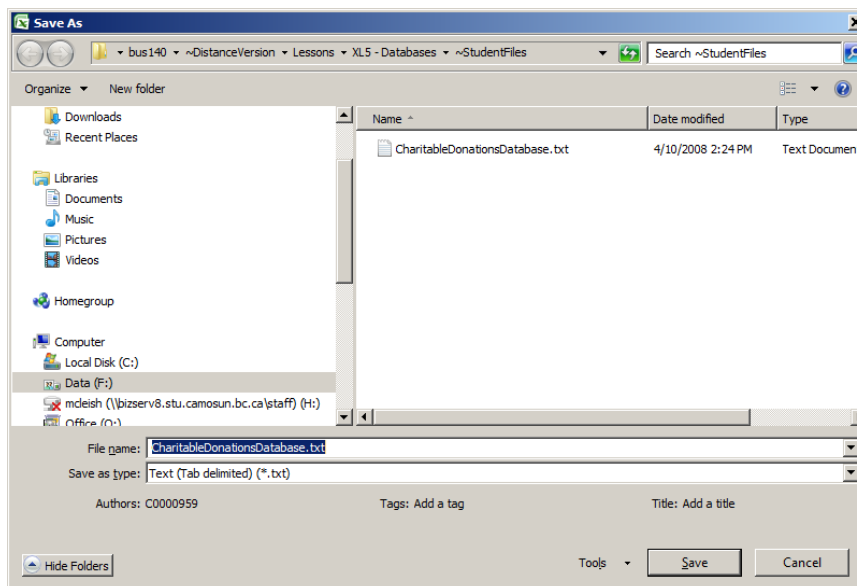
	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone
1	1	Shelly	Martin	123 North Street	Pittsburgh	PA	15697	(412)
2	2	Kelly	Krypton	456 North Street	Pittsburgh	PA	15697	(412)
3	3	Kim	Jansen	678 North Street	Pittsburgh	PA	15697	(412)
4	4	Donna	Reed	901 North Street	Pittsburgh	PA	15697	(412)

Buttons: Cancel, < Back, Next >, Finish

9. In the *Text Import Wizard Step 3 of 3*, you specify what type of data is contained in each column (field) you are planning to import. You can choose from *General* (which is Excel's default data type), *Text*, or *Date*; and you can cancel the import of any selected column using the *Do not import column (skip)* option. In most cases you can just accept the *General* format for each column and let Excel decide. Click *Finish*.

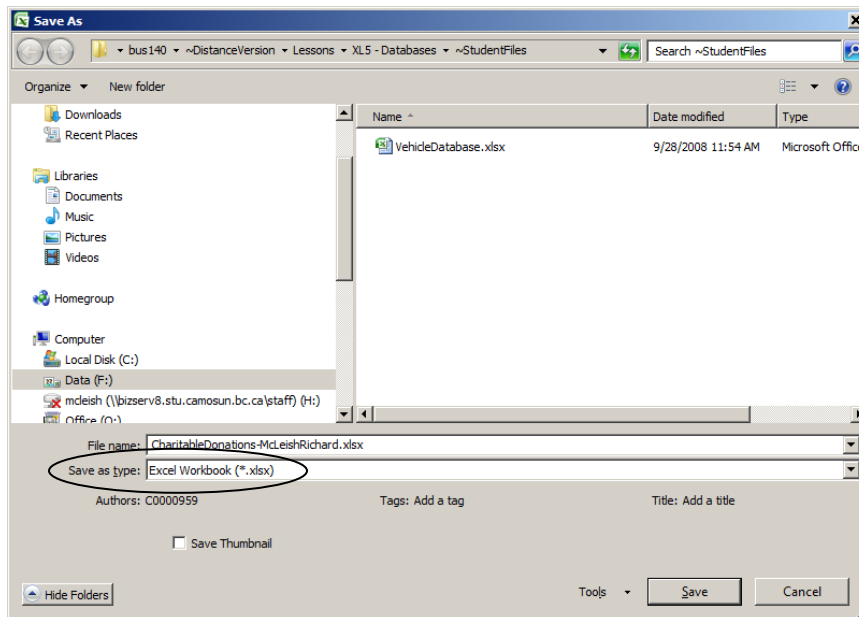


10. Use the *Office Button* to open the *Office* menu and choose *Save As* to launch the *Save As* dialog box. Notice that Excel is proposing to save the file as a *Text* file that is *Tab delimited*.



11. This next step is critically important as any formatting will be lost unless you change the file type to *Excel Workbook*.

Reset the *Save as type* option to *Excel Workbook* and change the file name to **CharitableDonations – LastnameFirstname** (using your own name in place of lastname firstname (e.g. CharitableDonations – GatesBill). Click *Save*.



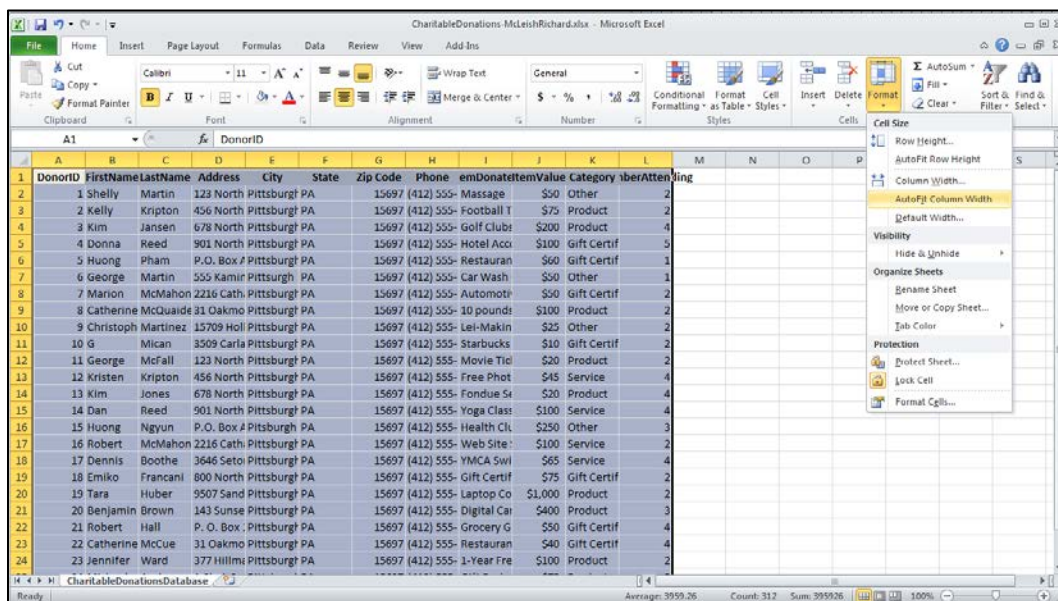
Format and Sort Data

Imported data will often need to be sorted and formatted. In this part of the exercise, you will apply formatting to the file and then sort the records.

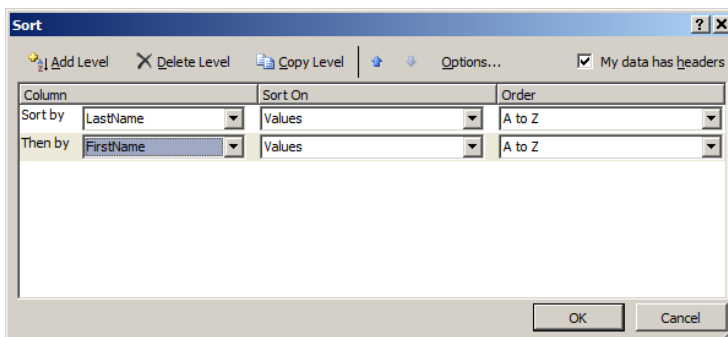
1. **Bold, Centre, and Fill** the Header Row (row 1) as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DonorID	FirstName	LastName	Address	City	State	Zip Code	Phone	emDonateItemValue	Category	berAttending			
2	1	Shelly	Martin	123 North Pittsburgh	PA		15697	(412) 555- Massage	\$50	Other	2			
3	2	Kelly	Kripton	456 North Pittsburgh	PA		15697	(412) 555- Football T	\$75	Product	2			
4	3	Kim	Jansen	678 North Pittsburgh	PA		15697	(412) 555- Golf Clubs	\$200	Product	4			
5	4	Donna	Reed	901 North Pittsburgh	PA		15697	(412) 555- Hotel Acco	\$100	Gift Certif	5			
6	5	Huong	Pham	P.O. Box A Pittsburgh	PA		15697	(412) 555- Restauran	\$60	Gift Certif	1			
7	6	George	Martin	555 Kamin Pittsurgh	PA		15697	(412) 555- Car Wash	\$50	Other	1			

2. Select the data (cells **A1:L26**). Click the *Format* button in the *Cells* group on the *Home* tab of the *Ribbon* and choose *AutoFit Column Width* to widen the columns to the best fit.



3. Use the *Sort* dialog box (*Data* tab) to *Sort by LastName Then By FirstName*.



4. Save the file.
5. If requested, print and then upload the file according to your instructor's specifications.