

Importing Data into Excel Spreadsheets: Takeaways



by Dataquest Labs, Inc. - All rights reserved © 2022

Concepts

- This lesson covered loading data, which is part of the second step of the data analytics pipeline: (1) collecting/storing -> (2) preparing/cleaning -> (3) analyzing -> (4) visualizing.
- In this lesson, you saw how to load data from Excel files, CSV files, text files, using copy & paste, and using drag & drop.
- Preparing and cleaning the data is essential for an accurate analysis. You can't compensate for poorly prepared data, so it needs to be done correctly the first time.
- **Delimiters** are special characters that separate data into their appropriate columns.
- Commas, spaces, tabs, and semicolons are common delimiters, but virtually *any* character could be used as a delimiter.
- CSV, or Comma Separated Values, files are probably the most common data file format you'll encounter. Text files are also fairly common.
- Excel has blurred the lines between **Import** and **Open** when loading a data file and will attempt to load data files properly. If necessary, you can use one of Excel's **Wizards** to load data.
- If your data file didn't load properly (all the data is in a single column), you can use **Text to Columns** to separate it as needed.
- You can also directly change the file name extension to facilitate loading a data file (but you need to be careful when doing this).

Resources

- [Tutorial: Import Data into Excel, and Create a Data Model](#)
- [Import or export text \(.txt or .csv\) files](#)

Takeaways by Dataquest Labs, Inc. - All rights reserved © 2022