GUIDE TO MANIPULATING

DATA IN MS EXCEL

OVERVIEW

If you choose to manipulate data using Microsoft Office Excel it is important that you import the file into Excel using the Data Import Wizard. If you do not follow the procedure explained in this document, Excel may alter your data.

If you open a text formatted file in Microsoft Office Excel, Excel makes assumptions regarding the contents of a file, and manipulates the data according to those assumptions. For example, leading zeros are deleted and date formats may change. Furthermore, Excel does not alert or notify the user regarding the changes which have been made to the data.

Therefore, in order to preserve the integrity of the data, it is critical to <u>import</u> the file into Excel. This is best accomplished using the Data Import Wizard, which preserves the text formatting of your file. By using this wizard, external data can be imported and the original formatting is unchanged. Follow the steps in this document if you want to use Excel to manipulate your data.

NOTE: This document is written using Microsoft Excel 2003. If the version of Excel you are using is not 2003, you should consult the documentation provided with your Excel version.

IMPORTING DATA INTO EXCEL AS TEXT

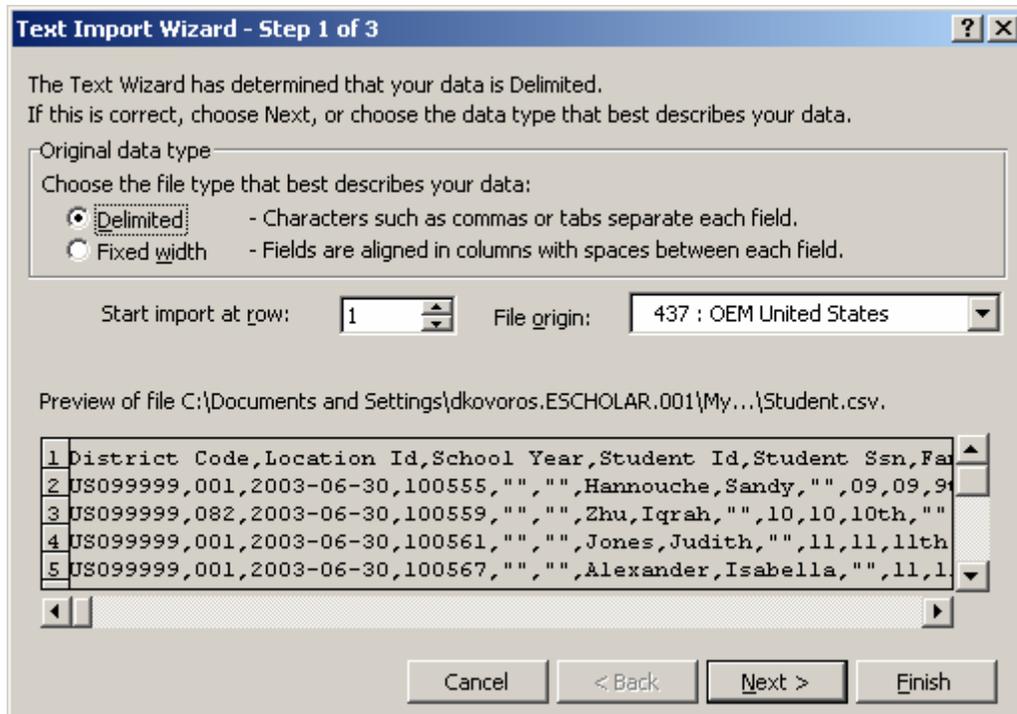**1.** Select Data → Import External Data → Import Data in a blank Excel worksheet.
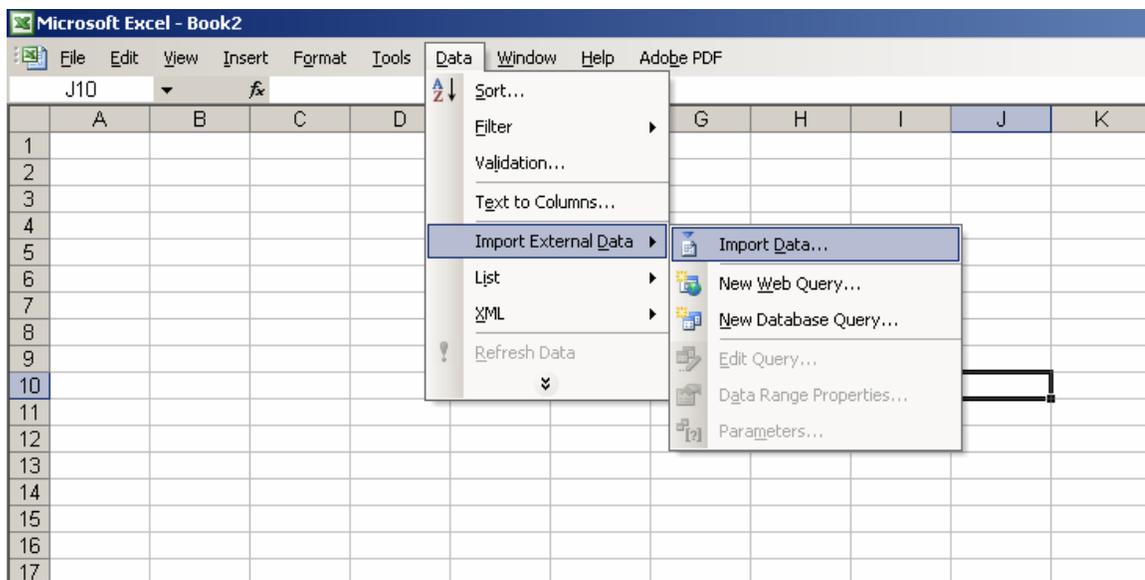
2. The *Select Data Source* pop up window displays. Locate and select the file to import and click **OPEN.**
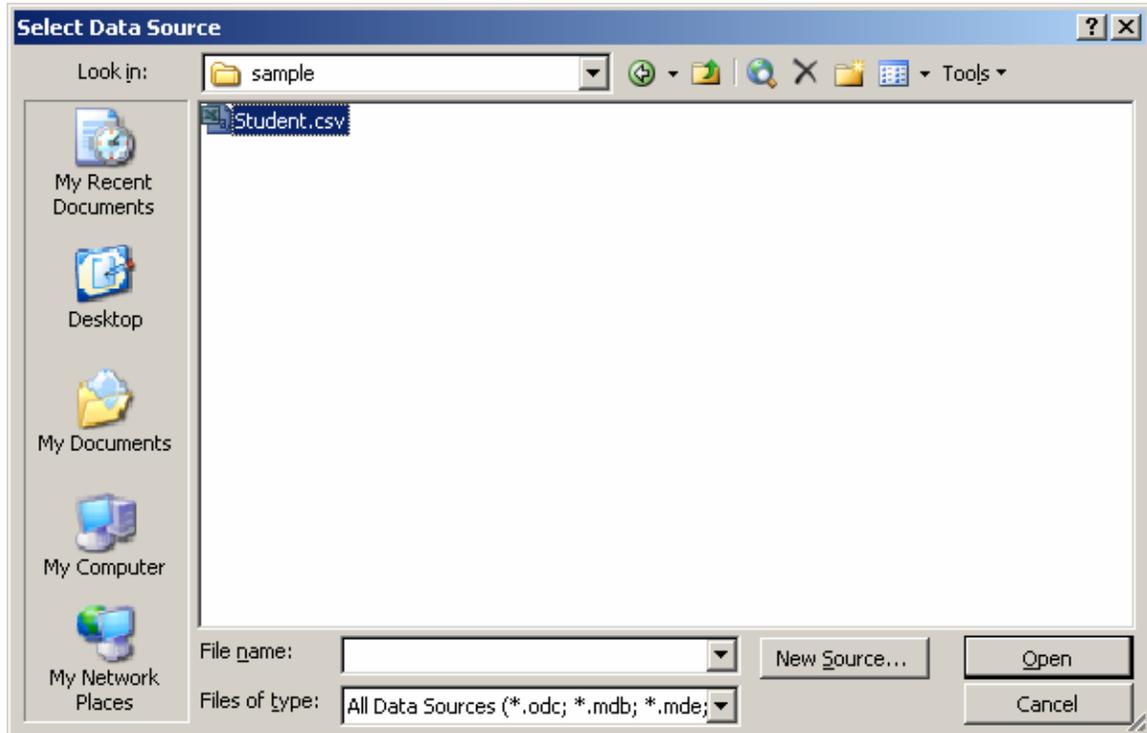
NOTE: You may have to navigate to the directory that holds your data. Consult Excel documentation for additional information on navigation.

3. The *Text Import Wizard* pop up window displays.

TIP: Use this screen to define the file characteristics (delimited or fixed width). In the example above, the data type is Delimited.

NOTE: As demonstrated in the Preview section above, the data type is defined as a Fixed width file.

4. Click **NEXT**. The second pop up window of the *Text Import Wizard* displays.
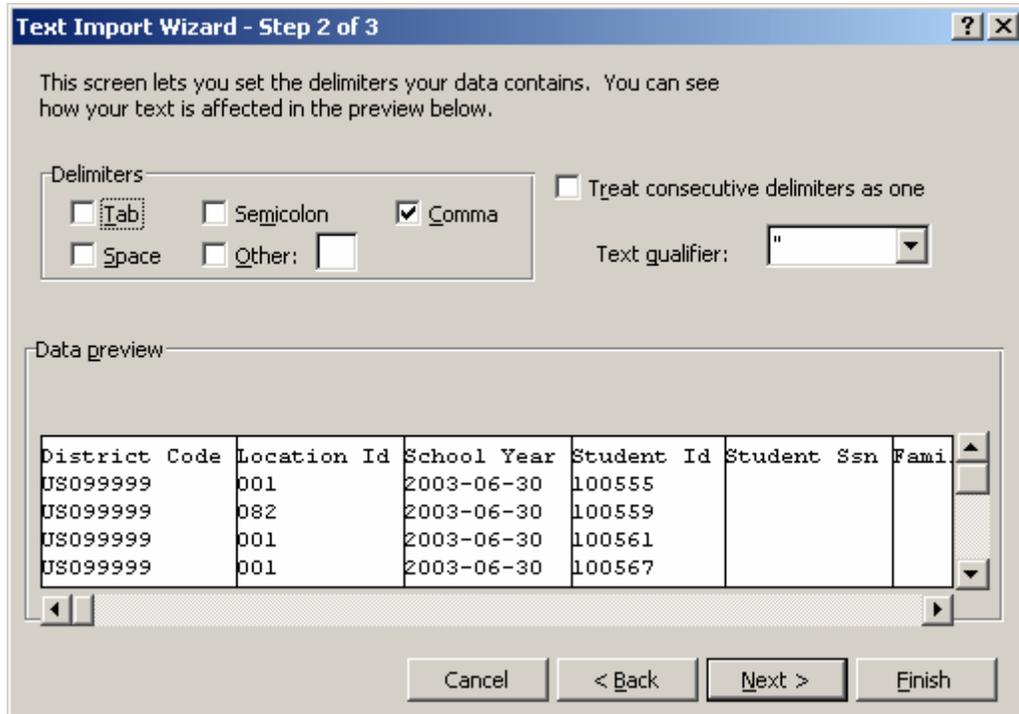
NOTE: This is an illustration of the second step of the wizard for a Delimited file type. This particular file is defined as a **COMMA DELIMITED** file. To change the selected **DELIMITER,** click the value of **DELIMITER** used to separate the fields in your file.
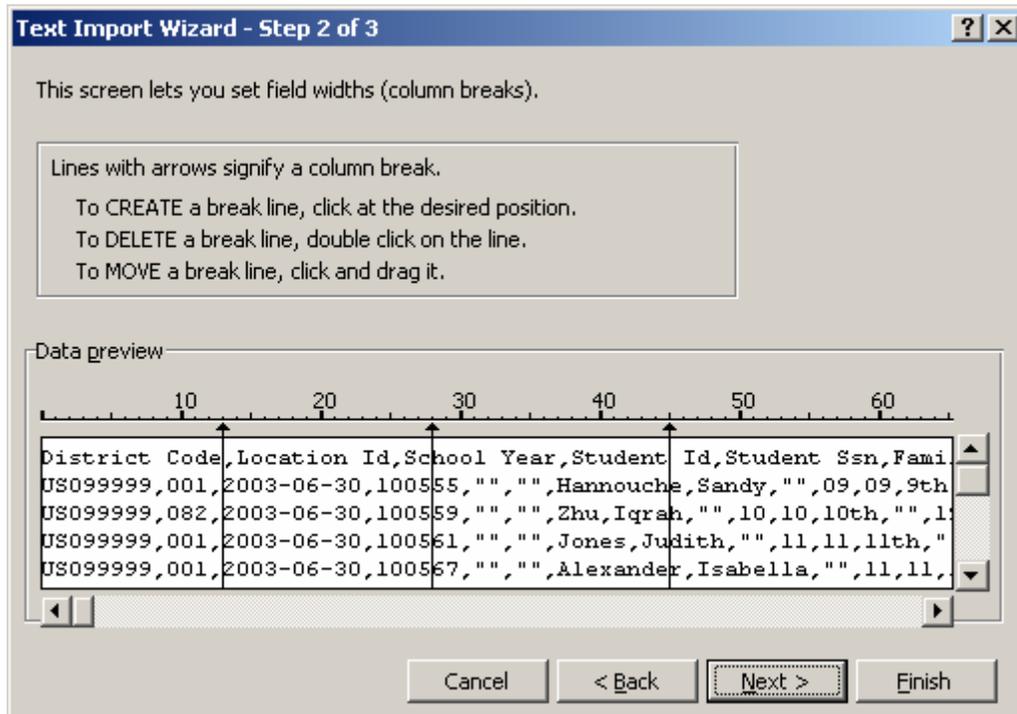
NOTE: This is an illustration of the second step of the *Data Import Wizard* when you are importing a **FIXED WIDTH** data file. The lines with arrows in the **Data Preview** indicate a column break.

5. Click **NEXT**. The third pop up window of the *Text Import Wizard* displays.
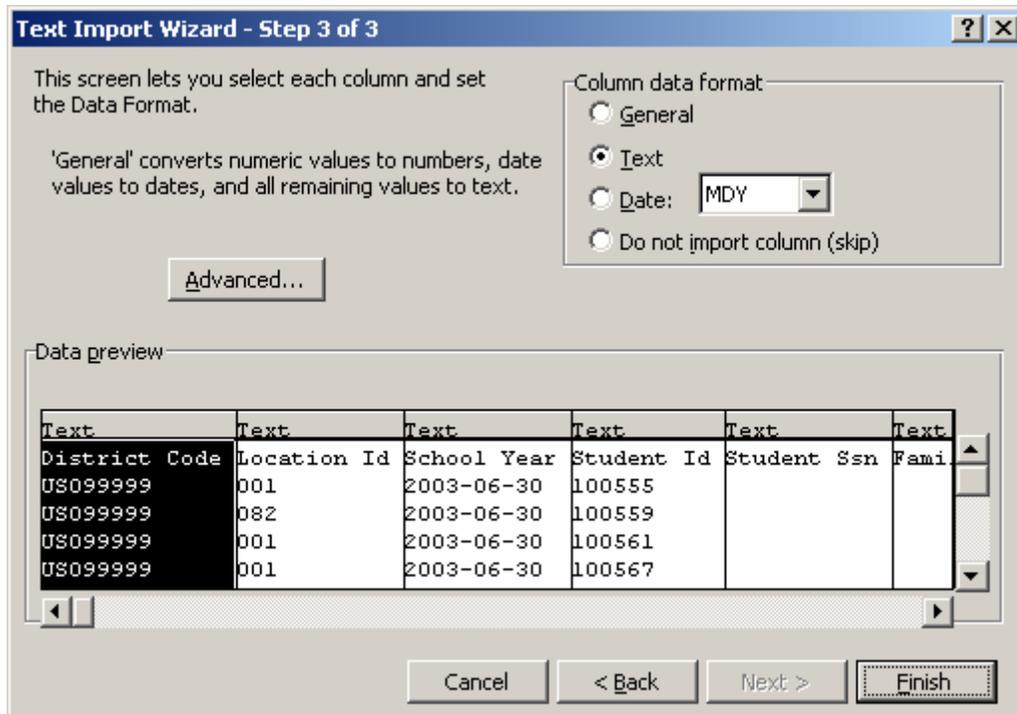
NOTE: This is an illustration of the third step of the *Data Import Wizard.* Regardless of the **Data Type** of your file, it is **critical** to select **TEXT** as the **COLUMN DATA FORMAT.** This preserves the formatting of numeric values in your file.

TIP: Click the first column of data in DATA PREVIEW to select all data fields. Press and hold the SHIFT key. Click the last column. All rows in DATA PREVIEW are selected.

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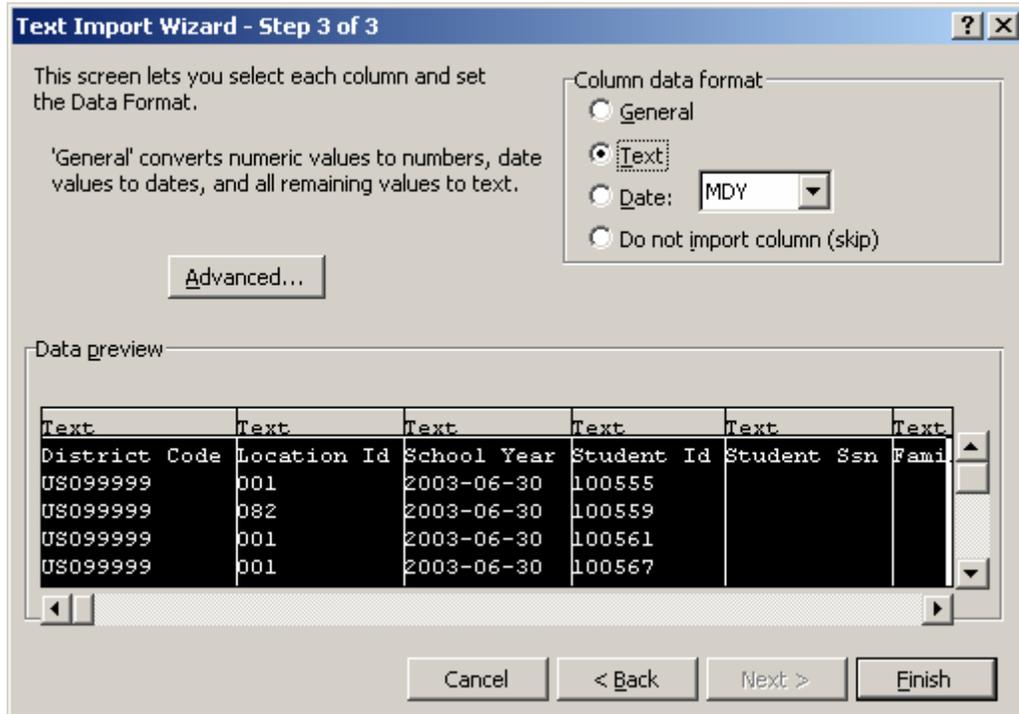
6. Click **FINISH**. The *Import Data* pop up window displays.

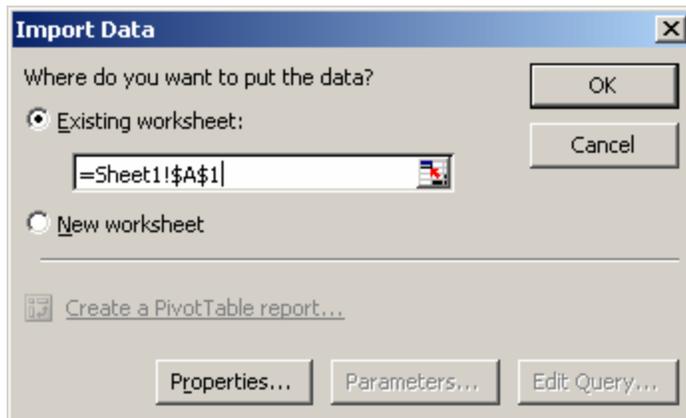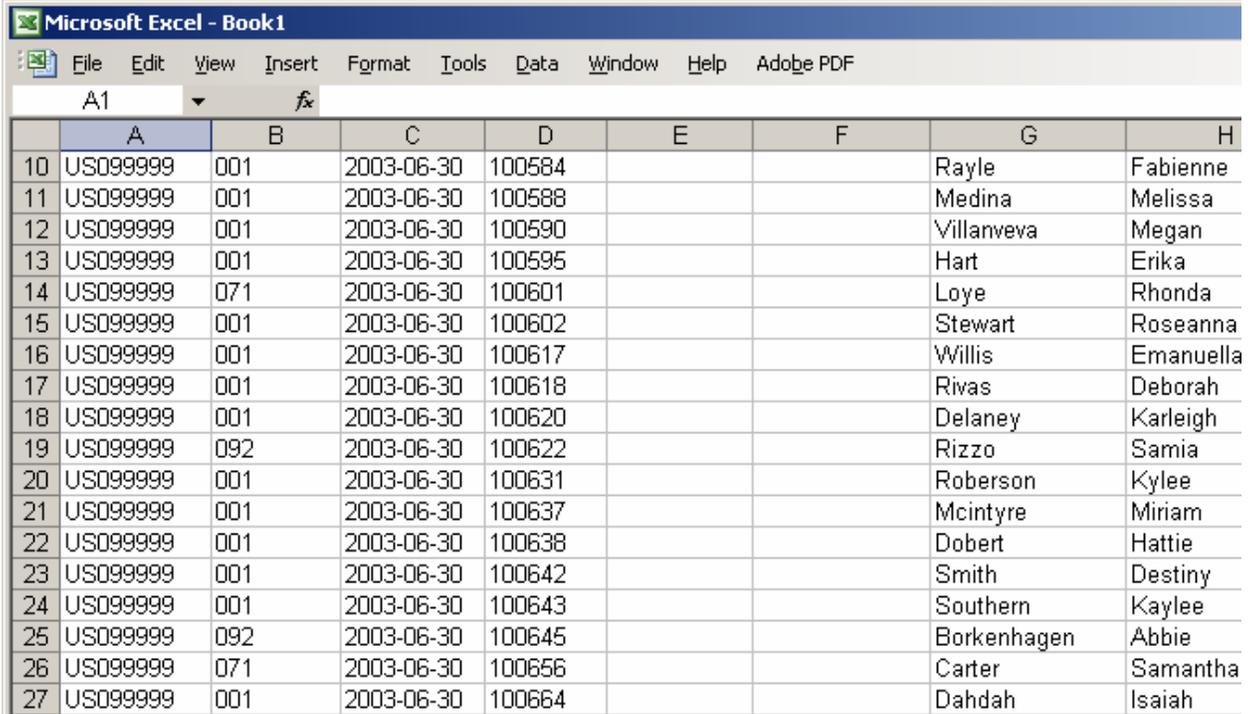**7.** Select **EXISTING WORKSHEET** to return the data to the spreadsheet in which you started. Click **OK**. An Excel spreadsheet displays with the imported data.

	A	B	C	D	E	F	G	H
10	US099999	001	2003-06-30	100584			Rayle	Fabienne
11	US099999	001	2003-06-30	100588			Medina	Melissa
12	US099999	001	2003-06-30	100590			Villanveva	Megan
13	US099999	001	2003-06-30	100595			Hart	Erika
14	US099999	071	2003-06-30	100601			Loye	Rhonda
15	US099999	001	2003-06-30	100602			Stewart	Roseanna
16	US099999	001	2003-06-30	100617			Willis	Emanuella
17	US099999	001	2003-06-30	100618			Rivas	Deborah
18	US099999	001	2003-06-30	100620			Delaney	Karleigh
19	US099999	092	2003-06-30	100622			Rizzo	Samia
20	US099999	001	2003-06-30	100631			Roberson	Kylee
21	US099999	001	2003-06-30	100637			Mcintyre	Miriam
22	US099999	001	2003-06-30	100638			Dobert	Hattie
23	US099999	001	2003-06-30	100642			Smith	Destiny
24	US099999	001	2003-06-30	100643			Southern	Kaylee
25	US099999	092	2003-06-30	100645			Borkenhagen	Abbie
26	US099999	071	2003-06-30	100656			Carter	Samantha
27	US099999	001	2003-06-30	100664			Dahdah	Isaiah

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8. Select **FILE → SAVE AS**. The **Save As** dialog box displays.
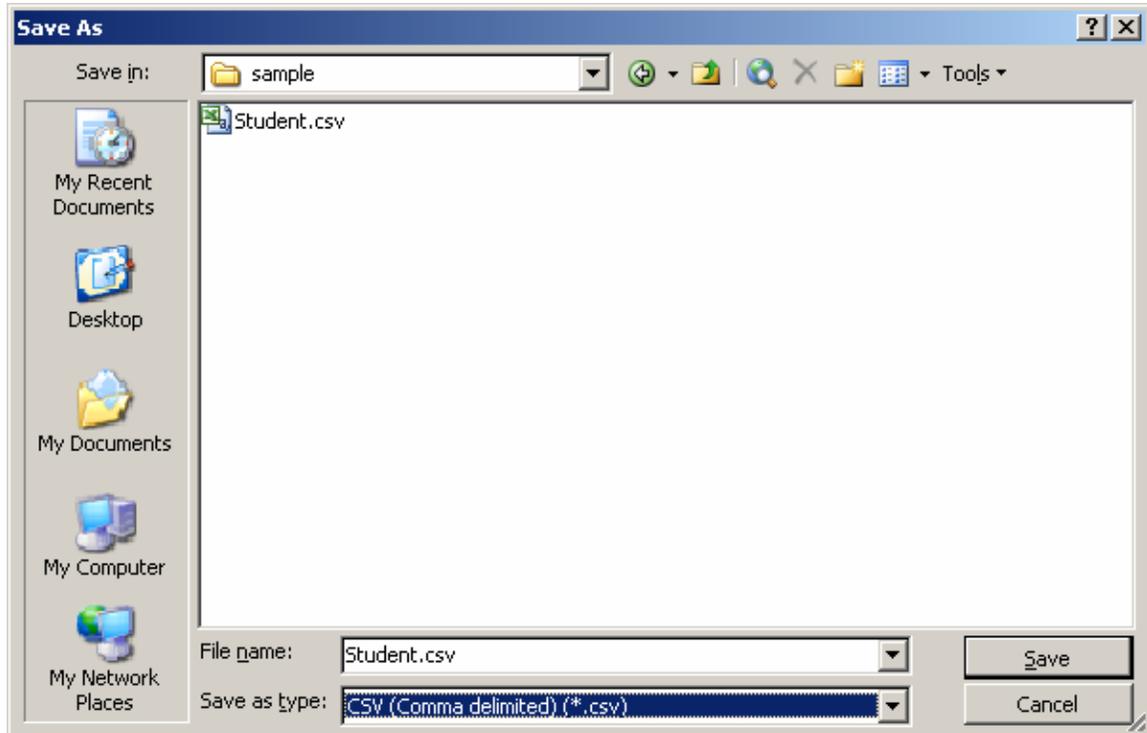
9. Select **CSV (COMMA DELIMITED)** from the **SAVE AS TYPE** drop down box. Enter an appropriate file name in the **File Name** field and navigate to the directory into which you wish to save the file. Click **SAVE** to save the file in comma-delimited format.

NOTE: This step is critical if you have manipulated the contents of the file in Microsoft Office Excel. This ensures the changes you made to the data are saved to the imported file.