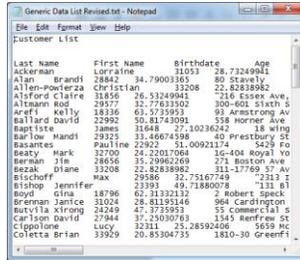


### IMPORTING TEXT DATA

Many organizations have mainframe database systems which can export list data in Text format. When this data is exported Field data can be delimited with tabs or commas depending on the export settings. Excel can easily work with either when importing. Once the data is imported, the data can be saved in Excel format to allow for much greater flexibility in manipulating the data including using formulas, tables, PivotTables and charts.

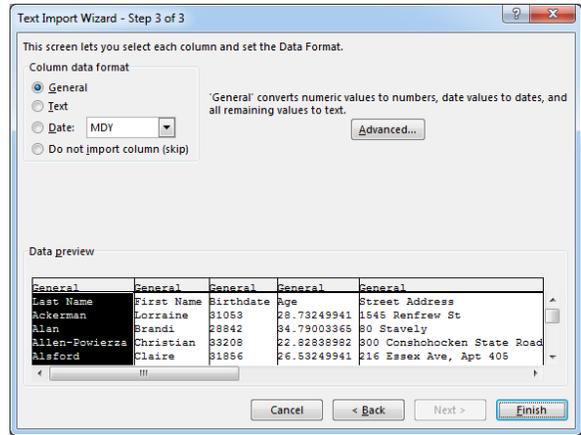


### STEPS FOR IMPORTING A TAB-DELIMITED TEXT FILE

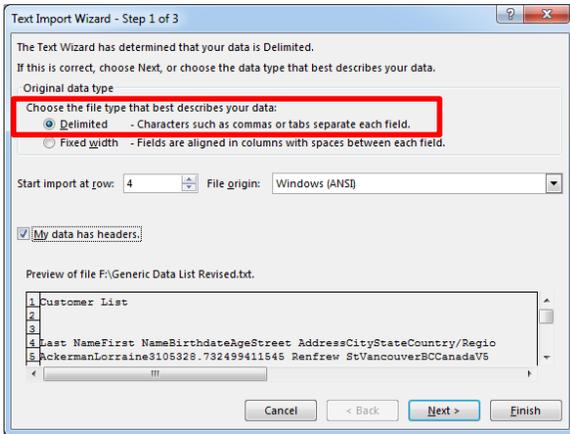
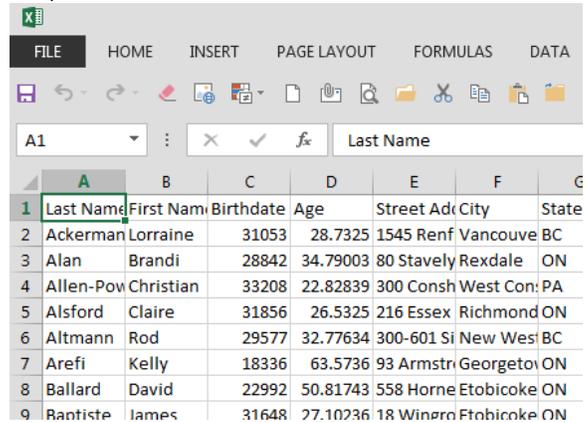
TAB DELIMITED TEXT FILE 1

- 1) Select **File, Open** – navigate to the location of the text file
- 2) Select the file filter option at the bottom right of the dialog box to show either All Files or Text Files
- 3) Select the file, click **Open**
- 4) In Step 1 of 3 of the **Import Wizard** dialog box note that it automatically recognizes the Tab-Delimited content. Also note, that if there is title information, this can be excluded from the import by adjusting the text import at row value. Click **Next** to move to Step 2.

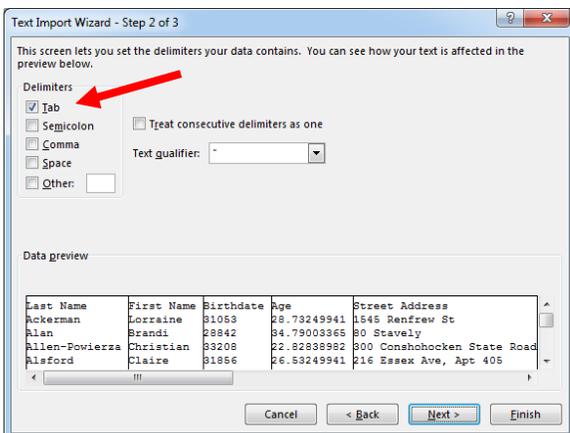
- 6) Step 3 of 3 is the final step to format specific columns such as date if necessary. In this example the date is a serial value and will be formatted on the worksheet directly. Click **Finish** to see the final imported list data.



- 7) Completed result

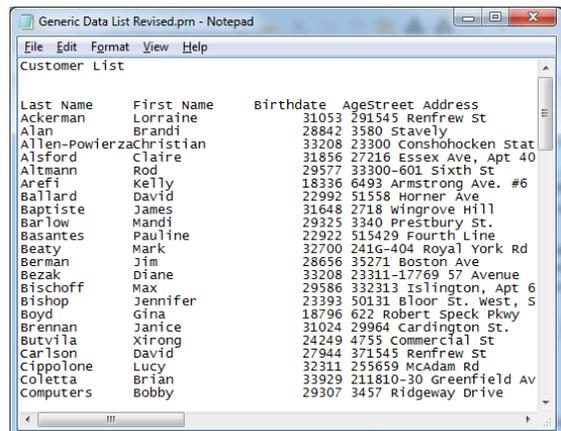


- 5) In Step 2 of 3, we see that tabs are recognized in the data and have been used to separate each column of data into fields. We can adjust further here if necessary selecting a different delimiter or adjusting the text qualifier.



### IMPORTING FIXED WIDTH TEXT DATA

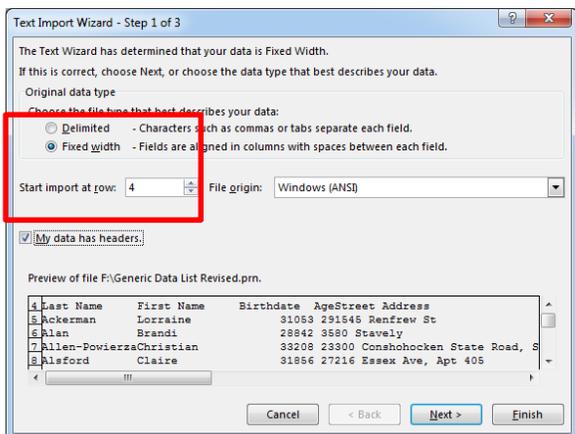
Not all data downloads are neatly organized into columns with tab or column data. Occasionally, the only available list data is structured as fixed width format as shown below.



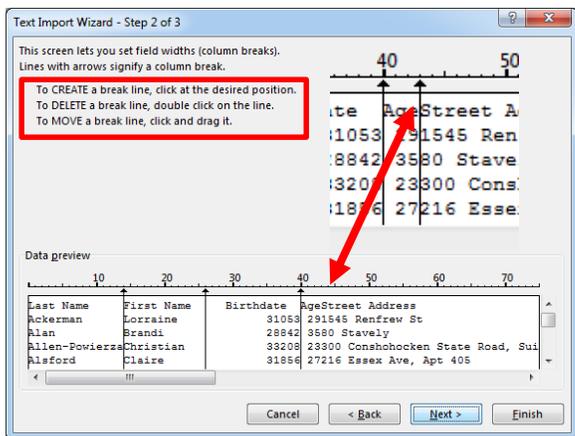
For this import process, we select slightly different options. Fixed Width text files can be a bit more challenging to work with and tend to require more fine tuning to get a satisfactory import result.

## STEPS FOR IMPORTING A FIXED WIDTH TEXT FILE

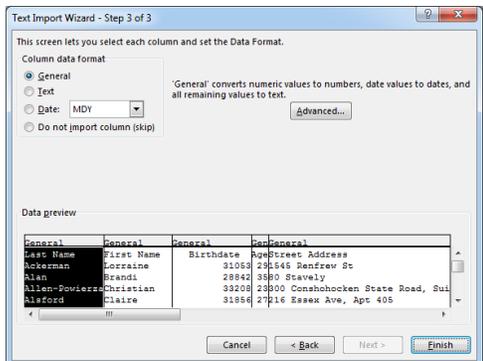
- 1) Select **File, Open** – navigate to the location of the text file
- 2) Select the file filter option at the bottom right of the dialog box to show either All Files or Text Files
- 3) Select the file, click **Open**
- 4) In Step 1 of 3 of the **Import Wizard** dialog box note that it automatically recognizes the Fixed Width content. Also note, that if there is title information, this can be excluded from the import by adjusting the Start import at row value. Click **Next** to move to Step 2.



- 5) Step 2 of 3 of the wizard we need to manually add or remove the column separators by clicking on the ruler where needed. Note that some columns will run together such as Age and Street illustrated below. Simply clicking in the rule adds the triangle symbol.



- 6) Step 3 of 3 completes the import much the same as with Tab Delimited.



**Note:** because the data is being used to determine column separation not column headings, your column headings may be truncated or overlapping as shown.

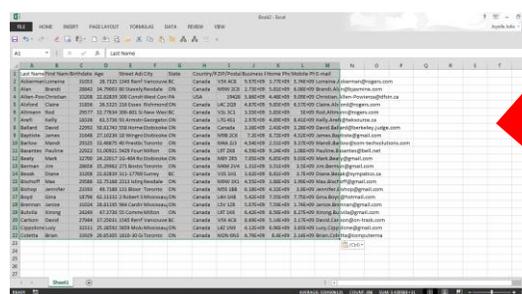
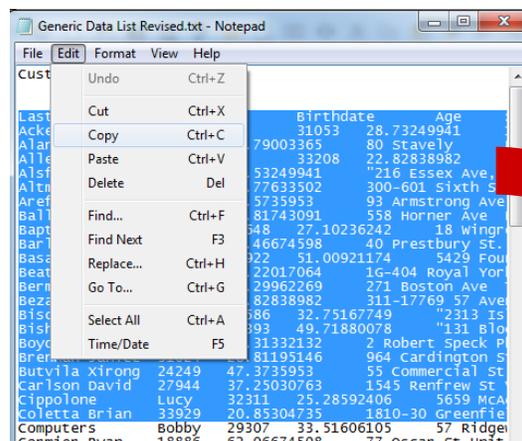
G	H	I	J	K
	atCountry	Region	ZIP/ness	Phone Pho
	Canada	V5K 4C8	3.97E+09	3.77E+09
	Canada	M9W 2C8	2.73E+09	5.81E+09

## COPYING EXTERNAL TEXT DATA INTO EXCEL

Many people are surprised to discover that copying and pasting between Microsoft Office applications often is easier that going through the wizard dialog box steps.

### NOTEPAD COPY AND PASTE INTO EXCEL

In this Notepad window, we can highlight some or all of the tab-delimited data for copying and pasting into Excel. This doesn't require any additional steps in Excel. The data is ready to use. **Note:** this technique can only be used to import tab- or comma delimited data.



### WORD COPY AND PASTE INTO EXCEL

As with Notepad, you can simply select, copy and paste a Word table from Word into an Excel worksheet with no additional steps required in Excel. You may decide you don't want to keep the border formatting that may have been applied in the Word Table.

