



Import and Chart Data

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Using Microsoft Excel 2000

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Microsoft Excel can import and manipulate data from a variety of sources, including text files derived from mainframes, databases, and other applications. Once imported, Excel's charting features can allow you to view the data in a variety of ways. By the time you complete this guide you will be able to import data from a tab-delimited text file, perform calculations and format the data, and create a chart based on it.



Reference!

Often data is exported from a mainframe or database into a **tab-delimited text file**. These files list each record on a separate row and indicate column breaks with tabs. Although a tab is the most common **delimiter**, a space, quotation mark, or other character may be used.



Reference!

The **Text Import Wizard** will automatically launch when you open a text file and will guide you through the import process.

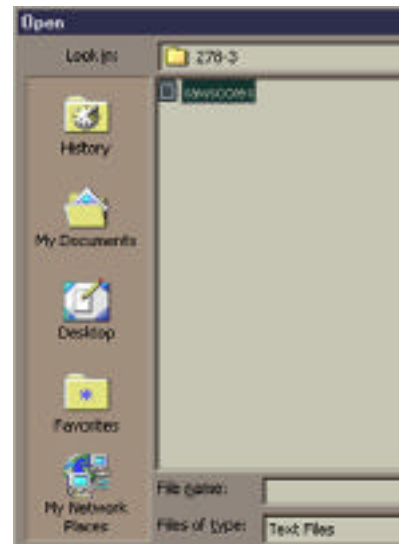


Reference!

Unlike a delimited text file, which indicates column breaks with a character such as a tab or space, a **fixed width text file** has no column break indicators. In this case, you can use the Import wizard to manually insert column breaks at regular widths you specify.

Open A Text File

1. Open Excel and go to the **File** menu to **Open**.
2. Select **Text Files** from the Files of type box.
3. Navigate to and select "**rawscores.txt**" (provided with this guide).
4. Click **Open**.



Be An Import Wizard

1. In the **Original data type** section select **Delimited**, then click **Next**.

