MATH 124 – Loading the data into excel
bolstad_math124@bmbolstad.com
## http://math124sfsu.bmbolstad.com

The purpose of this document is to guide you through the steps needed to load tab delimited text file data into Excel. Note that you may not need to do this if you start with data in an Excel (.xls) file. In any case, this document uses a practice data file which you will find on the website.

1. Using Firefox, Internet Explorer, Mozilla, or another browser go to the class webpage http://math124sfsu.bmbolstad.com and locate the Excel help section. Right click on the *cereals.dat* file and save it on to your computer somewhere (or onto a floppy disk if you have no ability to save it onto the hard drive) using the "Save target as .." option (may vary a little by browser).

2. Next launch Excel. (this document concentrates on Excel 2000, but the methods should be very similar for other versions). Once you've launched it your screen should look similar to this. The little squares you see in the document window are call spreadsheet cells. Each is indexed by a location. A letter gives the column and a number gives the row. So the top left hand cell is indexed by A1, the second cell in that column is A2 and so on.
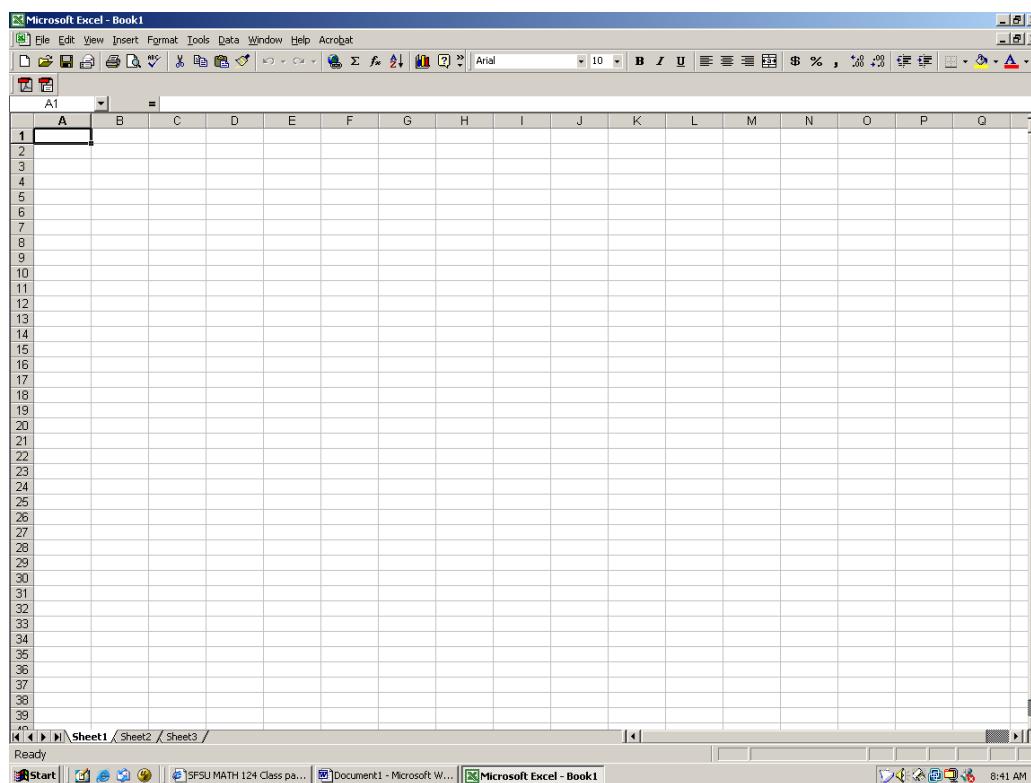
3. Now we need to load the *cereals.dat* data file that we will use in this document. To do this go to the file menu and select the option "Open….". This brings up the Open file dialog that looks like the following:
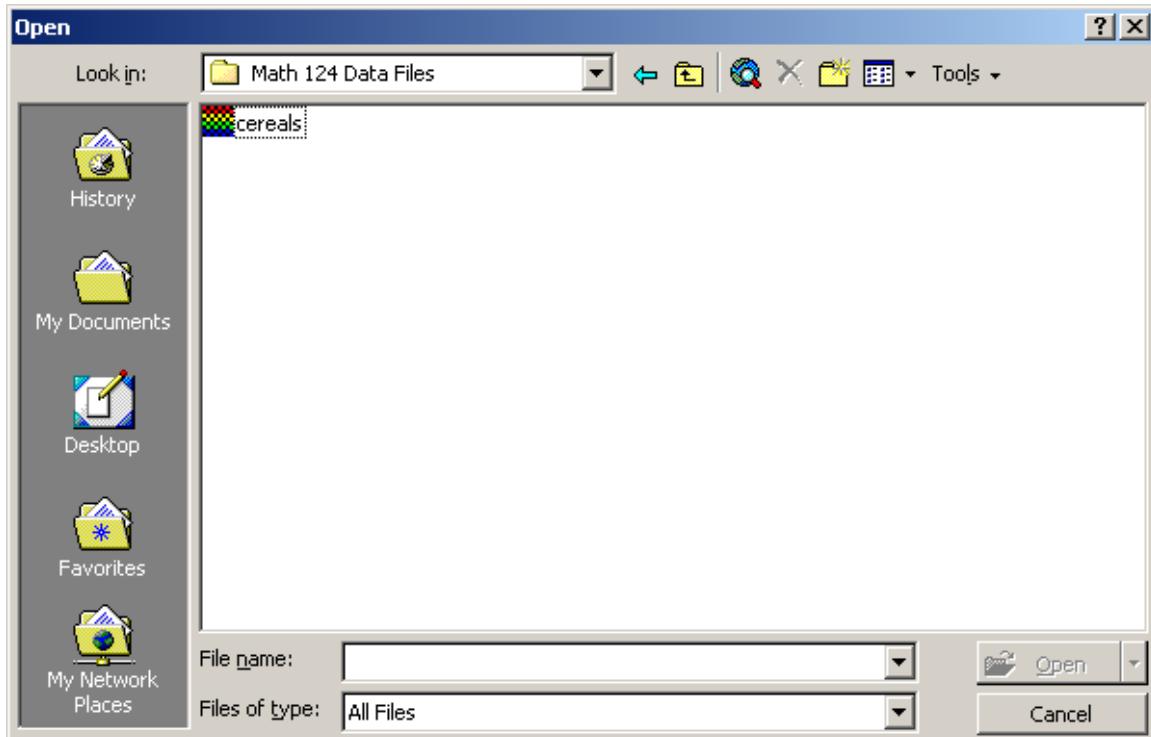
4. You need to navigate to the location where you saved the data file. Next be sure that you set "File of type" to be "All files". The file named cereals should now show in the file list. Select the file and click open.

5. Because the data file is a text file rather than an Excel file (This is so people can use different versions of Excel or another spreadsheet to do the assignment) the data file must be imported. Using the Text Import Wizard dialog box make sure that "Delimited is chosen" then click next.
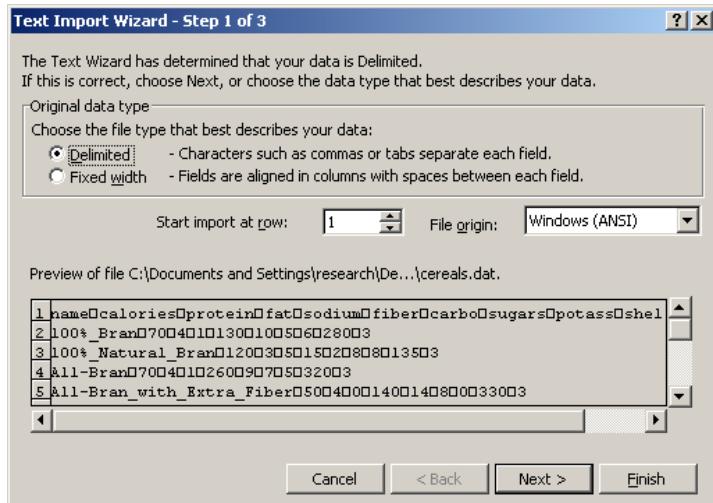
6. The next window requires you to make sure that the "tab" is box is checked. The dialog should look like this after you have clicked on the box next to "tab". Close this dialog by clicking on "Finish".
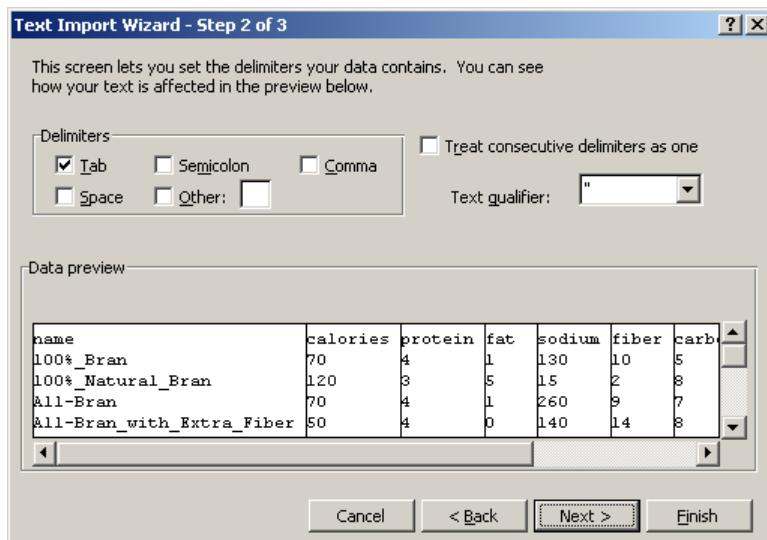
7. Your spreadsheet window should now look like this:

File Edit View Insert Format Tools Data Window Help Acrobat

A1   = name

	A	B	C	D	E	F	G	H	I	J
1	name	calories	protein	fat	sodium	fiber	carbo	sugars	potass	shelf
2	100%_Bra	70	4	1	130	10	5	6	280	3
3	100%_Nat	120	3	5	15	2	8	8	135	3
4	All-Bran	70	4	1	260	9	7	5	320	3
5	All-Bran_w	50	4	0	140	14	8	0	330	3
6	Almond_D	110	2	2	200	1	14	8	-1	3
7	Apple_Cin	110	2	2	180	1.5	10.5	10	70	1
8	Apple_Jac	110	2	0	125	1	11	14	30	2
9	Basic_4	130	3	2	210	2	18	8	100	3
10	Bran_Chex	90	2	1	200	4	15	6	125	1
11	Bran_Flake	90	3	0	210	5	13	5	190	3
12	Cap'n'Crun	120	1	2	220	0	12	12	35	2
13	Cheerios	110	6	2	290	2	17	1	105	1
14	Cinnamon_	120	1	3	210	0	13	9	45	2
15	Clusters	110	3	2	140	2	13	7	105	3
16	Cocoa_Pu	110	1	1	180	0	12	13	55	2
17	Corn_Chex	110	2	0	280	0	22	3	25	1
18	Corn_Flake	100	2	0	290	1	21	2	35	1
19	Corn_Pops	110	1	0	90	1	13	12	20	2
20	Count_Cho	110	1	1	180	0	12	13	65	2
21	Cracklin'_C	110	3	3	140	4	10	7	160	3
22	Cream_of_	100	3	0	80	1	21	0	-1	2
23	Crispix	110	2	0	220	1	21	3	30	3
24	Crispy_Wh	100	2	1	140	2	11	10	120	3
25	Double_Ch	100	2	0	190	1	18	5	80	3
26	Froot_Loop	110	2	1	125	1	11	13	30	2
27	Frosted_Fl	110	1	0	200	1	14	11	25	1
28	Frosted_M	100	3	0	0	3	14	7	100	2
29	Fruit_&_Fi	120	3	2	160	5	12	10	200	3
30	Fruitful_Bra	120	3	0	240	5	14	12	190	3
31	Fruity_Peb	110	1	1	135	0	13	12	25	2
32	Golden_Cr	100	2	0	45	0	11	15	40	1
33	Golden_Gr	110	1	1	280	0	15	9	45	2
34	Grape_Nut	100	3	1	140	3	15	5	85	3
35	Grape-Nuts	110	3	0	170	3	17	3	90	3
36	Great_Gra	120	3	3	75	3	13	4	100	3
37	Honey_Gra	120	1	2	220	1	12	11	45	2
38	Honey_Nut	110	3	1	250	1.5	11.5	10	90	1
39	Honey-com	110	1	0	180	0	14	11	35	1

cereals

Ready

Start | SFSU MATH 124 Class pa... | HwToLoadData - Microsof... | Microsoft Excel - cere...   9:03 AM

8. Note that the columns contain the variables and the rows contain individuals (or in this case individual cereals).

9. You will probably want to save the imported file as an excel file. Do this by choosing "Save …" from the file menu and typing a new name for the file. Be sure that you set "Save as type" to "Microsoft Excel Workbook". Then click save.

10. Congratulations you have successfully read the data into Excel.