

Import a data file (.txt or .csv or .dat etc.) into Excel

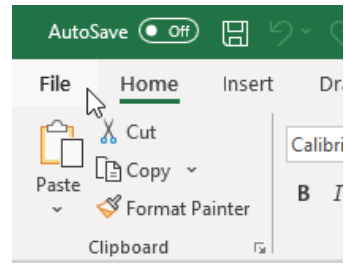
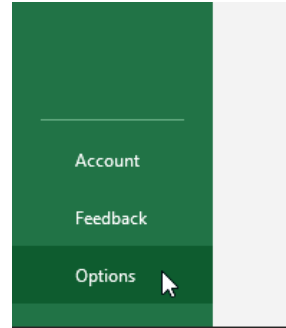
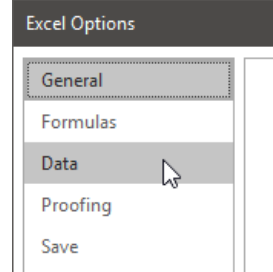
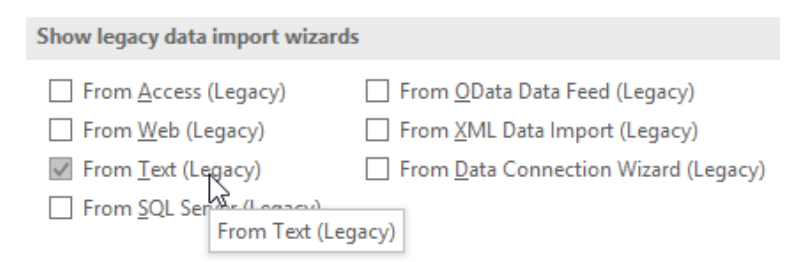
This guide was created for Microsoft 365 (2019 version 1907).

A recent update from Excel introduced the *Power Query Editor* which has advanced import capabilities. However, for this class, we mostly do not need the advanced features of this editor and can use the *(Legacy) Text Import Wizard*. This is also the way which was described in the Online Modules for Excel.

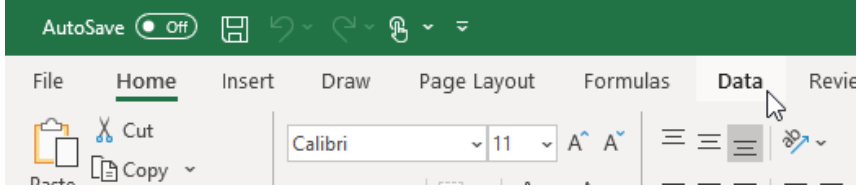
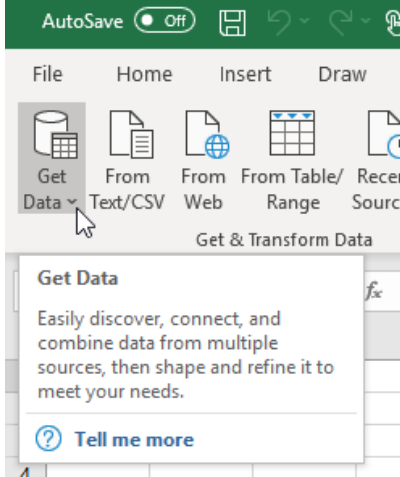
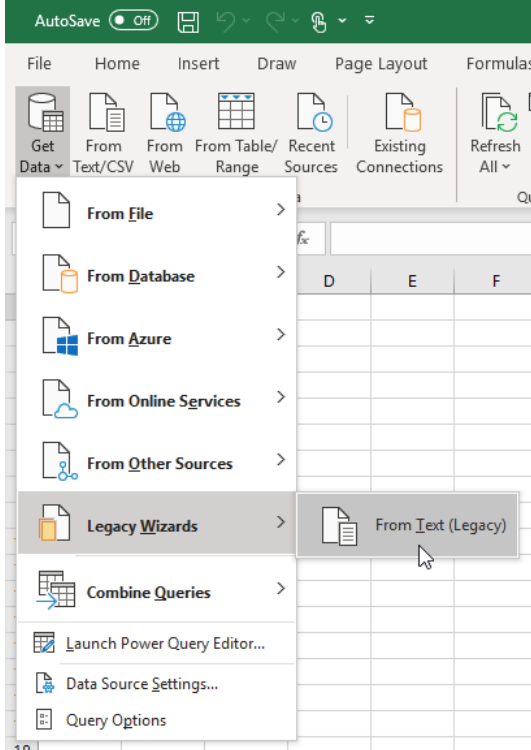
Here is how you do it (two steps):

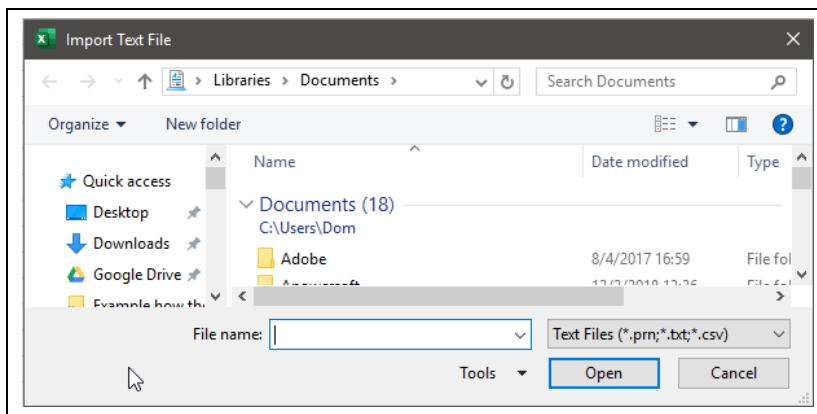
1. **Do this only once:** Enable the (Legacy) Text Import Wizard
2. Do this whenever you want to import data: Use the (Legacy) Text Import Wizard to import data

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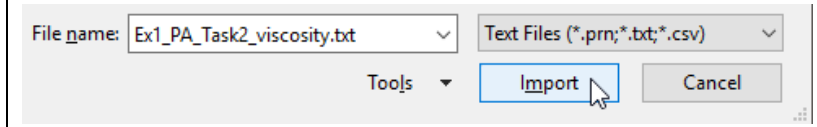
	Click on File (upper-right corner).
	Click on Options (lower-left corner).
	Click on Data in the window that opened.
	Tick the checkbox for "From Text (Legacy)". DONE.

2. Do this whenever you want to import data: Use the (legacy) Text Import Wizard to import data files (.txt or csv or .dat etc.)

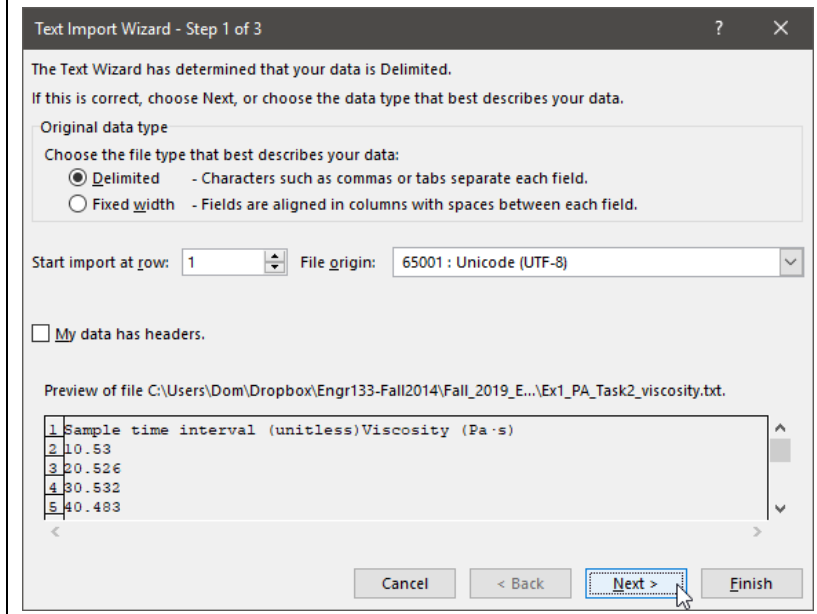
 <p>The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected. The ribbon includes tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, and Review. The 'Data' tab is highlighted, and a mouse cursor is pointing at it.</p>	<p>Click on "Data" in the ribbon on top.</p>
 <p>The screenshot shows the 'Get Data' menu in the Data tab. The menu options are: Get Data, From Text/CSV, From Web, From Table/Range, and Recent Sources. The 'Get Data' option is highlighted, and a mouse cursor is pointing at it. A tooltip for 'Get Data' is visible, stating: 'Easily discover, connect, and combine data from multiple sources, then shape and refine it to meet your needs. Tell me more'.</p>	<p>Click on "Get Data" under the Data tab.</p>
 <p>The screenshot shows the 'From Text (Legacy)' option in the 'Legacy Wizards' section of the 'Get Data' menu. The menu options are: From File, From Database, From Azure, From Online Services, From Other Sources, Legacy Wizards, Combine Queries, Launch Power Query Editor..., Data Source Settings..., and Query Options. The 'Legacy Wizards' section is expanded, and the 'From Text (Legacy)' option is highlighted, with a mouse cursor pointing at it.</p>	<p>Click on "From Text (Legacy)" under "Legacy Wizards".</p>



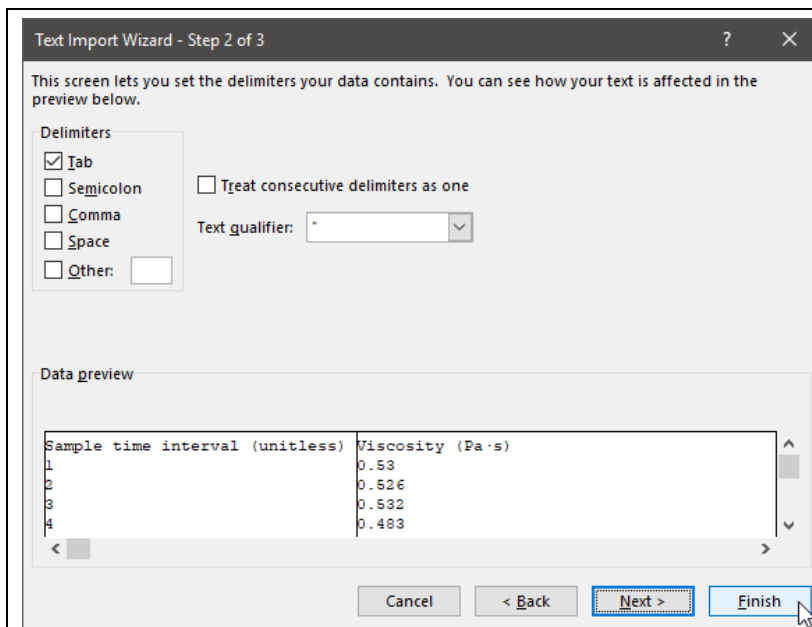
Select your data file.



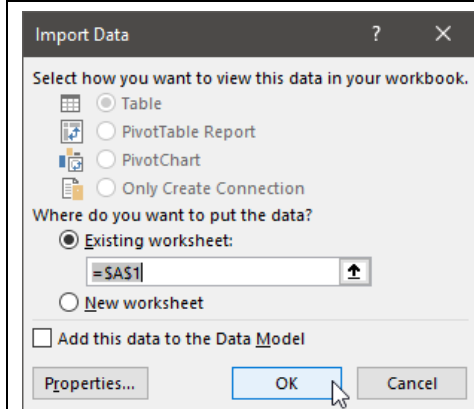
Once you have the data file, select "Import".



Select the options you want – "Delimited" is the one you usually want. Then click "Next".



Select the appropriate delimiter. Then hit "Finish".



Tell Excel where it should paste your data. Click "OK".

	A	B	C	D
1	Sample time interval (unitless)	Viscosity (Pa·s)		
2		1	0.53	
3		2	0.526	
4		3	0.532	
5		4	0.483	
6		5	0.485	
7		6	0.527	
8		7	0.529	
9		8	0.533	
10		9	0.476	
11		10	0.482	
12		11	0.529	
13		12	0.526	
14		13	0.534	
15		14	0.479	
16		15	0.477	
17		16	0.526	

Voilà. You are done.