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

1. Do this only once: Enable the (Legacy) Text Import Wizard

AutoSave Off E S C File Home Insert Dr Cut Calibri Paste S Format Painter Clipboard	Click on File (upper-right corner).
Account Feedback Options	Click on Options (lower-left corner).
Excel Options General Formulas Data Proofing Save	Click on Data in the window that opened.
Show legacy data import wizards From Access (Legacy) From Web (Legacy) From Web (Legacy) From Text (Legacy) From SQL Ser From Text (Legacy) From Text (Legacy)	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.)

AutoSave Off Image Oregoing Image Oregoing Image	Click on "Data" in the ribbon on top.
AutoSave Image: Control of the second	Click on "Get Data" under the Data tab.
AutoSave Image: Construction of the second of the se	Click on "From Text (Legacy)" under "Legacy Wizards".

🛪 Import Text File X	
$\leftarrow \rightarrow \checkmark \uparrow \square $ Libraries > Documents > $\checkmark \eth$ Search Documents $ ho$	
Organize 🔻 New folder 🗄 🐨 🔟 💡	
Quick access Desktop Desktop Documents (18) C:\Users\Dom Adobe 8/4/2017 16:59 File fol C:\Users\Dom File fol File name: Text Files (*.prn;*.txt;*.csv) Tools Open Cancel	Select your data file.
File name: Ex1_PA_Task2_viscosity.txt V Tools Import Cancel	Once you have the data file, select "Import".
Text Import Wizard - Step 1 of 3 ? The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data. Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Original data type Choose the file type that best describes your data: • Start import at row: 1 File origin: 65001: Unicode (UTF-8) ✓ My data has headers. • • • • • Preview of file C:\Users\Dom\Dropbox\Engr133-Fall2014\Fall_2019_E\Ex1_PA_Task2_viscosity.txt. • • • \$2 L0.53 \$2 0.526 \$4 0.483 • • • Cancel	Select the options you want – "Delimited" is the one you usually want. Then click "Next".

Text Impart Winned Stan 2 of 2 2	
This screen lets you set the delimiters your data contains. You can see how your text is affected in the	
Delimiter	
∑ Iap	
□ Text <u>q</u> ualifier:	
Other:	
	Select the appropriate
	delimiter. Then hit "Finish".
Data <u>p</u> review	
Sample time interval (unitless) Viscosity (Pa·s)	
1 0.53	
3 0.532	
4 0.483 ↓	
Cancel < Back Next > Finish >	
Import Data ? X	
Select how you want to view this data in your workbook.	
🔟 💿 Table	
🗊 🔿 PivotTable Report	
📲 🕐 PivotChart	
Only Create Connection	Tell Excel where it should
Where do you want to put the data?	nasta vour data. Click "OK"
<u>Existing worksheet:</u>	paste your data. Click OK .
=SAS1	
○ <u>N</u> ew worksheet	
Add this data to the Data <u>M</u> odel	
Properties	
A B C D	
1 Sample time interval (unitless) Viscosity (Pa·s)	
2 1 0.53	
3 2 0.526	
4 3 0.532	
D 4 0.483	
7 6 0.527	
7 0,520 cm	
9 8 0.533	volla. You are done.
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	