

Excel 2016: Large Data 4 Final Report



Excel 2016: Large Data 4 – Final Report

2.0 hours

In this advanced math workshop, we will create nested If statements and discover how logic functions can simplify our equations; use the Remove Duplicates tool and vLookup function to create substitution lists to be used in our PivotTables; created summary PivotTables for text values; and create a summary page (dashboard). This advanced workshop assumes prior experience with Microsoft Excel; experience with building equations in Excel required. Understanding of vLookups recommended

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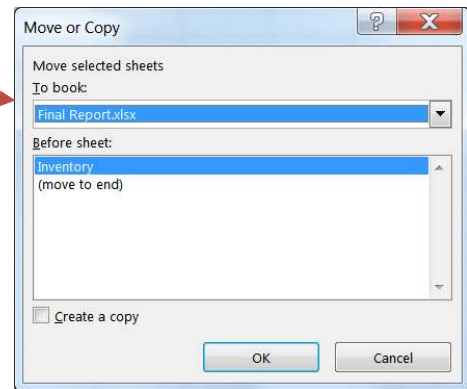
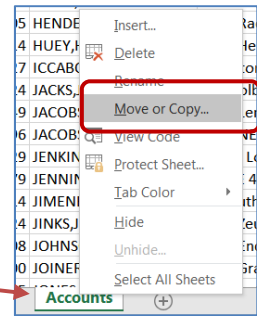
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Merging Files



Create Final Report file

- Open **Final-Inventory.xlsx**
- Save as **Final-Report.xlsx** onto the desktop
- Open **Accounts.xlsx**
- Right-click on the worksheet name, **Accounts**
- Choose **Move or Copy...**
- From the **To Book:** drop down, choose Final-Report
- Click **OK**

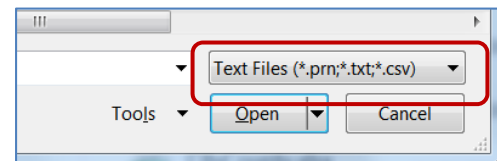


*Note: The **Accounts** file will disappear. It still exists, but every workbook must have at least one worksheet. When we move this one out, the file is closed without saving.*



Open a Text File

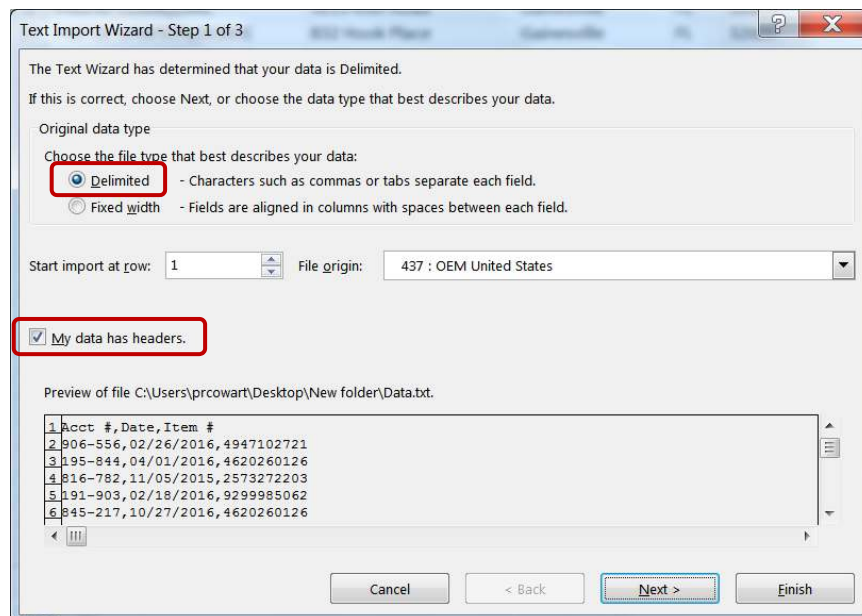
- Open the Data.txt file
 - o If you can't see the file, you may need to change the file type to **All** or **Text** files



Text Import Wizard

CSV means Character Separated Values. Usually Excel will automatically open those, but with our text (txt) file, we need to go through the wizard.

- Step 1: Our data is separated by columns, so choose the **Delimited** option.
 - o The text file has titles for each column, check the box for **My data has headers**.





- **Step 2:** The character used to separate our columns is called a Delimiter. Our delimiter is a **Comma**, uncheck **Tab** and choose **Comma**.

Sometimes a consecutive delimiter is to show a blank, sometimes it is a typo

EXAMPLE:

LName,FName,DOB -> Jones,,11/11/1961

LName,FName,DOB -> Jones,,Larry,11/11/1961

If your data has characters that should be kept together the file will probably have a *Text qualifier*.

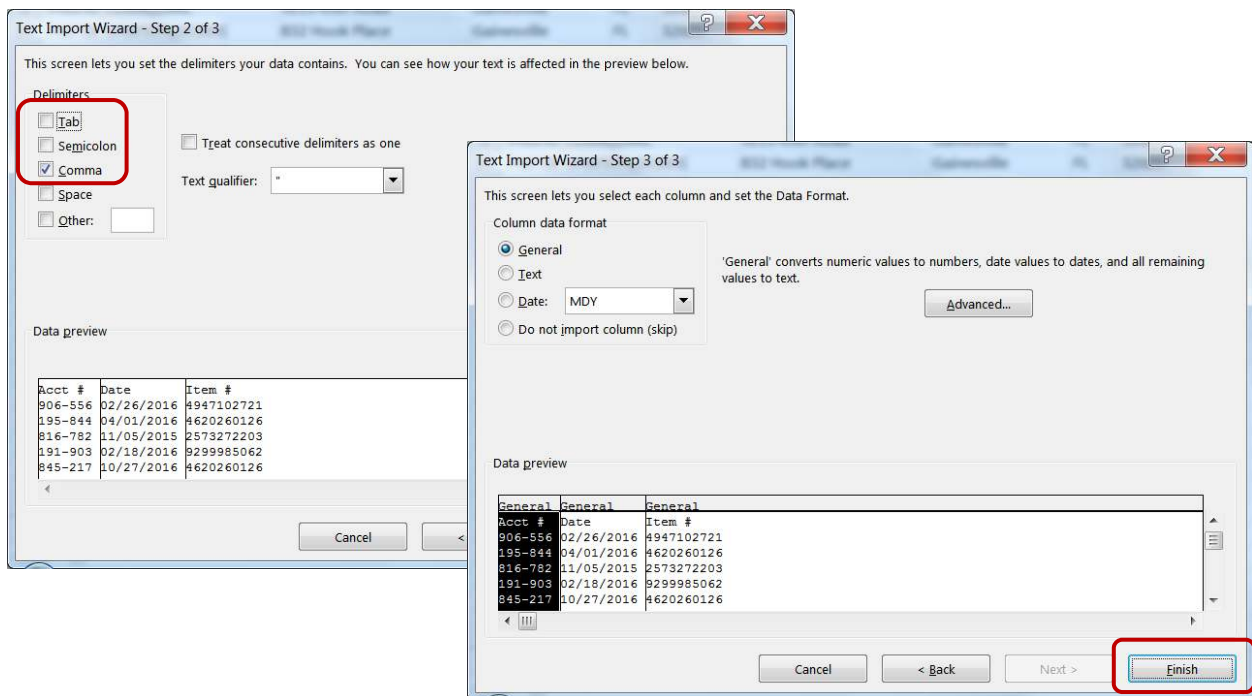
EXAMPLE:

LName,FName,DOB -> Jones,Larry,11/11/1961

Name,DOB -> "Jones,Larry",11/11/1961



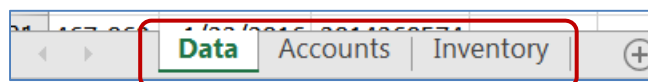
- **Step 3:** The General lets Excel decide if the values are text, numbers, or dates. Click **Finish**.



Merge into Final Report file

- Move Data to the Final-Reports.xlsx file.
 - o Right-click on the worksheet name, **Data**
 - o Choose **Move or Copy...**
 - o From the **To Book:** drop down, choose Final-Report
 - o Click **OK**

Your Final-Report.xlsx file should now have three worksheets.



Import Data Using The Text Import Wizard

Step 1 of 3

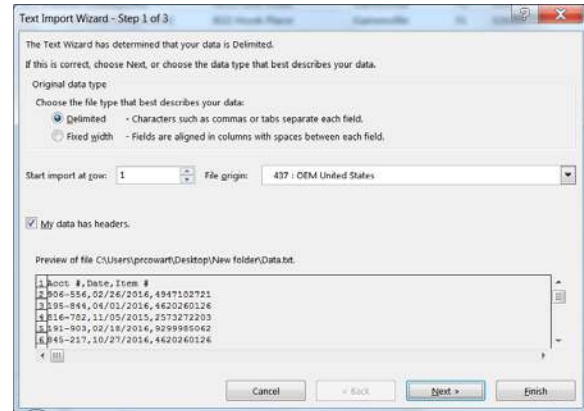
Original data type If items in the text file are separated by tabs, colons, semicolons, spaces, or other characters, select **Delimited**. If all of the items in each column are the same length, select **Fixed width**.

Start import at row Type or select a row number to specify the first row of the data that you want to import.

File origin Select the character set that is used in the text file. In most cases, you can leave this setting at its default. If you know that the text file was created by using a different character set than the character set that you are using on your computer, you should change this setting to match that character set.

For example, if your computer is set to use character set 1251 (Cyrillic, Windows), but you know that the file was produced by using character set 1252 (Western European, Windows), you should set **File Origin** to 1252.

Preview of file This box displays the text as it will appear when it is separated into columns on the worksheet.

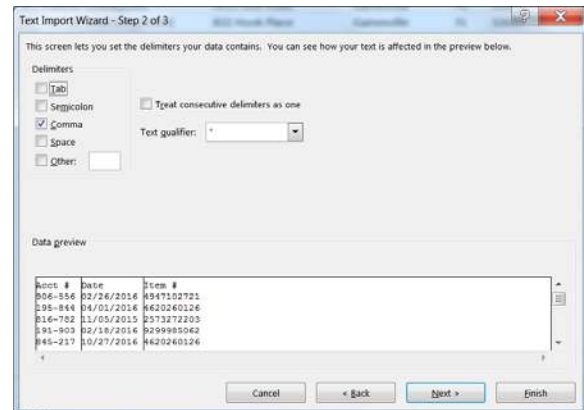


Step 2 of 3 (Delimited data)

Delimiters Select the character that separates values in your text file. If the character is not listed, select the **Other** check box, and then type the character in the box that contains the cursor. These options are not available if your data type is Fixed width.

Treat consecutive delimiters as one

Select this check box if your data contains a delimiter of more than one character between data fields or if your data contains multiple custom delimiters.



Text qualifier Select the character that encloses values in your text file. When Excel encounters the text qualifier character, all of the text that follows that character and precedes the next occurrence of that character is imported as one value, even if the text contains a delimiter character. For example, if the delimiter is a comma (,) and the text qualifier is a quotation mark ("), **"Dallas, Texas"** is imported into one cell as **Dallas, Texas**. If no character or the apostrophe (') is specified as the text qualifier, **"Dallas, Texas"** is imported into two adjacent cells as **Dallas** and **Texas**.

If the delimiter character occurs between text qualifiers, Excel omits the qualifiers in the imported value. If no delimiter character occurs between text qualifiers, Excel includes the qualifier character in the imported value. Hence, "Dallas Texas" (using the quotation mark text qualifier) is imported into one cell as **"Dallas Texas"**.

This page is modified from the Excel Help file

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