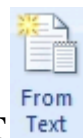
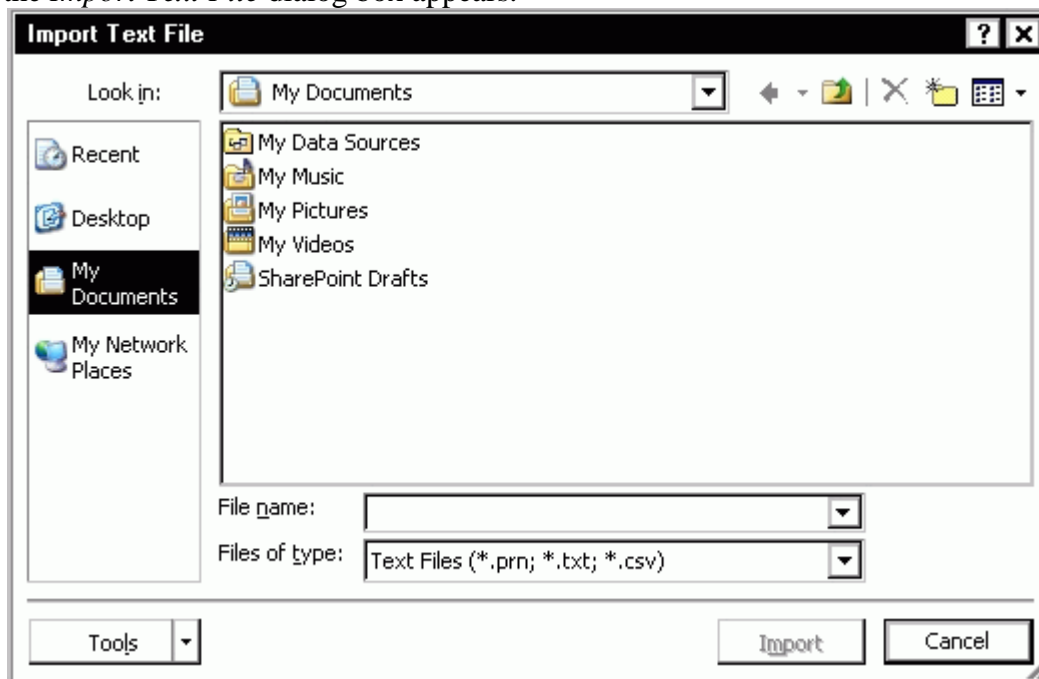


## Importing an External Data File

Importing data into an Excel worksheet is helpful if you want to use Excel's features to view process and/or analyze data stored in another file. For example, many people store data in tab-delimited text files or comma-separated values (csv) files because they can be opened from practically any computer.

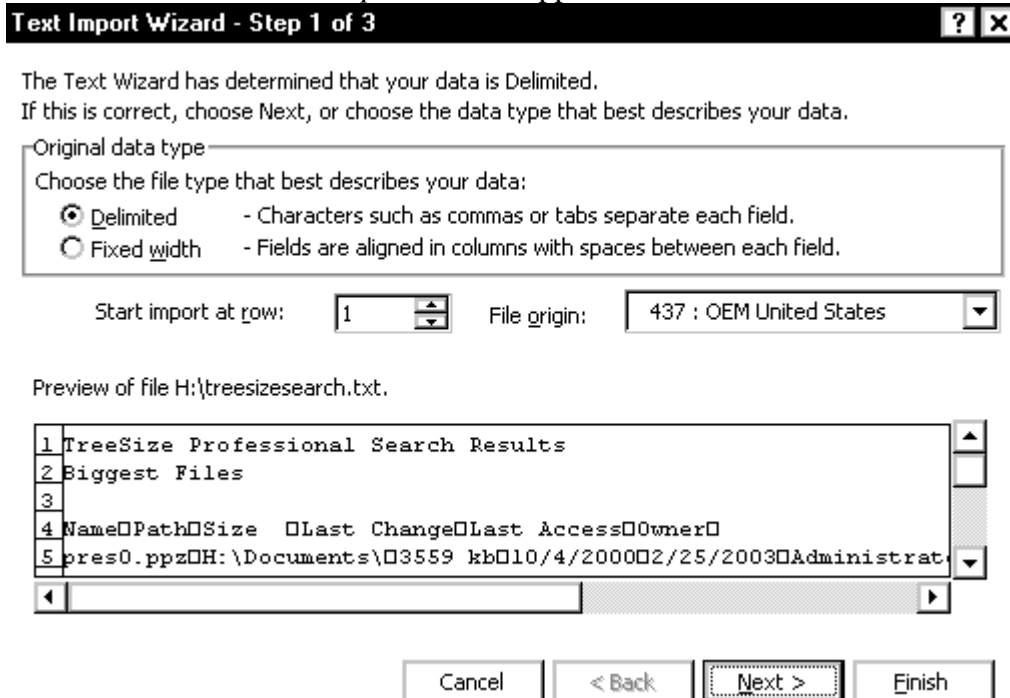


1. From the *Data* command tab, in the *Get External Data* group, click **FROM TEXT** the *Import Text File* dialog box appears.



2. Using the *Look in* pull-down list, navigate to and select the file to import.

- Click **IMPORT** the *Text Import Wizard* appears.



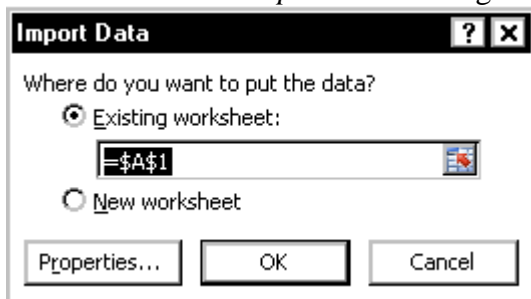
- Select *Delimited* or *Fixed Width*

NOTES: The *Text Import Wizard* automatically selects the display type that it thinks best fits your data. A delimiter is a character that separates pieces of data. Click **NEXT**

- If your data is delimited, change and/or confirm the delimiters and click **NEXT**



NOTE: The *Text Import Wizard* automatically selects the delimiter that it thinks is being used (usually *Tab*). However, you can specify a different delimiter such as, *Semicolon*, *Comma*, or *Space*.

- Click **FINISH** the *Import Data* dialog box appears.



- To place the data in a new worksheet, select *New worksheet*

To place the data in the existing worksheet

- Select *Existing worksheet*
  - Click **COLLAPSE DIALOG** 
  - Select the cell where the imported data will begin
  - Click **RESTORE DIALOG** 
- Click **OK** the data appears in the designated location.