

# Microsoft Excel 2007

## Importing an External Data File



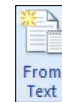
### Importing an External Data File

Importing data into Excel is helpful if you want to use Excel's many analytical tools and features to view, process and analyze data such as PeopleSoft data. When you import data from an external source, you do not link to the external data source, but create a copy of the data at that point in time. Should the external data source get updated, your Excel file does not get updated.

- The two most commonly used text file import file formats are: Delimited text (.txt) and Comma separated values text (.csv). A \*.csv file was used when creating this document .
- Note: In Excel 2007, you can import up to 1,048,576 rows and 16,384 columns of data.

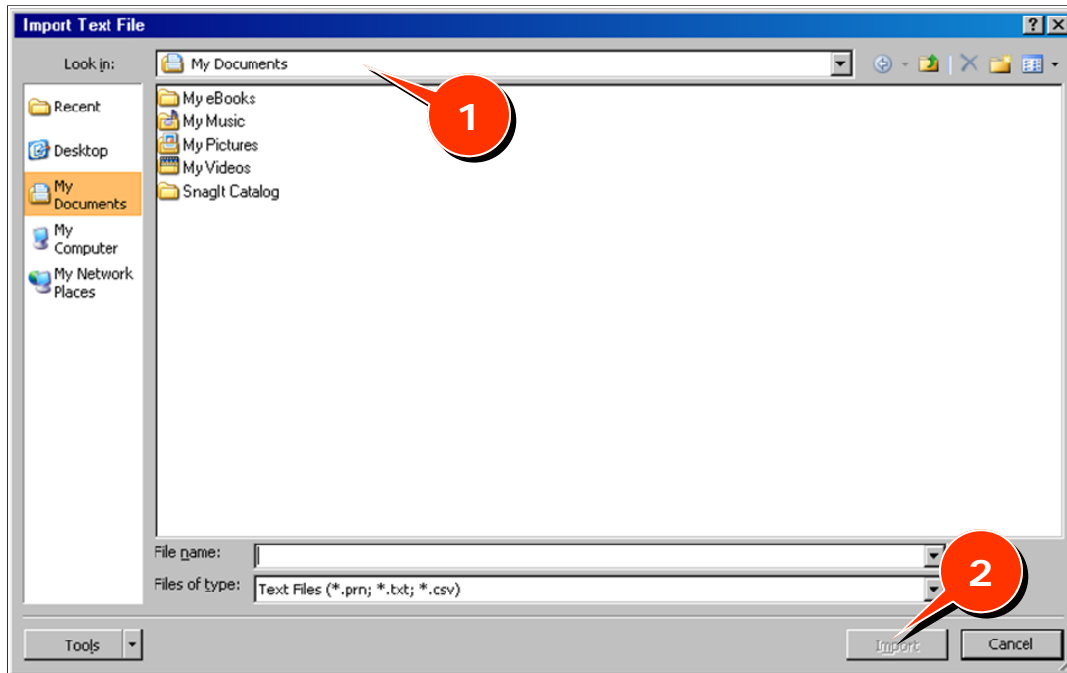
1. Open a new or existing workbook.

2. Select the **Data** tab.



3. In the **Get External Data** group, click **From Text** button . The **Import Text File** dialog box appears (Figure 1).

Figure 1



3. Select the **Look in** drop-down list (Figure 1, 1), then navigate to the import file.

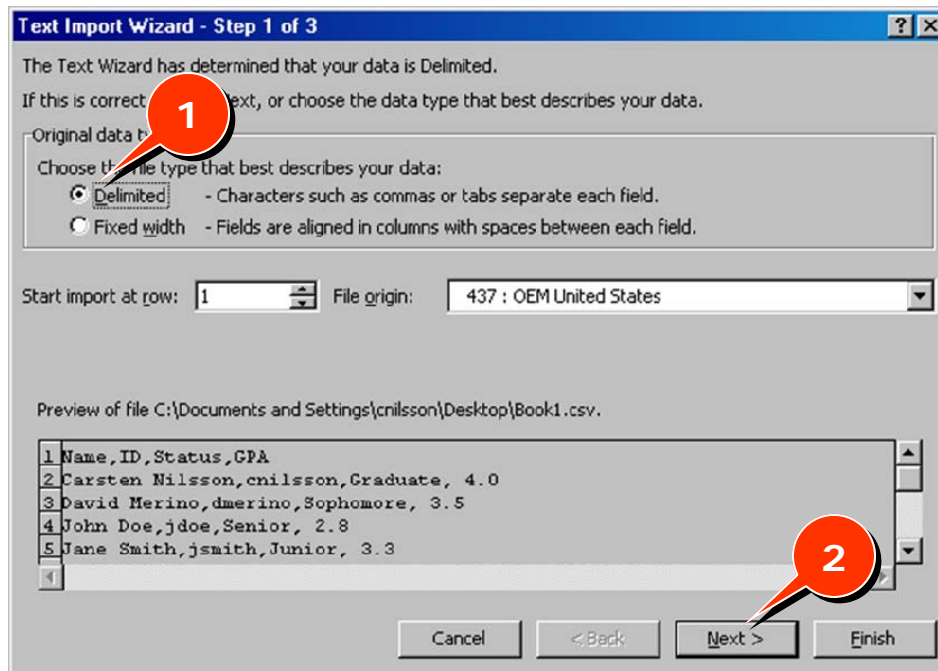
4. Select the import file and click the **Import** button (Figure 1, 2). The **Text Import Wizard– Step 1 of 3** dialog box displays (Figure 2).



- In the **Text Import Wizard– Step 1 of 3** dialog box, select **Delimited** or **Fixed Width**.  
Note: If using a \*.csv file, then select **Delimited** (Figure 2, 1).

Note:  
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Delimited  
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comma

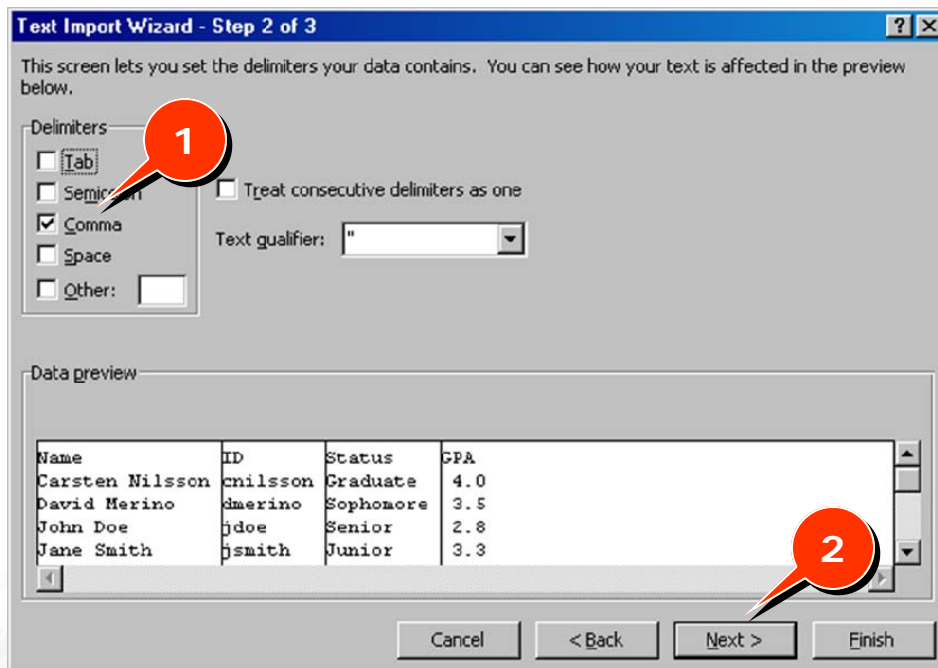
Figure 2



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files (.csv)  
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Figure 3



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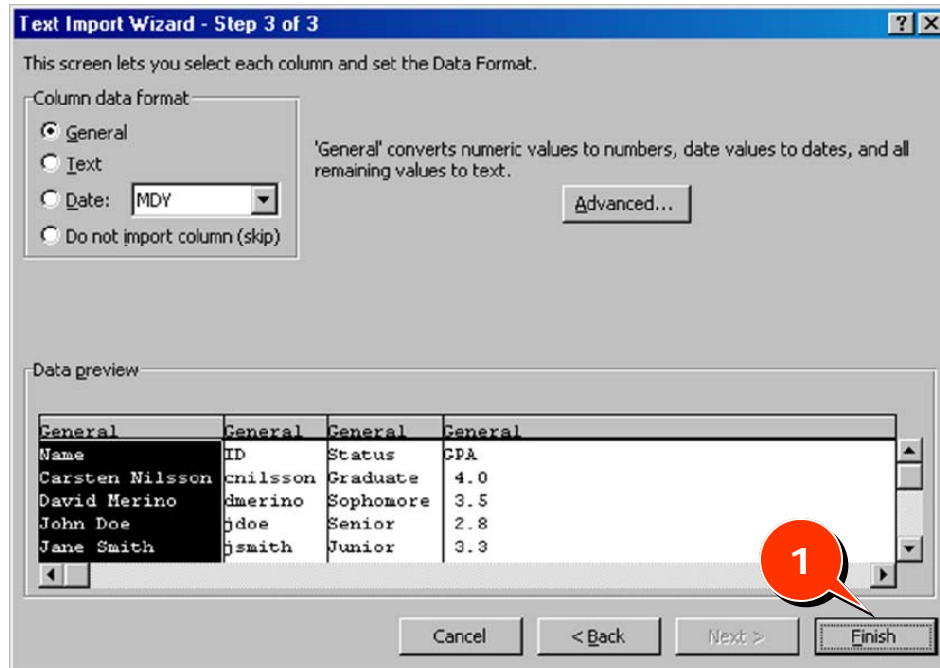
- Click **Next** button (Figure 2). The **Text Import Wizard– Step of 3** dialog box displays.

- If your import file is a delimited file, select the appropriate Delimiters. If using a \*.csv file, then select **Comma** (Figure 2, 1).

★ Note: The Text Import Wizard tries to select the delimiter (usually Tab), but you can specify a different delimiter such as, Semicolon, Comma, or Space.

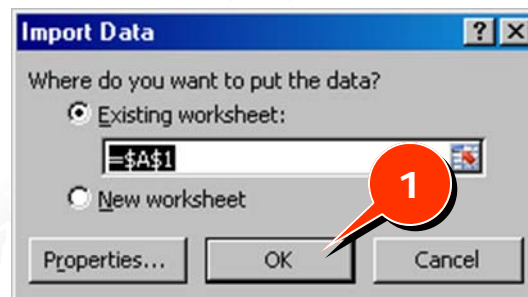
- Click the **Next** button (Figure 2, 2). The **Text Import Wizard– Step 3 of 3** dialog box displays (Figure 3).

Figure 3



- Click the **Finish** button (Figure 3, 1). The **Import Data** dialog box displays (Figure 4).

Figure 4



- Click the **OK** button (Figure 4, 1) to place the data in the A1 cell of the active worksheet. The imported data appears in the designated location starting in the A1 cell.

★ Note: To place the imported data elsewhere within the active worksheet, simply click on the desired cell and then click the **OK** button.