## Importing Data

Importing data into Excel documents is a common way to get data into an Excel file without having to retype it. There are two basic types of Excel import files: .txt and .csv files. After completing this project, you will know how to import both types of files.

Purpose:

After completing this project, you will know how to import files, specifically .txt and .csv files.

Steps for Completion:

1. Create a blank Excel workbook.
2. To import a text file, click the File tab and then Open.
3. Change the type of file to look for from All Excel Files to All Files.
4. Click the **112-Gourmet Weekly Sales .txt** file. Click Open. The following Text Import Wizard will appear:
5. Make sure the Delimited option is chosen and then click the Next button.
6. Make sure the Delimiter is set to Tab and click the Next button.
7. Click the Finish button.
8. Save the file as **112-Gourmet Weekly Sales.xlsx**.
9. Import the **112-Dessert Weekly Sales .csv** file. Notice that with a .csv file, there is no import wizard.
10. Save the file as 112-Dessert Weekly Sales.xlsx.

Practice 1

1. Create a new blank Excel Workbook
2. Using the File tab, click the Open button and select the TXT file named 111-instructors
3. Use the text import wizard to import the data into the worksheet. Keep in mind the following:
   1. The first row of the text file is header
   2. The cells are delimited by a tab character
   3. There is no need to adjust the data format for either column
4. Click the Finish button
5. Save.

Practice 2

1. Create a new basic blank workbook
2. Using the File tab, click the Open button and select the CSV file 112-class schedule.
3. Save the workbook

## Hyperlinks

1. Open the **123-Menu Items** file

2. If necessary, click the General sheet.

3. Select cell A10.

4. To create a hyperlink to an external website, click the Insert tab on the ribbon and

then click Hyperlink.

5. Click in the Text to display field.

6. Type: **LearnKey**

7. Click in the Address field.

8. Type: **http://www.learnkey.com**

9. Click the OK button.

10. To test the link, click it. A web browser will open and navigate to the LearnKey website.

11. Close your web browser.

12. Return to your Excel file.

13. Select cell A12.

14. Display the Hyperlink dialog box.

15. Click Place in this Document.

16. Click PotentialItems.

17. Click the OK button.

18. Click the PotentialItems link to navigate to the potential items area.

19. Save the file as **123a-Menu Items**.