Importing Text File into Excel: Exercise

Carlos Gonzales is a manager at a bank. Currently, Carlos is attending a Business Analytics evening class. Now, using the tools he learned in class, Carlos likes to examine his company data.

Open the **savings-bank.txt** file located at the Business Analytics website:
www.small-big-data.com

1. How many employees make $75,000 or more?
(a) 23
(b) 25
(c) 27
(d) 29
(e) None of the above

2. What is the average salary for all employees in Boston?
(a) $50,000
(b) $60,000
(c) $70,000
(d) $80,000
(e) None of the above

3. How many employees are listed as "Manager"?
(a) 10
(b) 11
(c) 12
(d) 13
(e) None of the above

4. The average salary for the managers is:
(a) $80,000
(b) $100,000
(c) $120,000
(d) $140,000
(e) None of the above

5. How many employees received a bonus of $1,000.00 or higher this year?
(a) 10
(b) 12
(c) 15
(d) 18
(e) None of the above

Solution

The objective of this exercise is to practice how to import a text file into an application software such as MS Excel.

Importing text files into application software allows efficient and effective processing of data.

Thus, one way to solve this exercise is to use MS Excel,

The text file, savings-bank.txt, used in this exercise is located online at the Business Analytics website:
www.small-big-data.com

The file savings-bank.txt is a comma-delimited, or comma-separated, text file. In essence this means that data is separated by commas. (For more details on comma-delimited text files, see on-line resources.)

After some examination, we can see the file savings-bank.txt (Figure 1) contains seven columns and data is separated by commas. The titles of columns are: Last, First, Title, Hire Date, Location, Salary, and Bonus.

```
Last,First,Title,Hire Date,Location,Salary,Bonus
Miller,Jennifer,Account Rep,10/1/2001,Boston,72000,0
Rubin,Thomas,Account Rep,9/1/2001,Boston,82000,0
Smith,Peter,Account Rep,4/1/2006,Boston,48000,1000
Coulter,Tony,Account Rep,3/7/2001,Boston,90000,0
Gupta,Rajiv,Accountant,10/1/2005,Seattle,52000,5000
Williams-Martinez,Belinda,Manager,11/1/1995,Boston,96000,0
Niedzwiecki,Edward,Accountant,11/1/1995,Boston,88000,0
Wang,Kenny,Trainee,9/1/2008,Boston,38000,5000
Adams,Frank,Trainee,9/1/2007,Boston,46000,0
Niedzwiecki,Stephanie,Manager,11/1/1999,Boston,150000,10000
Mallory,Petee,Accountant,1/1/2005,Boston,52000,3000
Messer,Hillary,Accountant,1/2/2006,Boston,54000,3000
Fleming,James,Manager,11/1/1999,San Francisco,100000,20000
Fisher,Charles,Account Rep,11/1/2001,New York City,88000,0
Johnson,Barbara,Account Rep,10/1/2001,New York City,106000,0
Miller,Jennifer,Account Rep,10/1/2003,San Francisco,72000,0
Rubin,Thomas,Account Rep,9/1/2001,New York City,82000,0
Smith,Peter,Account Rep,4/1/2006,New York City,58000,500
Czarny,Tony,Account Rep,3/7/2001,San Francisco,80000,0
Williams-Aikman,Valerie,Manager,11/1/2005,San Francisco,96000,0
Niedzwiecki,Arnold,Accountant,11/1/1995,San Francisco,88000,0
Martinez,Pedro,Account Rep,9/1/2006,San Francisco,48000,500
```

Figure 1

The first step is to save the text file in a known location, for example, by simultaneously pressing CTRL and S keys.

The second step is to import the text file, savings-bank.txt, by using the MS Excel Text Import Wizard.

For this purpose, we open a blank Excel file and click on Data. On the top left corner, we can see "Get External Data" and "From Text." We click on the Icon "From Text," which leads us to the "Import Text File" window (Figure 2) and after specifying the file name and location we arrive at the screen Text Import Wizard as depicted in Figure 3.

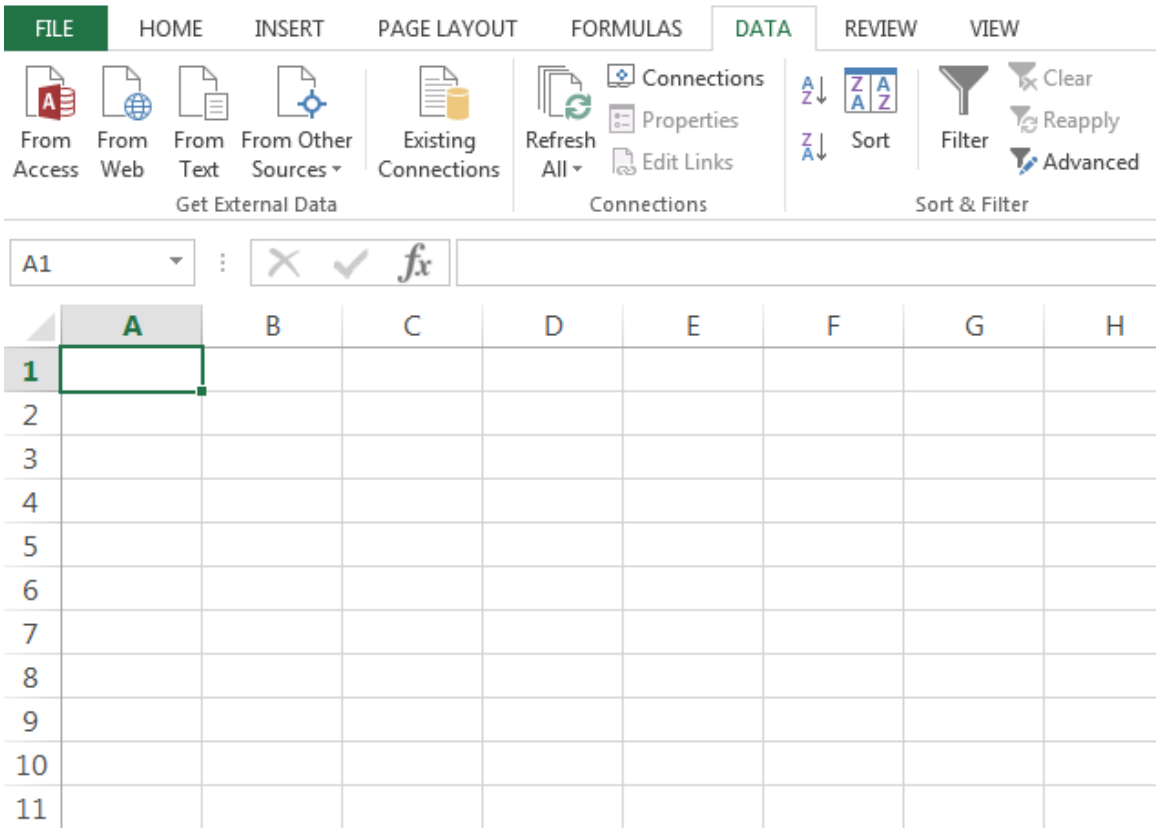


Figure 2

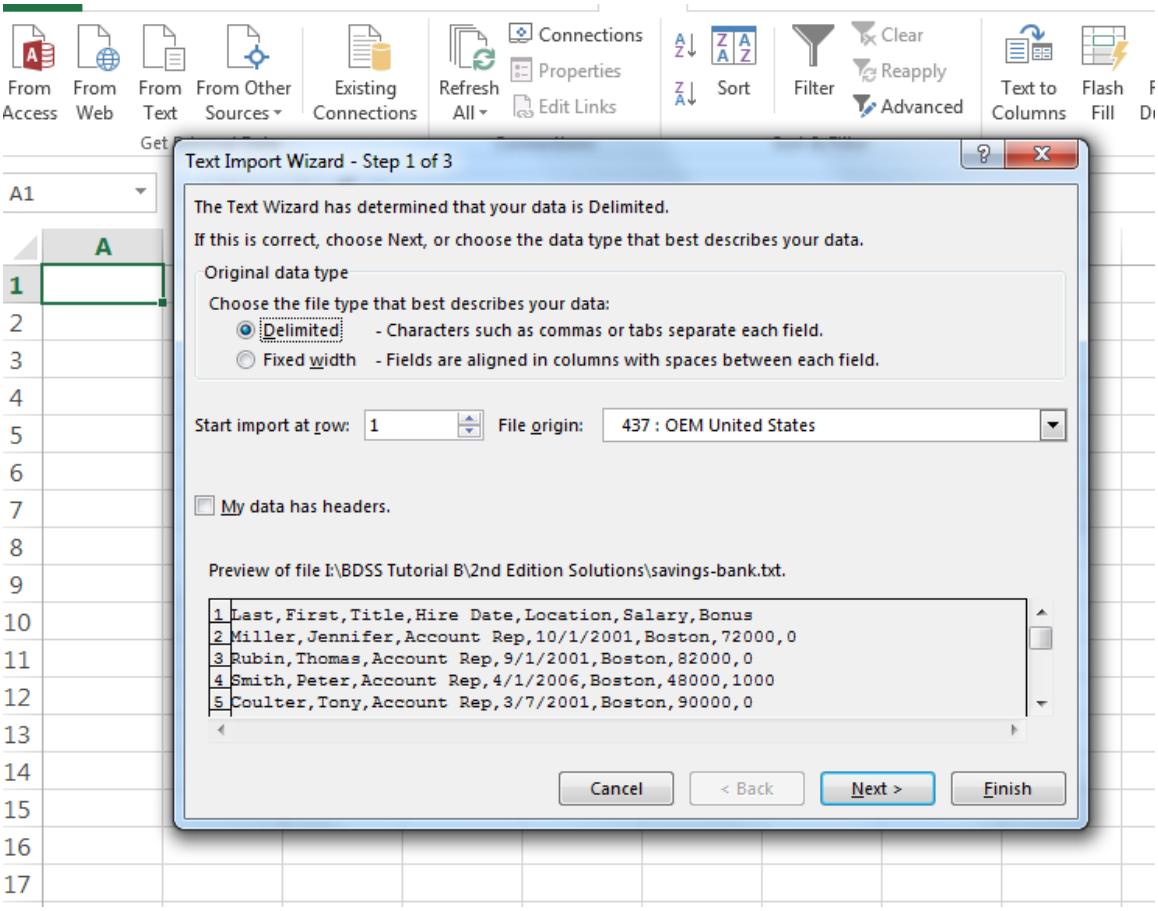


Figure 3

Since the file savings-bank.txt is delimited, as discussed above, we simply click on "Next" and arrive on step 2 of Text Import Wizard as depicted in Figure 4.

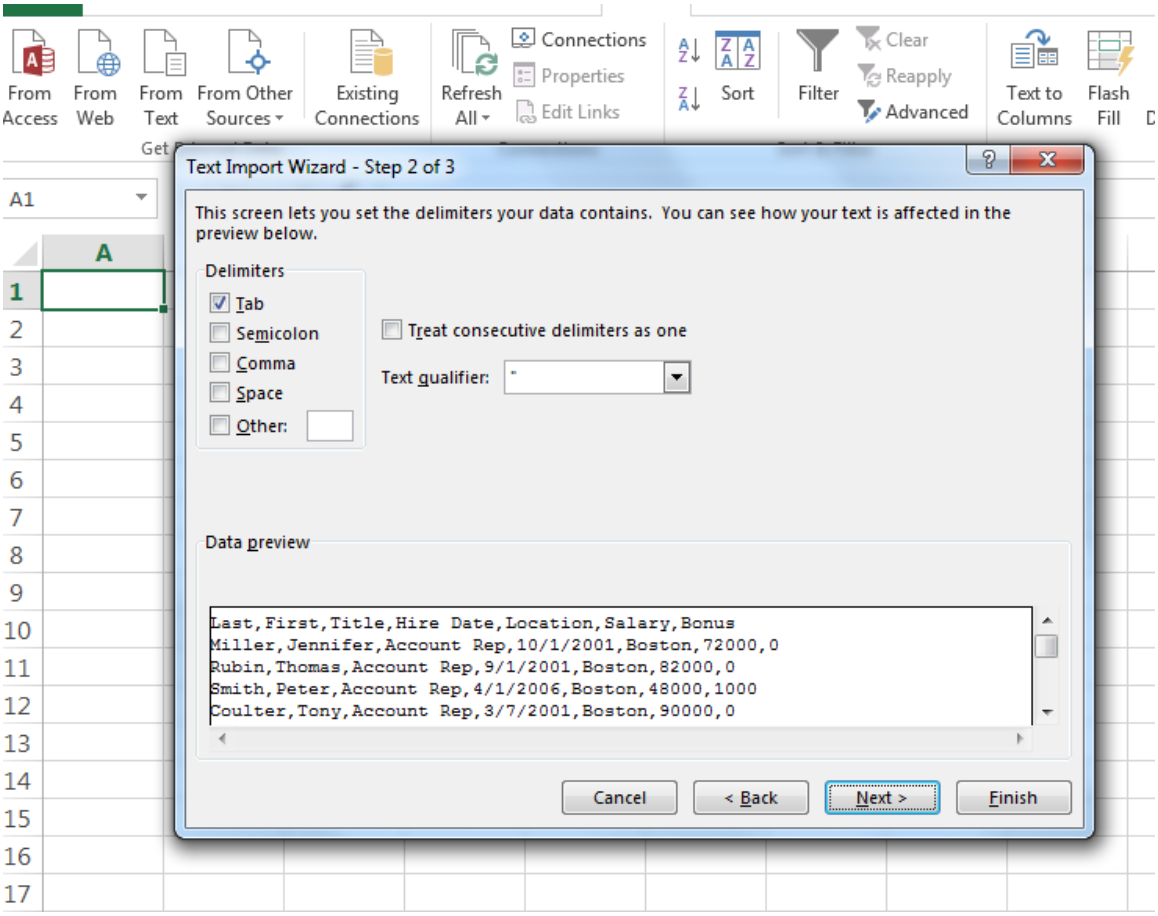


Figure 4

After unchecking Delimiters "Tab" and checking "Comma" (see Figure 5), we click on "Next" and arrive on step 3 of Text Import Wizard as depicted in Figure 6.

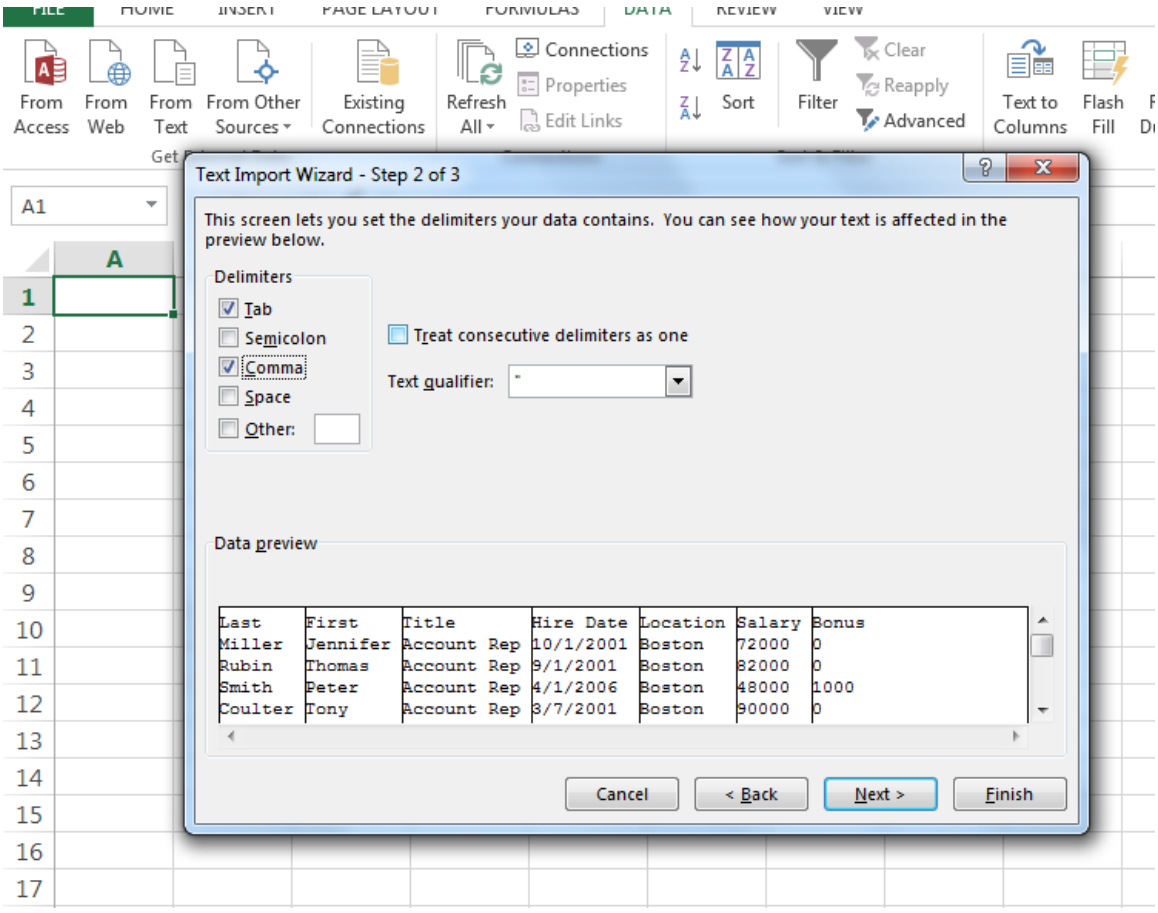

FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
From Access
From Web
From Text
From Other Sources
Existing Connections
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
Flash Fill
A1
A
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
Text Import Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.
Delimiters
Tab
Semicolon
Comma
Space
Other:
Treat consecutive delimiters as one
Text qualifier:
Data preview
Last First Title Hire Date Location Salary Bonus
Miller Jennifer Account Rep 10/1/2001 Boston 72000 0
Rubin Thomas Account Rep 9/1/2001 Boston 82000 0
Smith Peter Account Rep 4/1/2006 Boston 48000 1000
Coulter Tony Account Rep 3/7/2001 Boston 90000 0
Cancel
< Back
Next >
Finish

Figure 5

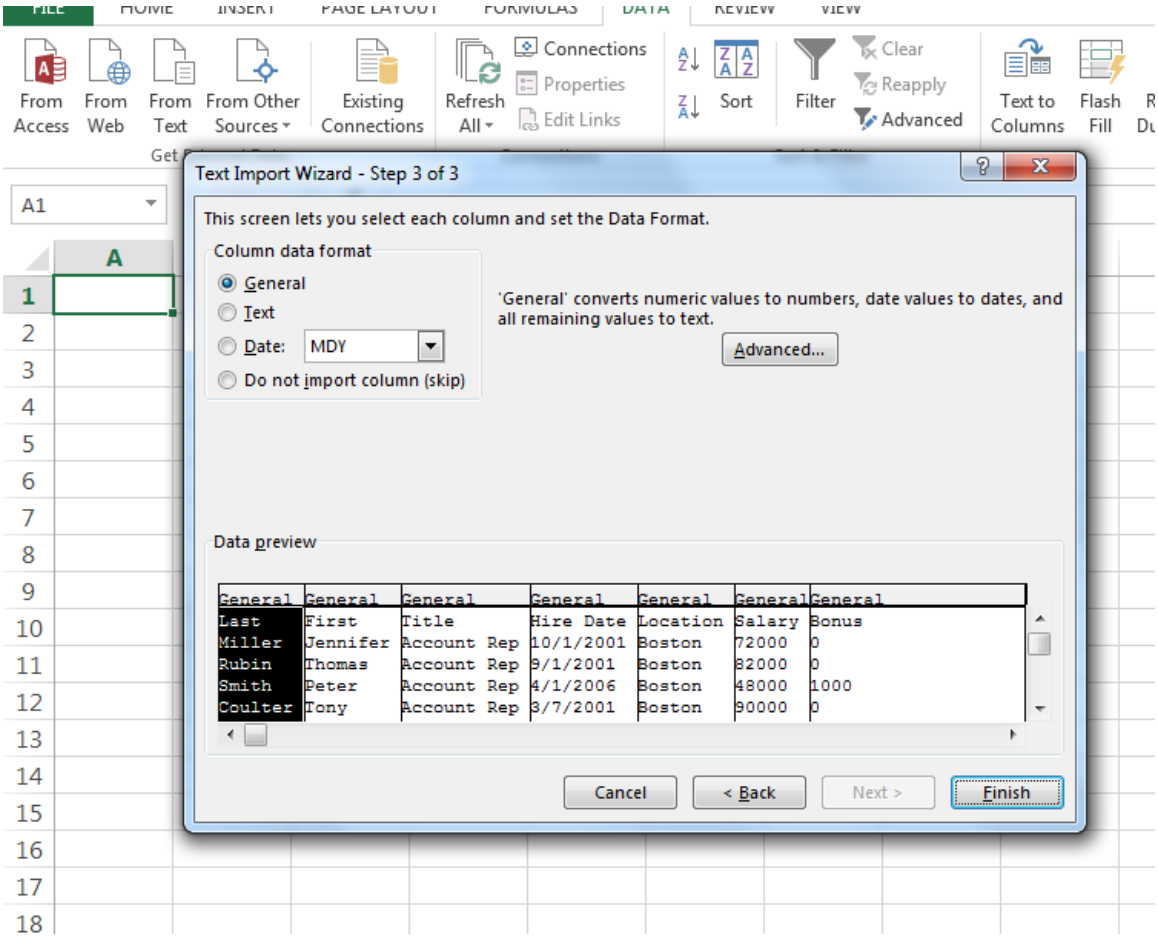


Figure 6

We simply click on "Finish" which leads us to the "Import Data" window (Figure 7) where we click "OK" and all the data from the text file is imported as shown in Figure 8.

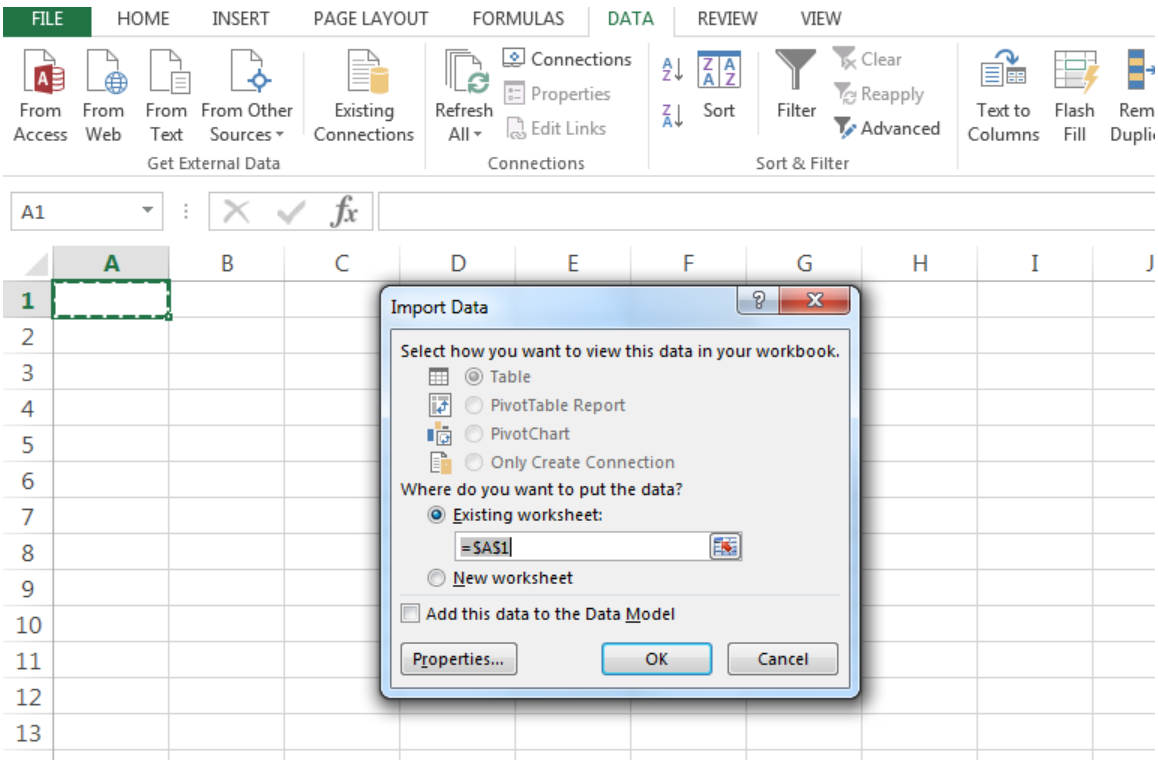
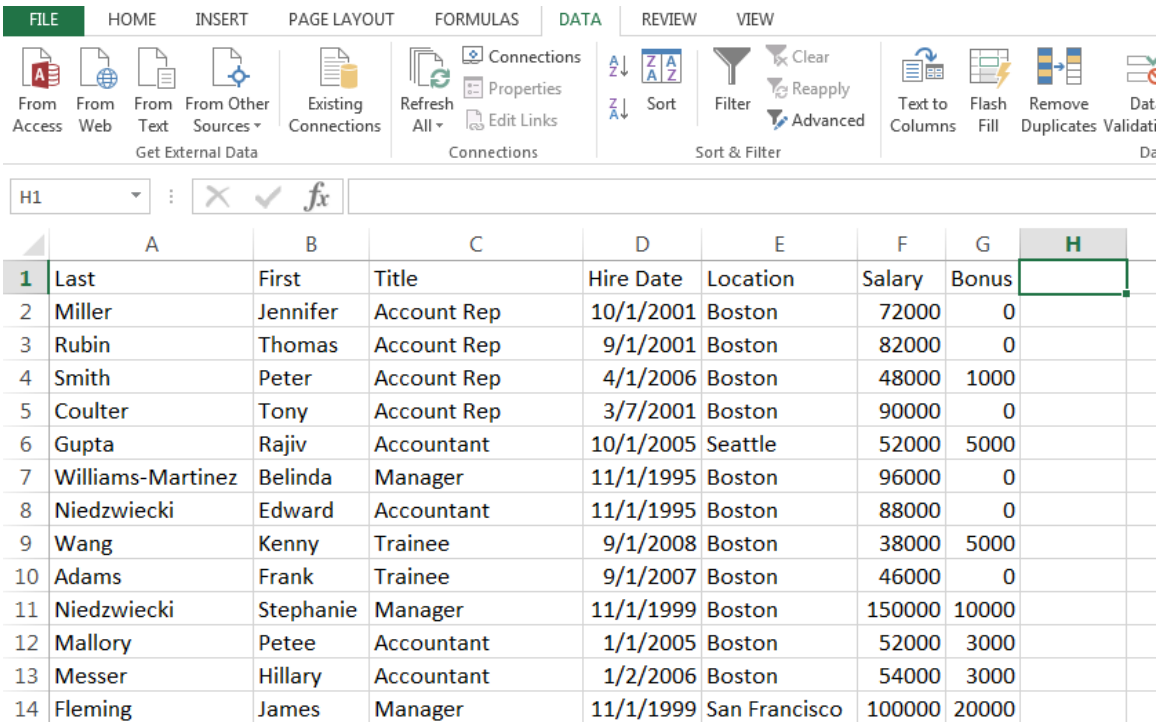


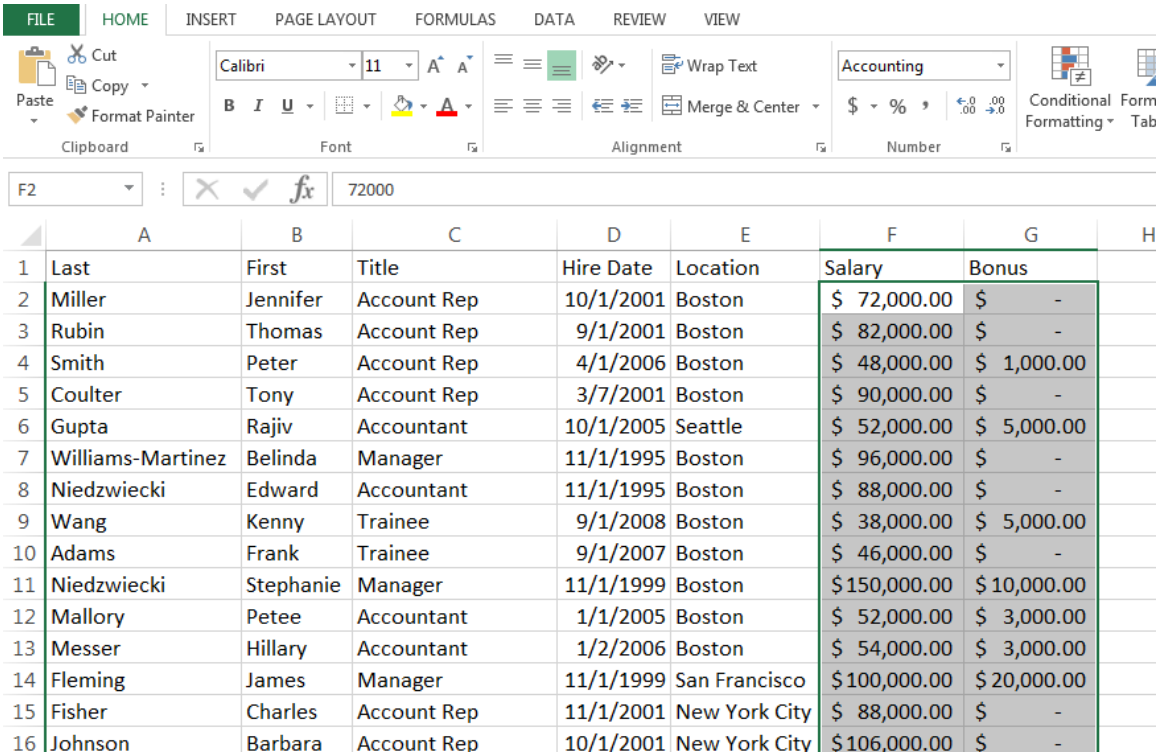
Figure 7



	A	B	C	D	E	F	G	H
1	Last	First	Title	Hire Date	Location	Salary	Bonus	
2	Miller	Jennifer	Account Rep	10/1/2001	Boston	72000	0	
3	Rubin	Thomas	Account Rep	9/1/2001	Boston	82000	0	
4	Smith	Peter	Account Rep	4/1/2006	Boston	48000	1000	
5	Coulter	Tony	Account Rep	3/7/2001	Boston	90000	0	
6	Gupta	Rajiv	Accountant	10/1/2005	Seattle	52000	5000	
7	Williams-Martinez	Belinda	Manager	11/1/1995	Boston	96000	0	
8	Niedzwiecki	Edward	Accountant	11/1/1995	Boston	88000	0	
9	Wang	Kenny	Trainee	9/1/2008	Boston	38000	5000	
10	Adams	Frank	Trainee	9/1/2007	Boston	46000	0	
11	Niedzwiecki	Stephanie	Manager	11/1/1999	Boston	150000	10000	
12	Mallory	Petee	Accountant	1/1/2005	Boston	52000	3000	
13	Messer	Hillary	Accountant	1/2/2006	Boston	54000	3000	
14	Fleming	James	Manager	11/1/1999	San Francisco	100000	20000	

Figure 8

We may change the format of columns Salary and Bonus to "Accounting" as depicted in Figure 9.



	A	B	C	D	E	F	G
1	Last	First	Title	Hire Date	Location	Salary	Bonus
2	Miller	Jennifer	Account Rep	10/1/2001	Boston	$ 72,000.00	$ -
3	Rubin	Thomas	Account Rep	9/1/2001	Boston	$ 82,000.00	$ -
4	Smith	Peter	Account Rep	4/1/2006	Boston	$ 48,000.00	$ 1,000.00
5	Coulter	Tony	Account Rep	3/7/2001	Boston	$ 90,000.00	$ -
6	Gupta	Rajiv	Accountant	10/1/2005	Seattle	$ 52,000.00	$ 5,000.00
7	Williams-Martinez	Belinda	Manager	11/1/1995	Boston	$ 96,000.00	$ -
8	Niedzwiecki	Edward	Accountant	11/1/1995	Boston	$ 88,000.00	$ -
9	Wang	Kenny	Trainee	9/1/2008	Boston	$ 38,000.00	$ 5,000.00
10	Adams	Frank	Trainee	9/1/2007	Boston	$ 46,000.00	$ -
11	Niedzwiecki	Stephanie	Manager	11/1/1999	Boston	$ 150,000.00	$ 10,000.00
12	Mallory	Petee	Accountant	1/1/2005	Boston	$ 52,000.00	$ 3,000.00
13	Messer	Hillary	Accountant	1/2/2006	Boston	$ 54,000.00	$ 3,000.00
14	Fleming	James	Manager	11/1/1999	San Francisco	$ 100,000.00	$ 20,000.00
15	Fisher	Charles	Account Rep	11/1/2001	New York City	$ 88,000.00	$ -
16	Johnson	Barbara	Account Rep	10/1/2001	New York City	$ 106,000.00	$ -

Figure 9

The data from the text file is now ready for efficient and effective processing of data. For example, we may sort record by salary (Largest to Smallest) as depicted in Figure 10. The results of sorting are depicted in Figure 11.

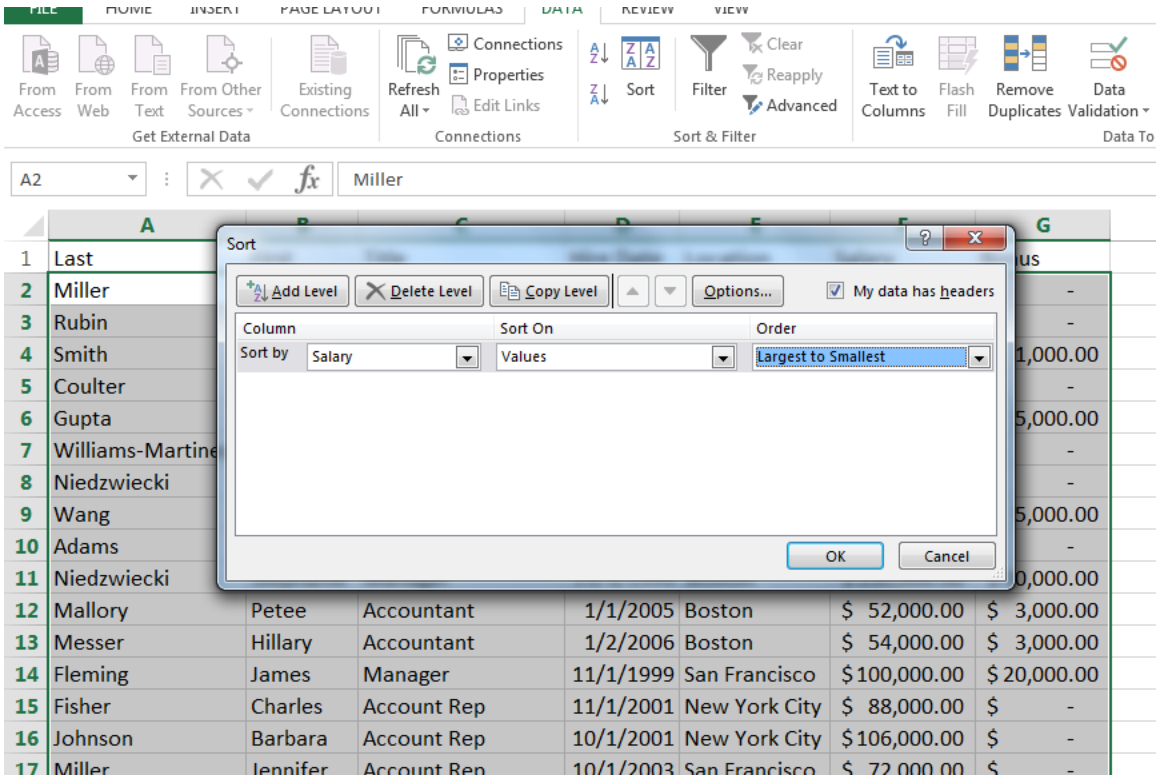
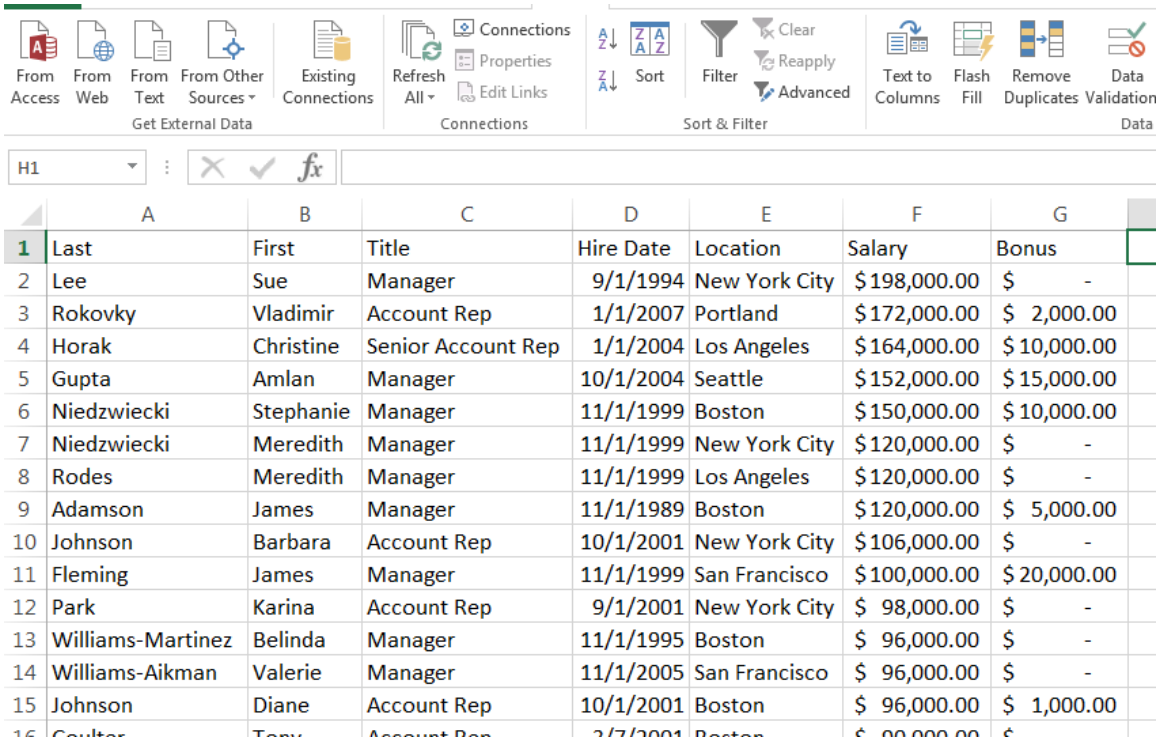


Figure 10



	A	B	C	D	E	F	G
1	Last	First	Title	Hire Date	Location	Salary	Bonus
2	Lee	Sue	Manager	9/1/1994	New York City	$198,000.00	$ -
3	Rokovky	Vladimir	Account Rep	1/1/2007	Portland	$172,000.00	$ 2,000.00
4	Horak	Christine	Senior Account Rep	1/1/2004	Los Angeles	$164,000.00	$ 10,000.00
5	Gupta	Amlan	Manager	10/1/2004	Seattle	$152,000.00	$ 15,000.00
6	Niedzwiecki	Stephanie	Manager	11/1/1999	Boston	$150,000.00	$ 10,000.00
7	Niedzwiecki	Meredith	Manager	11/1/1999	New York City	$120,000.00	$ -
8	Rodes	Meredith	Manager	11/1/1999	Los Angeles	$120,000.00	$ -
9	Adamson	James	Manager	11/1/1989	Boston	$120,000.00	$ 5,000.00
10	Johnson	Barbara	Account Rep	10/1/2001	New York City	$106,000.00	$ -
11	Fleming	James	Manager	11/1/1999	San Francisco	$100,000.00	$ 20,000.00
12	Park	Karina	Account Rep	9/1/2001	New York City	$ 98,000.00	$ -
13	Williams-Martinez	Belinda	Manager	11/1/1995	Boston	$ 96,000.00	$ -
14	Williams-Aikman	Valerie	Manager	11/1/2005	San Francisco	$ 96,000.00	$ -
15	Johnson	Diane	Account Rep	10/1/2001	Boston	$ 96,000.00	$ 1,000.00

Figure 11

The answer to question 1 of this exercise could be now gleaned directly from Figure 12.

13	Williams-Martinez	Belinda	Manager	11/1/1995	Boston	$ 96,000.00	$ -
14	Williams-Aikman	Valerie	Manager	11/1/2005	San Francisco	$ 96,000.00	$ -
15	Johnson	Diane	Account Rep	10/1/2001	Boston	$ 96,000.00	$ 1,000.00
16	Coulter	Tony	Account Rep	3/7/2001	Boston	$ 90,000.00	$ -
17	Niedzwiecki	Edward	Accountant	11/1/1995	Boston	$ 88,000.00	$ -
18	Fisher	Charles	Account Rep	11/1/2001	New York City	$ 88,000.00	$ -
19	Niedzwiecki	Arnold	Accountant	11/1/1995	San Francisco	$ 88,000.00	$ -
20	Herbert	Arnold	Accountant	11/1/1995	Los Angeles	$ 88,000.00	$ -
21	Brown	Charles	Account Rep	11/1/2000	Boston	$ 88,000.00	$ 500.00
22	Adams	Gwen	Account Rep	10/1/1989	Seattle	$ 86,000.00	$ 1,000.00
23	Messer	Amy	Manager	1/1/2003	Pittsburgh	$ 84,000.00	$ -
24	Horak	Amy	Manager	1/1/2004	Los Angeles	$ 84,000.00	$ 1,000.00
25	Rubin	Thomas	Account Rep	9/1/2001	Boston	$ 82,000.00	$ -
26	Rubin	Thomas	Account Rep	9/1/2001	New York City	$ 82,000.00	$ -
27	Czarny	Tony	Account Rep	3/7/2001	San Francisco	$ 80,000.00	$ -
28	Johnson	Karina	Account Rep	8/1/2006	New York City	$ 78,000.00	$ -
29	Miller	Jennifer	Account Rep	10/1/2001	Boston	$ 72,000.00	$ -
30	Miller	Jennifer	Account Rep	10/1/2003	San Francisco	$ 72,000.00	$ -

Figure 12

Answers

Exercise

1. c
2. d
3. b
4. c
5. c