

Importing data into a spreadsheet (Microsoft Excel)

Step-by-step instruction for importing the data

(put a check mark in the circle once you have completed that step)

- () **Step 1.** right click on the link
 - save link as (find somewhere to store the data)
 - the file will save as a txt (text file)
- () **Step 2.** open Microsoft Excel
- () **Step 3.** click on file - open
 - select the file
 - remember the file is a txt file
- () **Step 4.** the Excel text import wizard will open
- () **Step 5.** since our file is not an excel file just yet, you will have to convert it
- () **Step 6.** for the original data type, select "fixed width"
- () **Step 7.** click next
 - you now get a preview of your data
- () **Step 8.** scroll down so you can see most of the data
 - you can see that there really is a lot of data, but for the purposes of this assignment, we are only concerned with the year and the number of sun spots accordingly
- () **Step 9.** if you click the mouse just after the date (ex. just after the last 0 in 1700) you will see a line is created
- () **Step 10.** do the same just before the number of sunspots (ex. before the 1 in 11.0) the number of sunspots will be in the form of #.#
- () **Step 11.** you will now have to click just after this number similar to what you did with the date (ex. after the 0 in 11.0)
 - what you have just done is to separate the relevant data we wish to import
- () **Step 12.** once you have separated all the data click the next button to proceed
 - this next step allows us to select the data
- () **Step 13.** if you click on any of the columns you find they go black and that in the top right corner of the import wizard window there is a section called "column data format" and that there are 4 possible selections - general, text, date, and do not import

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- () **Step 14.** click on the column between the year data and the number of sunspots and then select "do not import" from the column data format section
- () **Step 15.** do the same for the very last column as well
- () **Step 16.** after you have selected the data, click finish to see exactly what you have imported
 - you will see that you should have 2 nice columns of data and some text just above that
- () **Step 17.** to clean things up, you can delete the rows right up to 1 row before your data
 - in this row, you will insert titles for the columns of data
- () **Step 18.** above the date column type in "year"
- () **Step 19.** above the number of sun spots column type in "numb" (this is short for number)
- () **Step 20.** Now take some time to make your sheet "pretty"
 - Try adding some borders and even some shading

You have now successfully imported you data,
WELL DONE!!!