How to Import a Research File into Microsoft Excel

Download the Research File

1. Download the research file onto a local machine. Note the location where the file is downloaded, and also note that the file is a *.zip file.

2. Go to the location where the file was downloaded.

    a. Extract the file using WinZip or by right-clicking the file in Windows and selecting *Extract All* from the pop-up list.

    b. Select the location where you want the file to be extracted.

        i. The file will decompress into a *.txt or *.csv file.

        ii. On a Macintosh device, the file will automatically be decompressed by the archive utility into the same folder the compressed file is in.

Import a Downloaded Research File into Excel

1. For Microsoft Excel 2013, open Microsoft Excel and follow the instructions to import a downloaded research file into [Microsoft Excel 2013](#).

2. For Microsoft Excel 365, open Microsoft Excel and follow the instructions to import a downloaded research file into [Microsoft Excel 365](#).
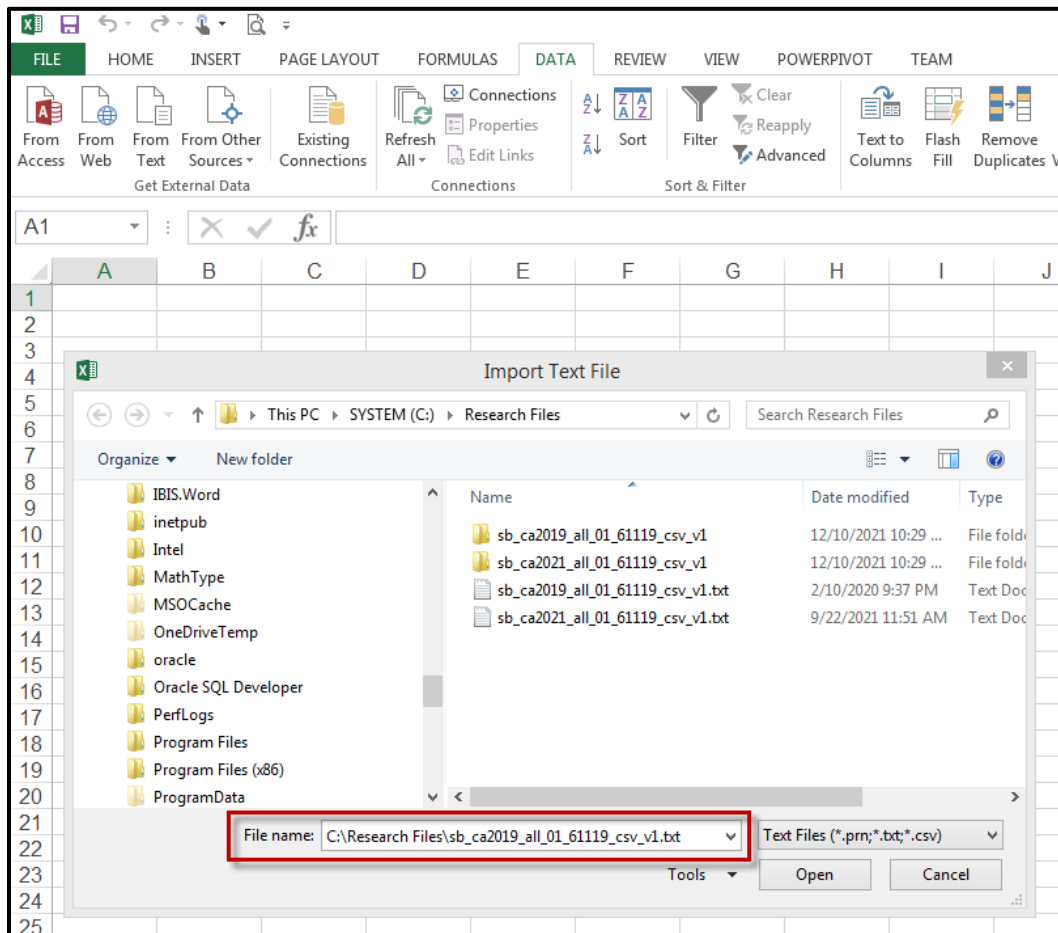
Microsoft Excel 2013

1. Select the [**DATA**] navigation tab from the ribbon (figure 1).
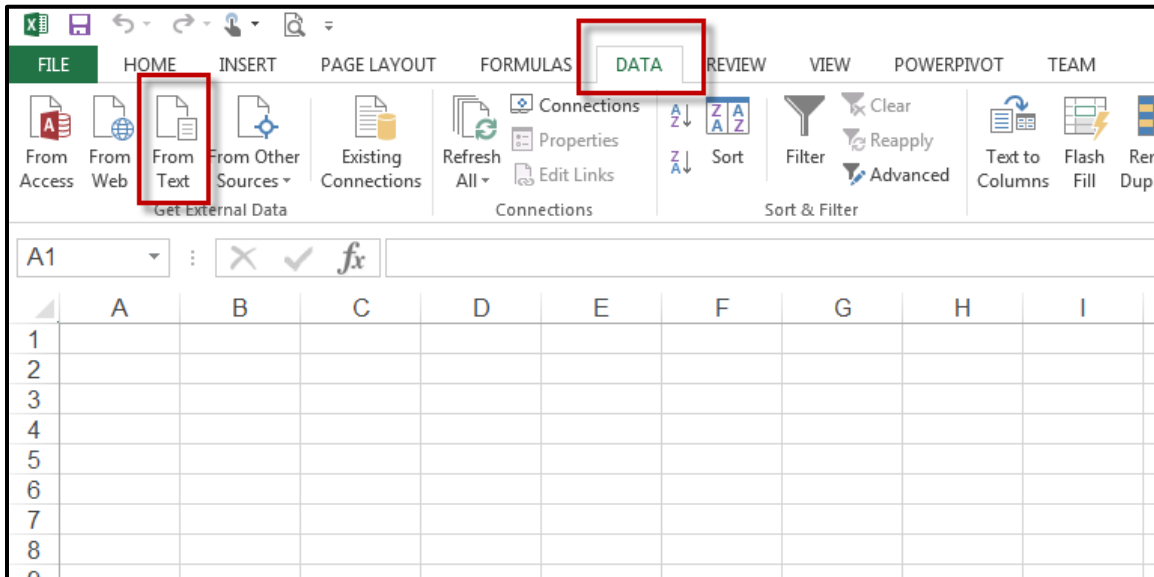
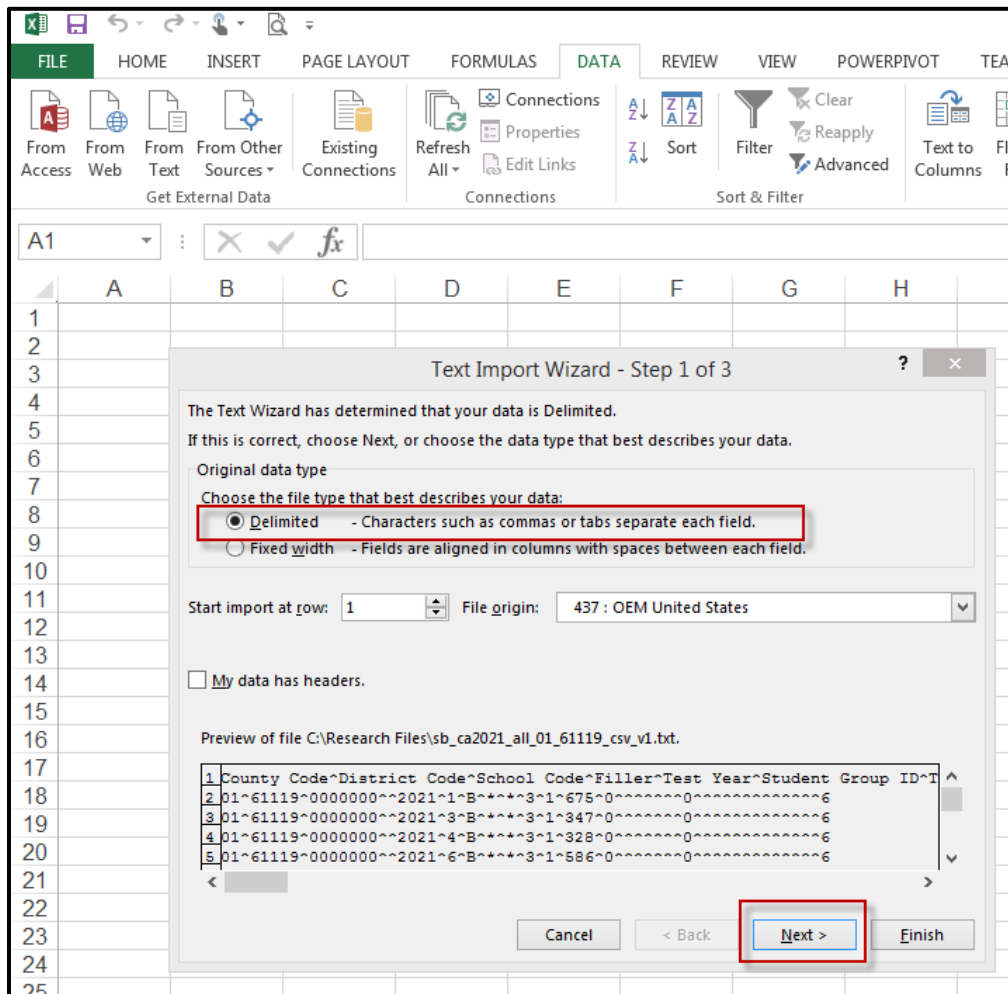**Figure 1. [DATA] navigation tab and [From Text] button**

2. Select the [**From Text**] button from the "Get External Data" section to open the *Import Text File* dialog box (figure 1).

3. Select the research file to import, and then select the [**Open**] button (figure 2).

Figure 2. *Import Text File* dialog box with file name selected

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4.   Select the *Delimited* radio button, and then select the [**Next**] button (figure 3).

Figure 3. Text Import Wizard: *Delimited* **radio button and [Next] button**

5. Make sure that only the *Other* checkbox is selected in the "Delimiters" section. Enter a caret ("^") in the text box, and then select the [**Next**] button ([figure 4](#)).
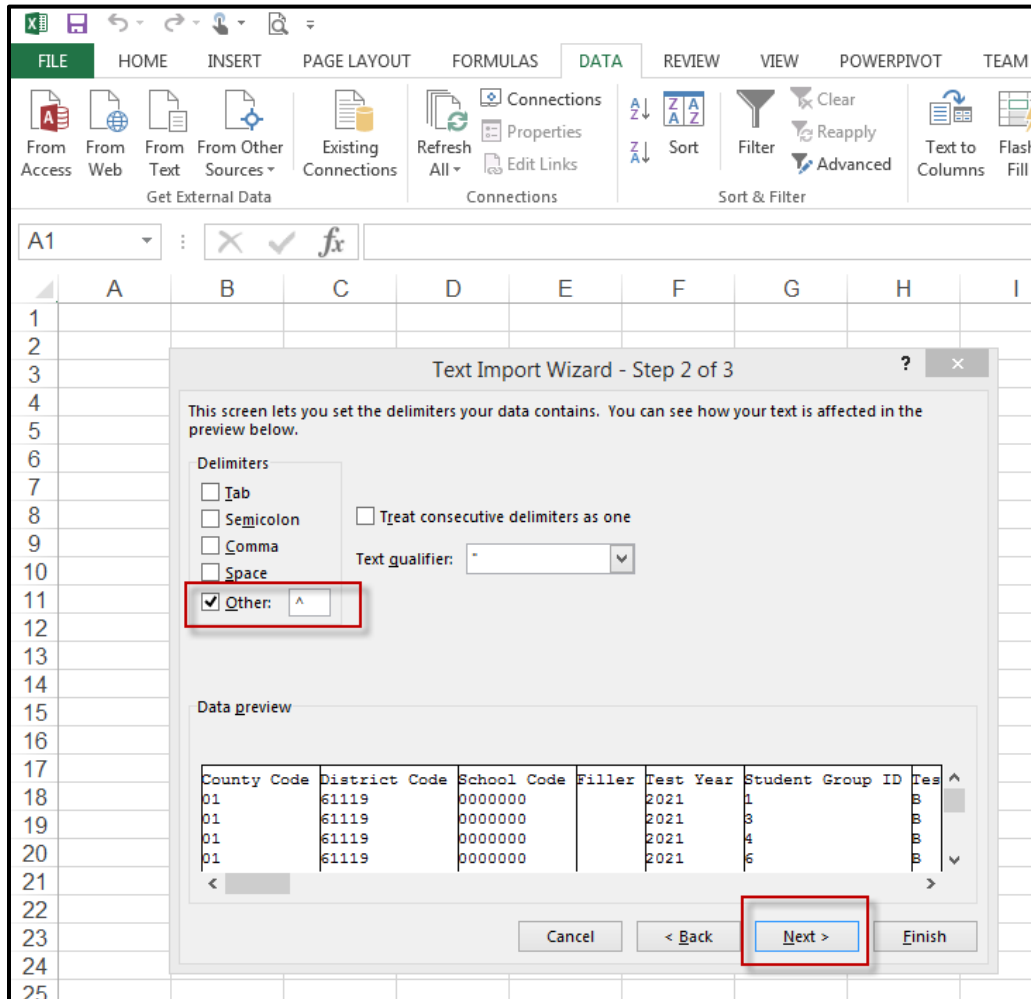

Figure 4. Text Import Wizard: *Other* checkbox and [Next] button

6. Select the *Text* radio button under the "Column data format" section. Select all of the columns in the "Data preview" section, and then select the [**Finish**] button (figure 5).
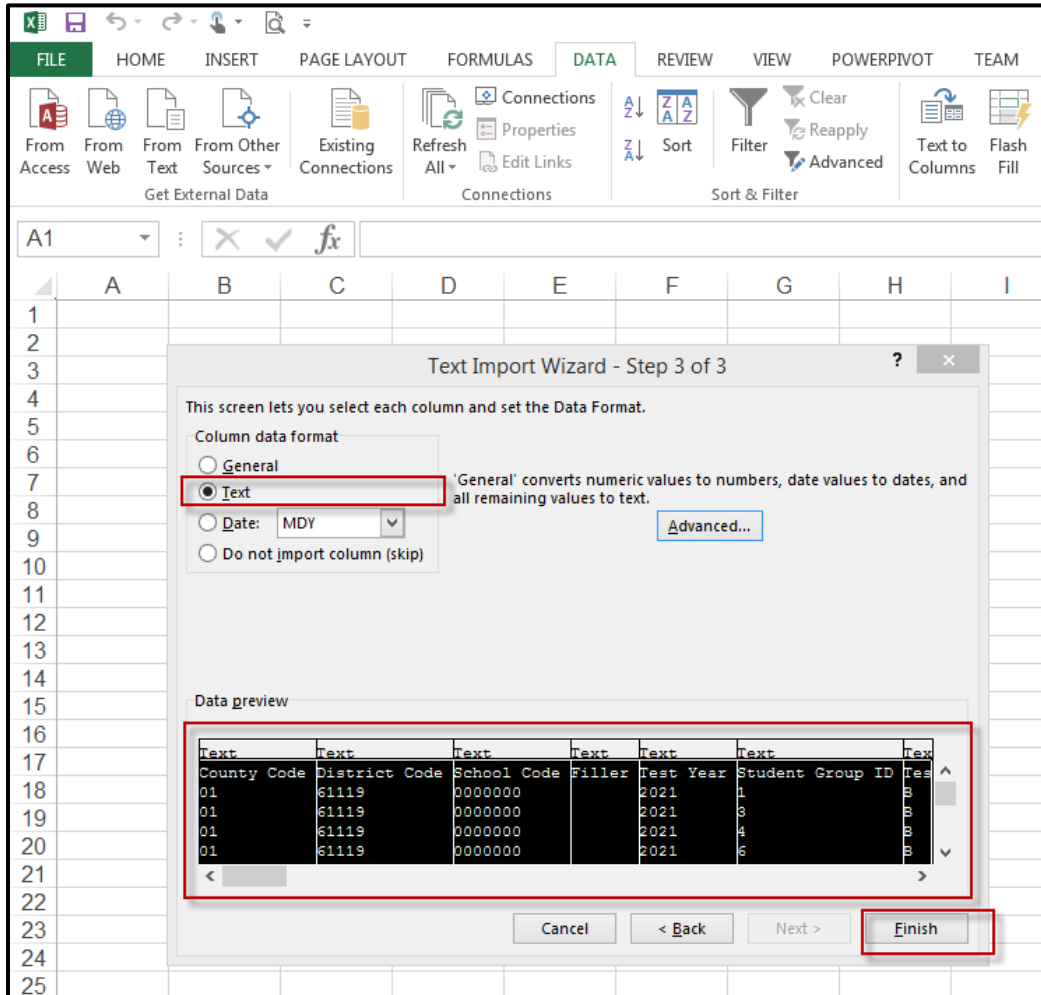
Figure 5. Text Import Wizard: *Text* radio button and [Finish] button

7. Select the *Table* radio button in the "Select how you want to view this data in your workbook" section. Also select the *Existing worksheet* radio button in the "Where do you want to put the data?" section. Select the [**OK**] button. This will put the data in an Excel format and into the spreadsheet (figure 6).
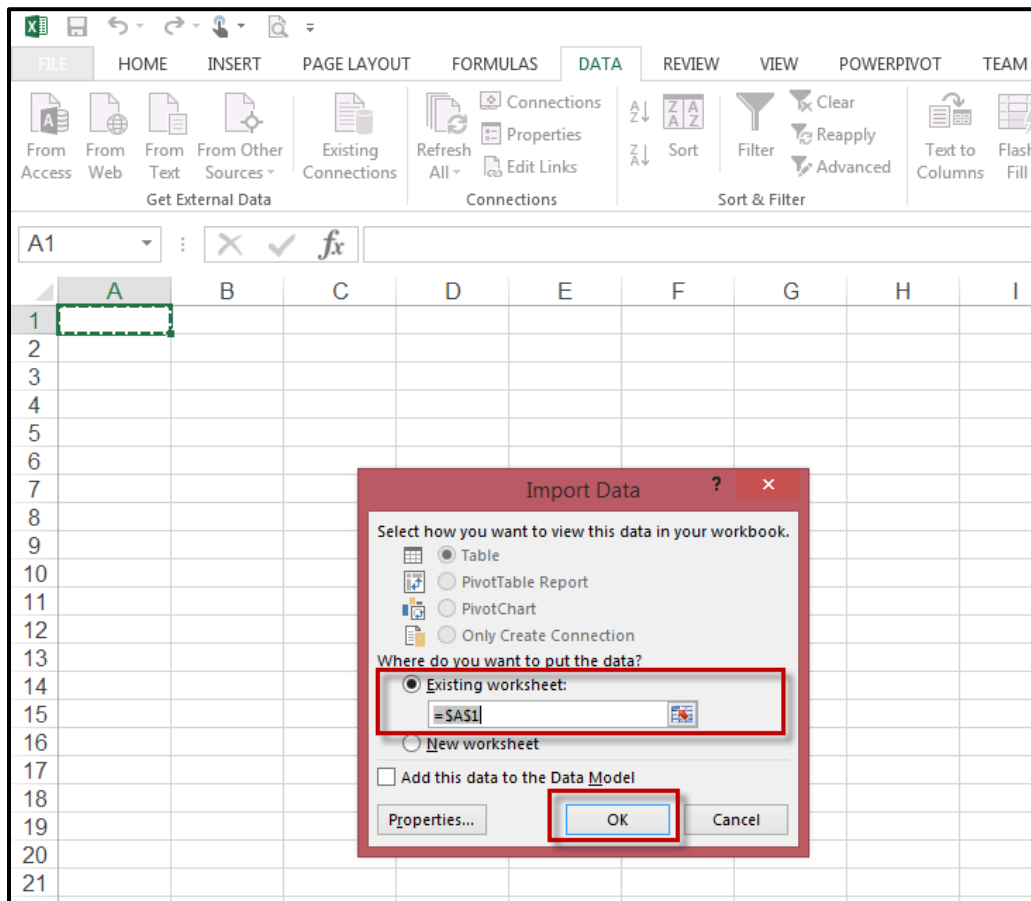
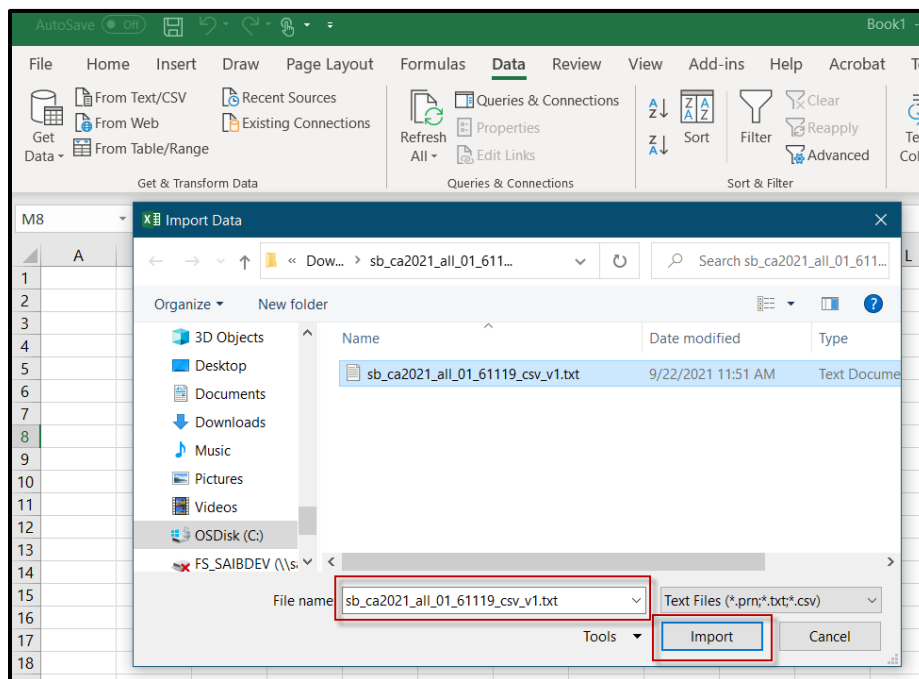**Figure 6. Import Data dialog box: *Existing Worksheet* radio button and [OK] button**

Microsoft Excel 365

1. Select the [**Data**] navigation tab from the ribbon.

2. Select the [**From Text/CSV**] button in the "Get & Transform Data" section ([figure 7](#)). This will display the "Import Data" dialog box ([figure 8](#)).
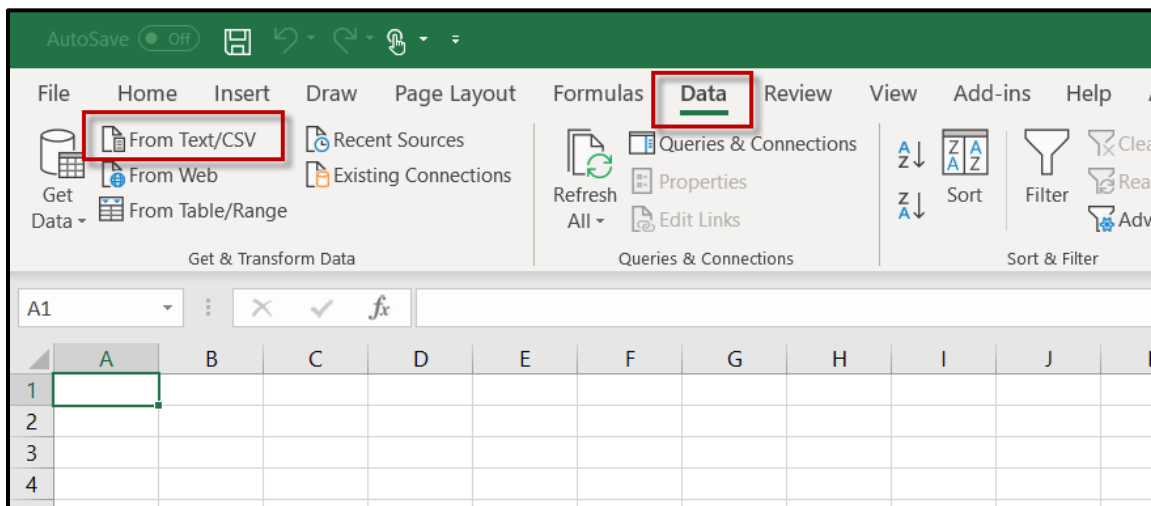
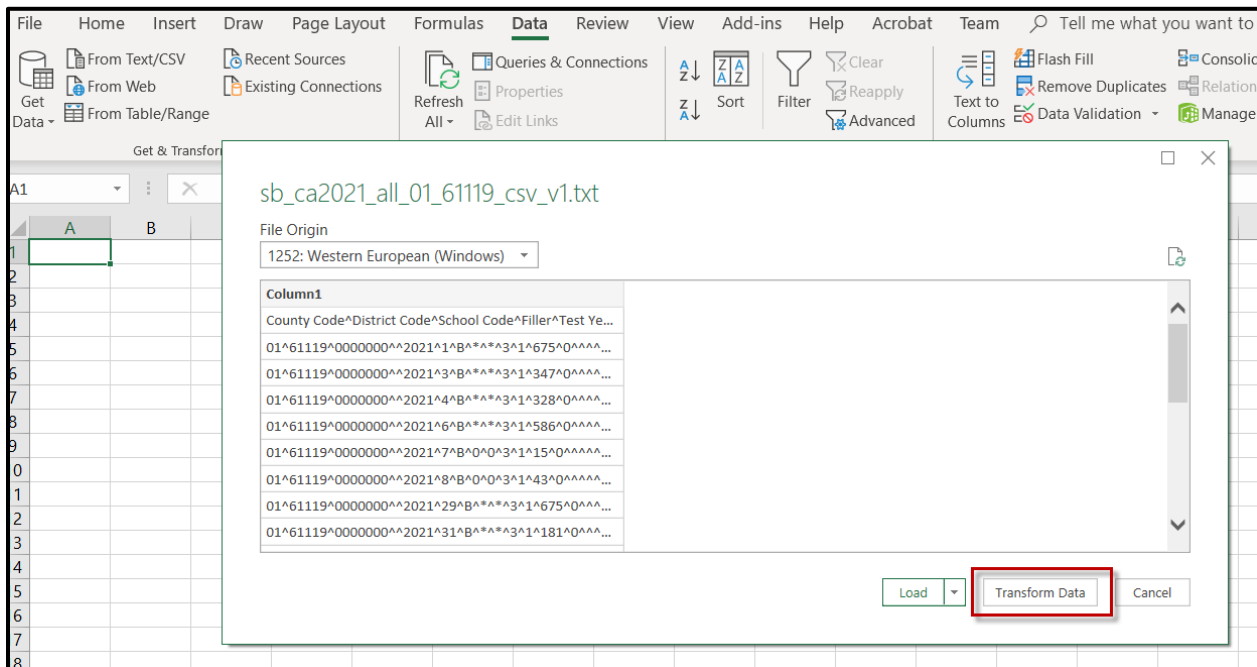**Figure 7. [Data] navigation tab with "From Text/CSV" option**

3. Select the research file to import and select the [**Import**] button ([figure 8](#)).

**Figure 8. *Import Data* screen with file name selected and [Import] button**

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4. A dialog box will be displayed. Select the [**Transform Data**] button ([figure 9](#)).
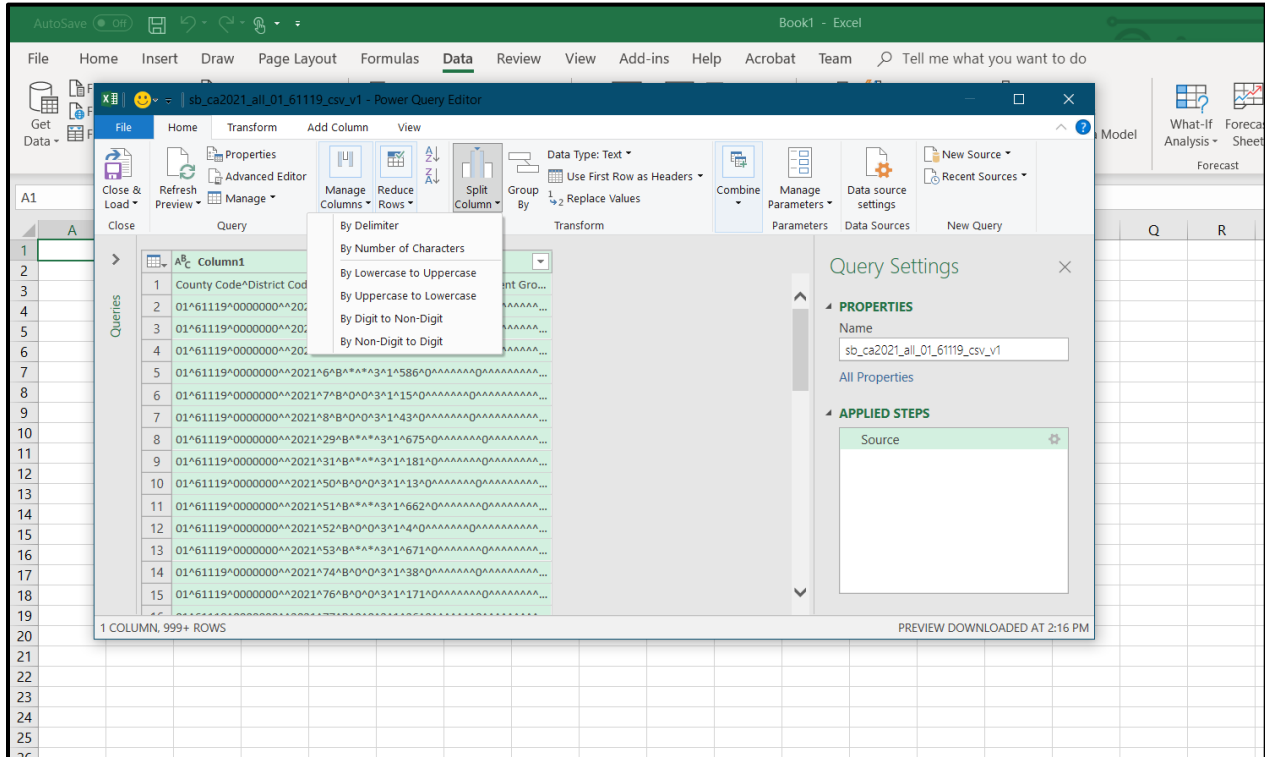

Figure 9. Dialog box with [Transform Data] button

5. A new window will be displayed ([figure 10](#)).
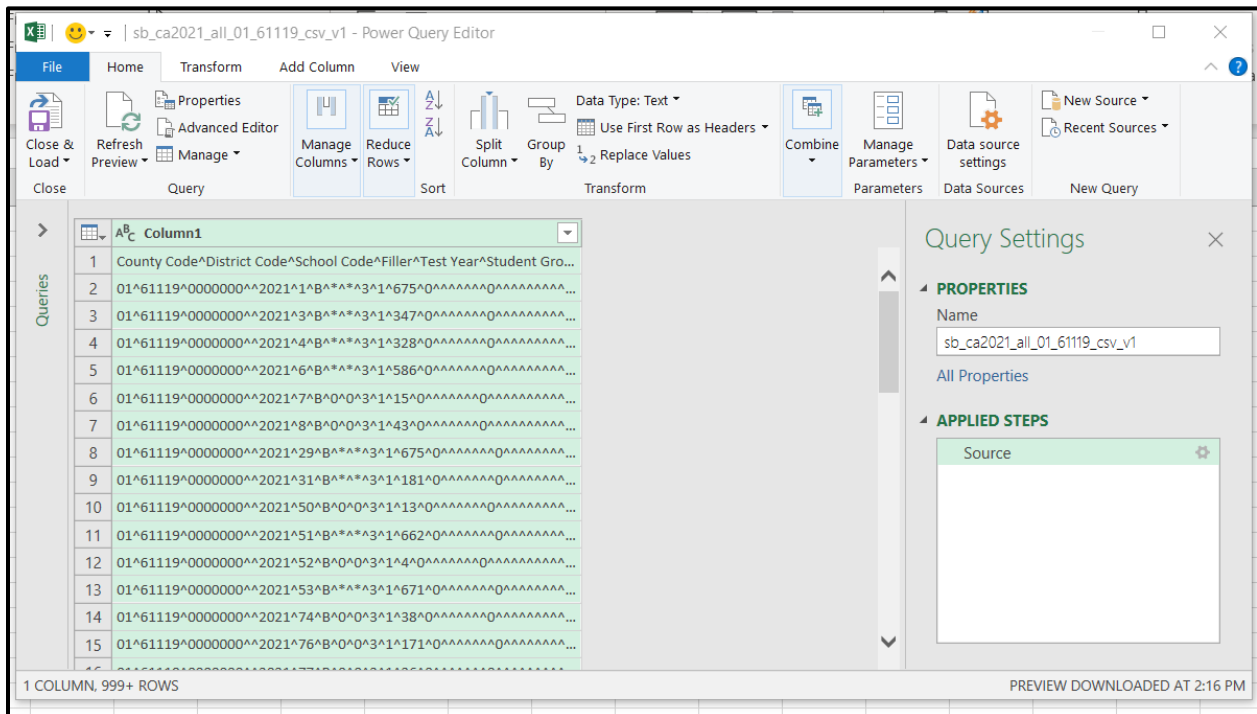
Figure 10. [Home] navigation tab

6. Under the [**Home**] tab, select the [**Split Column**] button in the "Transform" section of the ribbon. From the drop-down list that appears, select *By Delimiter* (figure 11).


Figure 11. [Split Column] button with drop-down list

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7. A new *Split Column by Delimiter* dialog box will be displayed. Select *Custom,* and enter a caret ("^") in the text box. Select the *Each occurrence of the delimiter* radio button in the "Split at" section. Also select the *Columns* radio button in the "Split into" section in the "Advanced options" section. Select the [**OK**] button (figure 12).
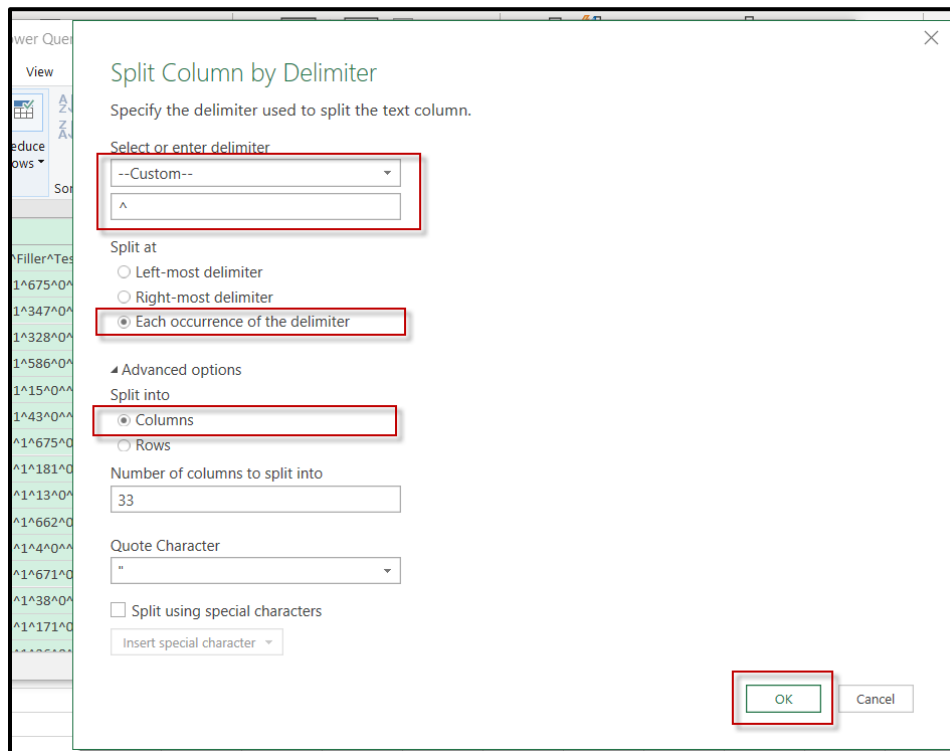
Figure 12. "Split Column by Delimiter" dialog box

8. The data will be parsed and displayed in a table format. Select the [**Close & Load**] button from the "Close" section of the ribbon (figure 13).
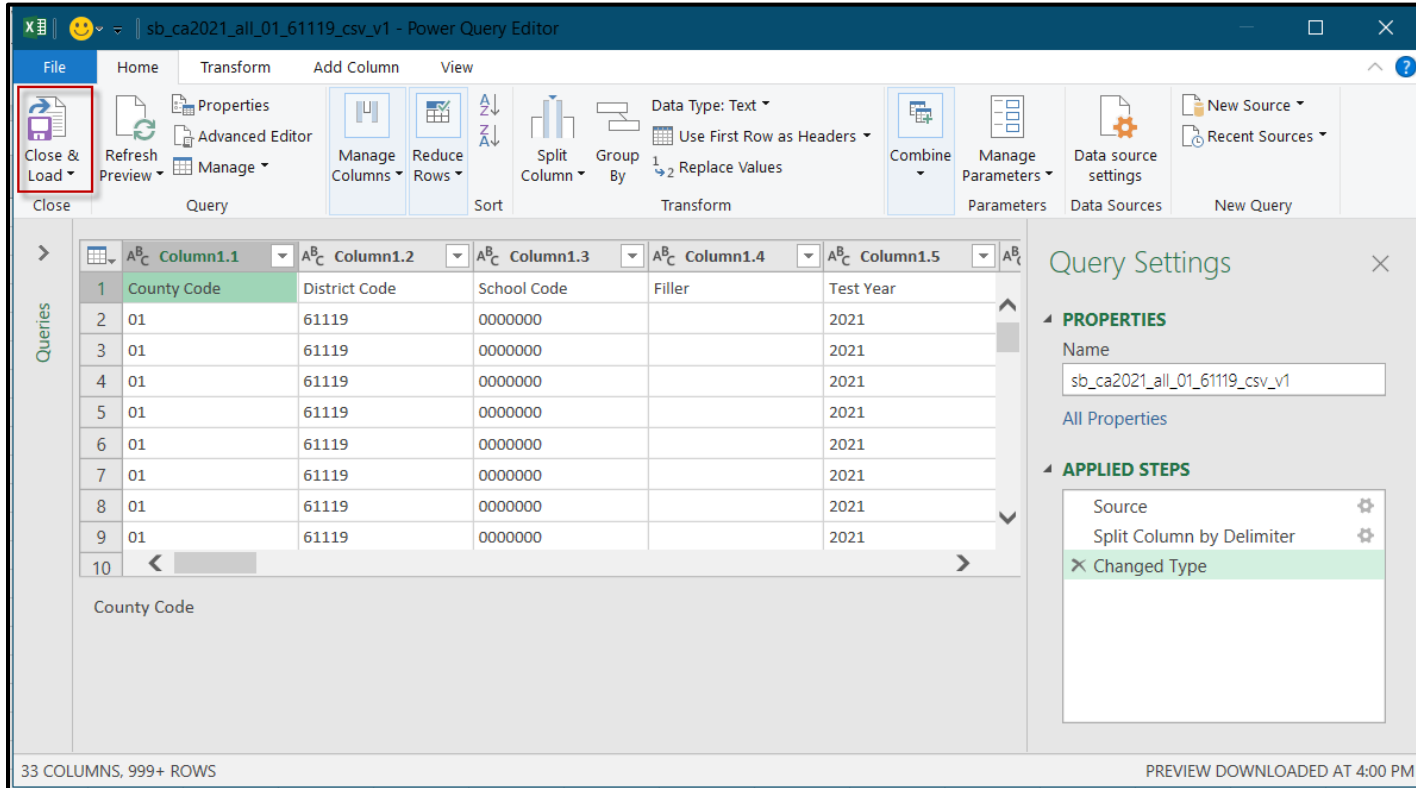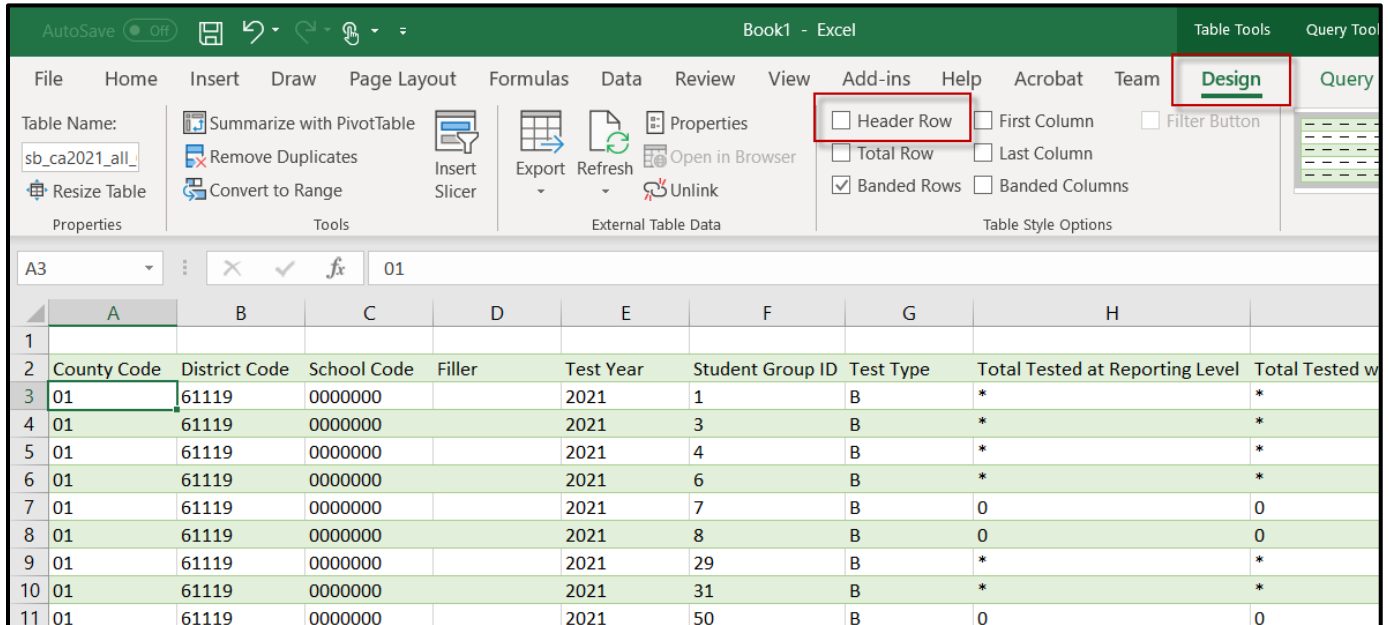

Figure 13. [Close & Load] button

9. A new worksheet with the data will be displayed ([figure 14](#)).

Figure 14. New worksheet

10. To remove the first row, which is without column headers, select the [**Design**] navigation tab from the ribbon, and then uncheck the *Header Row* checkbox ([figure 15](#)).

Figure 15. [Design] tab with *Header Row* checkbox

11. Save the spreadsheet.