

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](#)).

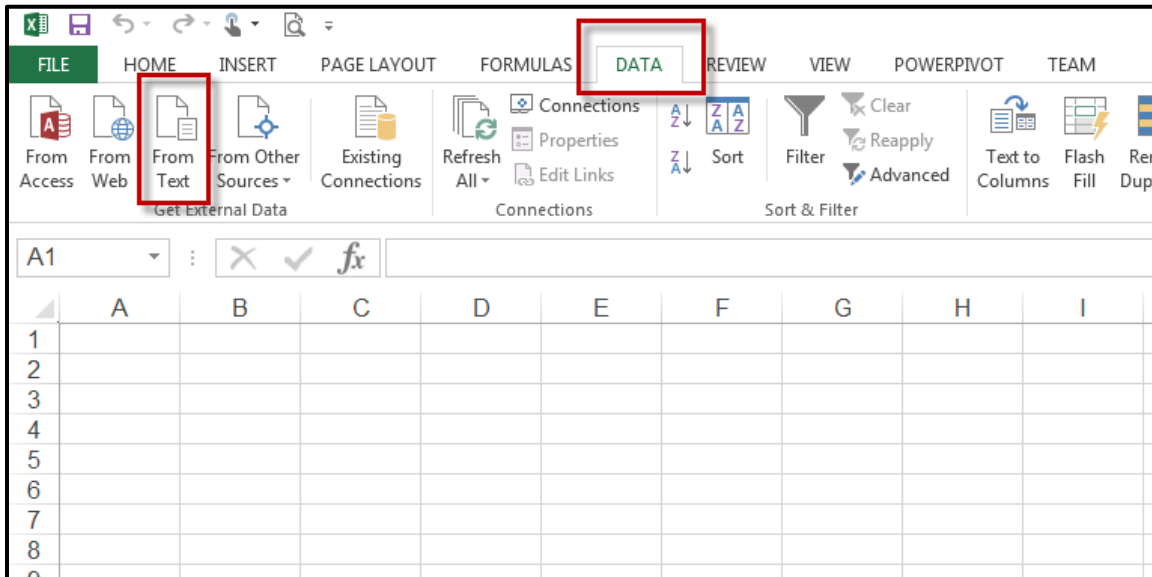


Figure 1. [DATA] navigation tab and [From Text] button

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).

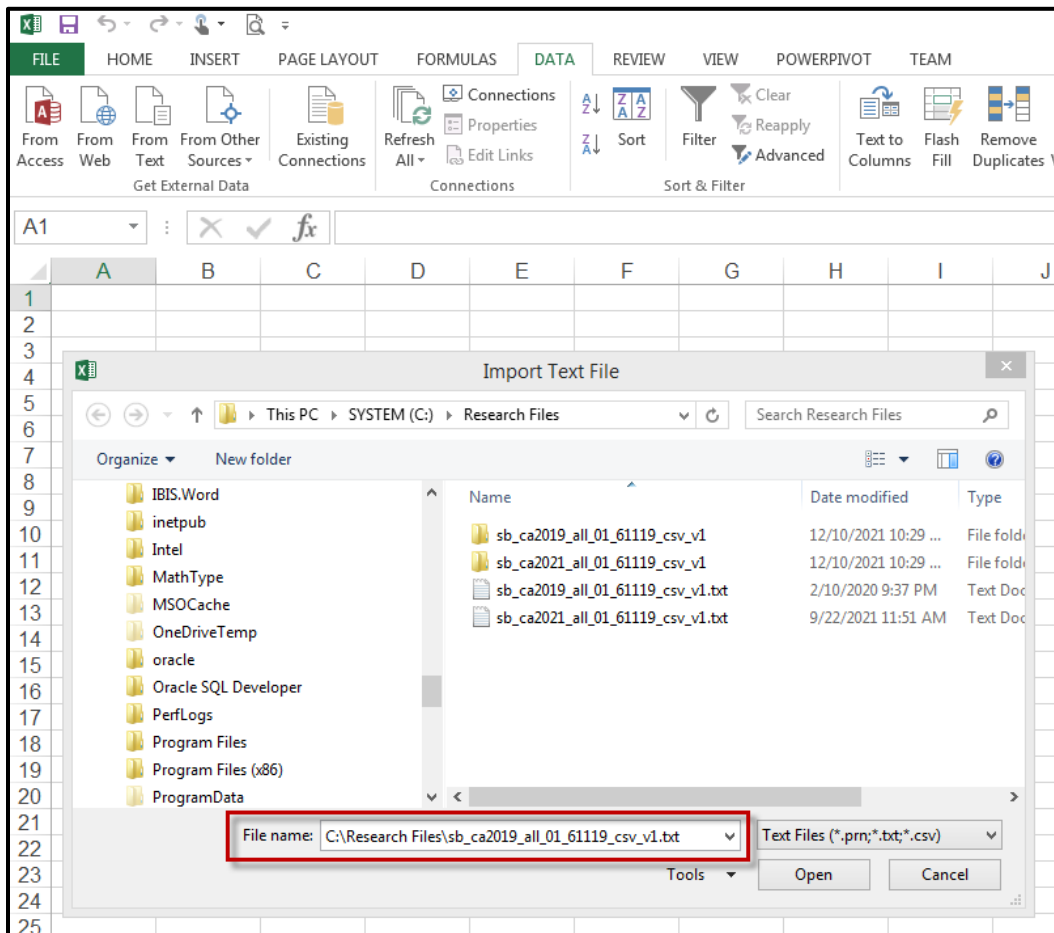


Figure 2. Import Text File dialog box with file name selected

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).

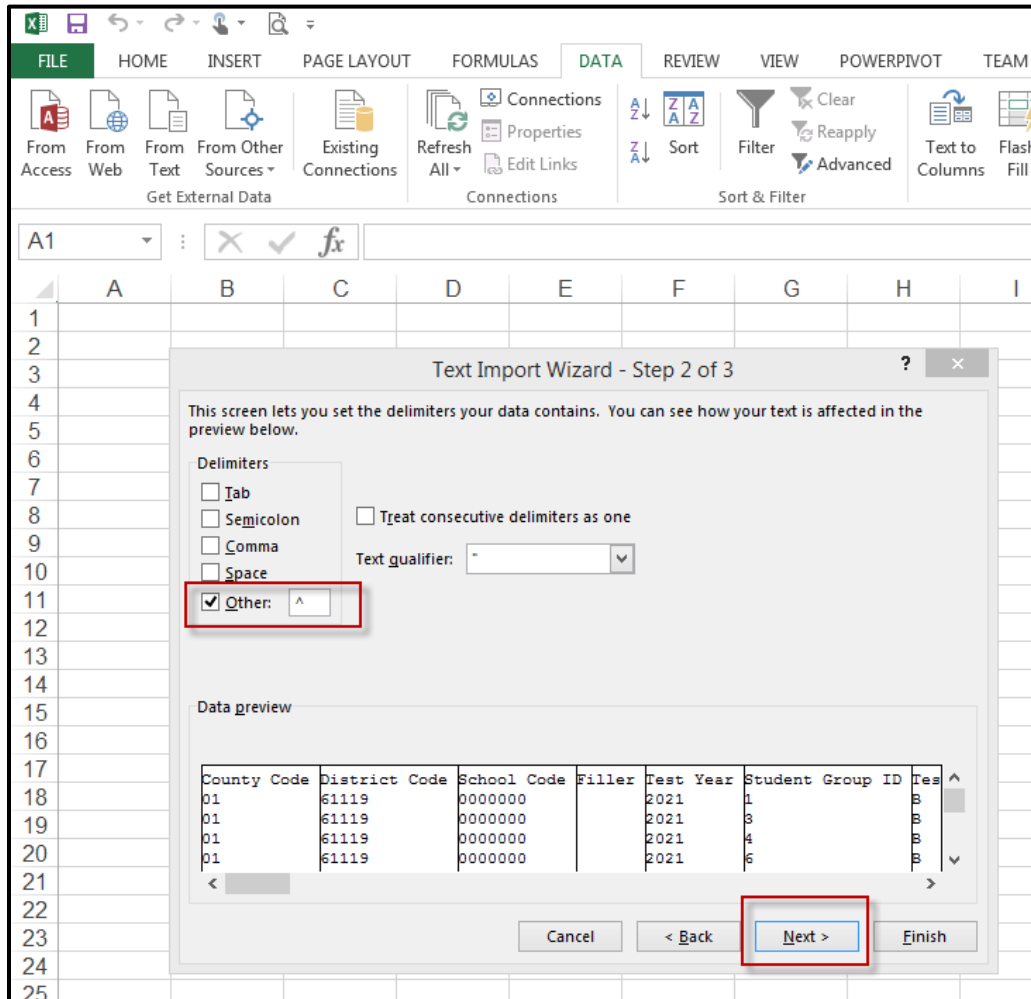


Figure 4. Text Import Wizard: *Other* checkbox and [Next] button

- 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).

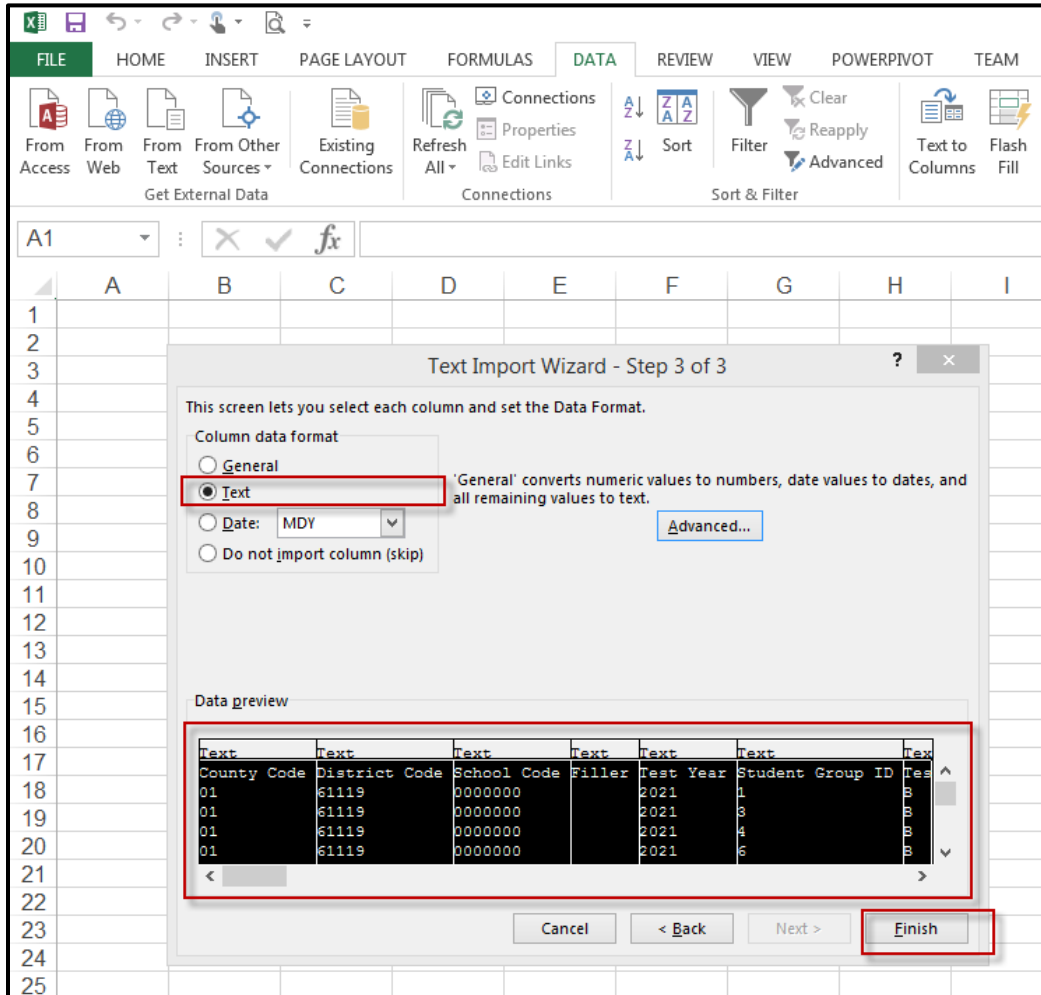


Figure 5. Text Import Wizard: *Text* radio button and [Finish] button

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](#)).

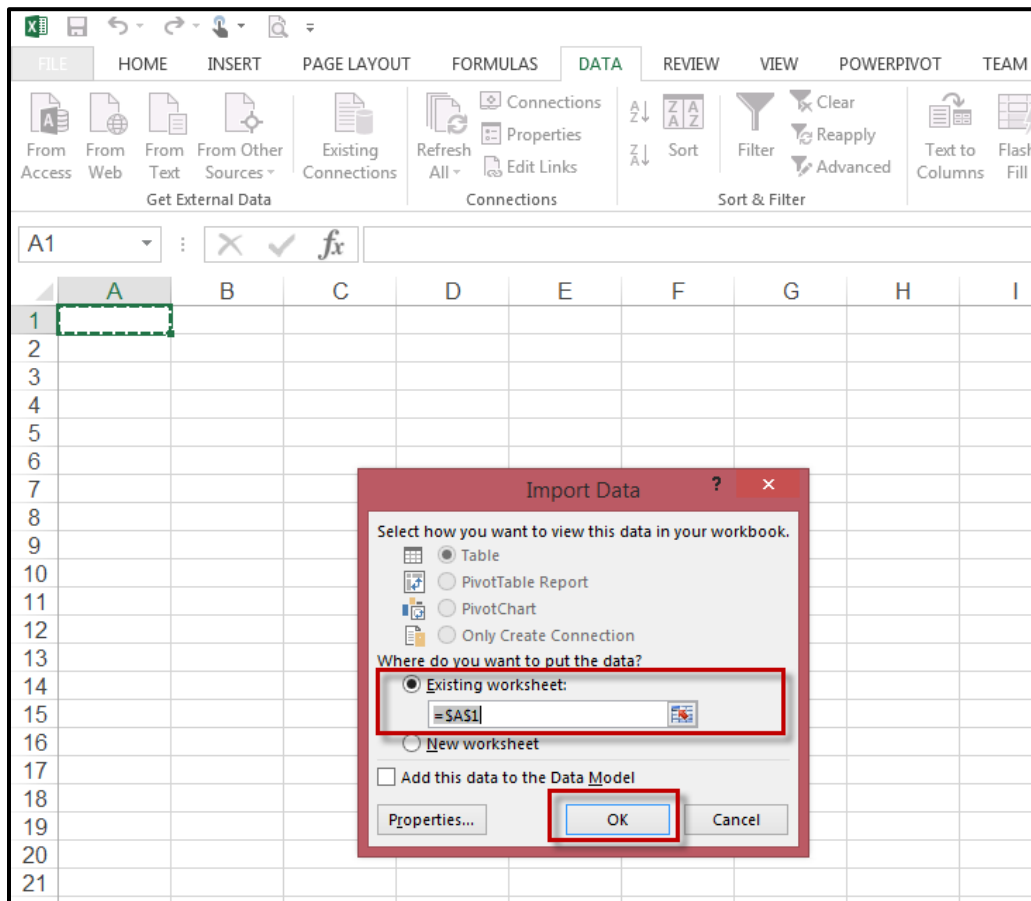


Figure 6. Import Data dialog box: *Existing Worksheet* radio button and [OK] button

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](#)).

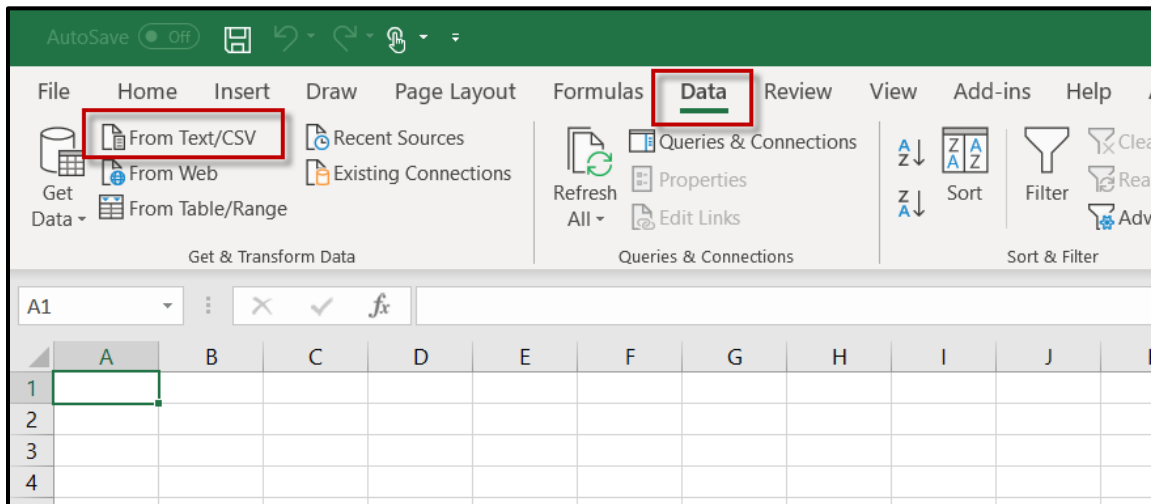


Figure 7. [Data] navigation tab with “From Text/CSV” option

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

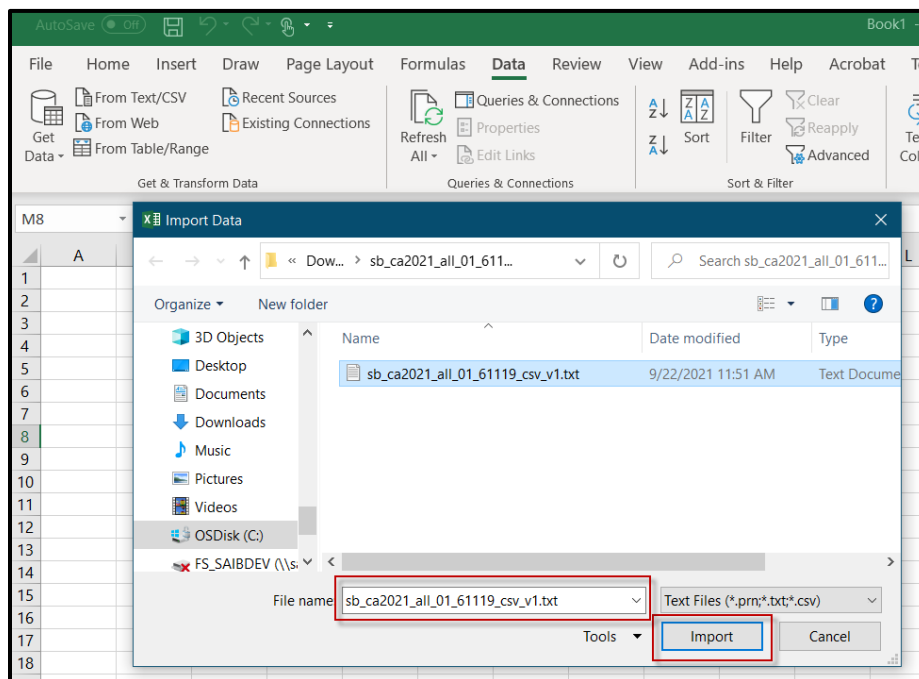


Figure 8. Import Data screen with file name selected and [Import] button

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

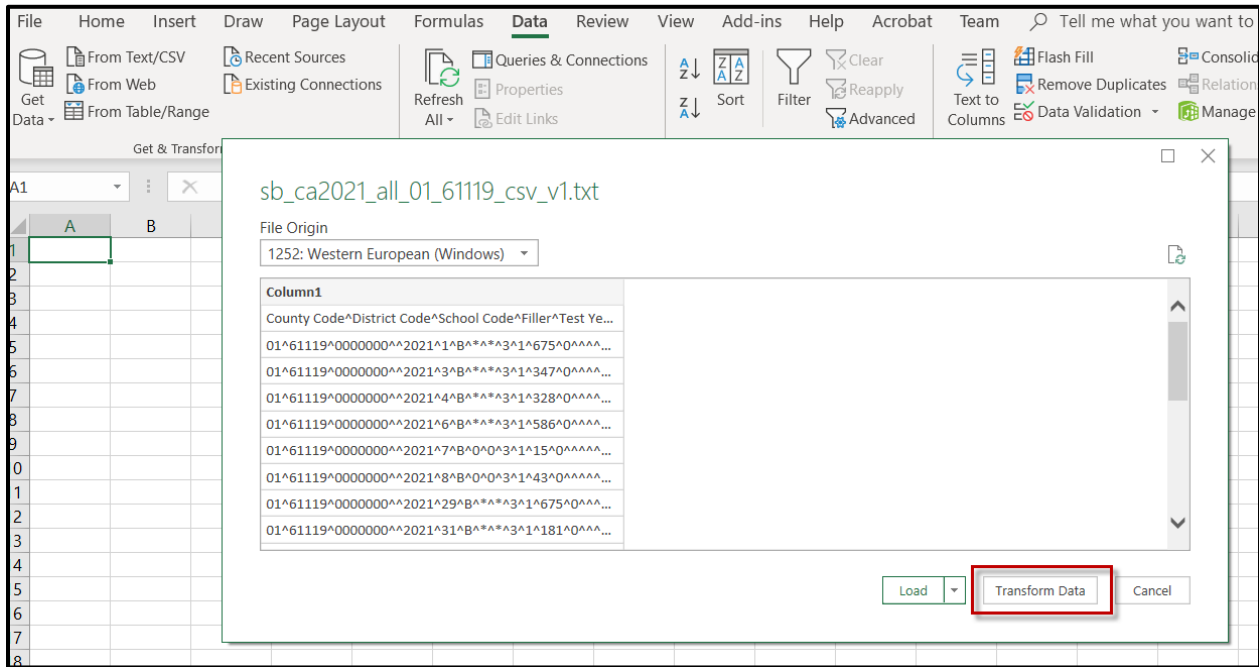


Figure 9. Dialog box with [Transform Data] button

5. A new window will be displayed ([figure 10](#)).

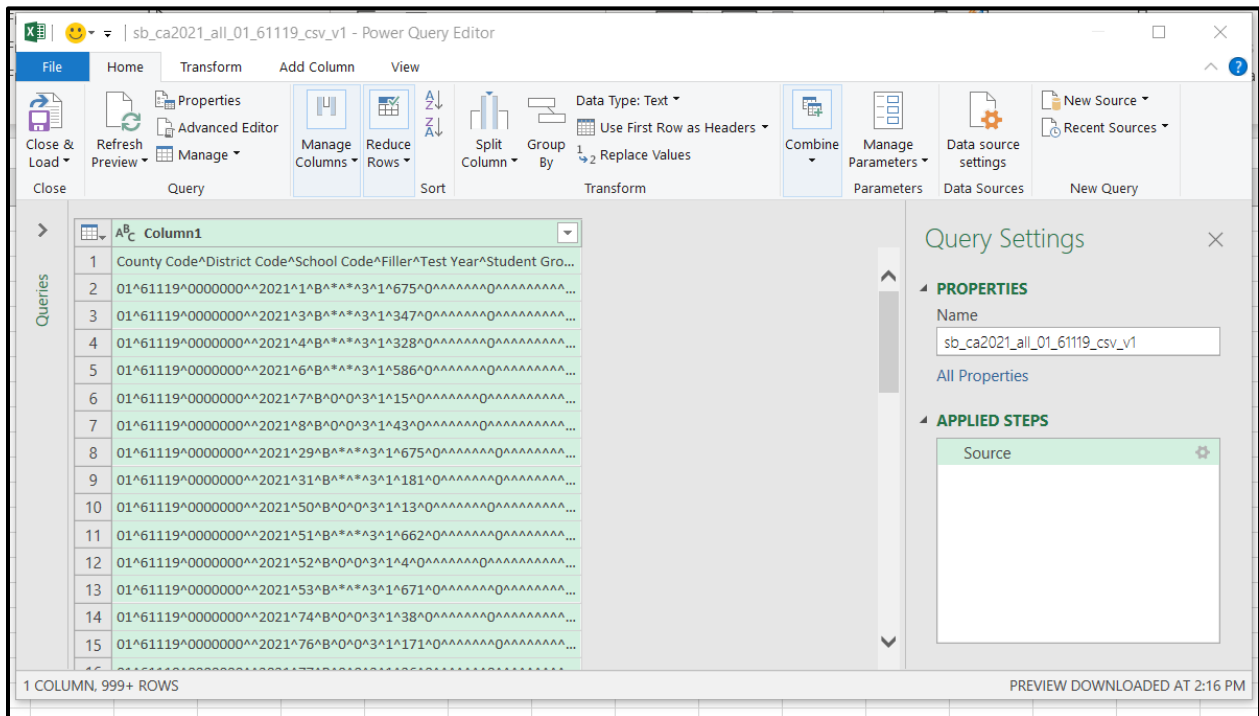


Figure 10. [Home] navigation tab

- 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](#)).

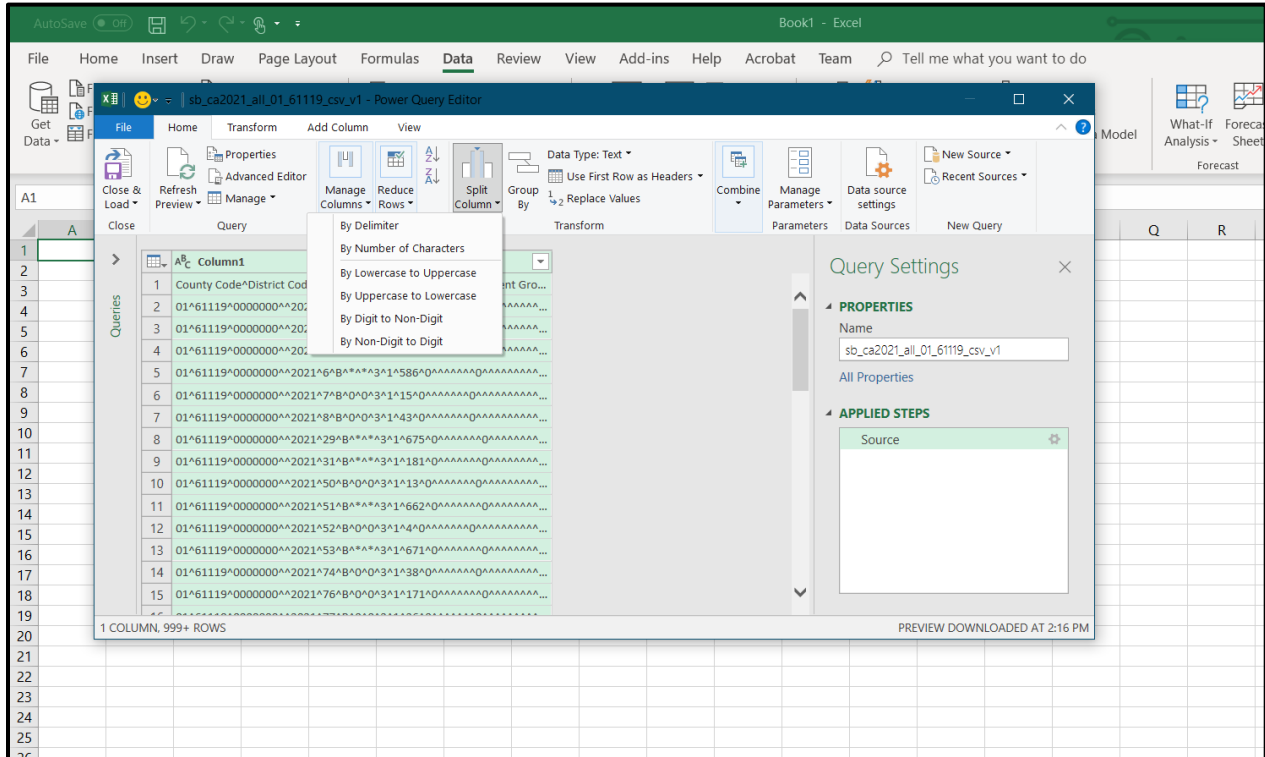


Figure 11. [Split Column] button with drop-down list

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](#)).

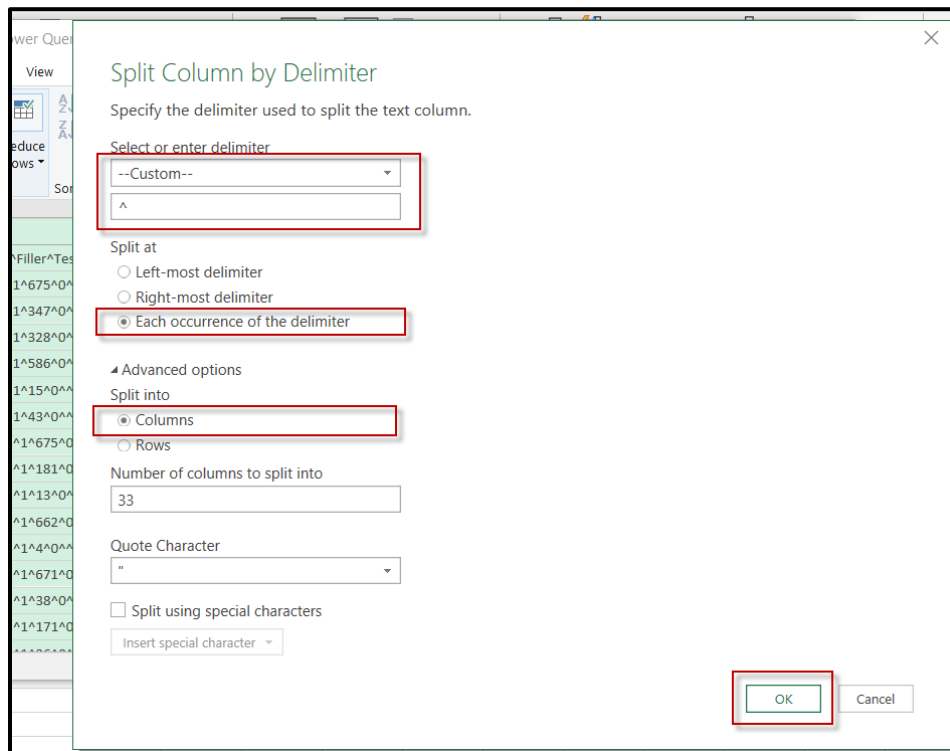


Figure 12. “Split Column by Delimiter” dialog box

- 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](#)).

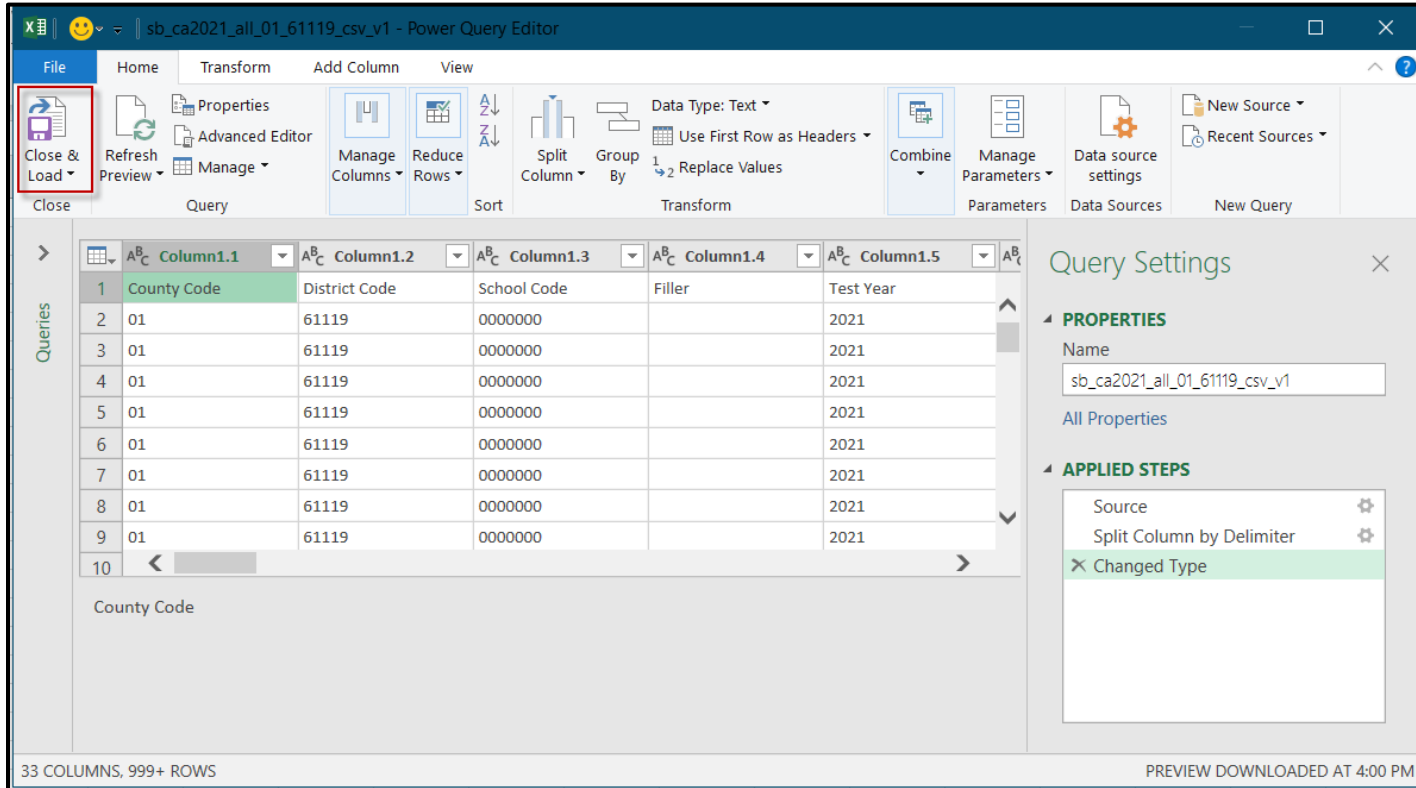


Figure 13. [Close & Load] button

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

1	Column1.1	Column1.2	Column1.3	Column1.4	Column1.5	Column1.6	Column1.7	Column1.8
2	County Code	District Code	School Code	Filler	Test Year	Student Group ID	Test Type	Total Tested at Reporting Level
3	01	61119	0000000		2021	1	B	*
4	01	61119	0000000		2021	3	B	*
5	01	61119	0000000		2021	4	B	*
6	01	61119	0000000		2021	6	B	*
7	01	61119	0000000		2021	7	B	0
8	01	61119	0000000		2021	8	B	0
9	01	61119	0000000		2021	29	B	*
10	01	61119	0000000		2021	31	B	*
11	01	61119	0000000		2021	50	B	0
12	01	61119	0000000		2021	51	B	*
13	01	61119	0000000		2021	52	B	0

Figure 14. New worksheet

- 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).

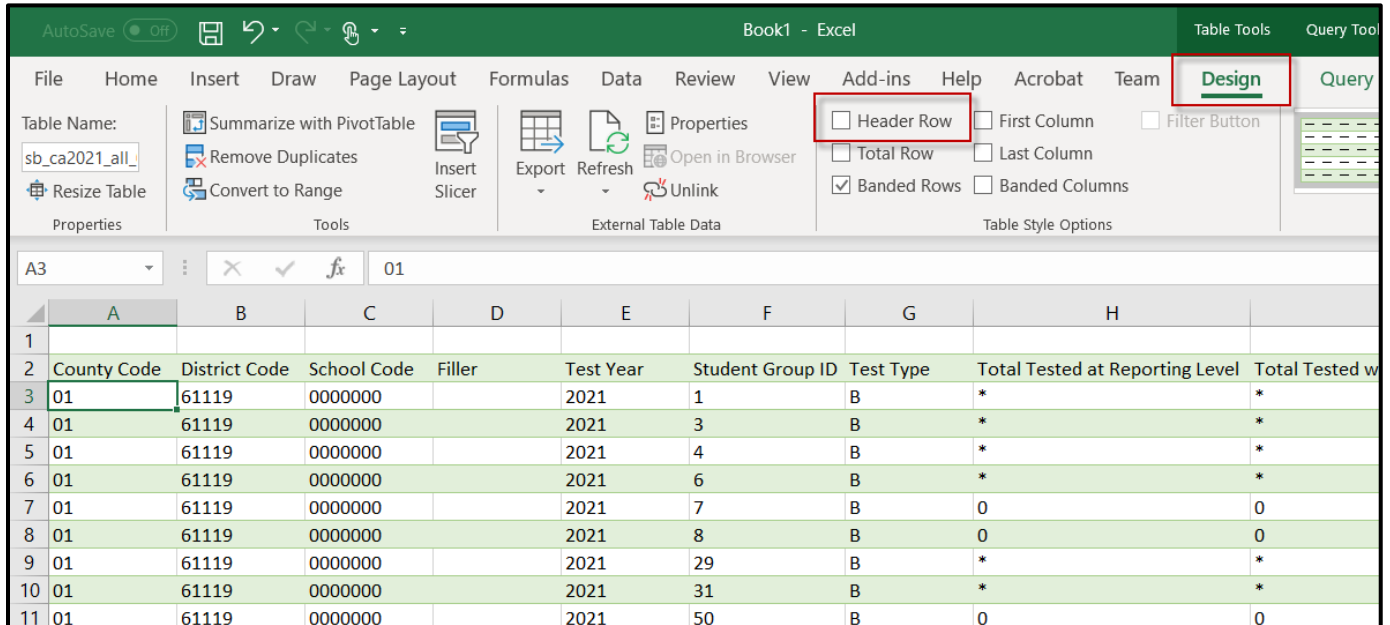


Figure 15. [Design] tab with *Header Row* checkbox

- Save the spreadsheet.