Importing Data Into Excel

1. Open Excel

2. Highlight the tabulated data in just about any format of file (such as the data at chemistry.bd.psu.edu/jircitano/data1.txt) and copy to the clipboard (Edit, Copy or right clip Copy).

3. In Excel, click on the cell you wish to contain the first piece of data, click Paste.

4. **Without** clicking in any cell, click the Data tab, then Text to Columns. A menu box will appear.

5. Select Delimited then Next. Check Comma (or whatever is separating the data columns). You will see the data separate into columns in the Data preview box. If this looks correct, click Finish.

6. Highlight the data to change the font and font size on the Home tab.

7. To format the data to the proper significant figures, highlight the data, click additional features button on the Font ribbon, then Number, then select the proper decimal places.
8. Calculations are done by clicking in the appropriate cell and typing \(=\) (this signals the start of a calculation). Type the formula (* means multiply, / means divide) using numbers or cell references. When you **Enter**, the result of the calculation will be given. The formula can be copied by clicking and holding in the lower right corner of the cell to be copied (a + will appear) and dragging to the last instance of the calculation. Note, if there is a cell reference in your formula, the copied cells will contain a **relative reference** (default).

![Excel screenshot](image)

9. **Control ~** (toggle) will show the formulas.

![Excel screenshot](image)