Import a text (.txt) file into Microsoft Excel

Save the text file to a folder on your computer.

- 1. Open Microsoft Excel
- 2. Select File > Open
- 3. In the Open Pop-Up Window, browse to the folder location where you have saved the text file.
- 4. Select **All Files (*.*)** from the drop down.
- 5. Click the text file you want to open (file name ending in .txt). Click **Open**.



6. In the Text Import Wizard – Step 1 of 3 Pop-Up Box, choose **Delimited**. Click **Next**.

Т	Text Import Wizard - Step 1 of 3	?	×
т	The Text Wizard has determined that your data is Delimited.		
I	f this is correct, choose Next, or choose the data type that best describes your data.		
ſ	Original data type		
	Choose the file type that best describes your data: Chorose the file type that best describes your da		
	Fixed width - Fields are aligned in columns with spaces between each field.		
s	Start import at <u>r</u> ow: 1 File <u>o</u> rigin: 437 : OEM United States		•
	Preview of file F:\Voter Reg List\Registered_Voters_List_Part2_04_10_2015_12_39_21.txt. 1 "VOTER_ID", "COUNTY_CODE", "COUNTY", "LAST_NAME", "FIRST_NAME", "MIDDLE_N 2 "200259970", "03", "Arapahoe", "BANES", "ROBERT", "LAWRENCE", "", "BANES, F 3 "1246754", "03", "Arapahoe", "BENTON", "REGINA", "A", "", "BENTON, REGINA # 4 "2947000", "03", "Arapahoe", "TITTERINGTON", "BRIAN", "ALAN", "", "TITTERIN 5 "200248927", "03", "Arapahoe", "LING", "FLORENCE", "YI YI", "", "LING, FLOR	NAME", ROBER: A", "I NGTON RENCE	•
	Cancel Cancel Next >	<u>F</u> inisł	1

7. In the Text Import Wizard – Step 2 of 3 Pop-Up Box, click the check box for Tab to remove the checkmark. Click the check box for Comma to add a checkbox. Click Next.

Т	ext Import Wi	zard - Step 2 of 3	3				? <mark>×</mark>
т b	This screen lets below.	you set the delimi	ters your dat	a contains. You ca	n see how your	text is affected in	the preview
	Delimiters Tab Semicolon Comma Space Other: Data greview	T <u>r</u> eat Text <u>q</u> ua	ifier:	delimiters as one			
	VOTER_ID 200259970 1246754 2947000 200248927 ∢ Ⅲ	COUNTY_CODE 03 03 03 03 03	COUNTY Arapahoe Arapahoe Arapahoe Arapahoe	LAST_NAME BANES BENTON TITTERINGTON LING	FIRST_NAME ROBERT REGINA BRIAN FLORENCE	MIDDLE_NAME LAWRENCE A ALAN YI YI Next >	NAME_SU3

8. In the Text Import Wizard – Step 3 of 3 Pop-Up Box, keep all fields the same. Click Finish.

	3				? <mark>×</mark>
This screen lets you select each co	olumn and se	t the Data Format.			
Column data format					
o <u>G</u> eneral	'Ceperal' (opverte pumeric va	alues to number	, date values to s	later and all
© <u>T</u> ext	remaining	values to text.	aides to humber:	s, date values to t	uates, anu ai
◎ <u>D</u> ate: MDY			Advanced	•	
Do not import column (skip)					
Data <u>p</u> review					
Data preview	Caparal	Ceneral	Ceneral	Conoral	Ceneral
Data preview General General VOTER_ID COUNTY_CODE	General COUNTY	General LAST_NAME	General FIRST_NAME	General MIDDLE_NAME	General NAME_SUI ^
Data preview General General VOTER_ID COUNTY_CODE 200259970 03	General COUNTY Arapahoe	Seneral LAST_NAME BANES	General FIRST_NAME ROBERT	General MIDDLE_NAME LAWRENCE	General NAME_SU: ^
Data greview <u>General</u> <u>General</u> <u>VOTER_ID</u> <u>COUNTY_CODE</u> 200259970 03 1246754 03	General COUNTY Arapahoe Arapahoe	Seneral LAST_NAME BANES BENTON	General FIRST_NAME ROBERT REGINA	General MIDDLE_NAME LAWRENCE A	Ceneral NAME_SUI
Data preview <u>General</u> <u>General</u> VOTER_ID COUNTY_CODE 200259970 03 1246754 03 2947000 03	General COUNTY Arapahoe Arapahoe Arapahoe	General LAST_NAME BANES BENTON TITTERINGTON	General FIRST_NAME ROBERT REGINA BRIAN	General MIDDLE_NAME LAWRENCE A ALAN	Seneral NAME_SUI ^
Data preview General General VOTER_ID COUNTY_CODE 200259970 03 1246754 03 2947000 03 200248927 03	General COUNTY Arapahoe Arapahoe Arapahoe Arapahoe	General LAST_NAME BANES BENTON TITTERINGTON LING	General FIRST_NAME ROBERT REGINA BRIAN FLORENCE	General MIDDLE_NAME LAWRENCE A ALAN YI YI	General NAME_SUI
Data preview <u>General</u> <u>General</u> VOTER_ID COUNTY_CODE 200259970 1246754 2947000 03 200248927 03 ()))	<u>Seneral</u> COUNTY Arapahoe Arapahoe Arapahoe Arapahoe	General LAST_NAME BANES BENTON TITTERINGTON LING	General FIRST_NAME ROBERT REGINA BRIAN FLORENCE	General MIDDLE_NAME LAWRENCE A ALAN YI YI	General NAME_SUI
Data preview <u>General</u> <u>General</u> <u>VOTER_ID</u> <u>COUNTY_CODE</u> 200259970 03 1246754 03 2947000 03 200248927 03 I	General COUNTY Arapahoe Arapahoe Arapahoe Arapahoe	Seneral LAST_NAME BANES BENTON TITTERINGTON LING	General FIRST_NAME ROBERT REGINA BRIAN FLORENCE	Ceneral MIDDLE_NAME LAWRENCE A ALAN YI YI	General NAME_SUI ^

The text file will now appear in the Excel spreadsheet. You can use the Data toolbar in Excel to sort or filter data.

- 9. To save the Excel file to your computer, click **File**, then **Save As.** Browse to a folder on your computer where you would like to save the file.
 - Next to File Name, type the name of the file as you would like to save it.
 - Click the Save As drop down. Click Excel Workbook. Click Save.

Save As				x
CA0007S (\\ADMNT	S98) (F:) 🕨 Voter Reg List	✓ 4 Searce	h Voter Reg List	Q
Organize 🔻 New folder			:== ▼	?
Documents Name	No itams match	our search	Date mo	odifie
Videos	No rens match y	our search.		
P Computer B OSDisk (C:) CA0007\$ (\\ADI				
🖵 Communicatio				
🚍 APPS (\\ADMN' 🖉 🧹	III			
File <u>name</u> : Registered_Voter	rs_List_Part2_04_10_2015_12_39_21			
Save as type: Excel Workbook				
Excel Workbook Excel Macro-Enal Excel Binary Worl Excel 97-2003 Wo XML Data	oled Workbook kbook rkbook			
Hide Folders Single File Web P Web Page Excel Template	age			