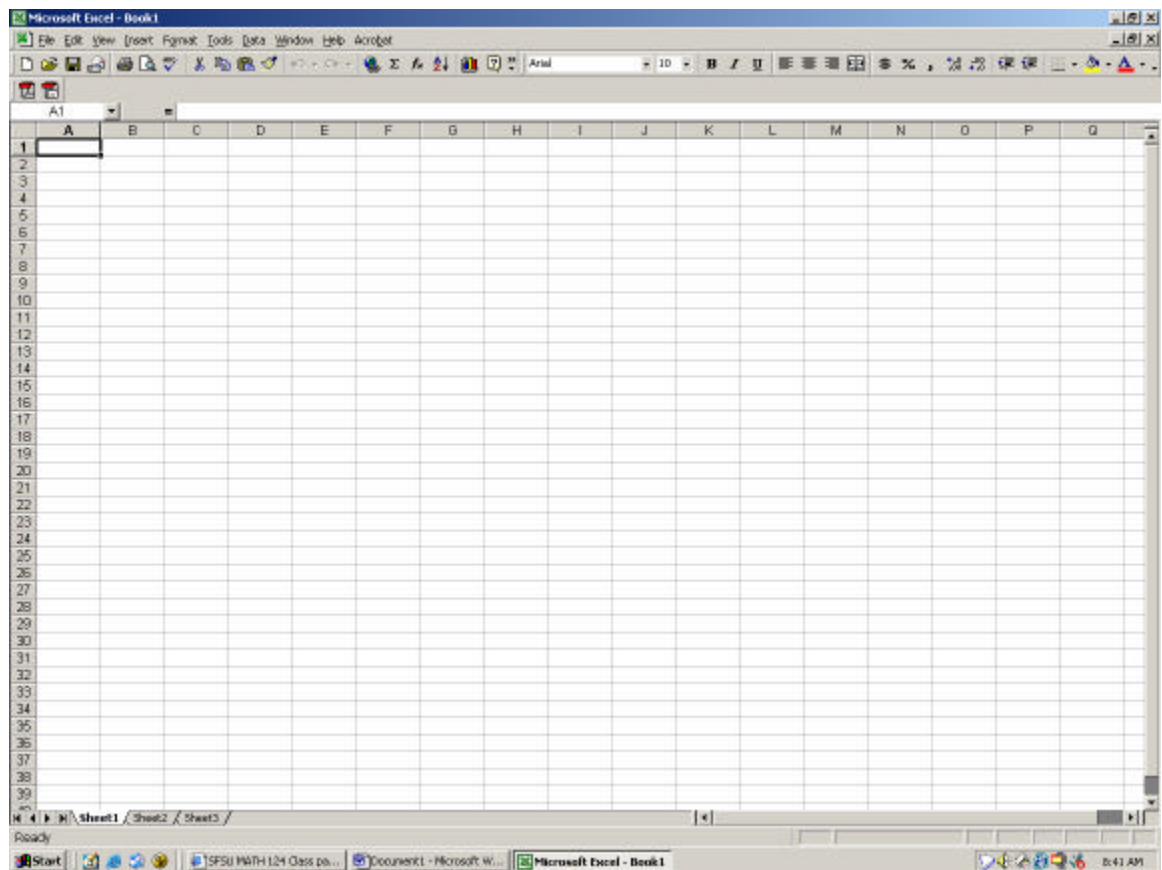


MATH 124 – Loading the data into excel

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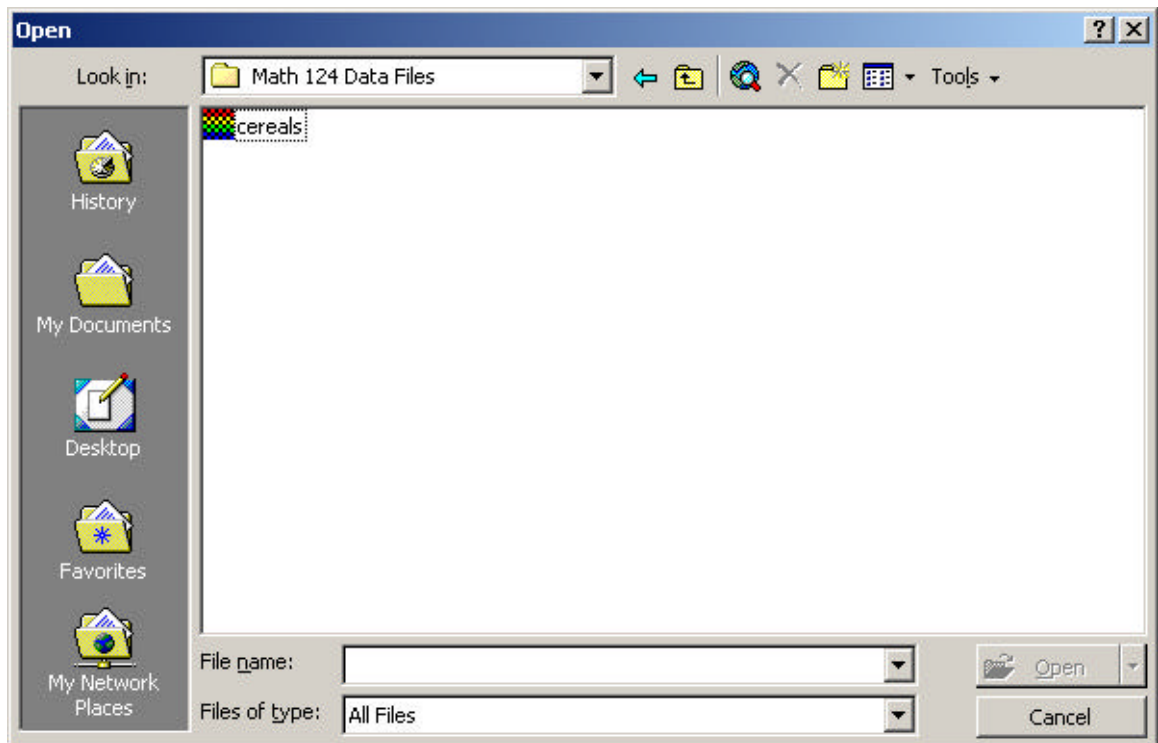
The purpose of this document is to guide you through the steps needed to load the data into excel.

1. Using internet explorer, mozilla, firefox or another browser go to the class webpage <http://math124sfu.bmbolstad.com> and locate the assignments section. Right click on the *cereals.dat* file and save it on to your computer somewhere (or onto a floppy disk if you have no ability to save it onto the hard drive) using the “Save target as ..” option (may vary a little by browser).
2. Next launch Excel. (this document concentrates on excel 2000, but the methods should be very similar for other versions). Once you’ve launched it your screen should look similar to this. The little squares you see in the document window are call spreadsheet cells. Each is indexed by a location. A letter gives the column and a number gives the row. So the top left hand cell is indexed by A1, the second cell in that column is A2 and so on.

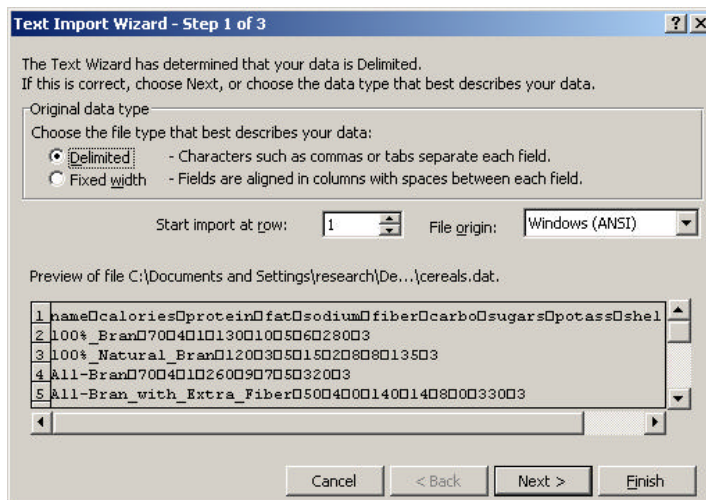


- 3.

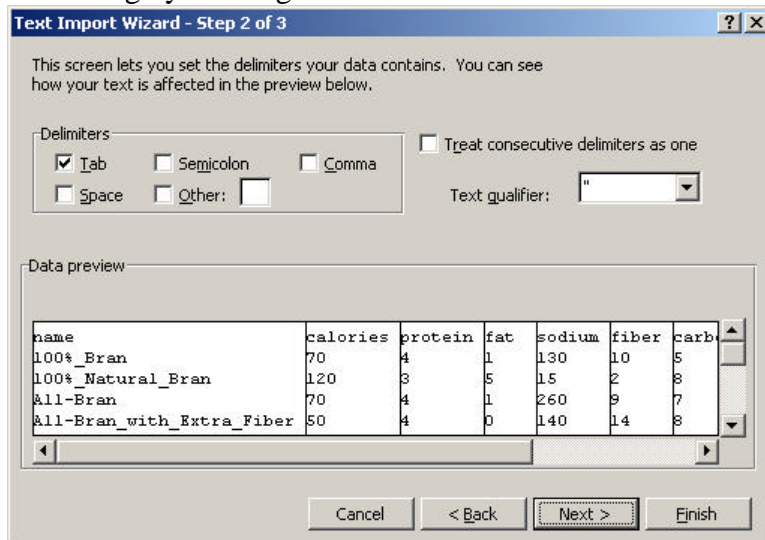
- Now we need to load the *cereals.dat* data file that we will use in this assignment. To do this go to the file menu and select the option “Open...”. This brings up the Open file dialog that looks like the following:



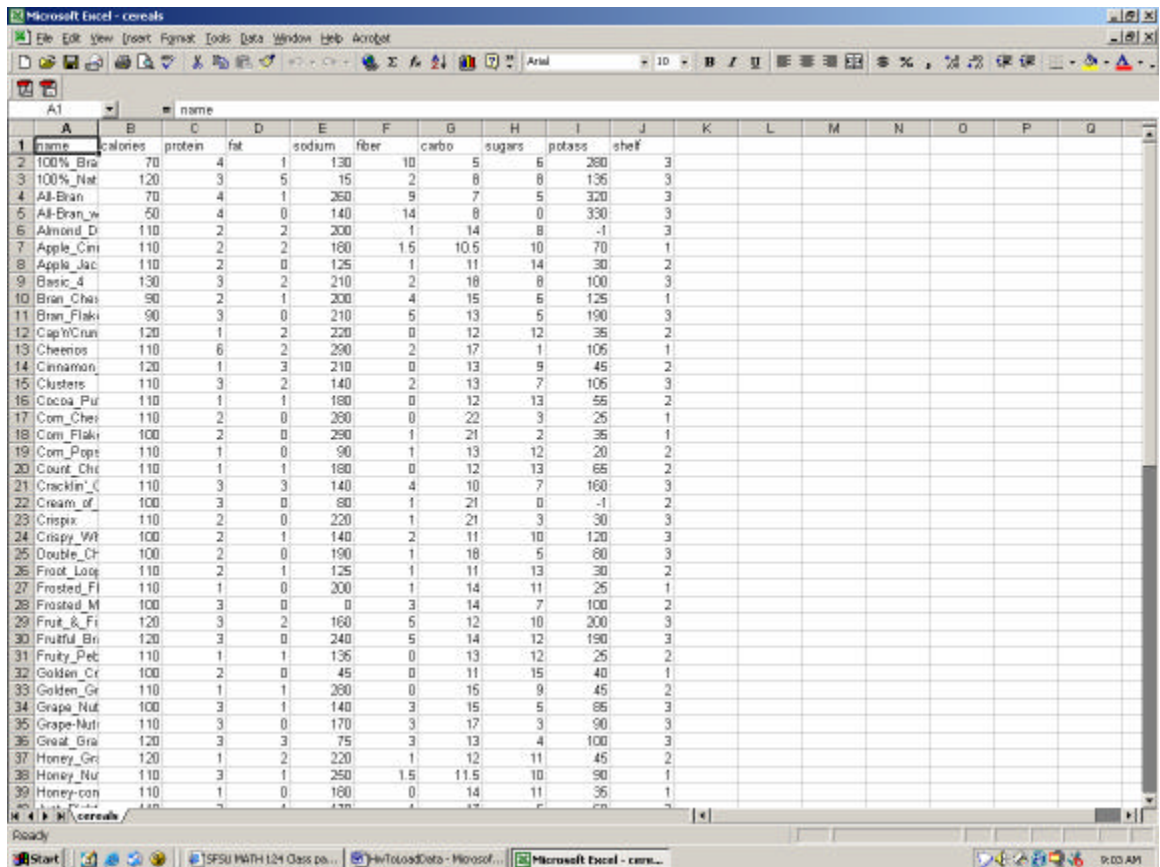
- You need to navigate to the location where you saved the data file. Next be sure that you set “File of type” to be “All files”. The file named cereals should now show in the file list. Select the file and click open.
- Because the data file is a text file rather than an excel file (this was so people could use different versions of excel or another spreadsheet to do the assignment) the data file must be imported. Using the Text Import Wizard dialog box make sure that “Delimited is chosen” then click next.



- The next window requires you to make sure that the “tab” is box is checked. The dialog should look like this after you have clicked on the box next to “tab”. Close this dialog by clicking on “Finish”.



- Your spreadsheet window should now look like this:



9. You will probably want to save the imported file as an excel file. Do this by choosing “Save ...” from the file menu and typing a new name for the file. Be sure that you set “Save as type” to “Microsoft Excel Workbook”. Then click save.

10. Congratulations you have successfully read the data into excel.