HOW TO IMPORT TEXT FILES INTO EXCEL

There are three formats for storing text files with potential implementation as a table, and they are **not** the traditional Microsoft Office Excel ® formats (.xls, .xlsx, etc.), these files are **tab-delimited** and **separated by commas**

* **Tab-separated values (.tsv) files:** in this format, the tab character (tab) separates each field.
* **Archivos de texto delimitados por tabulaciones *(.txt)***: en este formato el carácter de tabulación (tab) delimita cada campo de contenido almacenado en un archivo de texto.
* **Tab-delimited text files (.txt):** in this format, the tab character (tab) delimits each content field stored in a text file.

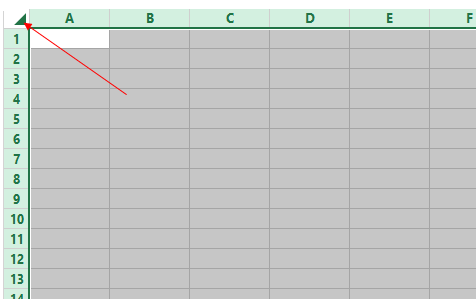
# 

# ADECUACIÓN DE LA HOJA DE CÁLCULO

Before importing the file you must set the general format of the spreadsheet as **"Text"**.

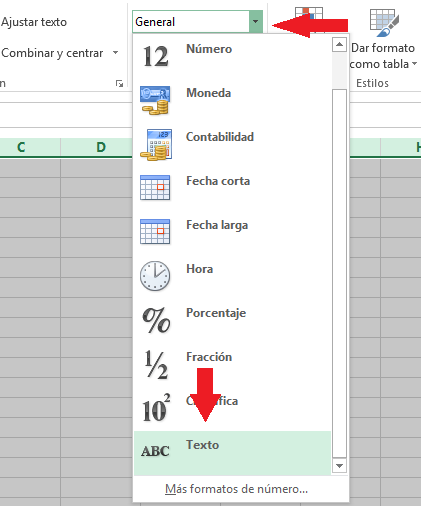
***Step 1***

De clic en la esquina superior izquierda de la hoja de cálculo (espacio entre la columna A y la fila 1), de esta manera seleccionará la hoja de cálculo en su totalidad.



***Step 2***

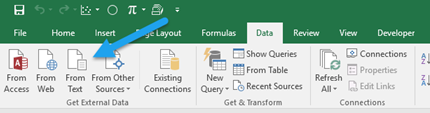
Al abrir un archivo en ***Microsoft Office Excel ®*** siempre aparecerá seleccionado el formato “**General**”. De clic en el desplegable del formato de la hoja de cálculo, y al final de la lista seleccione “**Texto**”.



# IMPORTAR ARCHIVO .txt

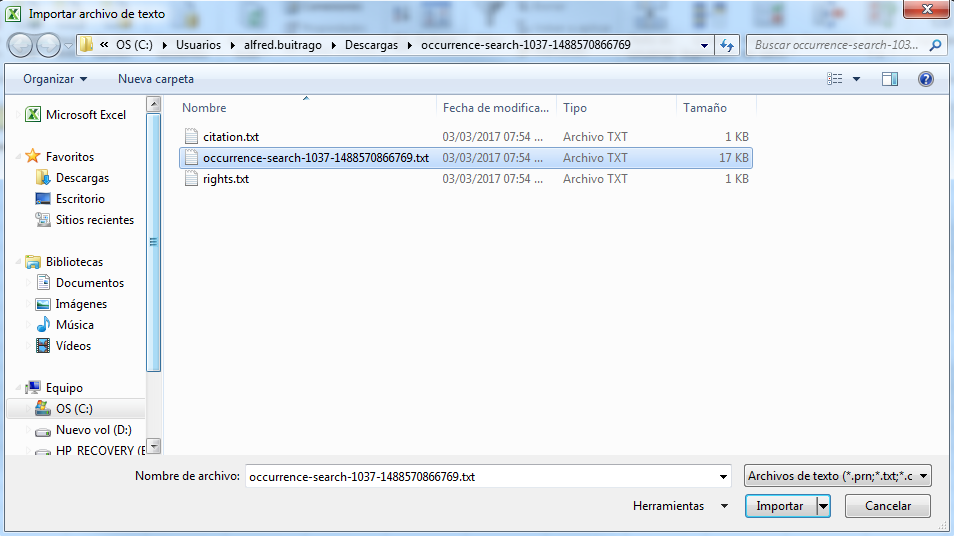
***Step 1***

Select the **"Data"** tab from the top menu. Then choose to obtain external data **“From text”**.



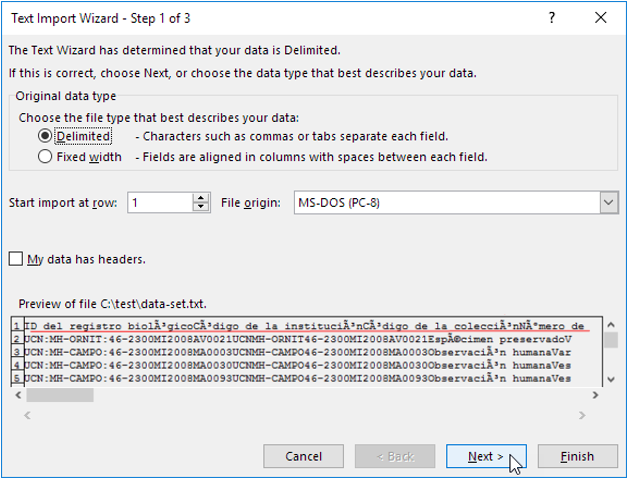
***Step 2***

Select and **import** the text file by searching and selecting from your computer.



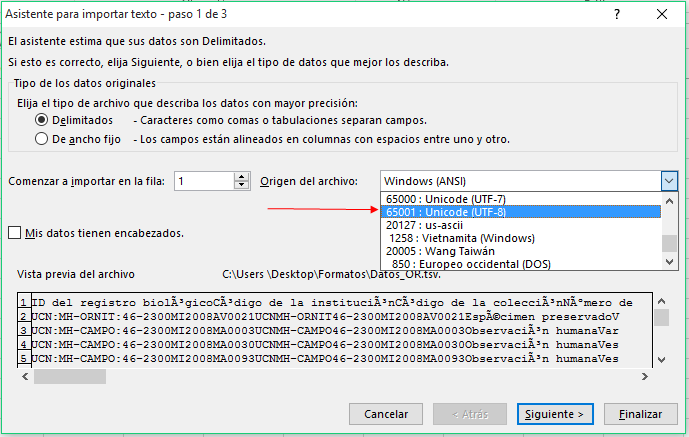
***Step 3***

***Microsoft Office Excel ®*** will display a wizard with 3 steps. Note that the first row of the file (headers) appears with uncommon characters (see the red arrow).



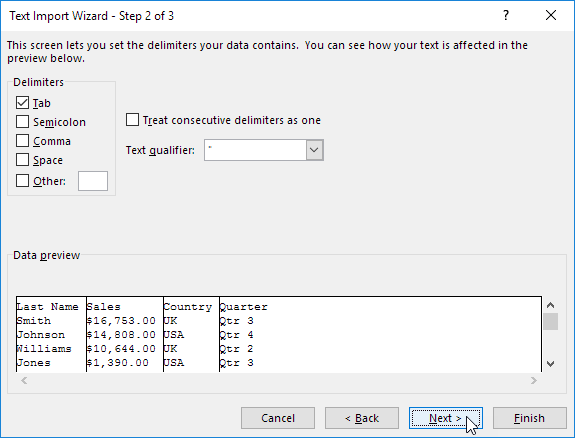
***Step 4***

To fix the issue with the uncommon characters, select “**Unicode (UTF-8)**” from the **“File origin”** . Then click **“Next”**



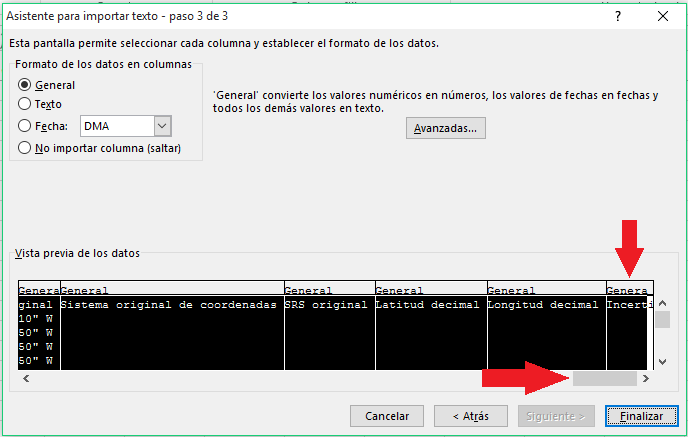
***Step 5***

In the second step of the wizard, choose **“Tab”** as **delimiter**. Next.



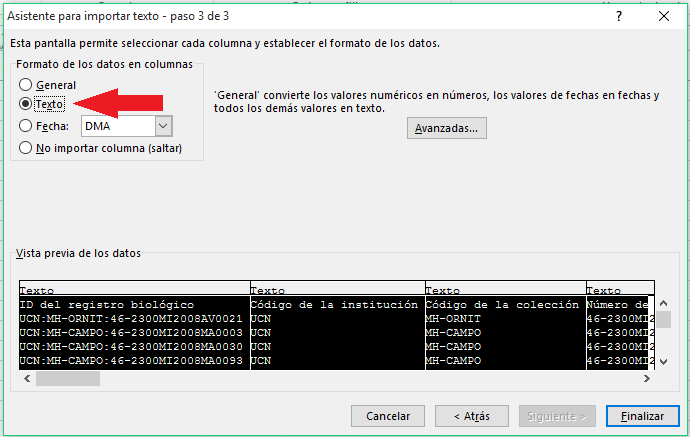
***Step 6***

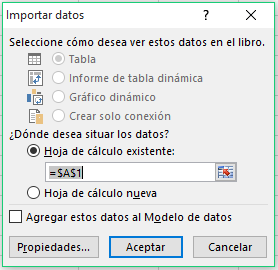
In the third step of the “Import Text Wizard”, you must click on the first column of the data set, then press the shift key and without releasing it drag the slide bar to the right limit where you will see the last column of the data set , click on this column and release the shift key. This way you will have selected all the columns in the data set.



***Step 7***

Select “**Text**” in “**Columns data format”** and click on **Finish.**





***Step 8***

Click on acept button.

***Step 9***

You will then have the text file correctly imported into Microsoft Office Excel ®.

