

VETERANS UPWARD BOUND

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Objectives-Creating Templates and Importing Data

Students will have mastered the material in this project when they can:

- Create a template
- Import data from a text file
- Import data from an Access database
- Import data from a Word document

Overview

In this project, students learn how to create a template and to import data in different formats into a worksheet. Using a preformatted worksheet, students discover how to import a text file, an Access database, and transposing information in a Word document.

Background: You are employed by A+ Appliance Repair, which has locations in Missouri, Iowa, and Kansas. You need to produce a report for the board, so each location will submit information. However, they all provide the information in different formats, so you will need to manipulate the data for Excel and produce a consistent report.

Basic Solution:

1. Open A+ Appliance Repair Revenue on Moodle.
2. To import the text file:
 - a. Select cell A3 and activate the Data ribbon. Click on the Get External Data button, From Text and import the file A+ Appliance Repair Missouri.
 - b. In the wizard dialog boxes, choose the Delimited format with commas.
 - c. When Excel displays the Import Data dialog box, tap or click the Properties button to display the External Data Range Properties dialog box. Remove the check mark in the 'Adjust column width' check box. Tap or click the 'Overwrite existing cells with new data, clear unused cells' option button to select it.
 - d. Tap or click the OK button to close the External Data Range Properties dialog box. Tap or click the OK button to close the Import Data dialog box. Use the format painter to copy the formatting from cells A3:G3 to the range A4:G7
3. To import an Access file:
 - a. Select cell A8. Tap or click the Get Data from Access button and import the file named A+ Appliance Repair Iowa.
 - b. Select the Table ribbon and click 'Convert to Range'. Tap or click the OK button in the dialog box to convert the table to a range.
 - c. Delete the headings in row 8. Use the format painter to copy the formatting from cells A7:G7 to the range A8:G12.
4. To paste data from Word:
 - a. Select A20. Run Word and open the file named A+ Appliance Repair Kansas. In the Word table, select all of the data in columns 2 through 6 and copy it.

- b. Return to Excel and tap or click the Paste arrow. Tap or click the Paste Special command to display the Paste Special dialog box. Choose Text in the As list and tap or click the OK button to paste the data.
 - c. With the pasted range, A20:E25, still selected, copy the range to the clipboard. Tap or click cell A13 to select the paste location. Tap or click the Paste arrow and then tap or click the Transpose button in the Paste gallery.
 - d. Delete the original imported data in cells A20:E25.
 - e. Cut the data in cells B13:F17 and paste in to cell C13 to move it one column to the right.
 - f. Select cells A13:A17. Tap or click the 'Text to Columns' button on the Data ribbon. In the wizard dialog boxes, choose the Delimited format with spaces.
 - g. Use the format painter to copy the formatting from cells A12:G12 to the range A13:G17.
5. Use the fill handle to replicate cells H3:I3 to H4:I17.
 6. Enter the word, **Totals**, in cell A18. Select the range F3:G17 and then tap or click the 'Quick Analysis Lens' button. Tap or click the TOTALS tab and then tap or click the Sum button.

A+ Appliance Repair Revenue Analysis									
	State	Shop Type	Stocks Parts?	Years in Business	Technicians	Repair Revenue 2014	Repair Revenue 2015	Revenue per Technician 2014	Revenue per Technician 2015
3	Missouri	In-House	N	2	6	\$ 1,133,513.00	\$ 1,137,346.00	\$ 188,918.83	\$ 189,557.67
4	Missouri	Contracted	N	12	4	\$ 172,913.00	\$ 175,570.00	\$ 43,228.25	\$ 43,892.50
5	Missouri	In-House	Y	6	5	\$ 1,124,127.00	\$ 1,124,051.00	\$ 224,825.40	\$ 224,810.20
6	Missouri	In-House	N	9	8	\$ 1,196,715.00	\$ 1,197,778.00	\$ 149,589.38	\$ 149,722.25
7	Missouri	Contracted	Y	5	4	\$ 182,999.00	\$ 185,906.00	\$ 45,749.75	\$ 46,476.50
8	Iowa	Contracted	N	23	1	\$ 159,424.00	\$ 113,716.00	\$ 159,424.00	\$ 113,716.00
9	Iowa	In-House	Y	4	4	\$ 195,730.00	\$ 203,081.00	\$ 48,932.50	\$ 50,770.25
10	Iowa	Contracted	Y	17	2	\$ 125,903.00	\$ 136,196.00	\$ 62,951.50	\$ 68,098.00
11	Iowa	Contracted	N	11	1	\$ 100,329.00	\$ 101,352.00	\$ 100,329.00	\$ 101,352.00
12	Iowa	Contracted	Y	4	2	\$ 97,154.00	\$ 117,906.00	\$ 48,577.00	\$ 58,953.00
13	Kansas	Contracted	Y	15	3	\$ 103,572.00	\$ 111,818.00	\$ 34,524.00	\$ 37,272.67
14	Kansas	In-House	N	8	6	\$ 194,001.00	\$ 199,456.00	\$ 32,333.50	\$ 33,242.67
15	Kansas	Contracted	N	7	1	\$ 58,654.00	\$ 56,407.00	\$ 58,654.00	\$ 56,407.00
16	Kansas	In-House	N	9	5	\$ 183,925.00	\$ 188,556.00	\$ 36,785.00	\$ 37,711.20
17	Kansas	In-House	Y	3	2	\$ 81,898.00	\$ 85,478.00	\$ 40,949.00	\$ 42,739.00
18	Totals					5,110,857	5,134,617		