

# RHP Computer Applications Class

## 12-4 Importing Text Into Excel & Sorting

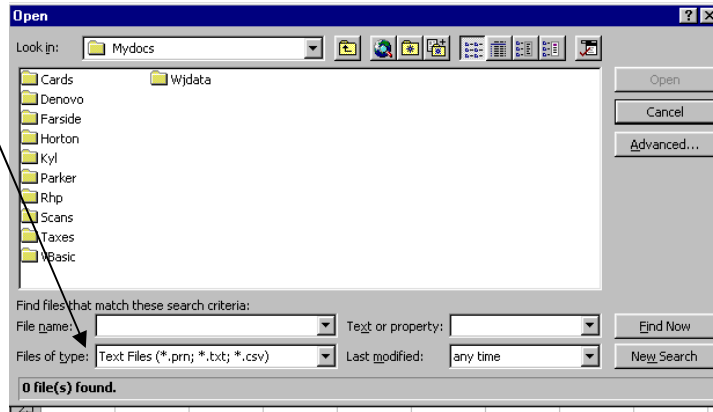


Data files acquired from the Internet or from main frame computers are often times not in a format that a PC can utilize. However, programs (such as Excel) can import certain types of data, and convert it so that Excel can use it.

You will start by downloading a file on earthquake data. [Click here](#) to download the data file. Choose to save the file (not open it, and change the name of the file from xxxx.cat (where xxxx is the year) to xxxx.txt (a text file). For a save location, choose the desktop. It is a fairly large file and may take up to a few minutes to download.

Next, open up Excel, and choose Open (from the File menu).

In the Open window, change the Files of Type window to Text Files. Next, find the file (from the desktop) and open it up.,



Excel knows that the file is a text file, and will attempt to figure out what to do with all the data. The Text Import Wizard window will open. Click on finish and hope that Excel can import

the file. Your file may have one or two rows of unknown stuff (weird headings, records, gobbledygook). Delete these rows, then add a header row (should be row 1). Label each column as follows: A – Date, B-Time, C-Type, D-Magnitude, E-MagType, F-Latitude, G-Longitude, H-Depth, I=Quality, J=EventID, K=Phases, L=GramCards, M=TERRA, N=NPORT.

We want to get rid of data that we won't need. To do this, we will sort the data using various columns, and delete the rows we don't want.

First, select all the cells by double-clicking on the gray square on the upper left-hand corner of the worksheet (right next to the 'A' column and just above Row #1).

Next, pull down the Data menu and select Sort. Choose ascending, and sort by the Magnitude column. Make sure the **Header Row** circle is checked. Click on OK. Your data should



now be sorted in order from lowest magnitude earthquakes to highest. Select and delete any rows with a magnitude of 2.9 or less (there should be quite a few of these).

Save the file in Excel format by choosing the Save As... option, and in the Save As dialog window, go down to the Save As Type field, and choose Microsoft Excel Workbook and then click on OK to save. Send this file to me at [rhp@denovodental.com](mailto:rhp@denovodental.com). The subject line is **compapp 12-4 lastname**.