

Lecture 27

Today: Comments and Columns in Microsoft Word. Data Imports in Excel.

1. Open T:\Teach\Classes\FOR112\UrbanForestry.doc
2. Comments
 - a. Another feature found on the Review tab.
 - b. First, you select some text. Then, click the **New Comment** icon.
 - c. Comments section on the Ribbon has options to browse through comments
 - d. You can delete them, too.
 - e. Click within a comment to edit.
3. Columns
 - a. It's pretty simple to display text in multiple columns.
 - b. First, you select the text. Then, click Page Layout tab on the Ribbon.
 - c. Click the Columns icon and then choose how many columns you would like.
 - d. Try this in your open document. Select the first 7 paragraphs on Page 1 and put them into a 2-column format.
4. Microsoft Excel: Importing data from non-Excel files.
 - a. In Windows Explorer, open T:\Teach\Classes\FOR112\yield.txt (double-click it to open)
 - b. Note that this is just a text file and that every row has data that is separated by commas.
 - c. Close the yield.txt file
 - d. Now, open Excel and click on the Data tab.
 - e. In the "Get External Data" group, click the **From Text** icon.
 - f. Navigate to T:\Teach\Classes\FOR112\ and open the yield.txt file.
 - g. You'll begin the Text Import Wizard
5. Text Import Wizard
 - a. The text file you are opening is delimited. Commas are the delimiter that separate values on each row.
 - b. Click Next and then select Commas as the delimiter (you can uncheck the "Tabs" box)
 - c. Click Finish and let Excel put the data starting in cell A1.
6. Demo another Data Import method by opening a file (right-click and choose "Open with Notepad++"), selecting all the data in the file, using Copy/Paste, and then opening Excel and choosing **Text to Columns** on the Data tab. Use a file in the Import_Data\TREESAM folder as an example.
7. Another example: open and import data from a file in the Import_Data\ForestArea folder.