

# Demonstration of Importing Data Automatically

## Introduction

This document contains a demonstration of how to import data automatically using macros in code already developed and to which you can add parameters yourself.

It is set out as a case study and compares what you would do manually with what you would do using the automatic macros.

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## Task

You have been asked to import the data from a number of spreadsheets onto a Master Spreadsheet.

There are 6 spreadsheets

Name	Date modified	Type	Size
 ArthurRawData	07/06/2016 14:02	Microsoft Excel W...	11 KB
 BenRawData	02/06/2016 14:11	Microsoft Excel W...	11 KB
 ColinRawData	30/05/2016 21:43	Microsoft Excel W...	11 KB
 DennisRawData	30/05/2016 21:44	Microsoft Excel W...	11 KB
 EdgarRawData	30/05/2016 21:44	Microsoft Excel W...	11 KB
 FrederickRawData	30/05/2016 21:26	Microsoft Excel W...	10 KB

Each spreadsheet is identical to all the others in that it has one tab called "SalesAndCosts", Row 1 has headers (which will only be imported once) from Columns A to G and the data starts at Row 2. In addition there is no data missing in column A (remember this is an example and versions will be updated as required). Also each spreadsheet is in the same folder.

	A	B	C	D	E	F	G	H
	<b>Salesman</b>	<b>Supervisor</b>	<b>Product</b>	<b>Territory</b>	<b>Country</b>	<b>Cost of Sales (£000)</b>	<b>Sales (£000)</b>	
1								
2	Arthur	Naomi	Fruit	Norwich	UK	106.1	109.79	
3	Arthur	Naomi	Dairy	Paris	France	95.95	104.76	
4	Arthur	Naomi	Dairy	Munich	Germany	106.37	114.73	

## Manual Method

To import the data manually you will have to go through the following steps:

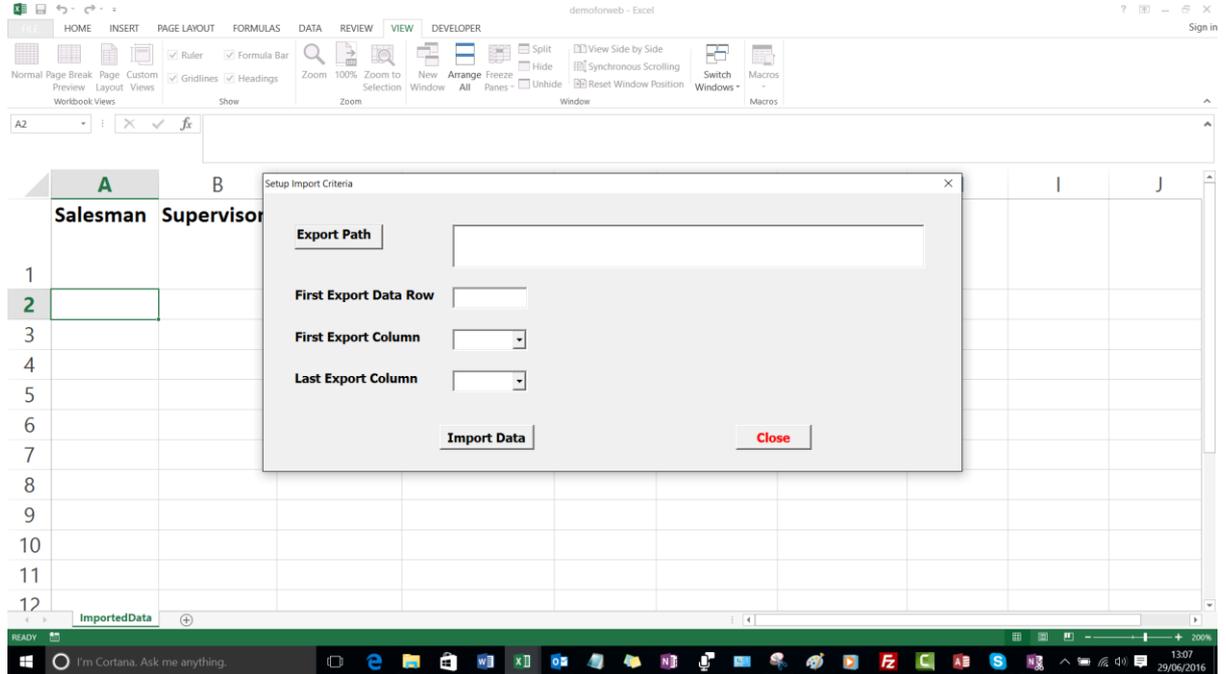
- 1) Click 'File'
- 2) Click 'Open'
- 3) Navigate to where the file to be opened is (this may be a varying number of steps, so the number is not quantified here).
- 4) Select and open the file
- 5) Highlight the area to be copied (this may or may not include the title row).
- 6) Copy the area highlighted.
- 7) Return to the spreadsheet the data is to be imported to.
- 8) Paste the data.
- 9) Move to the bottom of the data if there is more data to be imported from other spreadsheets.
- 10) Return to the spreadsheet the data came from.
- 11) Press Escape to un-select the data.
- 12) Close the spreadsheet.
- 13) Repeat many of the above steps as required.

As you can see there are quite a few number of steps and the process takes some time.

# Automatic Method

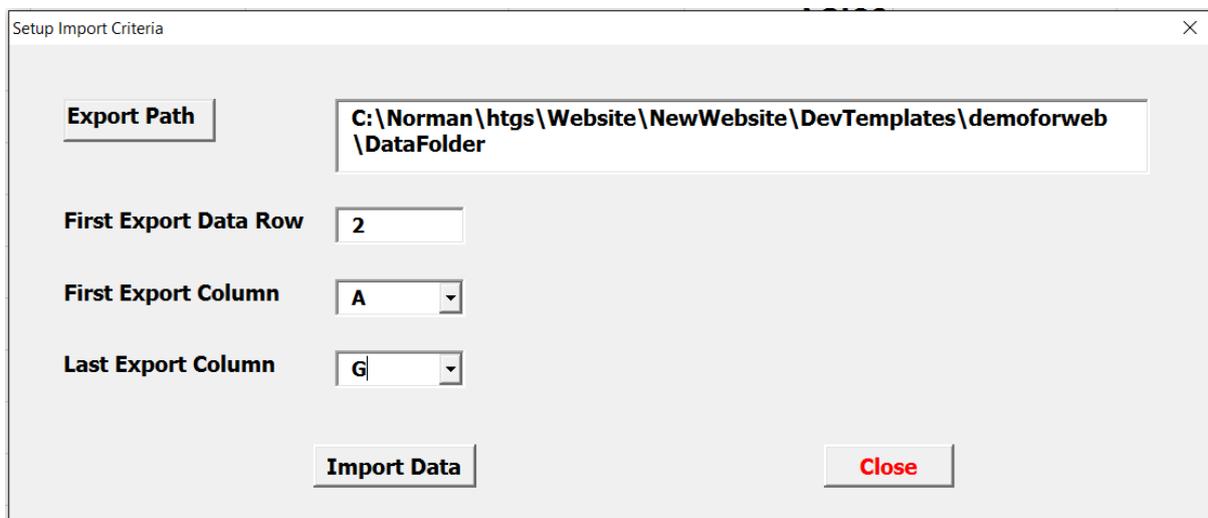
To import data Automatically you will have to go through the following steps:

- 1) Run the Macro to open the form (though the video shows one method in reality a Quick Key combination is used which is only one step.



- 2) Navigate to the folder where the data spreadsheets are by clicking the Export Path button. Note that the path STARTS in the same folder that the current spreadsheet is in so to find the path it is advisable to put the folder with the data near the spreadsheet folder.
- 3) Put in the number of the first row where the data starts. It must be the same on for each spreadsheet in our example.
- 4) Put in the letter of the first column where data is.
- 5) Put in the letter of the last column where data is.
- 6) Click Import Data. This will import all the data from all the spreadsheets one at a time.

Below is an example of the form filled in.



**Note:** providing you save the spreadsheet into which the data has been imported the next time you open the form the four criteria will still valid.

### Changing Criteria

You can change the criteria to alter the folder, row the data starts on and row where it ends.

This is an example of what could happen. Change the path appropriately, the data row to 16 and the columns to H and N to import the data.

	F	G	H	I	J	K	L	M	N
11									
12									
13									
14									
			<b>Salesman</b>	<b>Supervisor</b>	<b>Product</b>	<b>Territory</b>	<b>Country</b>	<b>Cost of Sales (£000)</b>	<b>Sales (£000)</b>
15									
16			Gerald	Joyce	Dairy	Cambridge	UK	103.69	104
17			Gerald	Joyce	Fruit	Norwich	UK	104.25	106.52
18			Gerald	Joyce	Vegetables	Munich	Germany	103.68	106.92
19			Gerald	Joyce	Fruit	Stuttgart	Germany	96.59	106.25

### Your Help Is Needed

This application is currently under development, your comments and help would be appreciated.