

Student Name: _____ Period: _____ Date: _____

INDEPENDENT PRACTICE: IMPORTING DATA

Directions: In this exercise, you will **work independently** to import a word processing file into a database. Key the data below using word processing software and save it in text format using a file name assigned by your teacher. Import the data into a database table and submit your work according to teacher directions. Complete the written response section at the end of this activity.

Points to Remember:

- Remember, you must have an open database before you can import a file.
- Once the data has been imported, format the field properties so that the Enrollment field has comma separators and zero decimal places and the Tuition fields are formatted as currency.
- Name the database according to teacher directions.
- Answer the questions at the end of this activity and submit your work.

Raw Data:

Name,Ownership,Type,Enrollment,InState,OutofState

Appalachian State,Public,4 yr,14653,\$4000,\$13600

East Carolina,Public,4 yr,22767,\$4487,\$15000

Fayetteville,Public,4 yr,5441,\$3860,\$13596

A & T,Public,4 yr,10383,\$4200,\$13000

UNC Chapel Hill,Public,4 yr,26878,\$5513,\$19311

UNC Greensboro,Public,4 yr,15329,\$49440,\$16500

UNC Wilmington,Public,4 yr,11574,\$4694,\$14405

Winston-Salem State,Public,4 yr,4805,\$3905,\$12545

Written Response:

Write a step by step procedure for importing data from a word processing file into a database table.