

Manipulating .CSV File Data from ZoomGrants

This resource provides general guidelines for how data can be exported and manipulated and may not be applicable to all versions of spreadsheet software. Many other helpful resources can be found on the internet, so don't be afraid to do some searching if there are other things you'd like to learn!

In ZoomGrants, table-style questions are exported in the same format in which they are saved in the database – with carriage returns between each of the rows in the table-style question.

If your question looks like this:

4. How many people will be served by your program?

City Residents

Non City Residents

It will export like this:

D
How many people will be served by your program?
20 : City Residents
21 : Non City Residents

These carriage returns keep your data readable in the .CSV file but need to be removed and the values split into separate cells in order for the data to be available for calculations. You'll do this in two steps. First, you'll **replace the carriage returns** with a delimiting character, then you'll use that delimiter **to put the values into separate columns**.

Replace the Carriage Returns

You'll use a **SUBSTITUTE** function in a new column to strip out the carriage returns and replace them with a special character.

- In the first cell of a new column, enter the **formula**.

=SUBSTITUTE(text, old text, new text)

"text" is the cell that you want to pull the text from

"old text" is the character that you want to replace

On a **Mac**, carriage returns are CHAR(13) – character 13

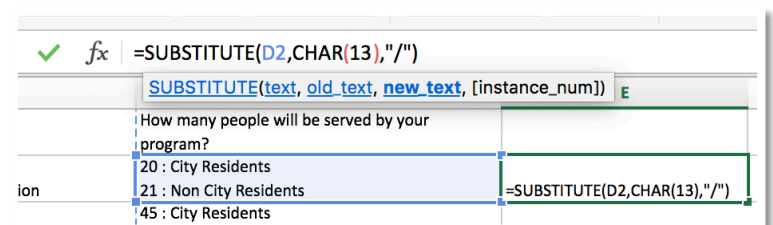
On a **PC**, carriage returns are CHAR(10) – character 10

"new text" is the character that to replace the carriage return

Be sure to use a character that is not present in any of the text in that question. This character will be the delimiter so it's important that it only appears where there were carriage returns.

Here's what mine looked like:

=SUBSTITUTE(D2, CHAR(13), "/")



	D	E
	How many people will be served by your program?	
	20 : City Residents	
	21 : Non City Residents	
ion	45 : City Residents	=SUBSTITUTE(D2,CHAR(13),"/')



- Copy the function down the row so that it replaces all of the carriage returns from each cell and drops the data into a new column. I replaced the carriage returns with a forward slash.

	D	E	F
	=SUBSTITUTE(D2,CHAR(13),"/")		
	How many people will be served by your program?		
	20 : City Residents		
	21 : Non City Residents	20 : City Residents/21 : Non City Residents	
	45 : City Residents		
	21 : Non City Residents	45 : City Residents/21 : Non City Residents	
	20 : City Residents		
	31 : Non City Residents	20 : City Residents/31 : Non City Residents	
	19 : City Residents		
	20 : Non City Residents	19 : City Residents/20 : Non City Residents	

Separate the Data

You'll copy and paste the *values* of the data from the new column and then use the **Text-to-Columns** feature to separate out the data into columns.

- The first step is making the data usable. The Text-to-Columns function won't work with the SUBSTITUTE formula, so you need to extract the *values* from that column. You can do that with a simple copy and paste.
 - Select the column with the new data (the one with the formulas)
 - Go to Edit > Copy
 - With the same column selected, go to Edit > Paste Special
 - Choose 'Values' as what you'd like to paste
 - Click 'OK'
- Now that you're working with the values instead of the formulas, you can do the Text-to-Columns function.
 - Select the column
 - Go to Data > Text to Columns
 - In pop up window...

Paste Special

Paste

All
 Formulas
 Values
 Formats
 Comments
 Validation

All using Source theme
 All except borders
 Column widths
 Formula and number formats
 Values and number formats
 All, merge conditional formats

Operation

None
 Add
 Subtract

Multiply
 Divide

Skip Blanks
 Transpose

Paste Link Cancel OK

Convert Text to Columns

The Text Wizard has determined that you

If this is correct, choose Next, or choose th

Delimited - Characters such as comm
 Fixed width - Fields are aligned in colur

- **Step 1:** Choose 'Delimited'.
- **Step 2:** Check only 'Other' and enter the character that replace the carriage returns. (I used / in my example.)
- **Step 3:** Click 'Finish'.

Voilà! The data is now separated into columns, with each row from the table-style question in its own column. You can leave the data as-is or refer to the next page for a few cleanup suggestions.

Convert Text to Columns Wizard - Step 2 of 2

This screen lets you set the delimiters your data contains.

Delimiters

Tab
 Semicolon
 Comma
 Space
 Other: /

Treat consecutive
 Text qualifier: "



Clean Up the Data

Here're two other things you can do to make the data even cleaner:

1. Use the **Find-and-Replace** feature to remove the row text.
In this example, you'd replace ": City Residents" and ": Non City Residents" with "" (nothing).
2. Put the original row text up into the header column.

E	F
20 : City Residents	21 : Non City Residents
45 : City Residents	21 : Non City Residents
20 : City Residents	31 : Non City Residents
19 : City Residents	20 : Non City Residents

E	F
City Residents	Non City Residents
20	21
45	21
20	31
19	20

