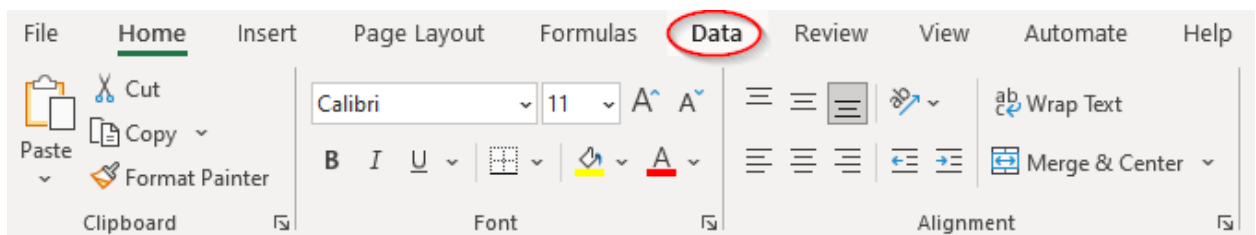


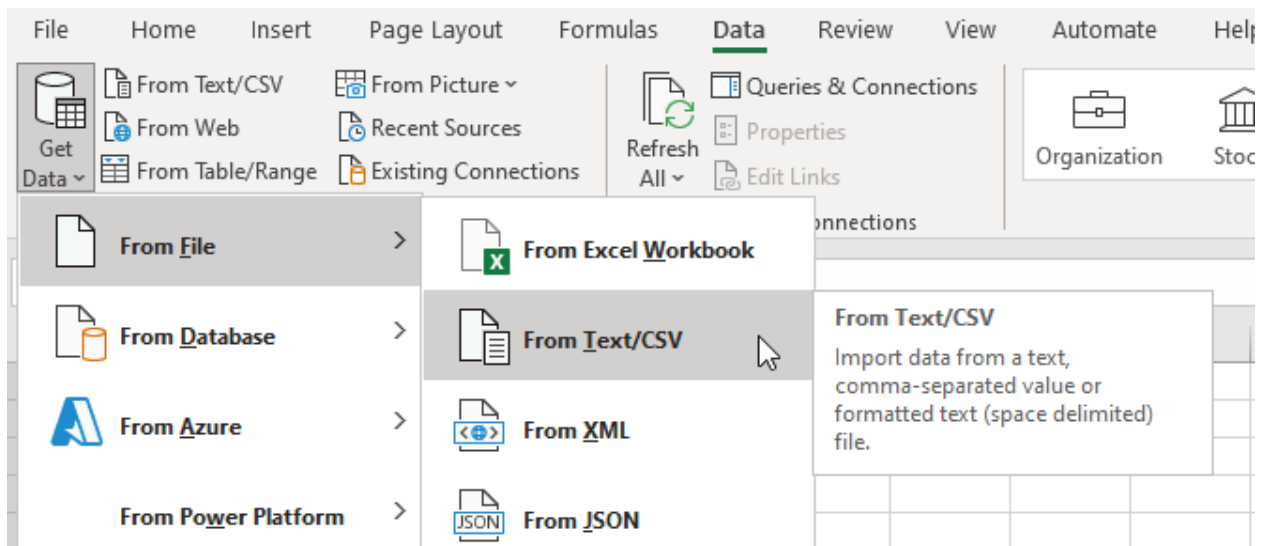
Use Power Query To Combine Spreadsheets

You can use the Power Query features within Excel to combine the data from multiple spreadsheets into one table.

1. Open a new blank excel spreadsheet.
2. Go to the Data Tab in Excel.

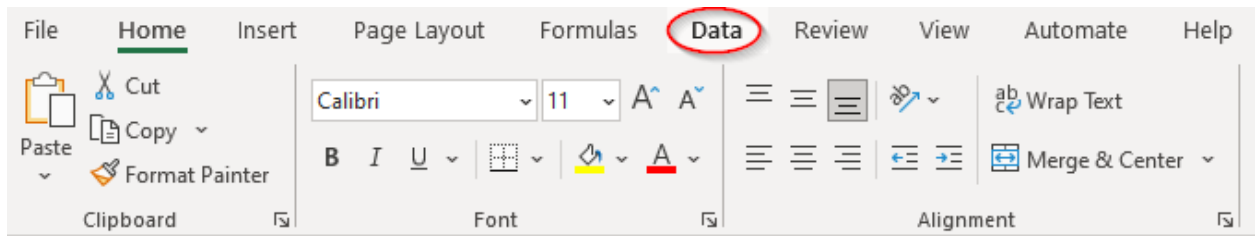


3. On the Data tab click Get Data -> From File -> From Text/CSV

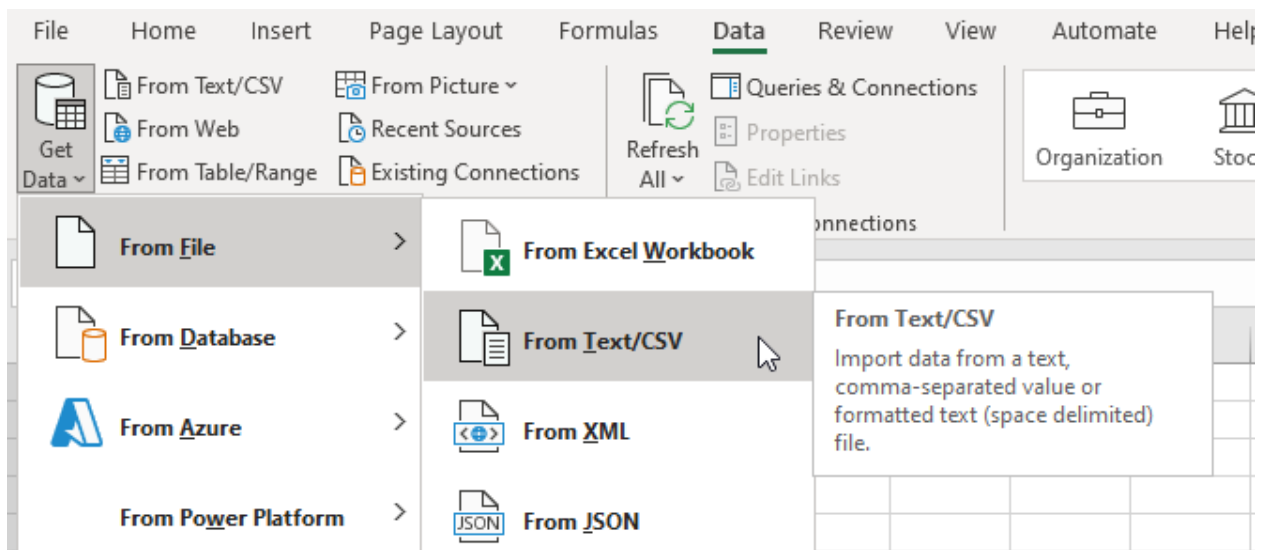


4. Find the first file you would like to join and import it.
5. After the import is complete click load

6. Return to the Data Tab



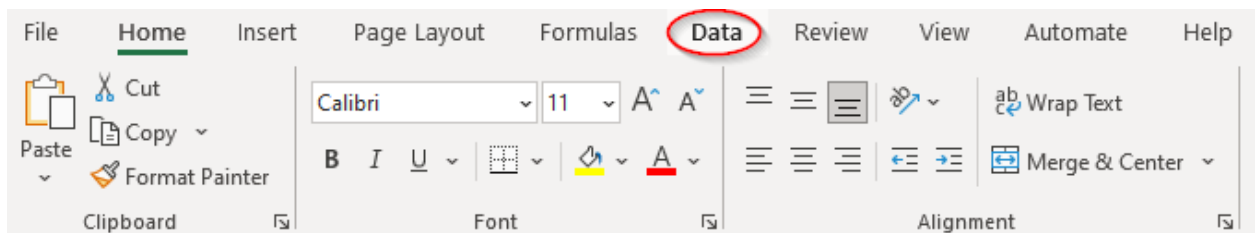
7. Click Get Data -> From File -> From Text/CSV



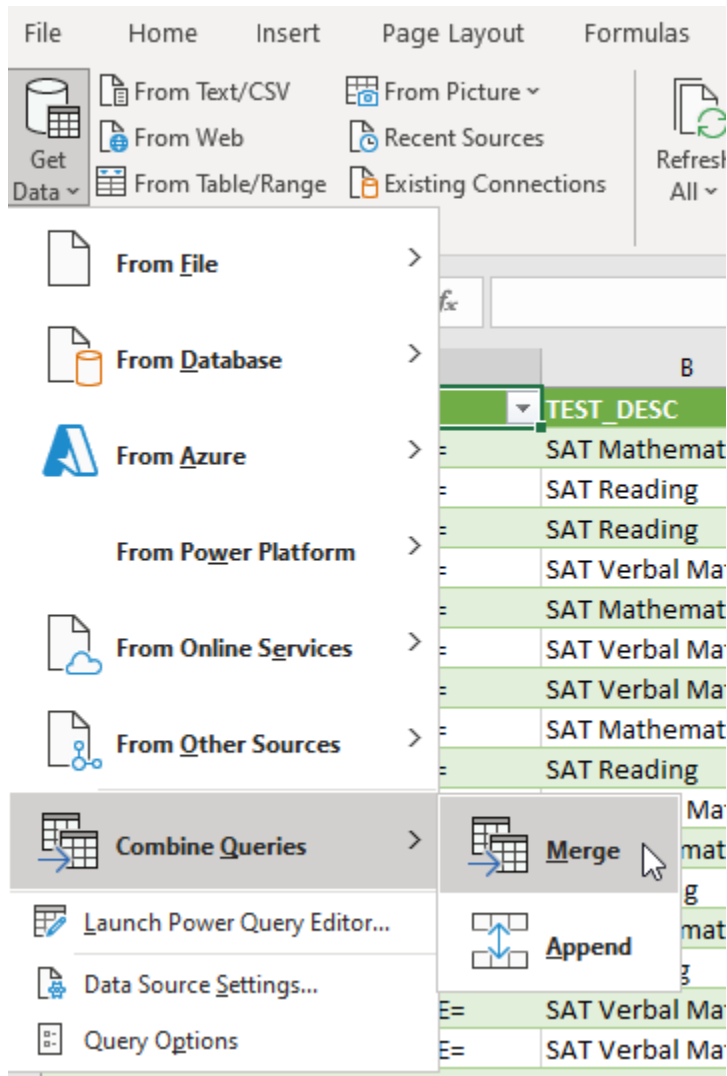
8. Select the other spreadsheet you want to combine and import it.

9. After the import is complete click load

10. Go Back to the Data Tab




11. Click Get Data -> Combine Queries -> Merge





12. On the Merge Panel Select Unique Identifier from the first spreadsheet

Merge

Select tables and matching columns to create a merged table.

RRRR_Demographics_4-17-2023 (1) 

Unique Identifier	Gender	AgeAdmitted	VeteranStatus	Hometown	Transfer	Internatio
9794cjVgNFdmW3nBXQAzaFP2fHU=	M	25	NA		N	Y
wsTqgKtwzYlvzsoHpT36Kslz3g=	M	18	NA	Denton,TX	Y	N
90k2nstx1yslKkXZdhKOGyhxzXA=	F	18	NA	Katy,TX	N	N
NZeh8ZNZYvVlgewwmjokVrOyDj4=	M	18	NA	Salado,TX	Y	N


 

No preview is available

Join Kind

Use fuzzy matching to perform the merge


▸ Fuzzy matching options

 Select the same number of columns from both visible tables to continue.

13. Select the other spreadsheet to merge with

Merge

Select tables and matching columns to create a merged table.

RRRR_Demographics_4-17-2023 (1) 

Unique Identifier	Gender	AgeAdmitted	VeteranStatus	Hometown	Transfer	Internatio
9794cjVgNFdmW3nBXQAzaFP2fHU=	M	25	NA		N	Y
wsTqgKtwzYlvzsoHpT36Kslz3g=	M	18	NA	Denton,TX	Y	N
90k2nstx1yslKkXZdhKOGyhxzXA=	F	18	NA	Katy,TX	N	N
NZeh8ZNYvVlgewwmjokVrOyDj4=	M	18	NA	Salado,TX	Y	N

No preview is available

Join Kind

Use fuzzy matching to perform the merge

▷ Fuzzy matching options

 Select the same number of columns from both visible tables to continue.

14. Select the Unique Identifier from the second spreadsheet

RRRR_Academic Tests_4-17-2023

Unique Identifier	TEST_DESC	TEST_DATE	TEST_SCORE
90k2nstx1yslKXZdhK0GyhXzXA=	SAT Mathematics	1/1/1992 12:00:00 AM	520
90k2nstx1yslKXZdhK0GyhXzXA=	SAT Reading	6/1/1992 12:00:00 AM	460
90k2nstx1yslKXZdhK0GyhXzXA=	SAT Reading	10/1/1992 12:00:00 AM	450
90k2nstx1yslKXZdhK0GyhXzXA=	SAT Verbal Math Total	10/1/1992 12:00:00 AM	960
90k2nstx1yslKXZdhK0GyhXzXA=	SAT Mathematics	6/1/1992 12:00:00 AM	410

Join Kind
 Left Outer (all from first, matching from second)

Use fuzzy matching to perform the merge

▸ Fuzzy matching options

✓ The selection matches 1380 of 71486 rows from the first table.

OK Cancel

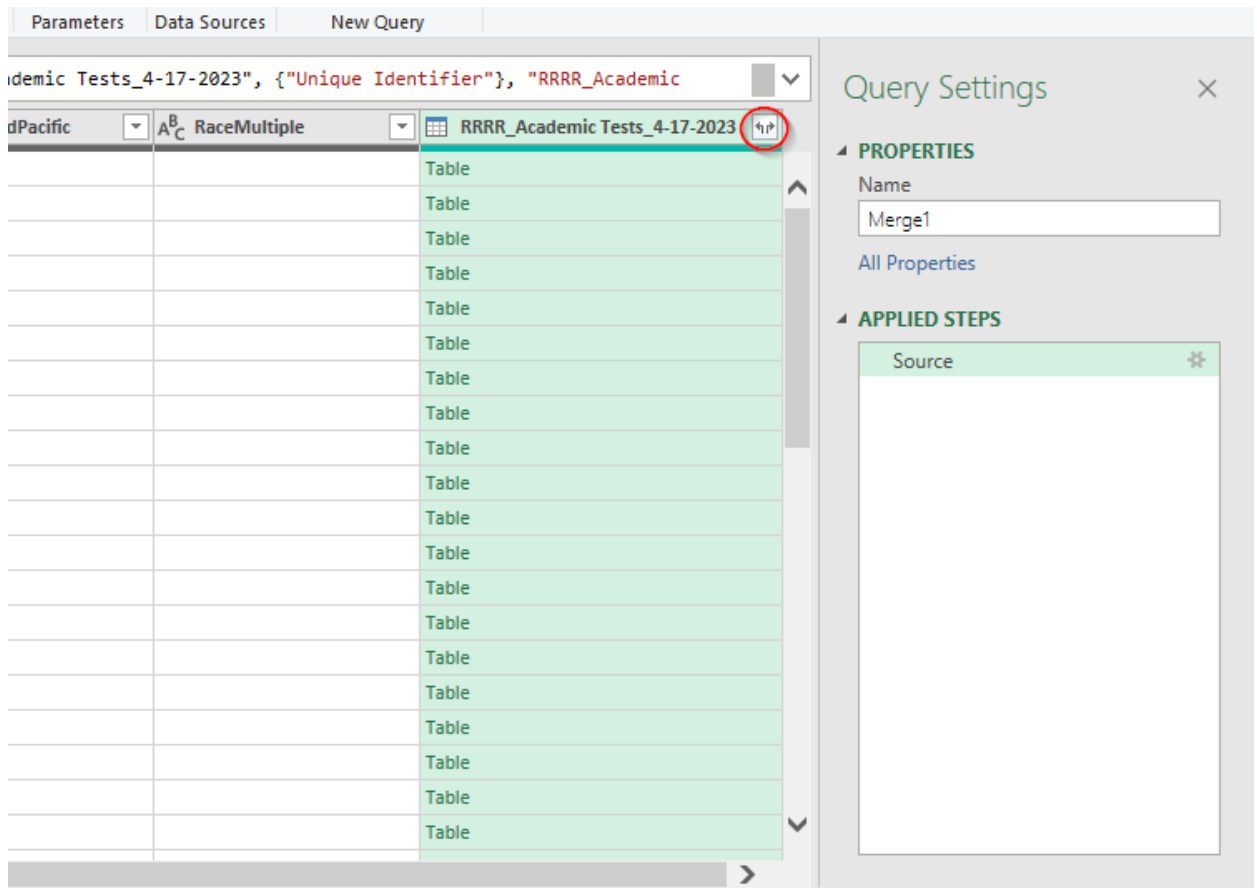
15. Select the type of join to use. Inner join will merge only rows where the same Unique Identifier exists in both spreadsheets. Inner join is the most commonly used.

Join Kind

- Left Outer (all from first, matching from second)
- Left Outer (all from first, matching from second)
- Right Outer (all from second, matching from first)
- Full Outer (all rows from both)
- Inner (only matching rows)
- Left Anti (rows only in first)
- Right Anti (rows only in second)

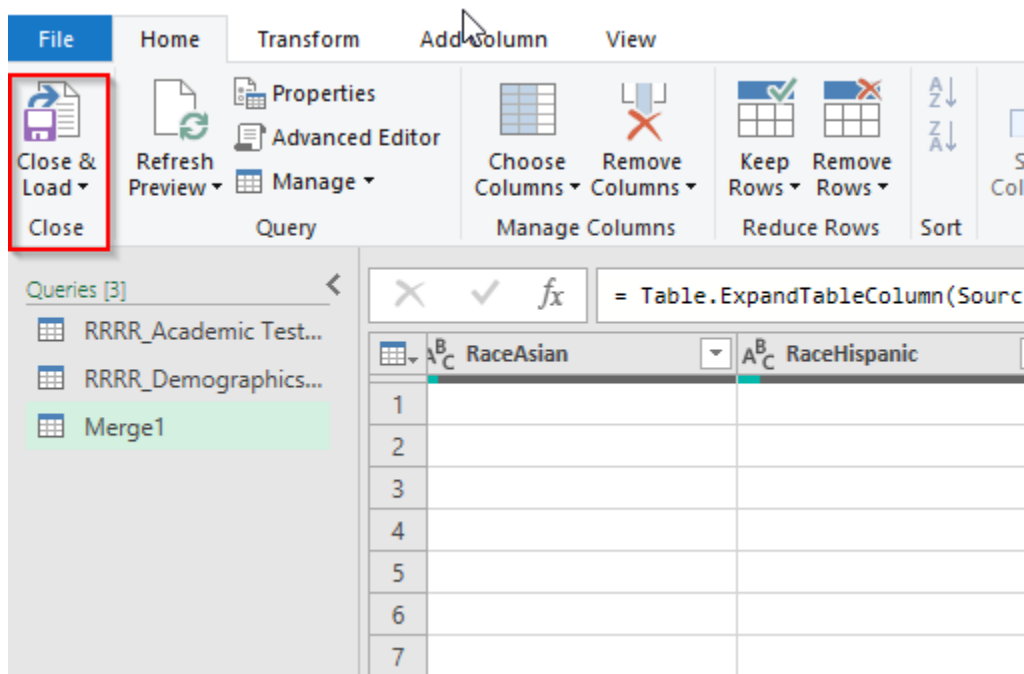
OK Cancel

16. On the Power Query Editor click the button on the last column to show the columns from the second spreadsheet.



17. Choose the columns you want from the second spreadsheet.

18. Click Close & Load to create the new spreadsheet.



19. If you need to include data from additional spreadsheets, repeat steps 7 through 18 to load the additional data and merge it with the results of the previous merge step.