Blanks in the data – how to find them:

Blanks in a data set are often used to represent missing data. This is not allowed with free format data where it causes the data to be misread. Other missing value flags must be used. Blanks can be used as missing value flags only for fixed format data where the FORMAT option is used to specify the format of the data set and MISSING = BLANKS; is used to specify that blanks are the missing value flag for the data set. This FAQ shows how to find blanks in a data set using Excel.

- 1. Import your data into Microsoft Excel using the File->Open command.
- 2. In the "Import Text Wizard", choose "Delimited" under Original data type, and press Next:

Text Import Wizard - Step 1 of 3	? ×		
The Text Wizard has determined that your data is Delimited.			
If this is correct, choose Next, or choose the data type that best describes your data.			
Original data type			
Choose the file type that best describes your data:			
Opelimited - Characters such as commas or tabs separate each field.			
Fixed width - Fields are aligned in columns with spaces between each field.			
Start import at row: 1 🗧 File origin: 437 : OEM United States	•		
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Cancel < Back Next >	Einish		

3. Select "Tab", "Comma", and "Space" from the Delimiters options, and select "Treat consecutive delimiters as one", and press Finish:

Text Import Wizard -	Step 2 of 3				
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.					
Delimiters					
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1 2 44	1 12 50 1 12 99 42 39 3 15 13.5 20.5				
	1 12 50 1 12 99 42 39 5 15 13.5 20.5 -				
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4. Once you have imported your data you can use the following methods to locate the blank values:

METHOD 1:

1. Press F5, then select "Special" from the lower left-hand corner.

Go To		2	×
Go to:			
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Reference:			
Special	ОК	Cancel	
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2. In the "Go To Special" dialog box, select "Blanks" and press OK. This will highlight all blank cells in the data, which you can scroll to find.

Go To Special	? ×	
Select		
Comments	Row differences	
Constants	Column differences	
Eormulas	Precedents	
✓ Numbers	Dependents	
✓ Text	O Direct only	
✓ Logicals	 All levels 	
✓ Errors	Cast cell	
Blanks	Visible cells only	
Current region	Conditional formats	
Current <u>array</u>	O Data validation	
Objects	All	
	Same	
	OK Cancel	

METHOD 2:

1. Press Ctrl-F, do NOT enter any information into the text box (no spaces, just empty) and press "Find Next". This will jump you to the next blank in the data.

Find and Replace	? ×
Find Replace	
Find what:	•
	Op <u>tions</u> >>
Find All	Eind Next Close