**Import data into Workbook**

1. Import data from a text file

Data Tab—Get & transform Data Group—Text/CSV—browse—import

By default, your data will be in new worksheet

You have to transform data by using query editor

1. Search for data within a workbook
   1. Home—editing group—find—replace cnrl+H—options
2. Navigate to named cell/ ranges/ workbook elements
   1. Go to
   2. Go to Special under Home tab
3. Insert & remove Hyperlinks—

Insert—links—Text to display—website

Place in this document

Email address

1. Format worksheets & workbooks
   1. Modify page set up
      1. Margins—custom margins
   2. Insert Headers & footers

Insert—Text group—Header & Footers