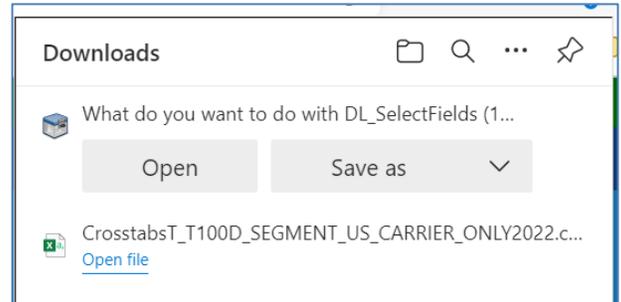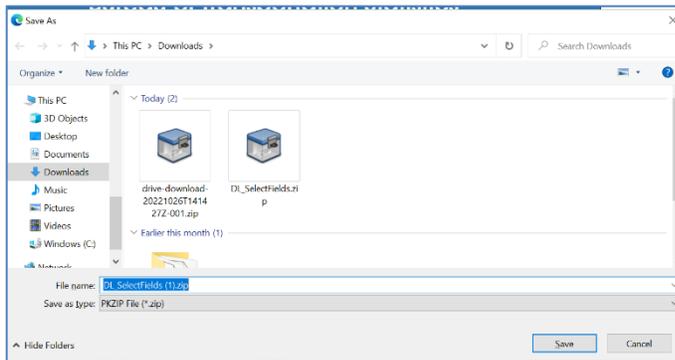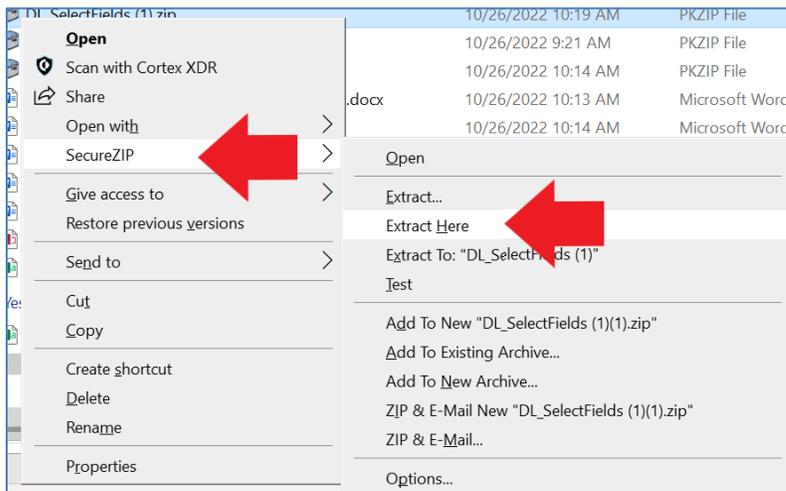# Aggregating Large Data Files in Excel
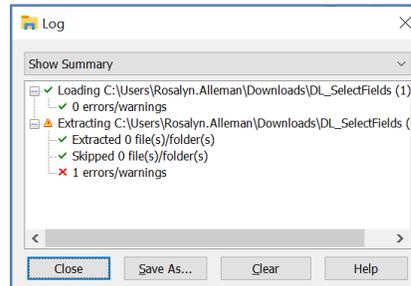
- Download file from TranStats. Origin & Destination Survey files are probably the only ones too large to open in Excel.

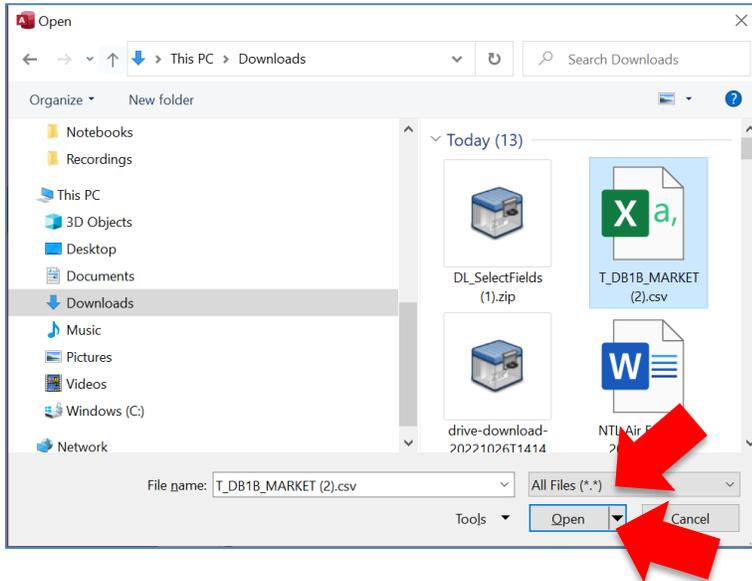- In the "Downloads" window, click "Save as" and select folder to save in/

- Open zip program (SecureZip, etc.), right-click on downloaded file and click "extract" (select a convenient location)
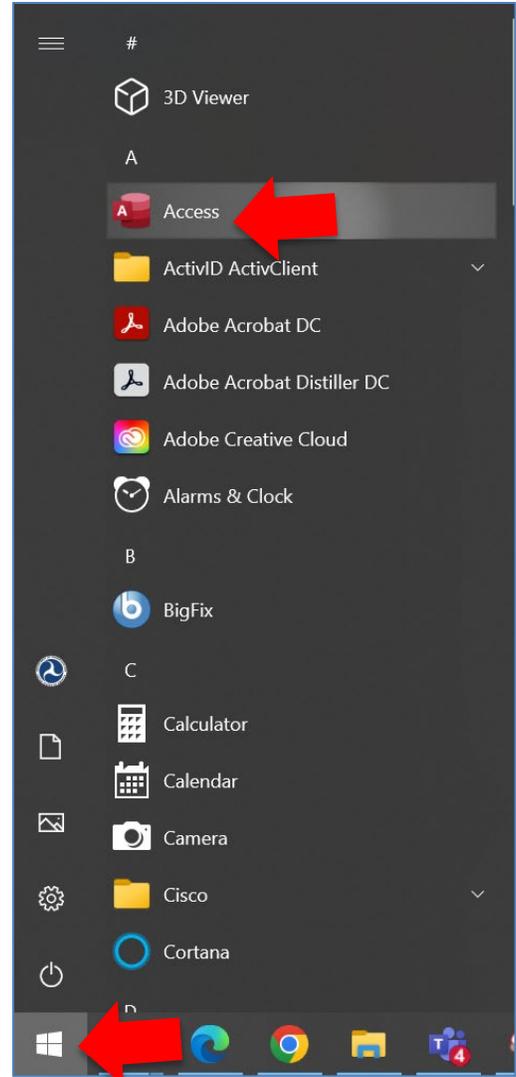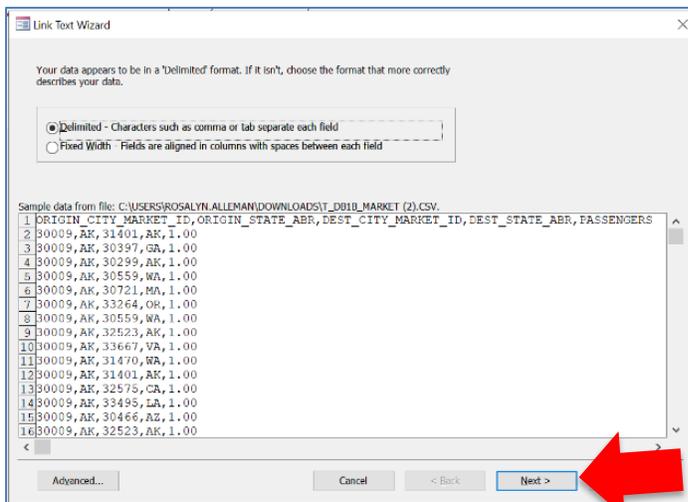

Ignore "Log" (click close):

- Open MS Access from your start menu

- Select "File – Open"

- Change file type to "All files"

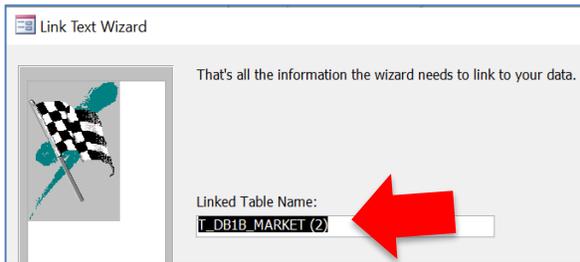- Find the file you just extracted, select it, click "Open"
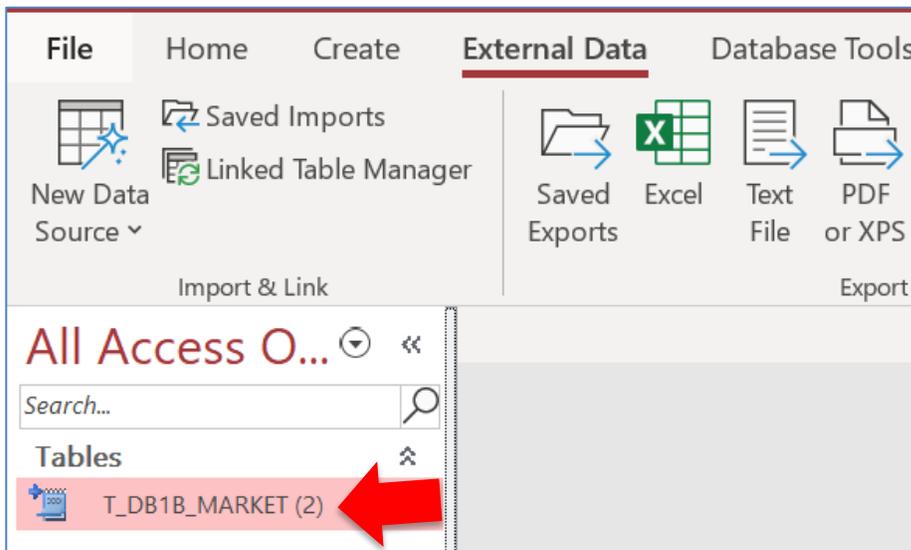

- Link TextWizard will open

- Click next
- Check the box next to "first row contains field names"
- Click next
- Click next again

- Change file name if desired (if it will make it more convenient to you to ID it)
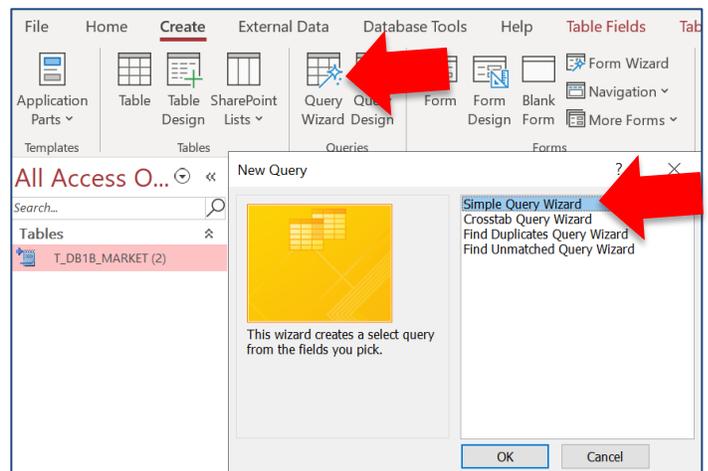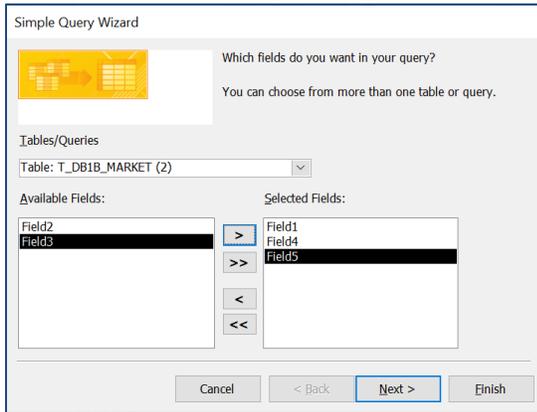

- Click finish
- Click OK
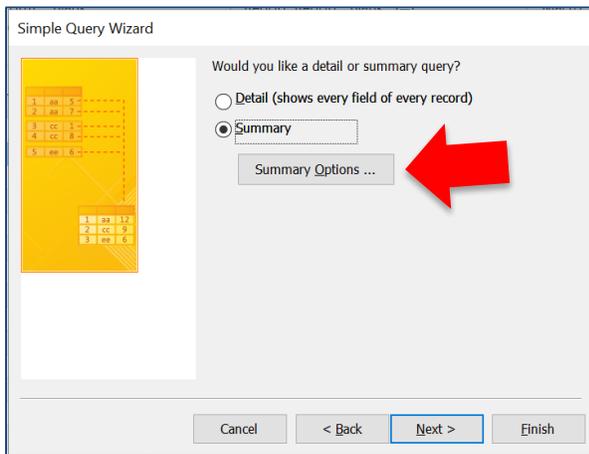- Double-click on file you just created to open it

To create a query to reduce the number of rows:

- Click Create -> Query Wizard
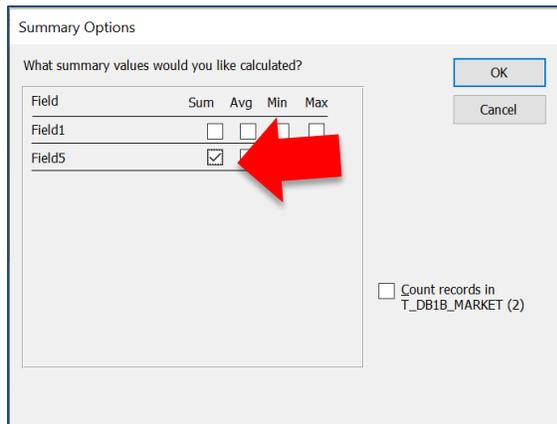- Select "Simple Query Wizard," click OK

- Add all the variables you want to add by clicking the arrow to move them to the selected fields box (in the city pair example, it would be origin city, dest city, passengers
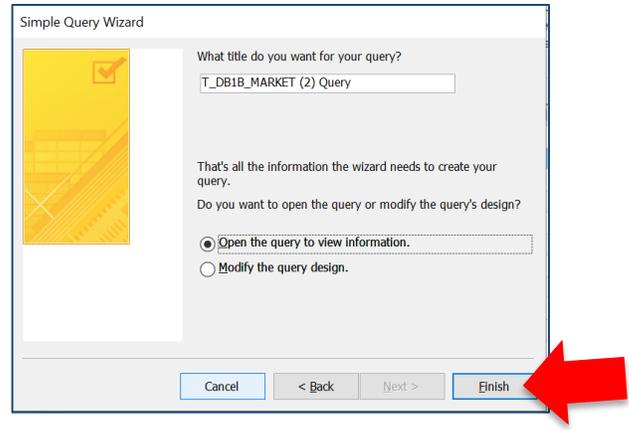- Click next

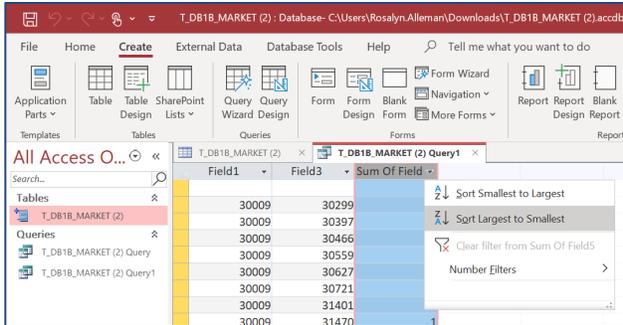- Click the button next to "Summary"
- Click "Summary Options "

- Click box under SUM for each of the variables that you like to add up (e.g. departures or pax)

- Click OK
- Click next
- Rename the file if desired

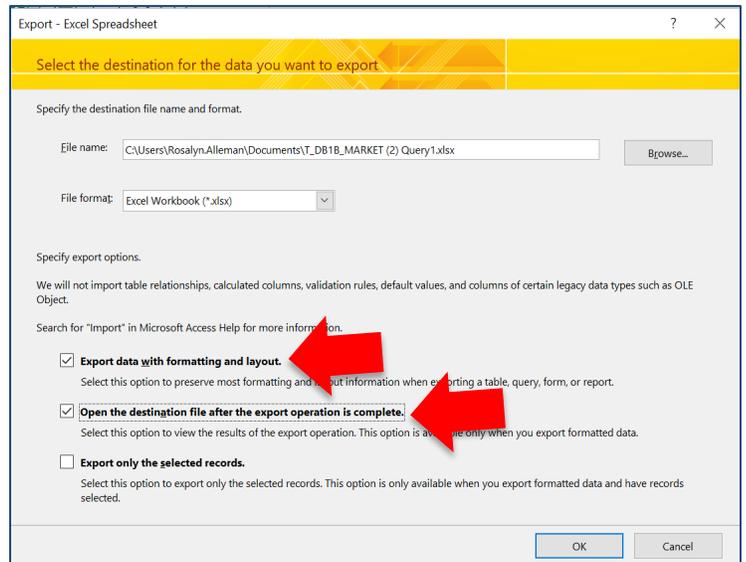- Click "Finish" (open the query to view selection)

- Filter or sort as needed

Export new table to Excel:

- Select External Data – Excel
- Select the first 2 options and click "OK"

- Table will open in Excel: