Preparing Excel files for databases

BEFORE

	A	B	C	D	E	F	G	H
1	AGE OF THE POPULATION 60 YEARS AND OVER [100]						Source: U.S. Census - 2000	
2		Universe: Population 60 years and over						
3	[Based on a sample. Rounded data. Geographic areas are omitted if they do not meet the specified population threshold.]							
4	Geographic Name	Total:	60 to 64 years:		65 to 84 years:		85 years and over:	
5			Total	Percent of ≥ 60 Population	Total	Percent of 65 - 84 Population	Total	Percent of ≥ 85 Population
6								
9	Adair County	3850	800	0.2078	2590	0.6727	460	0.1195
10	Andrew County	3000	630	0.2100	2070	0.6900	300	0.1000
11	Atchison County	1640	290	0.1768	1090	0.6646	260	0.1585
12	Audrain County	5570	1130	0.2029	3870	0.6948	560	0.1005
13	Barry County	7280	1800	0.2473	4860	0.6676	610	0.0838
14	Barton County	2650	580	0.2189	1770	0.6679	300	0.1132
15	Bates County	3690	790	0.2141	2510	0.6802	390	0.1057
16	Benton County	5070	1230	0.2426	3550	0.7002	290	0.0572
17	Bollinger County	2350	570	0.2426	1590	0.6766	190	0.0809
18	Boone County	15590	3950	0.2534	9990	0.6408	1660	0.1065
19	Buchanan County	16350	3440	0.2104	11140	0.6813	1780	0.1089
20	Butler County	8800	1980	0.2250	6020	0.6841	800	0.0909
21	Caldwell County	1920	400	0.2083	1270	0.6615	240	0.1250
22	Callaway County	5980	1520	0.2542	4050	0.6773	410	0.0686
23	Camden County	9990	2980	0.2983	6400	0.6406	610	0.0611
119	Wayne County	3530	900	0.2550	2370	0.6714	270	0.0765
120	Webster County	4820	1270	0.2635	3050	0.6328	510	0.1058
121	Worth County	690	150	0.2174	410	0.5942	130	0.1884
122	Wright County	3930	970	0.2468	2630	0.6692	340	0.0865
123	St. Louis city	59150	11400	0.1927	40500	0.6847	7250	0.1226
124	TOTAL	983320	227290	0.2304	658930	0.6655	658930	0.1044
125								

AFTER

First row is column name; only one row for header.

Extra summary lines in header and footer removed

Field names are brief; do not start with a number, only punctuation is _ (underscore).

	A	B	C	D	E	F	G	H
1	COUNTY	TOTPOP	AGE60_64	PCT60_64	AGE65_84	PCT65_84	OVER85	PCTOVER85
2	ADAIR	3850	800	0.2078	2590	0.6727	460	0.1195
3	ANDREW	3000	630	0.2100	2070	0.6900	300	0.1000
4	ATCHISON	1640	290	0.1768	1090	0.6646	260	0.1585
5	AUDRAIN	5570	1130	0.2029	3870	0.6948	560	0.1005
6	BARRY	7280	1800	0.2473	4860	0.6676	610	0.0838
7	BARTON	2650	580	0.2189	1770	0.6679	300	0.1132
8	BATES	3690	790	0.2141	2510	0.6802	390	0.1057

County name doesn't include the word 'County'.

Watch for misspelled county names: DeKalb, McDonald, Daviess

All of the county names that start with Saint should be abbreviated as St. (be sure and get the period at the end). The abbreviation for Sainte Genevieve is Ste. (feminine form of the saint abbreviation).