

September 20, 2018, Jennifer Murdock

How to get table from a .csv or .xlsx file into Quercus with proper formatting

1. Copy from the .csv or .xlsx file.

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---------|---------|-----|------|------------|-----------------------|---|---|---|---|---|
| 1 | resp_id | seconds | age | male | highest_e | hh_inc | | | | | |
| 2 | R_06C1 | 118 | 34 | 0 | 4-year De | \$50,000 - \$74,999 | | | | | |
| 3 | R_06RY | 23 | 25 | 1 | 4-year De | \$25,000 - \$49,999 | | | | | |
| 4 | R_06wD | 225 | 52 | 0 | Master's [| \$50,000 - \$74,999 | | | | | |
| 5 | R_08Ps | 111 | 36 | 1 | High Scho | \$100,000 - \$149,999 | | | | | |
| 6 | ... | | | | | | | | | | |
| 7 | R_zZmw | 26 | 21 | 1 | Some Coll | Under \$25,000 | | | | | |
| 8 | | | | | | | | | | | |

- a. **Note:** If you open in Excel and AutoFit the Column Width, it will paste nicely into Canvas.

| | A | B | C | D | E | F | G | H |
|---|---------|---------|-----|------|-------------------------|-----------------------|---|---|
| 1 | resp_id | seconds | age | male | highest_ed | hh_inc | | |
| 2 | R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 | | |
| 3 | R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 | | |
| 4 | R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 | | |
| 5 | R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 | | |
| 6 | ... | | | | | | | |
| 7 | R_zZmw | 26 | 21 | 1 | Some College | Under \$25,000 | | |

| | A | B | C | D | E | F | G |
|---|---------|---------|-----|------|-------------------------|-----------------------|---|
| 1 | resp_id | seconds | age | male | highest_ed | hh_inc | |
| 2 | R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 | |
| 3 | R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 | |
| 4 | R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 | |
| 5 | R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 | |
| 6 | ... | | | | | | |
| 7 | R_zZmw | 26 | 21 | 1 | Some College | Under \$25,000 | |
| 8 | | | | | | | |

2. Paste into the Rich Content Editor.

Question: HTML Editor

B I U A A I 12pt Paragraph

| resp_id | seconds | age | male | highest_ed | hh_inc |
|---------|---------|-----|------|-------------------------|-----------------------|
| R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 |
| R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 |
| R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 |
| R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 |
| ... | | | | | |
| R_zZmw | 26 | 21 | 1 | Some College | Under \$25,000 |

table » tbody » tr » td 64 words

3. Click Table properties from the table drop-down menu. Type 100% for Width and 1 for Border. Click OK. By setting the width a percent, the table adjusts to the size of the screen and window of the user.

Question: HTML Editor

B I U A A I 12pt Paragraph

| resp_id | seconds | age | male | highest_ed | hh_inc |
|---------|---------|-----|------|-------------------------|-----------------------|
| R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 |
| R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 |
| R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 |
| R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 |
| ... | | | | | |

Table properties

General **Advanced**

Width: Height:

Cell spacing: Cell padding:

Border: Caption:

Alignment:

Ok **Cancel**

4. [OPTIONAL] If you wish to change the cell alignments or font size, select all cells and use the relevant buttons in the Rich Content Editor.

Define the correct answer as any number within a range, or a number plus or minus some error margin. Student will be given an empty text box to type their numerical answer.

Question: HTML Editor

B I U A A I **Align center** 12pt Paragraph

| resp_id | seconds | age | male | highest_ed | hh_inc |
|---------|---------|-----|------|-------------------------|-----------------------|
| R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 |
| R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 |
| R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 |
| R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 |
| ... | | | | | |
| R_zZmw | 26 | 21 | 1 | Some College | Under \$25,000 |

5. Add whatever the question is (that goes with the table). Now it appears cleanly formatted for students.

Question 12 1 pts

Consider the data below.

| resp_id | seconds | age | male | highest_ed | hh_inc |
|---------|---------|-----|------|-------------------------|-----------------------|
| R_06C1 | 118 | 34 | 0 | 4-year Degree (BA/BS) | \$50,000 - \$74,999 |
| R_06RY | 23 | 25 | 1 | 4-year Degree (BA/BS) | \$25,000 - \$49,999 |
| R_06wD | 225 | 52 | 0 | Master's Degree (MA/MS) | \$50,000 - \$74,999 |
| R_08Ps | 111 | 36 | 1 | High School/GED | \$100,000 - \$149,999 |
| ... | | | | | |
| R_zZmw | 26 | 21 | 1 | Some College | Under \$25,000 |

How many interval variables are there?