

# Using Microsoft Excel to view voter registration data

Using the downloaded voter Zip file from <https://www.ncsbe.gov/results-data/voter-registration-data>, unzip the ncvoterXX.txt file to the folder of your choice. (XX is the county number you are viewing)

## Using MS Excel

- Start a new workbook
- Click on the "Data" menu item then choose the "From Text" button. Select your unzipped TXT file.

Follow the steps on the import window:

(Step 1 of 3)

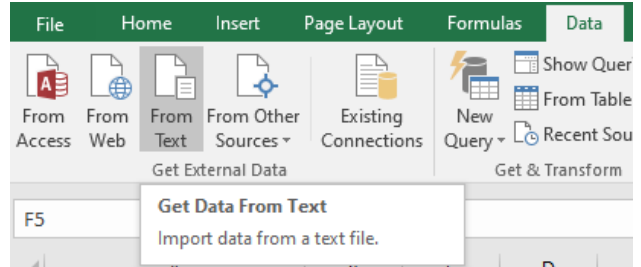
- Check "My data has headers"
- Click Next

(Step 2 of 3)

- Delimiters should be "Tab"
- Text qualifier should be the double quote symbol (")
- Click Next

(Step 3 of 3)

- Click Finish
- Import the data to the Existing worksheet by clicking "OK"



Your Excel sheet should populate with the voter data. This may take a few seconds to process.

### To filter the data:

- From the Data menu ribbon, choose the "Filter" button
- Each column heading should now have a dropdown arrow.

	A	B	C	D	E	F
1	county_	county_de	voter_reg_nu	status_	voter_status_de	reason_



You may now select your column(s) of interest.

The following are the columns in the voter data file:

county_id	mail_addr2	municipality_desc	sewer_dist_abbrev
county_desc	mail_addr3	ward_abbrev	sewer_dist_desc
voter_reg_num	mail_addr4	ward_desc	sanit_dist_abbrev
status_cd	mail_city	cong_dist_abbrev	sanit_dist_desc
voter_status_desc	mail_state	super_court_abbrev	rescue_dist_abbrev
reason_cd	mail_zipcode	judic_dist_abbrev	rescue_dist_desc
voter_status_reason_desc	full_phone_number	nc_senate_abbrev	munic_dist_abbrev
absent_ind	race_code	nc_house_abbrev	munic_dist_desc
name_prefix_cd	ethnic_code	county_commiss_abbrev	dist_1_abbrev
last_name	party_cd	county_commiss_desc	dist_1_desc
first_name	gender_code	township_abbrev	dist_2_abbrev
middle_name	birth_age	township_desc	dist_2_desc
name_suffix_lbl	birth_state	school_dist_abbrev	confidential_ind
res_street_address	drivers_lic	school_dist_desc	birth_year
res_city_desc	registr_dt	fire_dist_abbrev	ncid
state_cd	precinct_abbrev	fire_dist_desc	vtd_abbrev
zip_code	precinct_desc	water_dist_abbrev	vtd_desc
mail_addr1	municipality_abbrev	water_dist_desc	

**Be sure to Save your file!**