

Figure 11.9 Editing Data in Word

Sessions, J. (R) ----- + - 5%
Shelby (R) ----- + - 5%

Begich (D) + + + + + - + + + + - + + + + - + 85%
Murkowski (R) ----- + - + + - + - - - + - + + 40%

1. Copy/paste from the web page.

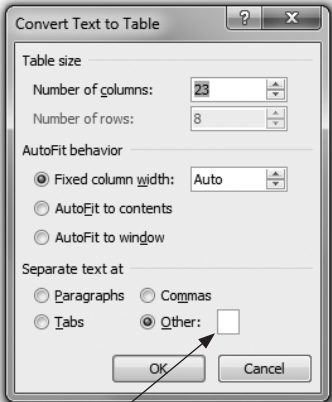
Kyl (R) ----- + ----- + - 10%
McCain (R) ----- + - - - + - - - + - 15%

Boozman (R) ----- + ----- + + 15%
Pryor (D) + ? + + - + + + - + + - + + + + 75%

2. Use Find/Replace to clean up the data and convert symbols to numerics. For missing data, use “NA,” as in Senator Pryor’s data line.

Sessions R 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 5
Shelby R 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 5
Begich D 1 1 1 1 1 1 0 1 1 1 1 1 0 1 1 1 1 1 0 1 85
Murkowski R 0 0 0 0 0 1 0 1 1 0 1 0 0 0 1 0 1 0 1 1 40
Kyl R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 10
McCain R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 1 0 0 0 1 0 15
Boozman R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 1 15
Pryor D 1 NA 1 1 0 1 1 1 1 0 1 1 0 1 1 0 1 1 1 1 75

Sessions R 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 5
Shelby R 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 1 0 5
Begich D 1 1 1 1 1 1 0 1 1 1 1 1 0 1 1 1 1 1 0 1 85
Murkowski R 0 0 0 0 0 1 0 1 1 0 1 0 0 0 1 0 1 0 1 1 40
Kyl R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 0 10
McCain R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 1 0 0 0 1 0 15
Boozman R 0 0 0 0 0 0 0 0 0 0 1 0 0 0 0 0 0 0 1 1 15
Pryor D 1 NA 1 1 0 1 1 1 1 0 1 1 0 1 1 0 1 1 1 1 75



3. Select the clean text. Click Insert→ Table→Convert Text to Table. In the bottom panel, click Other and type a blank space in the box. Click OK.

Sessions	R	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	5
Shelby	R	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	5
Begich	D	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	1	0	1	85
Murkowski	R	0	0	0	0	0	0	1	0	1	1	0	1	0	0	0	1	0	1	1	40
Kyl	R	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	10	
McCain	R	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	1	15
Boozman	R	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	15
Pryor	D	1	NA	1	1	0	1	1	1	1	0	1	1	0	1	1	0	1	1	1	75

4. Copy/paste the table’s cells directly into Excel.