What's the problem with the Excel table?	What's the problem if the table is added to ArcMap as data?	What's the problem if the table is converted using the Excel To Table tool?	What's the Excel edit?	What's the ArcGIS edit?
Columns (Fields)				
All columns should contain values.		The columns will be created with a generic name (for example, field_1) but contain no values. This is inefficient database design because it takes up storage and requires more display area to view the table contents.	Before conversion, delete empty columns.	After conversion, delete empty fields with the Delete Field geoprocessing tool or, in ArcMap, right-click the table > Open Attribute Table > right-click the field heading > Delete Field.
The first column should contain the field names.	The contents of the first row become the field names and/or field names are created that start with "F" (for example, F23).	The contents of the first row become the field names.	Before conversion, add a row and name the fields.	
Field names should start with a letter, as shown in the Essentials of joining tables online help topic.		The field name will be altered to start with "F". For example, %Name becomes F_Name and 2Name becomes F2Name. **Note:** The field	Before conversion, rename the fields so they do not start with a number.	After conversion, change field names with the Alter Field geoprocessing tool or, in the Catalog window in ArcMap, right-click the

		alias will contain the original field name, so duplicate field names will be shown in the attribute table.		table > Properties > Fields tab > type a new field name so the field names start with a letter.
Field names should contain only letters, numbers, and underscores—no special characters, as shown in the Essentials of joining tables online help topic.		You will not see an error message, but special characters in the field name will be replaced with an underscore.	Before conversion, rename fields so they contain only letters, numbers, and underscores.	After conversion, change field names with the Alter Field geoprocessing tool or, in the Catalog window in ArcMap, right-click the table > Properties > Fields tab > type a new field name so the field names contain only letters, numbers, and underscores.
Field names should not contain spaces.		Spaces in the field name will be replaced with an underscore. **Note:** In some cases, you want spaces in the field name to be replaced with underscores. If this is the case, no edits are required.	Before conversion, rename fields so they do not contain spaces.	After conversion, change field names, if desired, with the Alter Field geoprocessing tool or in the Catalog window in ArcMap (right-click the table > Properties > Fields tab > type a new field name).

Field names should not exceed 64 characters for tables in file geodatabases, 31 characters for SQL Server and SQLExpress, 30 characters for Oracle and DB2, and 10 characters for dBase.	The field name will be truncated to the maximum length.	The field name will be truncated to the maximum length.	Before conversion, rename fields so they do not exceed the character limit.	After conversion, assign [field aliases](#) with the longer field names. In the Catalog window in ArcMap, right-click the table > Properties > Fields tab > type a new field alias.
Field names should be unique (that is, no two fields should have the same name).	Duplicate field names will be displayed with a version number (for example, Field_Name, Field_Name1, Field_Name2).	Duplicate field names will be altered. The field name will be 10 characters long and the end of the field name will be replaced with a version number (for example, Field_Name, Field_Na_1, Field_Na_2). **Note:** The field alias will contain the original field name, so duplicate field names will be shown in the attribute table.	Before conversion, rename duplicate fields so they are unique.	
Field names should not be names that are reserved by ArcGIS, including ObjectID, OID, FID, Shape_Length, and		The fields will be created with the restricted name. Some will be the same as in the Excel table (FID,	Before conversion, rename fields so they are not names that are reserved by ArcGIS.	

Shape_Area. Fields with these names are managed by ArcGIS.		Shape_Length, Shape_Area). ObjectID and OID will be altered to end with an underscore (that is, ObjectID_ and OID_). **Note:** In some cases, the field name will become unreadable and the table contents will not be displayed.	
Field names should not contain ArcGIS or Excel reserved words. The ArcGIS reserved words are listed in this Knowledge Base article: http://support.esri.com/en/knowledgebase/techarticles/detail/37763. The Excel reserved words are listed after this table.		For some reserved names, fields will be created using the reserved name (for example, Date, Values). For others, the field name will be altered to end with an underscore (for example, Order_). **Note**: You'll see an error message when performing some tasks (for example, joins and relates).	Before conversion, rename fields so they do not contain reserved words.	
The type of data in the columns should be set in Excel to a basic field		Basic column types specified in Excel are used to set the field type	Before conversion, set the field types for the columns. In Excel, right-	After conversion, check the field types. In the Catalog window in

| type (that is, only a text, number, date field type). | | in ArcGIS. When the column type is not specified (that is, it is General), the field type in ArcGIS is determined by a scan of the values in the first eight rows for that column. If the scan finds mixed data of types in the first eight rows, the column will become a text field in ArcGIS and the values will be converted to strings.

Number and Fraction field types in Excel are converted to either Double or Long Integer field types in ArcGIS, depending on what the scan finds in the first eight rows of the numeric columns.

Year and Time field types in Excel are converted to the Date field type in ArcGIS. | click the column > Format cells > Number tab. | ArcMap, right-click the table > Properties > Fields tab to make sure they are the type desired. If they are not, add fields of the type desired, calculate their values to equal those of the fields that contained the original values, then delete the fields that contained the formulas.

A second approach is to create an empty table in ArcGIS with the field types desired, convert the Excel table to a geodatabase table, and use the Append geoprocessing tool to load the data in the converted geodatabase table into the empty table. Make sure to set Schema Type to NO_TEST. |

		Advanced field types in Excel (that is, Currency, Accounting, Percentage, Fraction, and Scientific) are converted to the Text field type in ArcGIS.		
If there is an ID field, it should be positioned in the first column or after the third field.	The first field will not be shown in the table.		Reposition the ID field so it is in the first column or after the third column.	
All columns should contain values.	Fields will be created for all columns with no values but the cells will contain no or <Null> values. This is inefficient database design because it takes up storage and requires more display area to view the table contents.	Fields will be created for all columns with no values but the cells will contain no or <Null> values. This is inefficient database design because it takes up storage and requires more display area to view the table contents.	Before conversion, delete empty columns.	After conversion, delete empty fields with the Delete Field geoprocessing tool or, in ArcMap, start an edit session, right-click the table > Open Attribute Table > highlight the empty rows > right-flick the far-left box > Delete Selected.
Rows (Records)				
All rows should contain values.	Records will be created for all rows with no values but the cells will	Records will be created for all rows with no values but the cells will	Before conversion, delete empty rows.	After conversion, delete empty rows with the Delete Rows

	contain no or <Null> values. This is inefficient database design because it takes up storage and requires more display area to view the table contents.	contain no or <Null> values. This is inefficient database design because it takes up storage and requires more display area to view the table contents.		geoprocessing tool or, in ArcMap, start an edit session, right-click the table > Open Attribute Table > highlight the empty rows > right-flick the far-left box > Delete Selected.
Cells (Values)				
Cells should not contain formulas.	Columns with formulas will not be displayed.		Before conversion, replace cells with formulas with cells with values. In Excel, copy the cells and paste them back into their original location using Paste Special > Values.	After conversion, check the field types. In the Catalog window in ArcMap, right-click the table > Properties > Fields tab. Make sure they are the field type desired. If they are not, add fields of the type desired, calculate their values to equal those of the fields that contained the formulas, then delete the fields that contained the formulas.
Cells should not contain values with more than 255 characters.	Only the first 255 characters of a cell are read. If there are more	The cell value becomes <NULL>.	Before conversion, edit the cells so they do not	

	than 255 characters, the field will be converted to the BLOB type in ArcGIS. You cannot read the contents of a BLOB field.		exceed the 255-character limit.	
Cells that should contain numbers should not contain text values, such as "No Data", None", "NA", or spaces.	The field will be changed to a Text type.	The cells with text will be converted to <Null> values.	Delete the text values in the number fields or replace them with an identifier for no data (for example, -9999).	
Cells that should contain text values that start with "0" and contain only numbers (for example, ZIP or FIPS codes) should formatted as text fields.	Cells with that start with "0" will contain <Null> values.	Fields will be converted to a number type.		
Cell values should not have leading or trailing spaces.	This could affect labeling and data management. For example, if a cell contains a highway route number and it has leading or trailing spaces, the value may not fit in a highway	This could affect labeling and data management. For example, if a cell contains a highway route number and it has leading or trailing spaces, the value may not fit in a highway shield or the shield will	Remove leading or trailing spaces with the Trim function.	

	shield or the shield will be oversized. For data management, leading or trailing spaces maybe affect string functions. For example, extracting the last five characters from a full address (address, city, state, 5-digit ZIP code) to extract the ZIP code will produce erroneous results if there are trailing spaces.	be oversized. For data management – say you had a full address field (address, city, state, 5-digit ZIP code) and you wanted to "strip out" just the ZIP code – you could this by extracting just the last 5 characters, if there were no trailing spaces.		
Cells should not be merged.	The first merged field will be deleted from the table, and values for the merged cells will contain <Null> values.		