

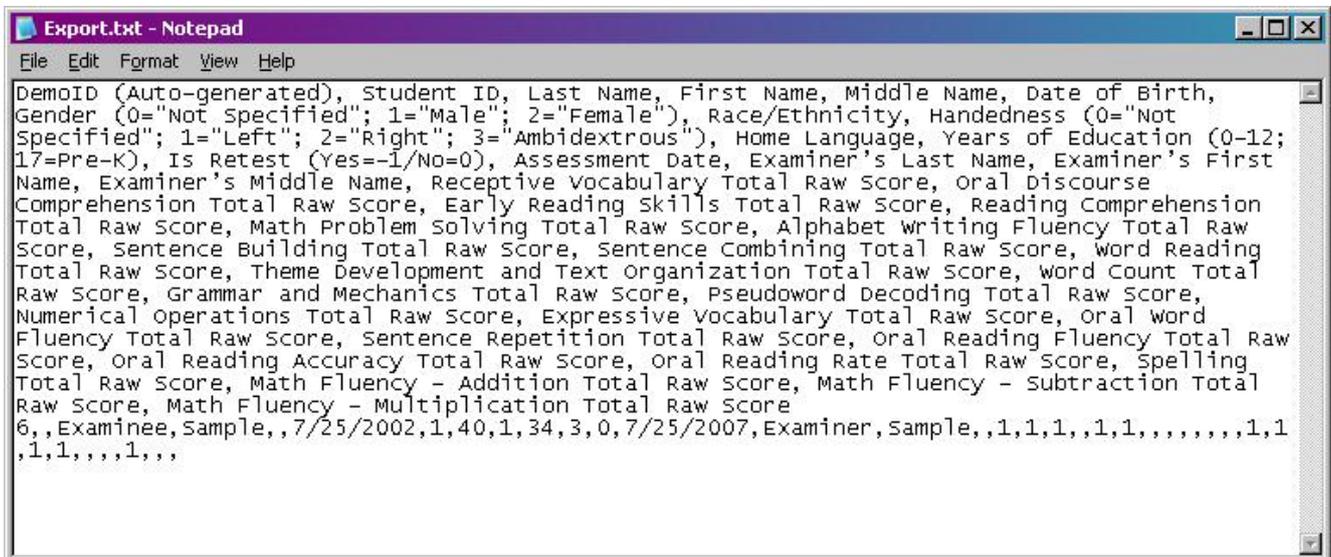
Importing into Excel

1. With the (automatically opened from export) export.txt file open, insert a new line on line 1.

NOTE: Make sure text wrapping is turned off under Format | Word Wrap.

2. Right mouse-click and select Paste (or press ctrl-v).

The screen should look similar to this:

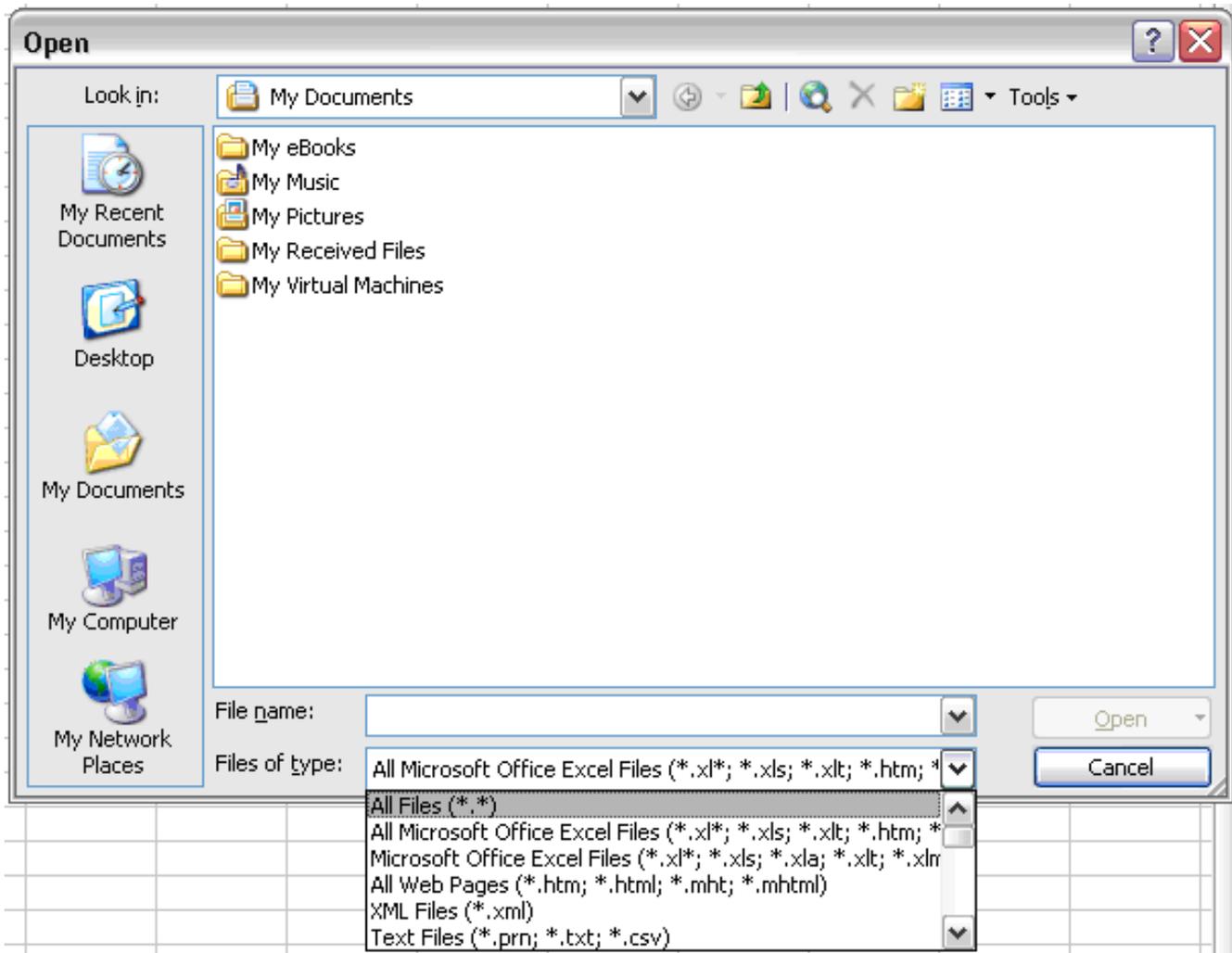


3. Save the Export.txt file.

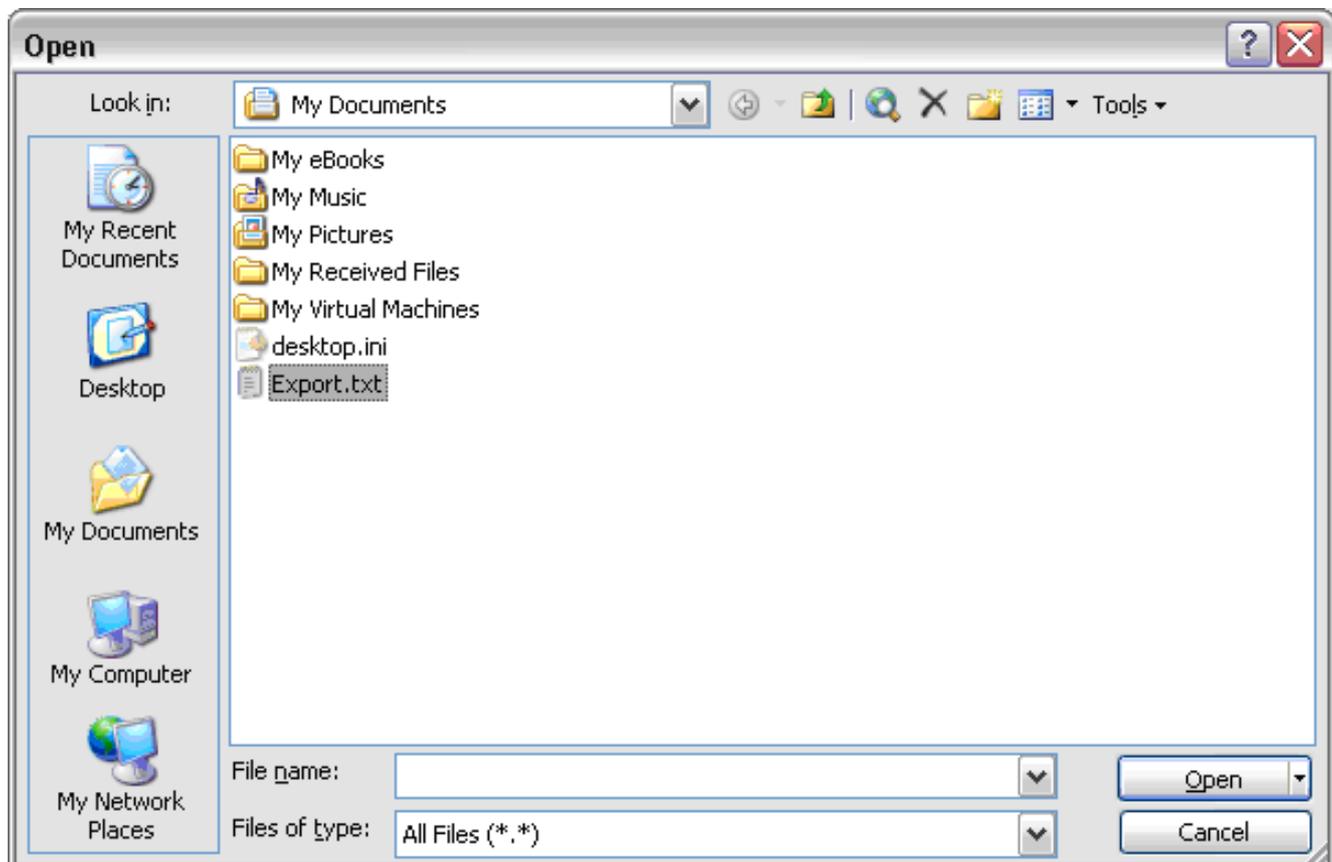
4. Open Excel. A blank spreadsheet should open.

NOTE: Screenshots shown in this topic reflect Excel 2007 format. However, the functionality is the same for all versions of Excel.

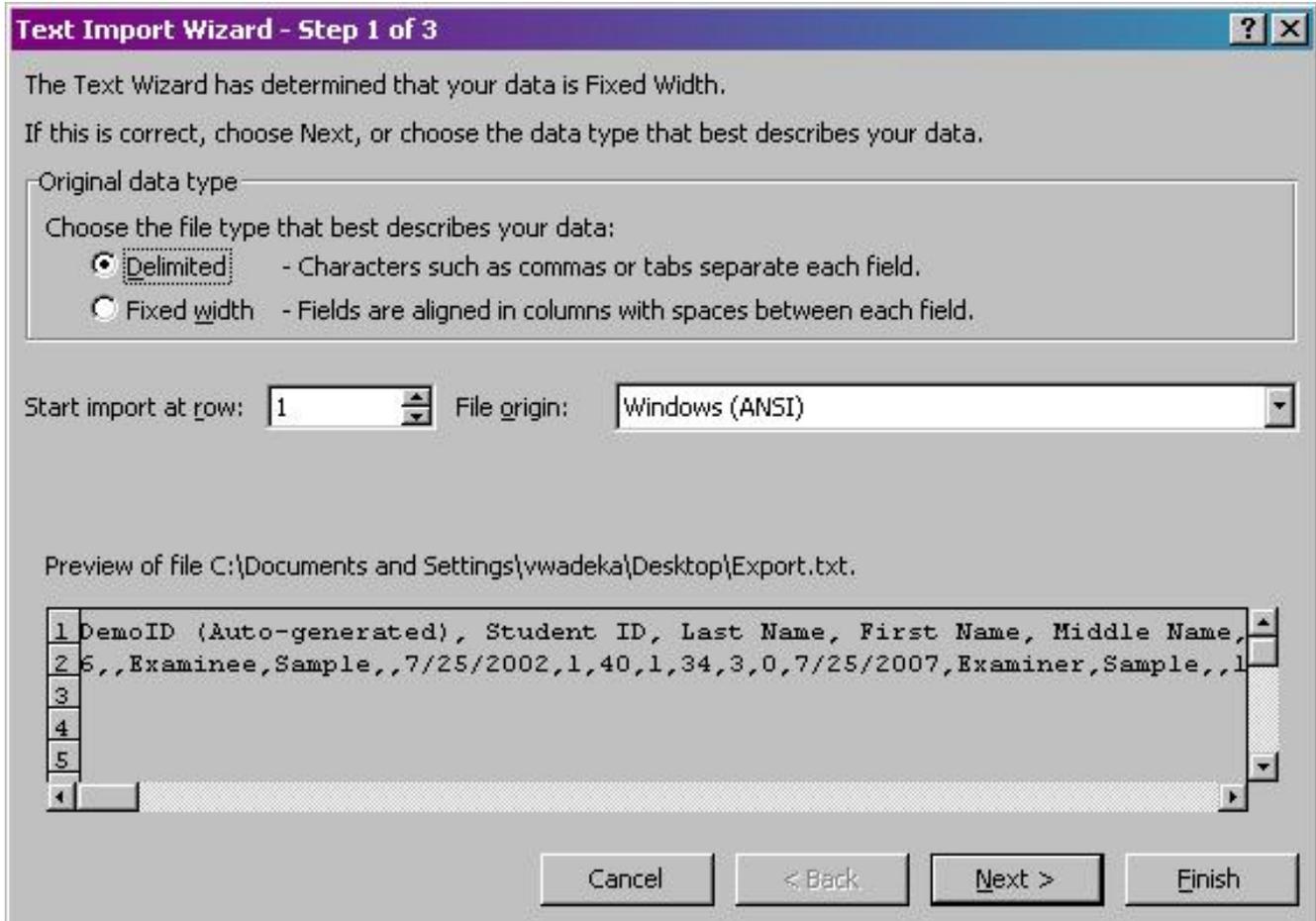
5. In Excel, open the export .txt file. Select Files of type | All Files (*.*)



6. Select the Exported File and click the Open button.



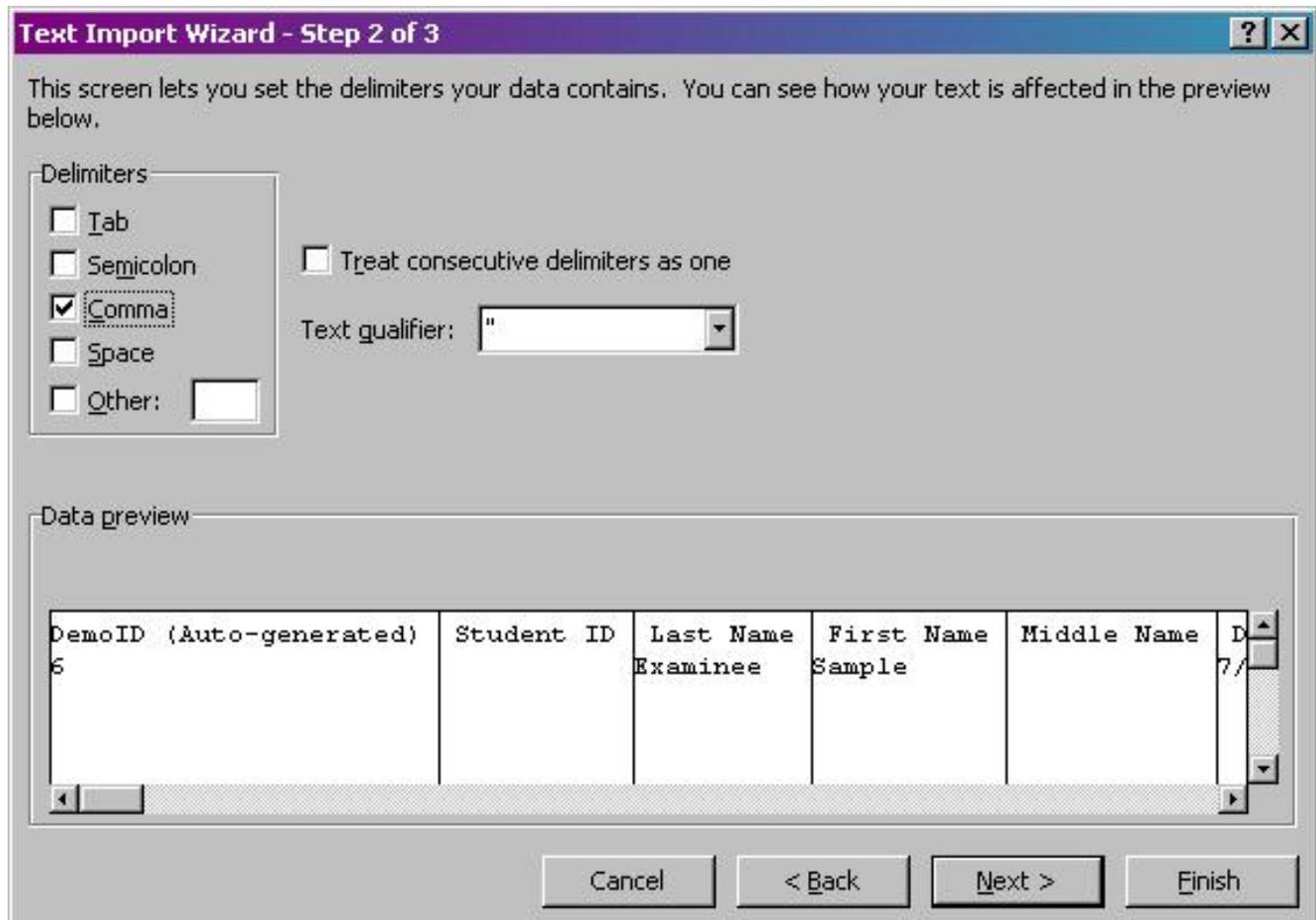
7. Excel will automatically try to convert the exported text file to Excel format. This window will open:



8. Select the Delimited radio button.

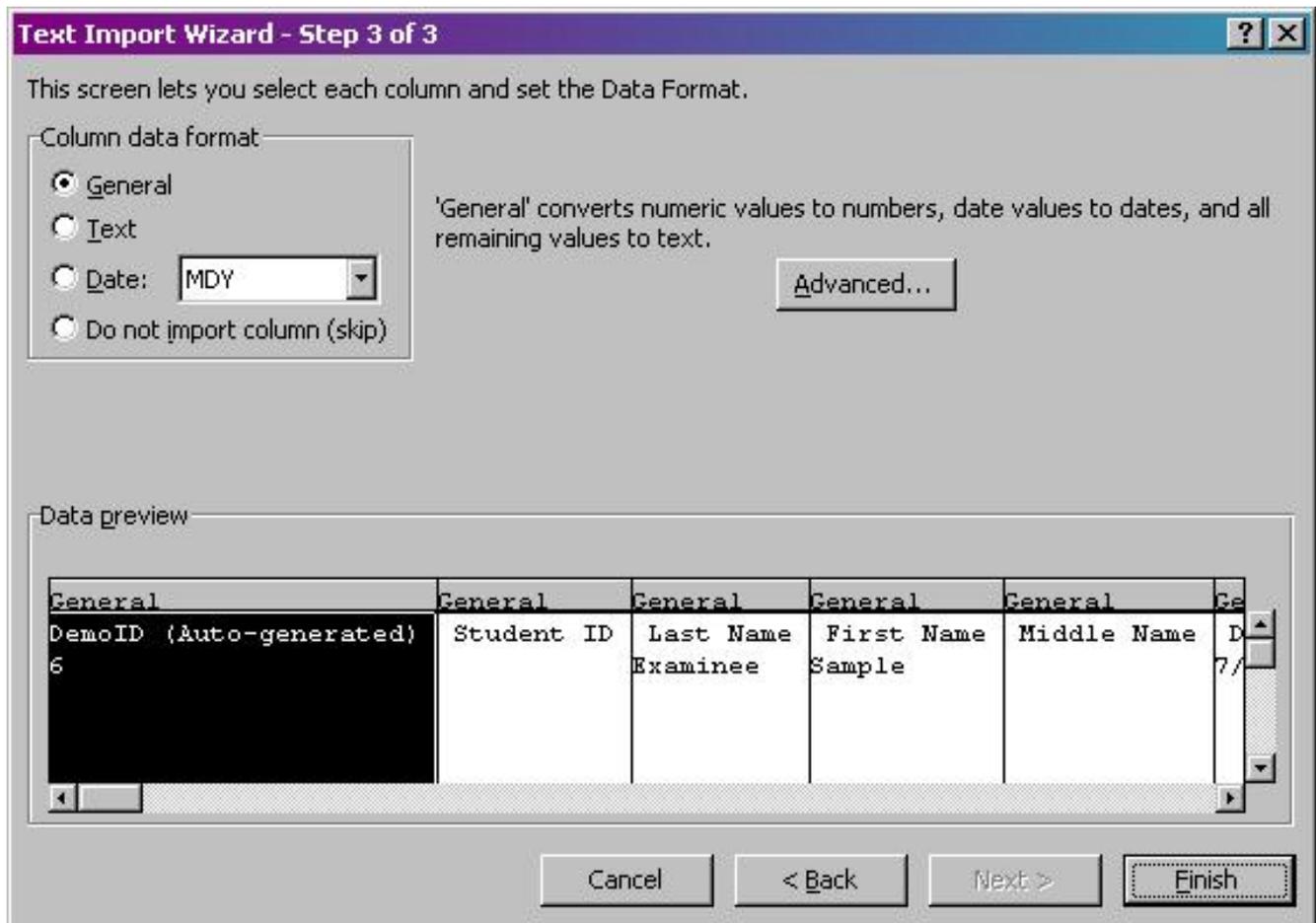
9. Click Next.

10. Uncheck all delimiter boxes, and check the Comma delimiter box:



11. Click Next.

12. Click Finish on Step 3 to use the default values:



13. The text should appear with column headings similar to as shown below:

Export.txt - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells

Calibri 11

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

Sort & Find & Filter Select Editing

A38

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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Export

Ready

100%

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\Documents and Settings\vwadeka\Desktop\Export.txt.

```

1 DemoID (Auto-generated), Student ID, Last Name, First Name, Middle Name,
2 6,, Examinee, Sample,, 7/25/2002, 1, 40, 1, 34, 3, 0, 7/25/2007, Examiner, Sample,, 1
3
4
5

```

Cancel < Back Next > Finish

Article ID: 3973

Last updated: 26 Mar, 2010

Software Support -> — W — -> WIAT-III Scoring Assistant -> User's Guide -> Export Map -> Importing into Excel

<http://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3973>