## **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:

🕞 Export.txt - Notepad
<u>Eile E</u> dit F <u>o</u> rmat <u>V</u> iew <u>H</u> elp
DemoID (Auto-generated), Student ID, Last Name, First Name, Middle Name, Date of Birth, Gender (0="Not specified"; 1="Male"; 2="Female"), Race/Ethnicity, Handedness (0="Not Specified"; 1="Left"; 2="Right"; 3="Ambidextrous"), Home Language, Years of Education (0-12; 17=Pre-K), IS Retest (Yes=-1/No=0), Assessment Date, Examiner's Last Name, Examiner's First Name, Examiner's Middle Name, Receptive Vocabulary Total Raw Score, Oral Discourse Comprehension Total Raw Score, Early Reading Skills Total Raw Score, Reading Comprehension Total Raw Score, Math Problem Solving Total Raw Score, Alphabet Writing Fluency Total Raw Score, Sentence Building Total Raw Score, Sentence Combining Total Raw Score, Word Reading Total Raw Score, Theme Development and Text Organization Total Raw Score, Word Count Total Raw Score, Grammar and Mechanics Total Raw Score, Pseudoword Decoding Total Raw Score, Numerical Operations Total Raw Score, Expressive Vocabulary Total Raw Score, oral Word Fluency Total Raw Score, Sentence Repetition Total Raw Score, oral Reading Fluency Total Raw Score, Oral Reading Accuracy Total Raw Score, Oral Reading Rate Total Raw Score, Spelling Total Raw Score, Math Fluency – Addition Total Raw Score, Math Fluency – Subtraction Total Raw Score, Math Fluency – Addition Total Raw Score 6, Examinee, Sample, 7/25/2002, 1,40, 1,34,3,0,7/25/2007, Examiner, Sample, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,

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 (\*.\*).

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		All Files (*.*) All Microsoft Office Excel Files (*.xl*; *.xls; *.xlt; *.htm; * Microsoft Office Excel Files (*.xl*; *.xls; *.xla; *.xlt; *.xlm All Web Pages (*.htm; *.html; *.mht; *.mhtml) XML Files (*.xml) Text Files (*.prn; *.txt; *.csv)	

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

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

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.	
C Fixed width - Fields are aligned in columns with spaces between each field.	
Preview of file C:\Documents and Settings\vwadeka\Desktop\Export.txt. 1 DemoID (Auto-generated), Student ID, Last Name, First Name, M 2 6,, Examinee, Sample,, 7/25/2002, 1, 40, 1, 34, 3, 0, 7/25/2007, Examine 3	
4 5 ✓ Cancel < Back <u>N</u> ext >	 Einish

- 8. Select the Delimited radio button.
- 9. Click Next.
- 10. Uncheck all delimiter boxes, and check the Comma delimiter box:

Text Import Wizard - Step 2 of 3	? ×
This screen lets you set the delimiters your data contains. You can see how your text is affected in the previous.	view
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Data preview	
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Cancel < <u>B</u> ack <u>N</u> ext > <u>F</u> inis	ih

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

Text Import Wizard - Step 3 of	3			? ×
This screen lets you select each colu Column data format © General © Text © Date: MDY © Do not import column (skip) Data greview		s numeric values to text.	to numbers, data	e values to dates, and all
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DemoID (Auto-generated) 6	Student ID	Last Name Examinee	First Name Sample	Middle Name D 7/ 
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13. The text should appear with column headings similar to as shown below:

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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:
 1
 • File origin:
 Windows (ANSI)

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

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