

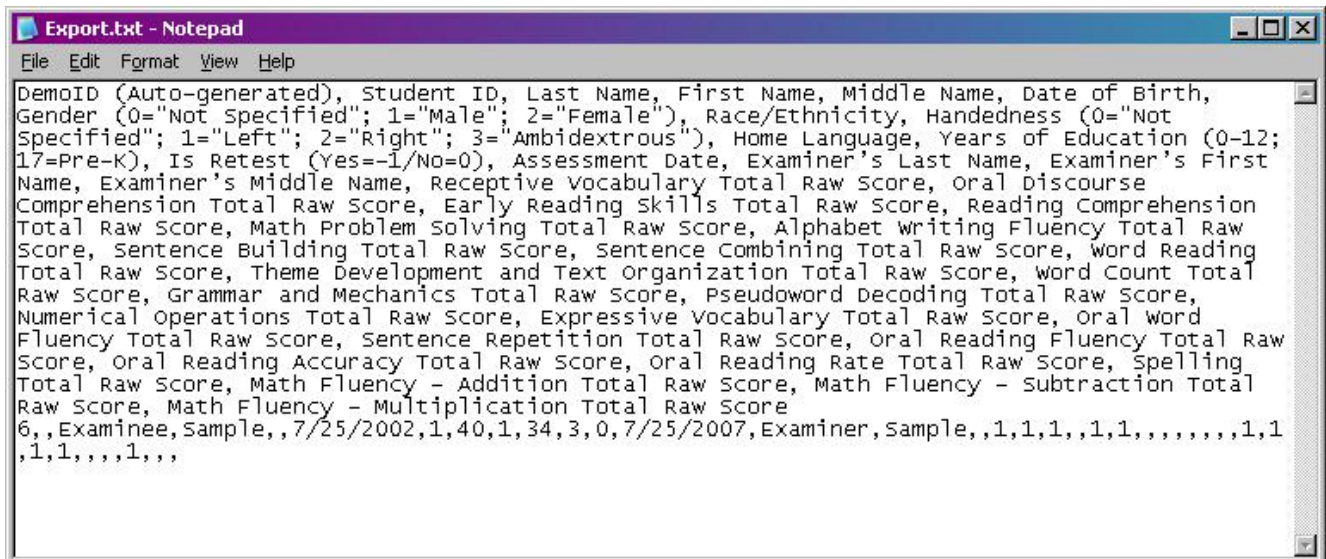
Importing into Excel

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:

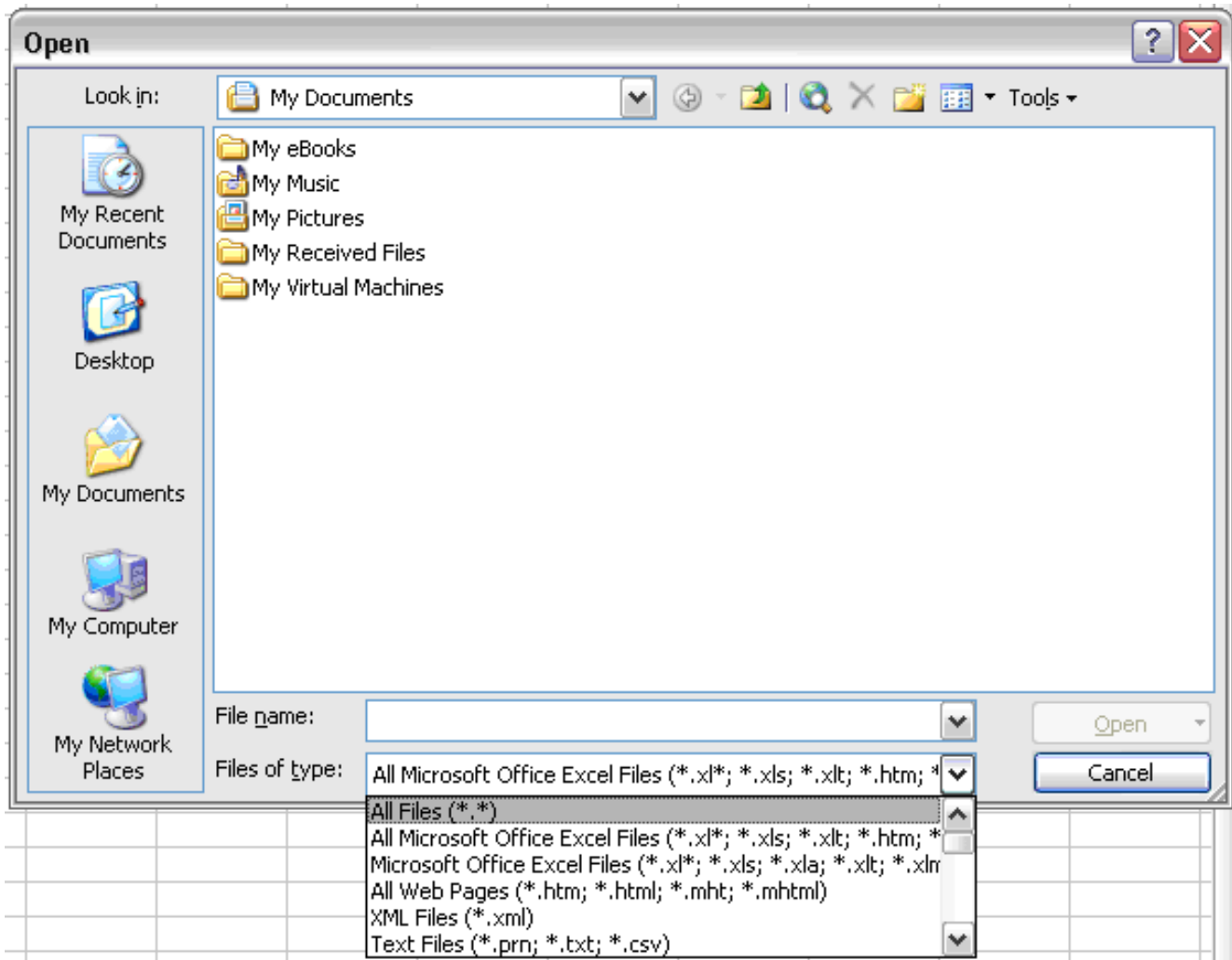


3. Save the Export.txt file.

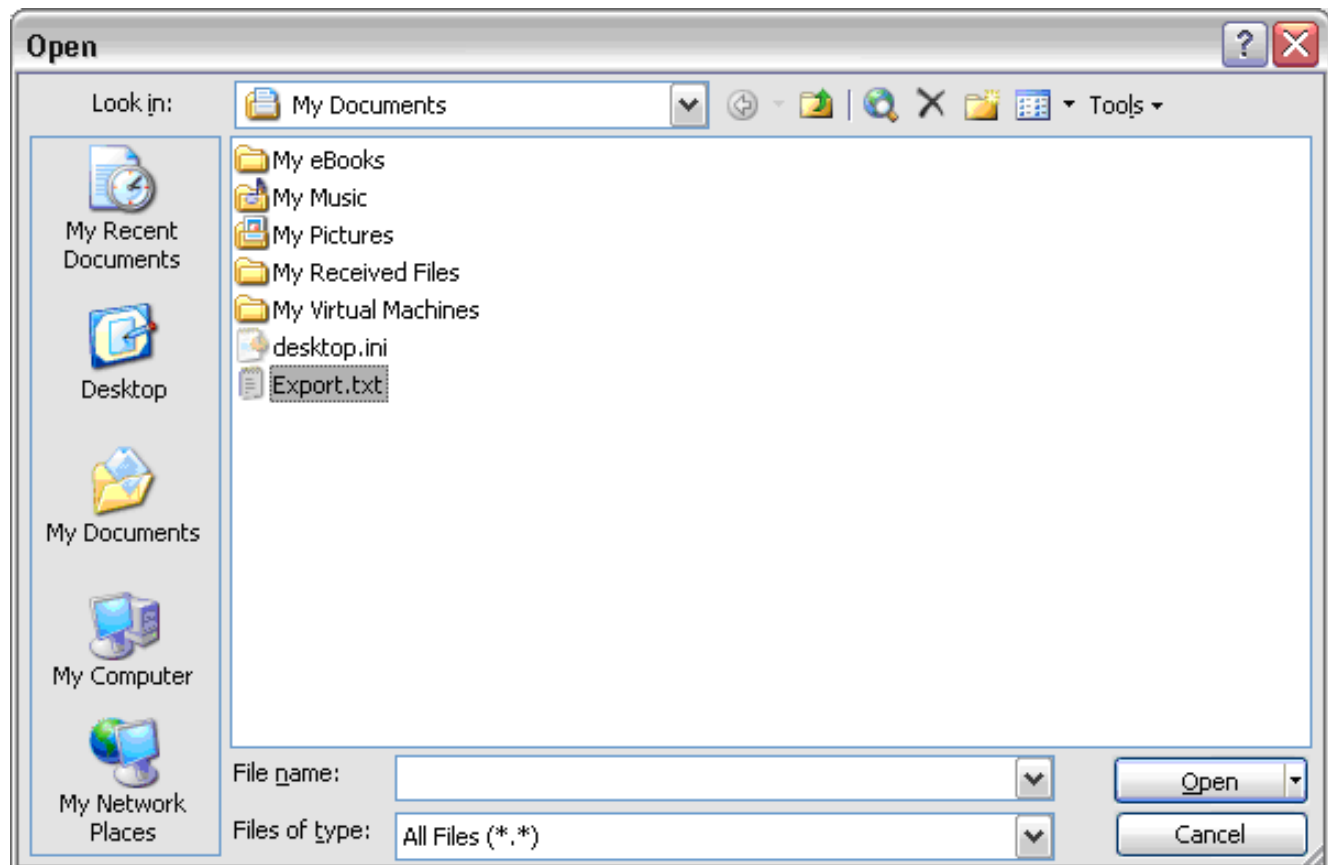
4. Open Excel. A blank spreadsheet should open.

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:

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

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 preview below.

Delimiters

☐ Tab

☐ Semicolon

☒ **Comma**

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

DemoID (Auto-generated)	Student ID	Last Name	First Name	Middle Name	D
6		Examinee	Sample		7/

Cancel < Back Next > Finish

- 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 column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	Ge
DemoID (Auto-generated)	Student ID	Last Name	First Name	Middle Name	D
6		Examinee	Sample		7/

Cancel

< Back

Next >

Finish

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

4 / 6

Export.txt - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DemoID (Auto-generated)	Student ID	Last Name	First Name	Middle Name	Date of Birth	Gender (C)	Race/Ethnicity	Handedness	Home Language	Years of Education	Is Retest	Assessment	Examiner
2	6		Examinee	Sample		7/25/2002	1	40	1	34	3	0	7/25/2007	Examinee
3														
4														
5														
6														
7														
8														
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25														
26														

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

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

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