

CONVERTING TEXT FILES TO EXCEL SPREADSHEET

1. **Open** MS Excel, or whatever spreadsheet program you use
2. Select **File** in the taskbar, then click **Open**
3. Using the drop down box, select **All** from the “Files of Type” drop down box. (This is located at the bottom drop down box)
4. Locate your document where you saved it and highlight it.
5. Select **Open** to open the document in MS Excel or your spreadsheet program.
6. A **Text Import Wizard** appears allowing you to choose parameters to view your file. The button, **Delimited**, should already be selected, if not, then select it. Click **Next** to continue.
7. Check mark the **Tab** and **Comma** box. Then select **Next** to continue.
8. Select **Finish** when done, then **Save** it.