The List Wiz

Microsoft Excel Importing Instructions

1. Open a blank spreadsheet in Microsoft Excel.

2. Click on **File** in the main menu at top left, click **Open** and select either the Floppy (A:\) drive or the directory on your hard drive that you saved the file to (in the "Files of Type:" box at the bottom of the dialogue box, select the file type you are importing -- .csv files or .txt files.)

3. When you have located the file you need, highlight it, then click **Open**.

4. The following **Text Import Wizard** will appear:

5. Under "Choose the file type that best describes your data", select Delimited and click Next.

6. In step 2, under Delimiters, remove the check mark in the box that says Tab and select Comma.

7. Make sure the Text Qualifer is a quotation mark(") and click Next.

8. In step 3, under Column Data Format select Text and click Finish.

9. The data will appear in the spreadsheet.

10. To save, click on File in the main menu at top left and select Save As and type your file name. Note -- The "Save as type:" box should read Microsoft Excel Workbook. If it does not, click on the drop down arrow and change the file type to: Microsoft Excel Workbook.