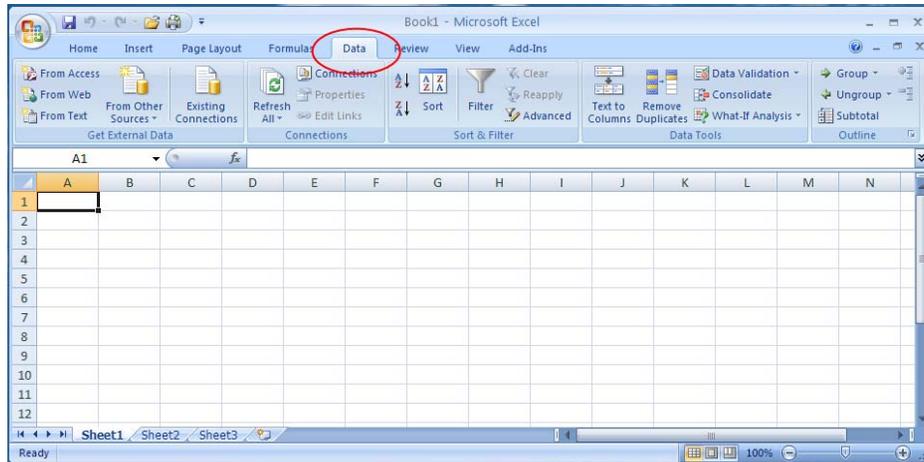
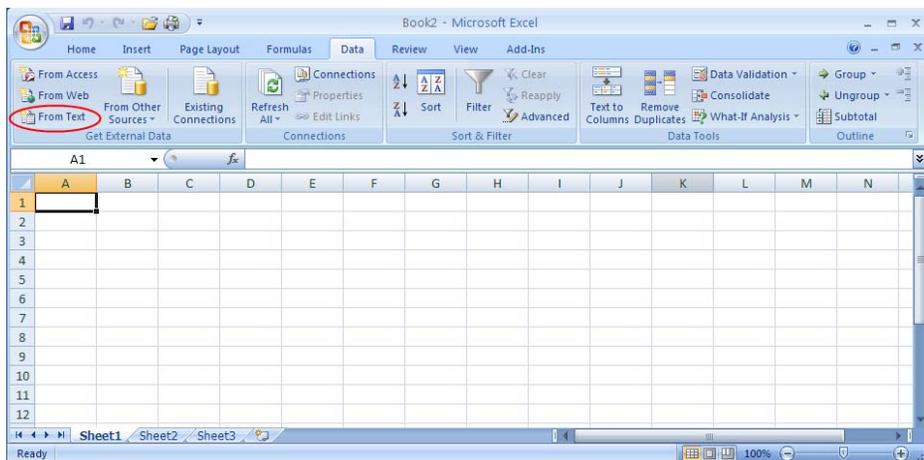


## NSSRS Opening a .txt or .csv File With Microsoft Excel 2007

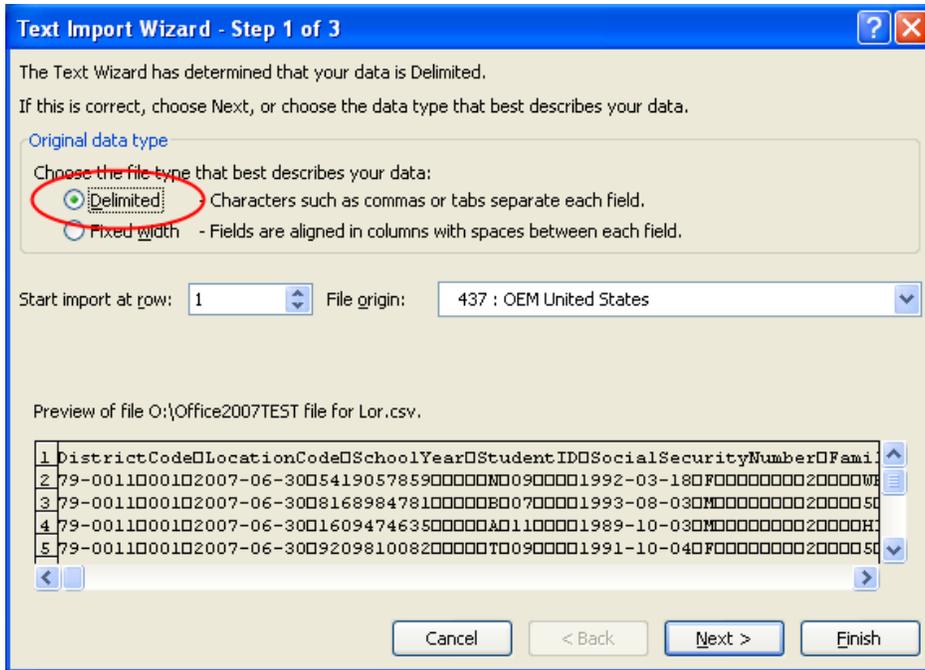
1. Open the **Excel** Program
2. Select the **Data** tab on the Ribbon at the top on the screen.  
NOTE: A blank Excel workbook must be open for the “Data” tab to be available.



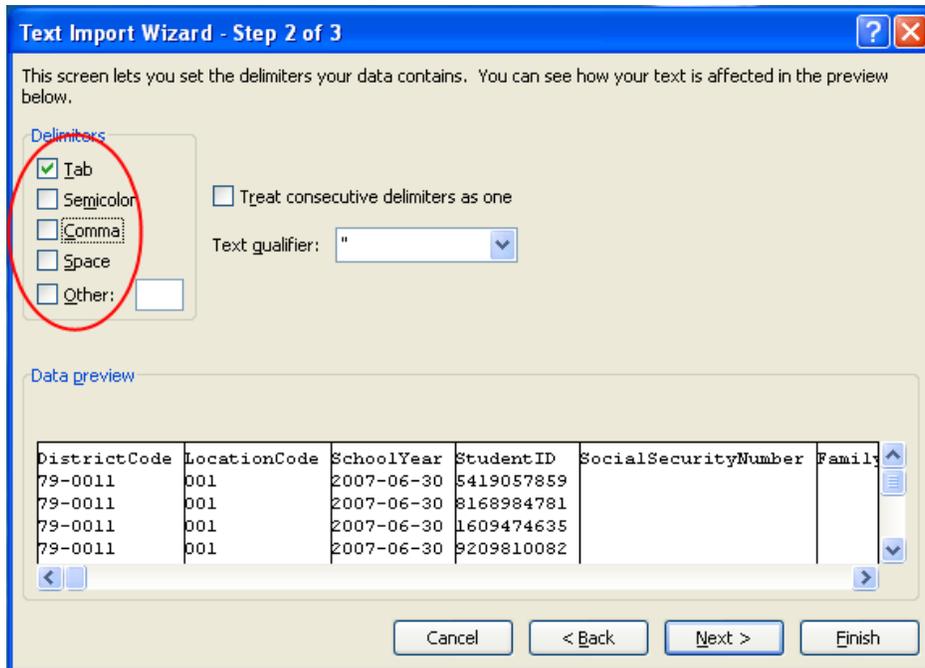
3. In the “Get External Data” group, click once on the **From Text** command.



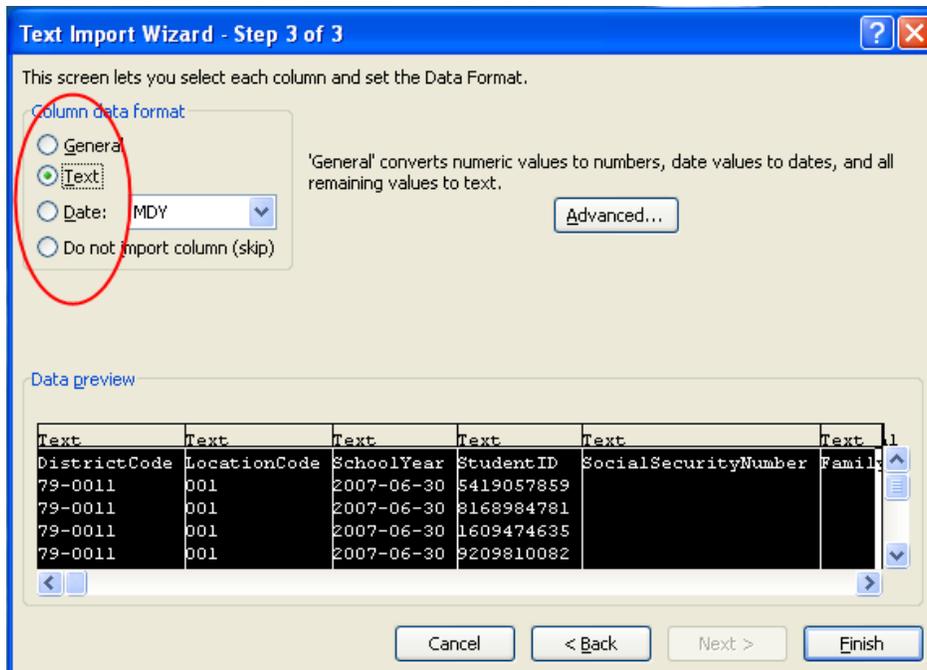
4. Browse to find the file (.txt) or (.csv) and click on the **Import** button. Be sure to look for **All Files**.
5. The **Delimited** radio button should be selected. Click the **Next** button.



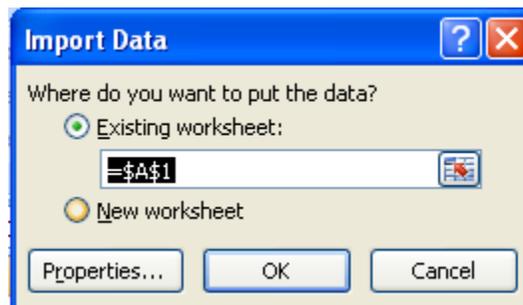
6. If the file is tab delimited then click the **Tab** checkbox. If the file is comma-delimited then un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next** to continue.



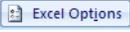
7. Select all of the data in the Data preview window by clicking in the first column, scroll to the last column, holding down the SHIFT key click in the last column. Change the data format to text by selecting the **Text** radio button. Click the **Finish** button.

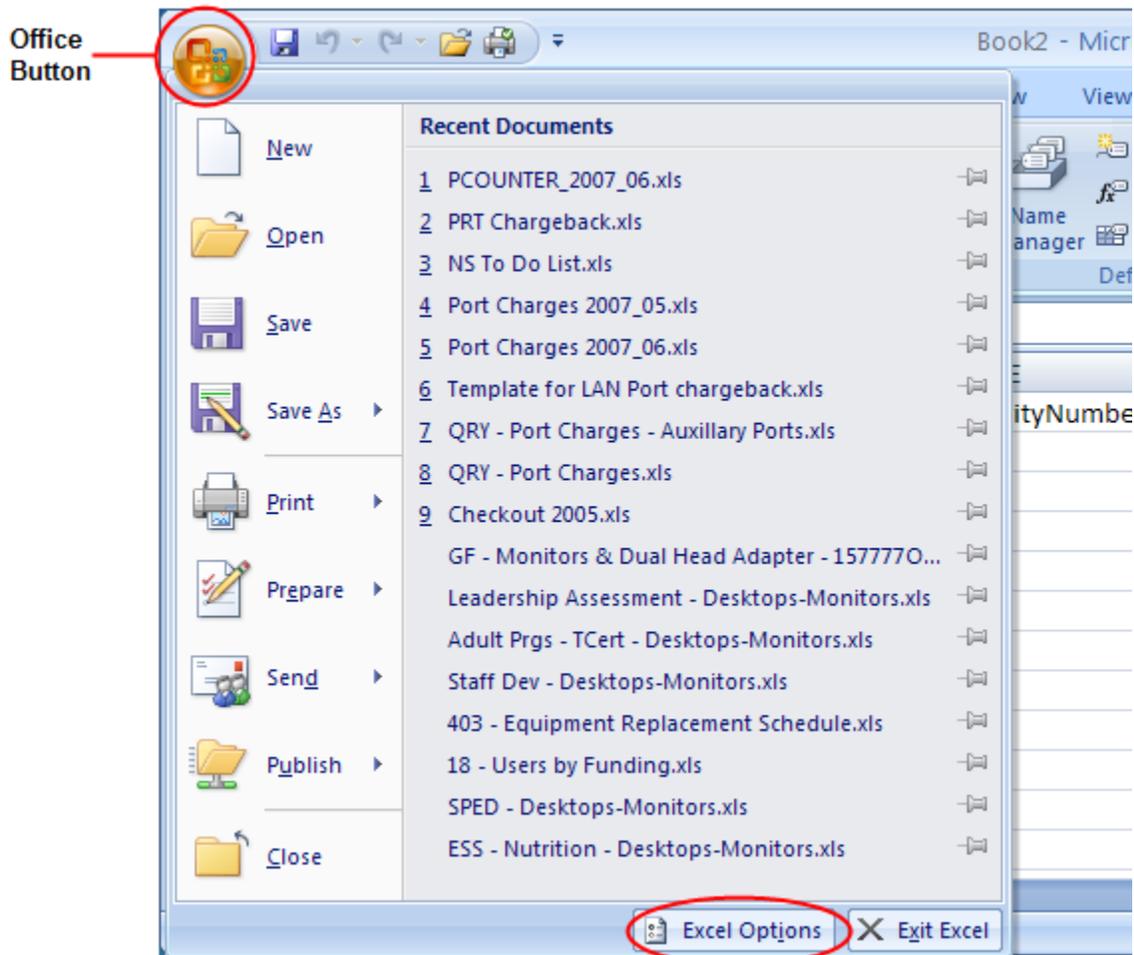


8. Select the worksheet you want the data to be imported into. Select **OK**.



## Replacing Column Headings with Numbers Instead of Letters in Excel 2007

1. Click once on the Office button located in the upper left-hand corner of Excel. Click on the  button located at the bottom of the dialog box.



2. Click on **Formulas** located in the left column of the Excel Options dialog box. Checkmark the box next to **R1C1 reference style** located under the “Working with formulas” section. Click **OK** to finish.

Now the column heading are numbers (1,2,3) which match the column numbers associated with each data element in all NSSRS template instructions.

	1	2	3	4	5	6
1	DistrictCode	LocationCode	SchoolYear	StudentID	SocialSecurityNumber	FamilyNumber
2	79-0011	001	2007-06-30	5419057859		
3	79-0011	001	2007-06-30	8168984781		