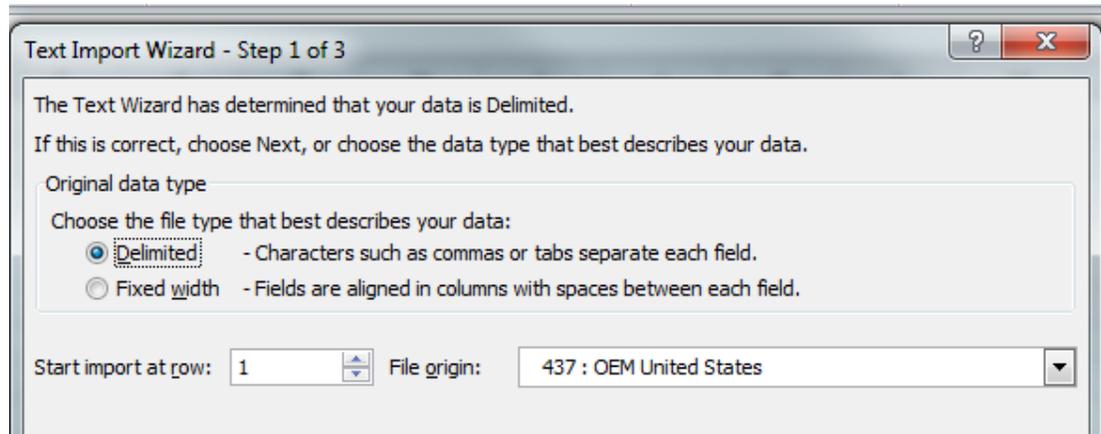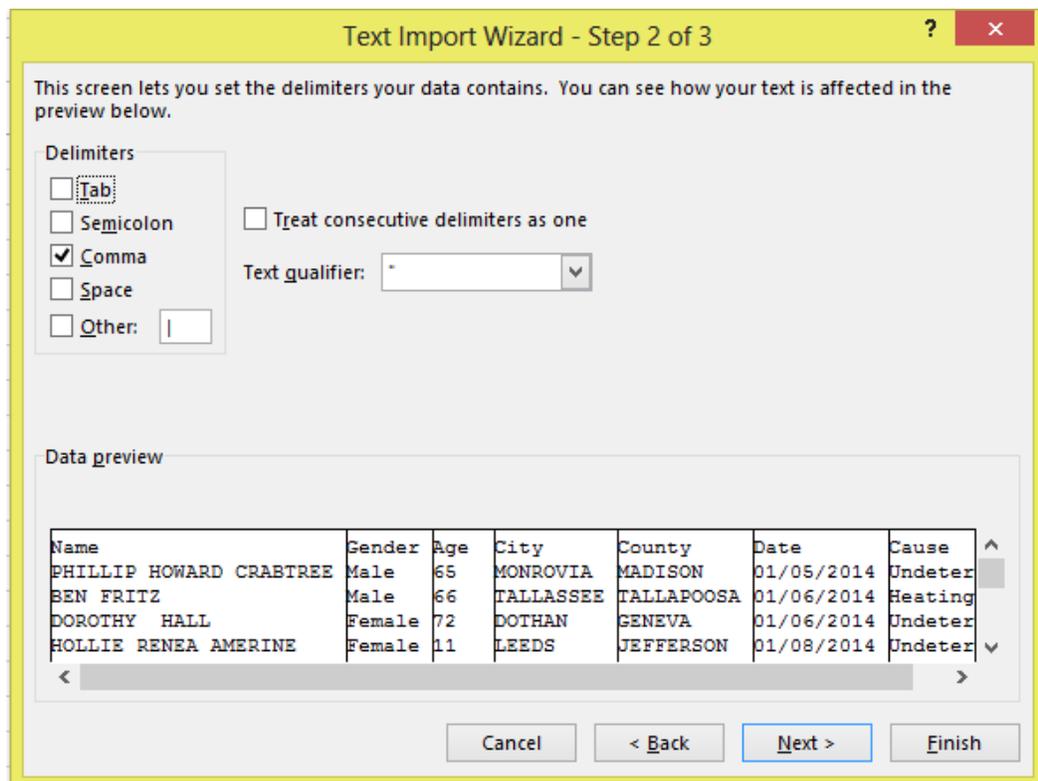Importing Text File to Excel Spreadsheet
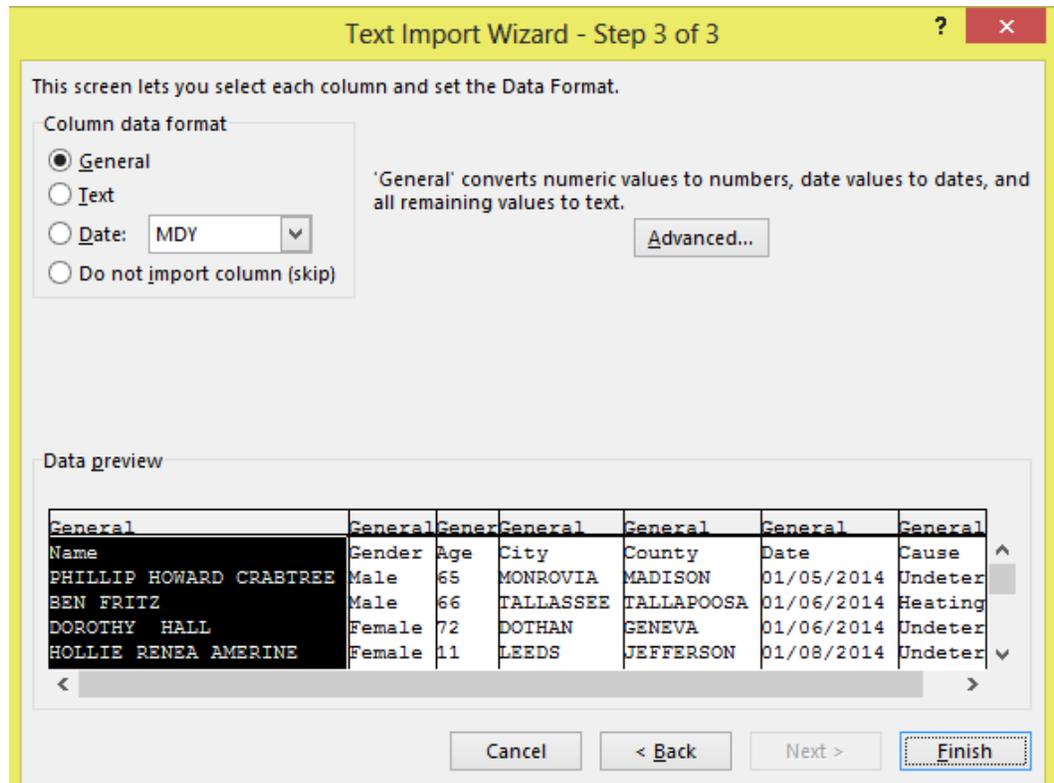
1. Open Excel
2. Click File and Open.
3. Select saved text file. (If file is not visible, ensure list in bottom right corner says **All Files**)
4. The Text Import Wizard will appear. Under **Original data type**, "Delimited" should be highlighted.

5. Click Next.

6. Select the Comma checkbox under Delimiters and data will be separated in the Data Preview window. Click Next.

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	Gener	General	General	General	General
Name	Gender	Age	City	County	Date	Cause
PHILLIP HOWARD CRABTREE	Male	65	MONROVIA	MADISON	01/05/2014	Undeter
BEN FRITZ	Male	66	TALLASSEE	TALLAPOOSA	01/06/2014	Heating
DOROTHY HALL	Female	72	DOTHAN	GENEVA	01/06/2014	Undeter
HOLLIE RENEA AMERINE	Female	11	LEEDS	JEFFERSON	01/08/2014	Undeter

[Cancel] [< Back] [Next >] [Finish]

7. In Step 3, Column data format should be set to general. Click Finish and data should be converted to excel spreadsheet.

	A	B	C	D	E	F	G
10	TERRY CAGLE	Male	71	ADDISON	WINSTON	1/12/2014	Under Investigation
11	JEANETTE CAGLE	Female	72	ADDISON	WINSTON	1/12/2014	Under Investigation
12	VICKI THORN	Female	56	CENTER POINT	JEFFERSON	1/12/2014	Under Investigation
13	DONALD C. WHITED	Male	67	ONEANTA	BLOUNT	1/13/2014	Arson
14	DOROTHY LEONA HARE	Female	69	MILLRY	WASHINGTON	1/13/2014	Undetermined
15	BARBARA GUNN	Female	58	BIRMINGHAM	JEFFERSON	1/13/2014	Cooking
16	CATHERINE TANKERSLY	Female	49	JACKSON GAP	TALLAPOOSA	1/14/2014	Heating