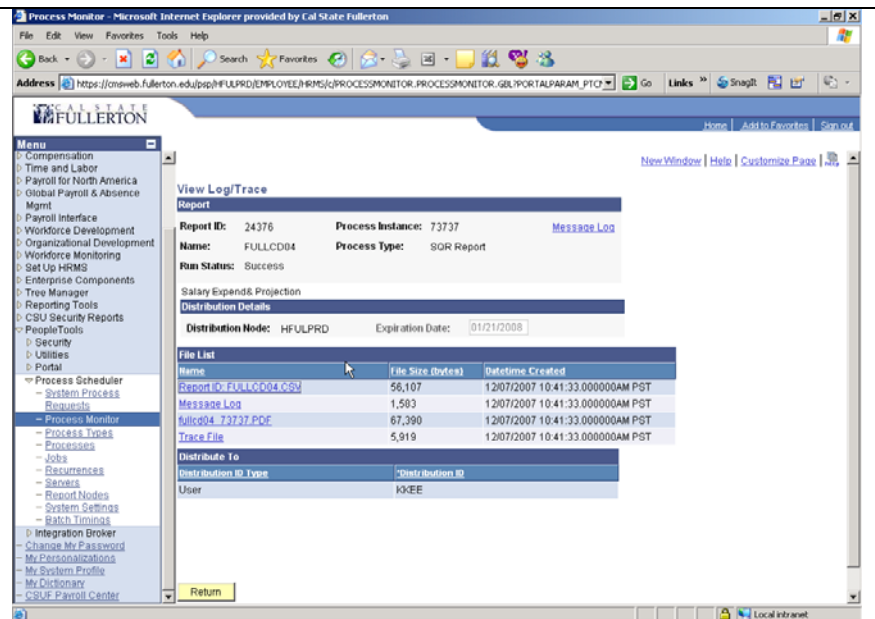




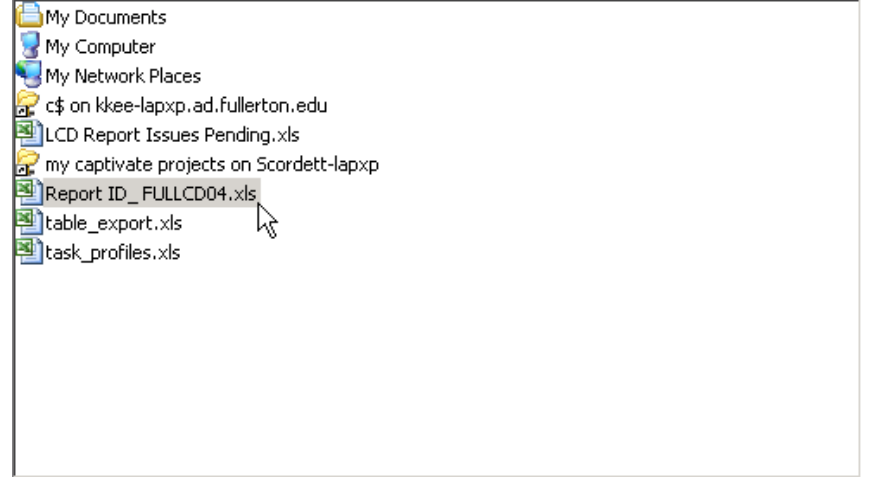
**Step 1:**

Right click the CSV file.



**Step 2:**

Rename the file and save it in a folder on your computer.





<p><b>Step 3:</b></p> <p>Click Next.</p>	<p><b>Text Import Wizard - Step 1 of 3</b></p> <p>The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.</p> <p>Original data type</p> <p>Choose the file type that best describes your data:</p> <p><input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field.</p> <p><input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <p>Start import at row: <input type="text" value="1"/> File origin: <input type="text" value="437 : OEM United States"/></p> <p>Preview of file C:\Documents and Settings\kkee\Desktop\Report ID_FULLLCD04.xls</p> <table border="1"> <tr><td>251</td><td>10036-Biological Science</td><td>= "601805"</td><td>Original Budget:</td><td>= "THEFD"</td></tr> <tr><td>252</td><td>10036-Biological Science</td><td>= "601805"</td><td>Revised Budget:</td><td>= "THEFD"</td></tr> <tr><td>253</td><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "T</td></tr> <tr><td>254</td><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "T</td></tr> <tr><td>255</td><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "T</td></tr> </table> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>	251	10036-Biological Science	= "601805"	Original Budget:	= "THEFD"	252	10036-Biological Science	= "601805"	Revised Budget:	= "THEFD"	253	10036-Biological Science	= "601805"	Summer Session Faculty	= "T	254	10036-Biological Science	= "601805"	Summer Session Faculty	= "T	255	10036-Biological Science	= "601805"	Summer Session Faculty	= "T
251	10036-Biological Science	= "601805"	Original Budget:	= "THEFD"																						
252	10036-Biological Science	= "601805"	Revised Budget:	= "THEFD"																						
253	10036-Biological Science	= "601805"	Summer Session Faculty	= "T																						
254	10036-Biological Science	= "601805"	Summer Session Faculty	= "T																						
255	10036-Biological Science	= "601805"	Summer Session Faculty	= "T																						
<p><b>Step 4:</b></p> <p>Click Next.</p>	<p><b>Text Import Wizard - Step 2 of 3</b></p> <p>This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.</p> <p>Delimiters</p> <p><input checked="" type="checkbox"/> Tab <input type="checkbox"/> Semicolon <input type="checkbox"/> Comma <input type="checkbox"/> Treat consecutive delimiters as one</p> <p><input type="checkbox"/> Space <input type="checkbox"/> Other: <input type="text"/></p> <p>Text qualifier: <input type="text" value=""/></p> <p>Data preview</p> <table border="1"> <tr><td>10036-Biological Science</td><td>= "601805"</td><td>Original Budget:</td><td>= "THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>= "601805"</td><td>Revised Budget:</td><td>= "THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "THEFD"</td></tr> <tr><td>10036-Biological Science</td><td>= "601805"</td><td>Summer Session Faculty</td><td>= "THEFD"</td></tr> </table> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>	10036-Biological Science	= "601805"	Original Budget:	= "THEFD"	10036-Biological Science	= "601805"	Revised Budget:	= "THEFD"	10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"	10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"	10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"					
10036-Biological Science	= "601805"	Original Budget:	= "THEFD"																							
10036-Biological Science	= "601805"	Revised Budget:	= "THEFD"																							
10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"																							
10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"																							
10036-Biological Science	= "601805"	Summer Session Faculty	= "THEFD"																							



**Step 5:**

Click Finish.

**Step 6:**

The CSV file has now converted to MS Excel format.

To auto column fit the spreadsheet, click the blank cell address above "1" and to the left of "A".

**Step 7:**

The spreadsheet is highlighted.

To auto fit columns between any cell letter (A, B, C, etc) double click when you see a  $\dagger$  sign.



**Step 8:**

The columns should auto format.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Dept - Description	Account	Account Description	Fund	Program	Class	Project	Empl ID	Rcd	Employee Name	Original Amount	Revised Amount
2	10036-Biological Science	601100	Original Budget:	THEFD								
3	10036-Biological Science	601100	Revised Budget:	THEFD								
4	10036-Biological Science	601100	Academic Salaries	THEFD				899884670	0	Laura Arce	00023015	54000
5	10036-Biological Science	601100	Academic Salaries	THEFD				899839682	0	Youssef Atallah	00023015	0
6	10036-Biological Science	601100	Academic Salaries	THEFD				800885599	0	Joan Backey	00023015	0
7	10036-Biological Science	601100	Academic Salaries	THEFD				806708164	0	Young Cho	00023015	0
8	10036-Biological Science	601100	Academic Salaries	THEFD				857287084	0	Valentina Ciobanu	00023015	0
9	10036-Biological Science	601100	Academic Salaries	THEFD				8010286312	0	Cindy Duong	00023015	0
10	10036-Biological Science	601100	Academic Salaries	THEFD				889267889	0	Joseph Dynes	00023015	0
11	10036-Biological Science	601100	Academic Salaries	THEFD				800648869	1	Jessica Fox	00023015	0
12	10036-Biological Science	601100	Academic Salaries	THEFD				800026270	0	Kelly Garron	00023015	0
13	10036-Biological Science	601100	Academic Salaries	THEFD				899891617	0	Barbara Hanlon	00023015	0
14	10036-Biological Science	601100	Academic Salaries	THEFD				802716225	0	Krista Henderson	00023015	0
15	10036-Biological Science	601100	Academic Salaries	THEFD				804808044	0	Alastair Inman	00023015	0
16	10036-Biological Science	601100	Academic Salaries	THEFD				899825929	1	Daniel Jundanian	00023015	0
17	10036-Biological Science	601100	Academic Salaries	THEFD				802354403	0	Stephen Kendall	00023015	0
18	10036-Biological Science	601100	Academic Salaries	THEFD				899720091	0	Katherine Levensalor	00023015	0
19	10036-Biological Science	601100	Academic Salaries	THEFD				892827833	0	Chunxia Li	00023015	0
20	10036-Biological Science	601100	Academic Salaries	THEFD				892775719	0	Shengwen Li	00023015	0
21	10036-Biological Science	601100	Academic Salaries	THEFD				805614104	0	Blase Maffia	00023015	0
22	10036-Biological Science	601100	Academic Salaries	THEFD				800307795	0	Maryanne Menielle	00023015	0
23	10036-Biological Science	601100	Academic Salaries	THEFD				899993988	0	Ben Murray	00023015	0
24	10036-Biological Science	601100	Academic Salaries	THEFD				801643394	0	Michelle Navarro	00023015	0
25	10036-Biological Science	601100	Academic Salaries	THEFD				800803451	0	Alayna Ponce	00023015	0
26	10036-Biological Science	601100	Academic Salaries	THEFD				899666221	0	Melissa Piroch	00023015	0
27	10036-Biological Science	601100	Academic Salaries	THEFD				806730927	0	Dianne Pures	00023015	0
28	10036-Biological Science	601100	Academic Salaries	THEFD				899963964	1	Nona Roimer	00023015	0
29	10036-Biological Science	601100	Academic Salaries	THEFD				899784961	0	Rosa Runce	00023015	0

**Step 9:**

Save the file.

Navigation: File > Save As >

The screenshot shows the Microsoft Excel interface with the 'Save As' dialog box open. The dialog box has 'Save as...' selected, and the file name 'projection\_report.xls' is entered. Below the dialog box, a portion of the spreadsheet is visible, showing columns A through L. The data in the spreadsheet is similar to the table shown in Step 8, but with different employee names and values.



**Step 10:**

Name the file.

Change the 'Save as type:' to  
Microsoft Office Excel Workbook  
(\* .xls)

Click Save.

