Processing Steps	Screen Shots
Step 1: Right click the CSV file.	Image: Second
Step 2: Rename the file and save it in a folder on your computer.	My Documents My Computer My Network Places C \$ on kkee-lapxp.ad.fullerton.edu LCD Report Issues Pending.xls my captivate projects on Scordett-lapxp Report ID_FULLCD04.xls table_export.xls task_profiles.xls

Processing Steps	Screen Shots
Step 3: Click Next.	Text Import Wizard - Step 1 of 3       ? X         The Text Wizard has determined that your data is Delmited.       If this is correct, choose Next, or choose the data type that best describes your data.         Original data type       Choose the file type that best describes your data:            • Cheracters such as commas or tabs separate each field.             • Fixed width        - Characters such as commas or tabs separate each field.             • Fixed width        - Fields are aligned in columns with spaces between each field.             • Start import at row:               • Start import at row:               • Texelew of file C:\Documents and Settings\\kkee\Desktop\Report ID_FULLCD04.xls.              • Start import at row:             • Start import at row:           • File grigin:             • Start import at row:           • Start import at row:             • Start import at row:           • Start import at row:             • Start import at row:           • Start import at row:             • Start import at row:           • Start import row:             • Start import at row:           • Start import row:              • Start import at row: </th
<u>Step 4:</u> Click Next.	Text Import Wizard - Step 2 of 3         This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.         Delimiters         Image: Semicolon       Comma         Image: Space       Other:         Image: Space       Image: Stepsion Faculty         Image: Stepsion Faculty       Image: Stepsion Faculty         Im

Processing Steps	Screen Shots
Step 5: Click Finish.	Text Import Wizard - Step 3 of 3       ? ×         This screen lets you select each column and set the Data Format.       General       Column data format         'General' converts numeric values to numbers, date values to dates, and all remaining values to text.       Itext       Itext         Advanced       Data greview       Itemeral       Ceneral       Itext         Data greview       **601805*       Driginal Budget:       *THEFD         10036-Biological Science       *601805*       Summer Session Faculty       *THEFD
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".	A         B         C         D         E         F         G         H         I         J         K         L         M         N         O           2         1005-Bold2100         Opgael & THEPD         Program         Class         Program         Class         Opgael & THEPD         Program         Class         Program         Class         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 cross icon ( ↔).	A.         B.         Construct D Fund         Program         Class         Program <thclass< th=""> <thclass< th="">         Program&lt;</thclass<></thclass<>

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Processing Steps	Screen Shots
Step 10: Name the file. Change the 'Save as type:' to Microsoft Office Excel Workbook (*.xls) Click Save.	Save in:       Desktop       Image: Computer         My Recent Documents       My Computer       My Network Places         Documents       My Network Places       C on Nixee-lappy.ad.fullerton.edu         Desktop       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         Desktop       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Decuments       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Documents       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Documents       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Computer       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Computer       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Computer       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Nocuments       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Nocuments       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee-lappy.ad.fullerton.edu         My Nocuments       Image: C on Nixee-lappy.ad.fullerton.edu       Image: C on Nixee