Business Process Procedures

14.40 MICROSOFT EXCEL TIPS

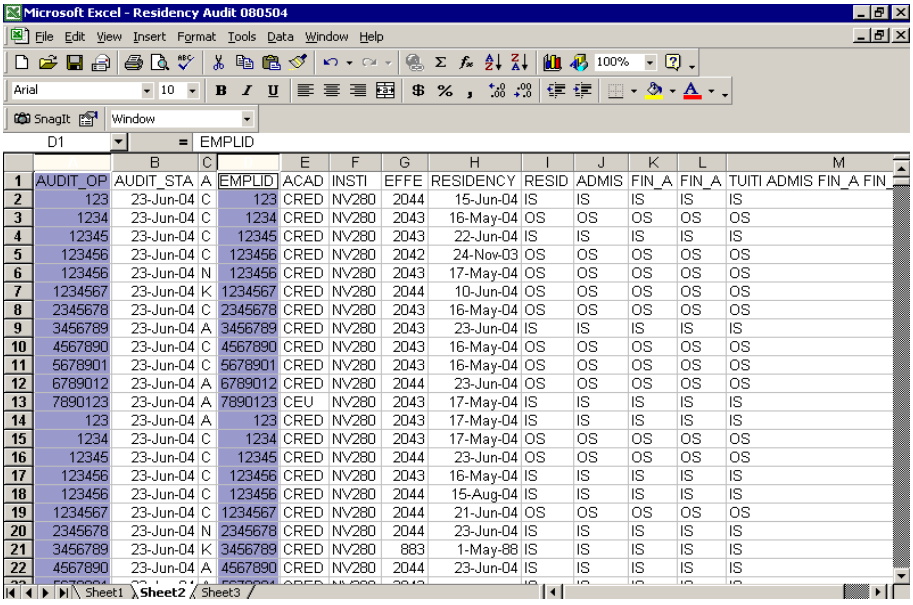
Overview These procedures document some helpful hints and tricks while using Microsoft Excel.

Key Points This document will explore the following:

1. Formatting columns for EmplIDs with leading zeros
2. Formatting column width
3. Sorting
4. Filtering data
5. Filtering data to unique records only
6. Importing text files
7. Inserting additional worksheets within the original spreadsheet
8. Transposing values within a spreadsheet
9. Add additional lines of text to a specific cell
10. Combining values from multiple columns
11. Separating values into multiple columns

Tip 1 – Formatting Columns for EmplIDs with Leading Zeros

Detailed Directions Sometimes when you are working with imported data, the leading zeros on EmplIDs are truncated like in the example below.



	B	C	D	E	F	G	H	I	J	K	L	M
1	AUDIT_OP	AUDIT_STA	A	EMPLID	ACAD	INSTI	EFFE	RESIDENCY	RESID	ADMIS	FIN_A	FIN_A	TUITI ADMIS FIN_A FIN
2	123	23-Jun-04	C	123	CRED	NV280	2044	15-Jun-04	IS	IS	IS	IS	IS
3	1234	23-Jun-04	C	1234	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
4	12345	23-Jun-04	C	12345	CRED	NV280	2043	22-Jun-04	IS	IS	IS	IS	IS
5	123456	23-Jun-04	C	123456	CRED	NV280	2042	24-Nov-03	OS	OS	OS	OS	OS
6	123456	23-Jun-04	N	123456	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
7	1234567	23-Jun-04	K	1234567	CRED	NV280	2044	10-Jun-04	OS	OS	OS	OS	OS
8	2345678	23-Jun-04	C	2345678	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
9	3456789	23-Jun-04	A	3456789	CRED	NV280	2043	23-Jun-04	IS	IS	IS	IS	IS
10	4567890	23-Jun-04	C	4567890	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
11	5678901	23-Jun-04	C	5678901	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
12	6789012	23-Jun-04	A	6789012	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
13	7890123	23-Jun-04	A	7890123	CEU	NV280	2043	17-May-04	IS	IS	IS	IS	IS
14	123	23-Jun-04	A	123	CRED	NV280	2043	17-May-04	IS	IS	IS	IS	IS
15	1234	23-Jun-04	C	1234	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
16	12345	23-Jun-04	C	12345	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
17	123456	23-Jun-04	C	123456	CRED	NV280	2043	16-May-04	IS	IS	IS	IS	IS
18	123456	23-Jun-04	C	123456	CRED	NV280	2044	15-Aug-04	IS	IS	IS	IS	IS
19	1234567	23-Jun-04	C	1234567	CRED	NV280	2044	21-Jun-04	OS	OS	OS	OS	OS
20	2345678	23-Jun-04	N	2345678	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS
21	3456789	23-Jun-04	K	3456789	CRED	NV280	883	1-May-88	IS	IS	IS	IS	IS
22	4567890	23-Jun-04	A	4567890	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS

To reformat rows or columns to display leading zeros in EmplIDs or other numerical data, follow these steps.

Step 1.1 Click the column heading for the column to be reformatted.
HINT: Use CTRL and click additional column headings if you need to reformat more than one column to the same specifications – two columns both need to view all seven digits of an EmplID, as in the example above.

Step 1.2 Click **Format**

Step 1.3 Click **Cells**

Step 1.4 Click on the **Number tab**

Step 1.5 The default format should be General

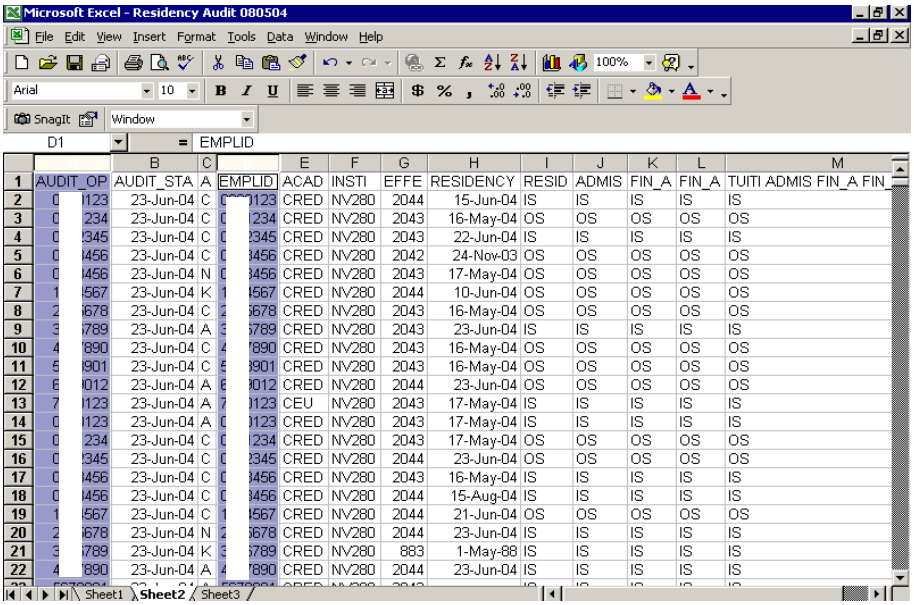
Step 1.6 Click **Custom**

Step 1.7 On the right-hand size of the dialog box, in the **Type field** highlight and delete General

Step 1.8 Enter seven zeros in the **Type box** 0000000

Step 1.9 Click **OK**

Step 1.10 Review the results

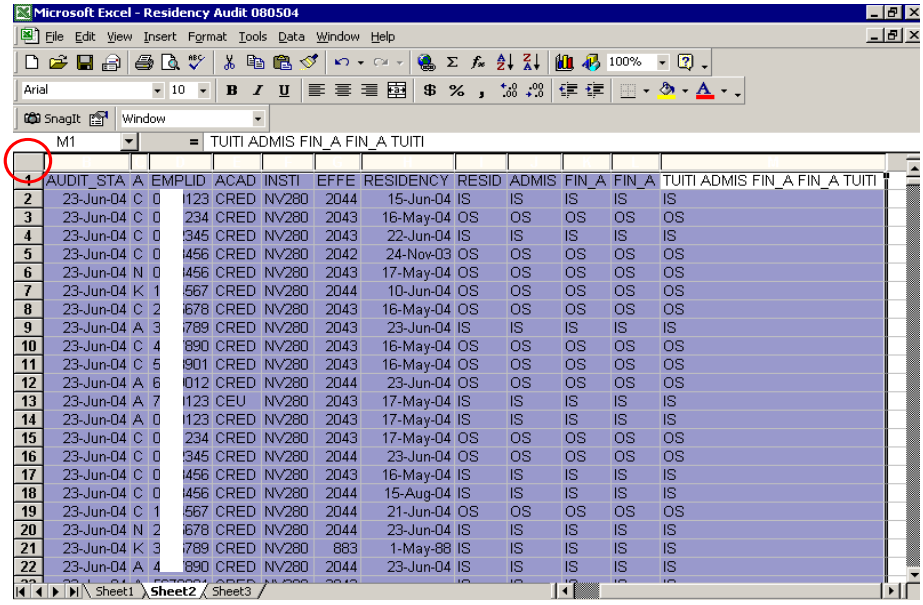


	AUDIT_OP	AUDIT_STA	A	EMPLID	ACAD	INSTI	EFFE	RESIDENCY	RESID	ADMIS	FIN_A	FIN_A	TUITI ADMIS FIN_A FIN_
2	0	23-Jun-04	C	0 0123	CRED	NV280	2044	15-Jun-04	IS	IS	IS	IS	IS
3	0	23-Jun-04	C	0 1234	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
4	0	23-Jun-04	C	0 2345	CRED	NV280	2043	22-Jun-04	IS	IS	IS	IS	IS
5	0	23-Jun-04	C	0 3456	CRED	NV280	2042	24-Nov-03	OS	OS	OS	OS	OS
6	0	23-Jun-04	N	0 3456	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
7	1	23-Jun-04	K	1 4567	CRED	NV280	2044	10-Jun-04	OS	OS	OS	OS	OS
8	2	23-Jun-04	C	2 5678	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
9	3	23-Jun-04	A	3 6789	CRED	NV280	2043	23-Jun-04	IS	IS	IS	IS	IS
10	4	23-Jun-04	C	4 7890	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
11	5	23-Jun-04	C	5 8901	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
12	6	23-Jun-04	A	6 9012	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
13	7	23-Jun-04	A	7 0123	CEU	NV280	2043	17-May-04	IS	IS	IS	IS	IS
14	0	23-Jun-04	A	0 0123	CRED	NV280	2043	17-May-04	IS	IS	IS	IS	IS
15	0	23-Jun-04	C	0 1234	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
16	0	23-Jun-04	C	0 2345	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
17	0	23-Jun-04	C	0 3456	CRED	NV280	2043	16-May-04	IS	IS	IS	IS	IS
18	0	23-Jun-04	C	0 3456	CRED	NV280	2044	15-Aug-04	IS	IS	IS	IS	IS
19	1	23-Jun-04	C	1 4567	CRED	NV280	2044	21-Jun-04	OS	OS	OS	OS	OS
20	2	23-Jun-04	N	2 5678	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS
21	3	23-Jun-04	K	3 6789	CRED	NV280	883	1-May-88	IS	IS	IS	IS	IS
22	4	23-Jun-04	A	4 7890	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS

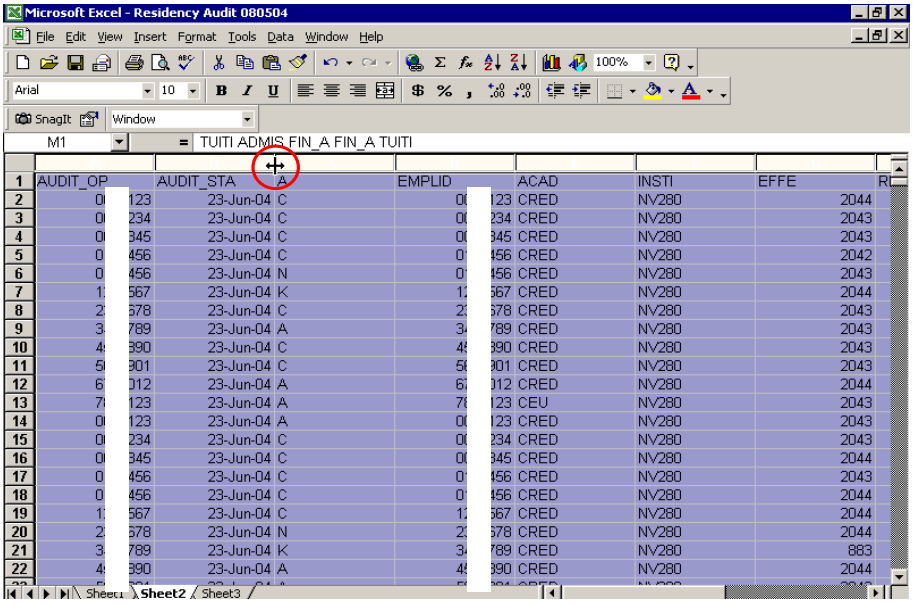
Tip 2 – Formatting the Widths of Multiple Columns

Detailed Directions To format the width of multiple columns at one time, follow these steps.

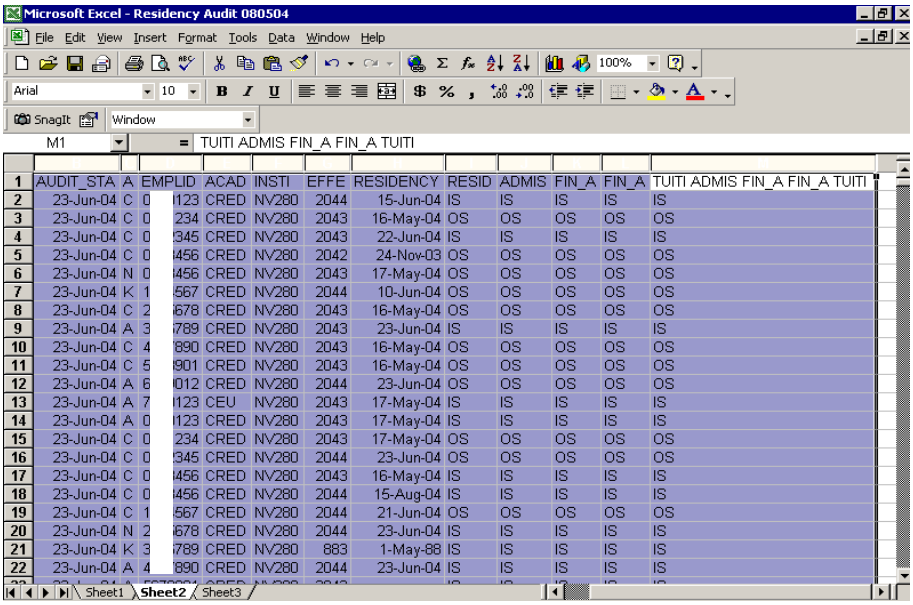
Step 2.1 Highlight all columns you wish to format or click the upper left-hand corner of the spreadsheet to choose all columns in the spreadsheet.



Step 2.2 Place your cursor on one of the column divider lines as shown below and double-click



Step 2.3 The column widths will automatically reformat to accommodate the longest piece of data in the column as shown below

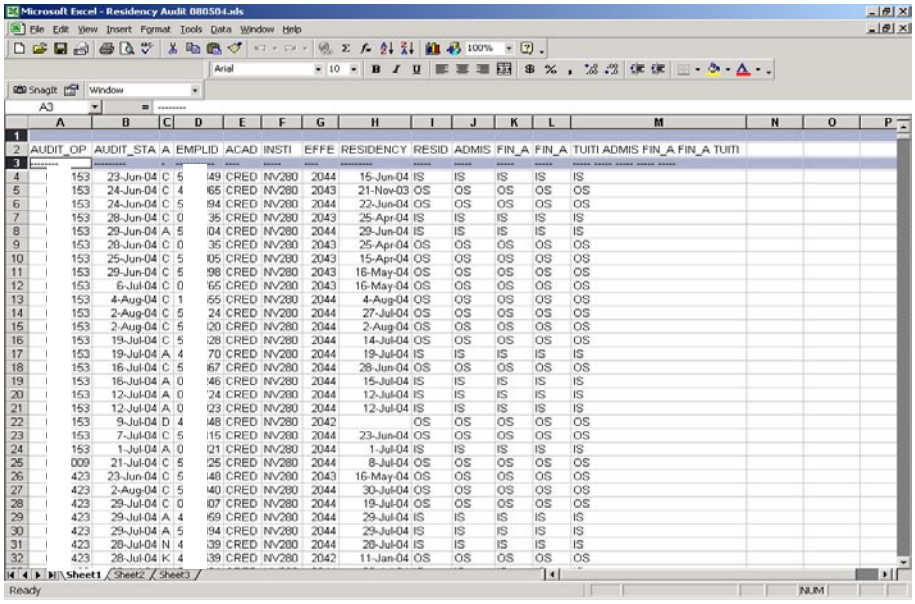


	AUDIT_STA	A	EMPLID	ACAD	INSTI	EFFE	RESIDENCY	RESID	ADMIS	FIN_A	FIN_A	TUITI ADMIS FIN_A FIN_A TUITI
2	23-Jun-04	C	0	123	CRED	NV280	2044	15-Jun-04	IS	IS	IS	IS	IS
3	23-Jun-04	C	0	234	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
4	23-Jun-04	C	0	345	CRED	NV280	2043	22-Jun-04	IS	IS	IS	IS	IS
5	23-Jun-04	C	0	456	CRED	NV280	2042	24-Nov-03	OS	OS	OS	OS	OS
6	23-Jun-04	N	0	456	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
7	23-Jun-04	K	1	567	CRED	NV280	2044	10-Jun-04	OS	OS	OS	OS	OS
8	23-Jun-04	C	2	678	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
9	23-Jun-04	A	3	789	CRED	NV280	2043	23-Jun-04	IS	IS	IS	IS	IS
10	23-Jun-04	C	4	890	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
11	23-Jun-04	C	5	901	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
12	23-Jun-04	A	6	012	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
13	23-Jun-04	A	7	123	CEU	NV280	2043	17-May-04	IS	IS	IS	IS	IS
14	23-Jun-04	A	0	123	CRED	NV280	2043	17-May-04	IS	IS	IS	IS	IS
15	23-Jun-04	C	0	234	CRED	NV280	2043	17-May-04	OS	OS	OS	OS	OS
16	23-Jun-04	C	0	345	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
17	23-Jun-04	C	0	456	CRED	NV280	2043	16-May-04	IS	IS	IS	IS	IS
18	23-Jun-04	C	0	456	CRED	NV280	2044	15-Aug-04	IS	IS	IS	IS	IS
19	23-Jun-04	C	1	567	CRED	NV280	2044	21-Jun-04	OS	OS	OS	OS	OS
20	23-Jun-04	N	2	678	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS
21	23-Jun-04	K	3	789	CRED	NV280	883	1-May-88	IS	IS	IS	IS	IS
22	23-Jun-04	A	4	890	CRED	NV280	2044	23-Jun-04	IS	IS	IS	IS	IS

Tip 3 – Sorting Data

Detailed Directions To sort data in a spreadsheet, follow these steps.

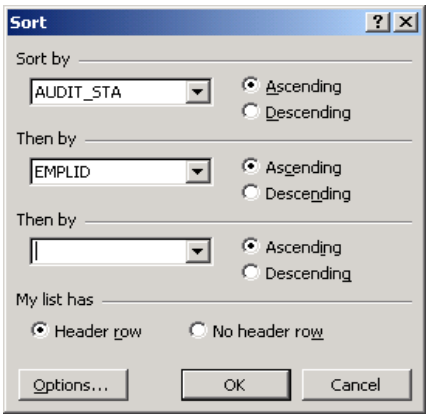
Step 3.1 Highlight and delete any blank or unneeded rows at the top of the document and between the column headings and the data, as shown on the screen shot below. (Edit→Delete)



	AUDIT_OP	AUDIT_STA	A	EMPLID	ACAD	INSTI	EFFE	RESIDENCY	RESID	ADMIS	FIN_A	FIN_A	TUITI ADMIS FIN_A FIN_A TUITI
2	AUDIT_OP	AUDIT_STA	A	EMPLID	ACAD	INSTI	EFFE	RESIDENCY	RESID	ADMIS	FIN_A	FIN_A	TUITI ADMIS FIN_A FIN_A TUITI
3	========	=========	=	======	====	=====	====	=========	====	=====	=====	=====	===== ===== ===== =====
4	153	23-Jun-04	C	5	49	CRED	NV280	2044	15-Jun-04	IS	IS	IS	IS	IS
5	153	24-Jun-04	C	4	65	CRED	NV280	2043	21-Nov-03	OS	OS	OS	OS	OS
6	153	24-Jun-04	C	5	94	CRED	NV280	2044	22-Jun-04	OS	OS	OS	OS	OS
7	153	28-Jun-04	C	0	35	CRED	NV280	2043	25-Apr-04	IS	IS	IS	IS	IS
8	153	29-Jun-04	A	5	04	CRED	NV280	2044	29-Jun-04	IS	IS	IS	IS	IS
9	153	28-Jun-04	C	0	35	CRED	NV280	2043	25-Apr-04	OS	OS	OS	OS	OS
10	153	25-Jun-04	C	5	05	CRED	NV280	2043	15-Apr-04	OS	OS	OS	OS	OS
11	153	29-Jun-04	C	5	98	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
12	153	6-Jul-04	C	0	65	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
13	153	4-Aug-04	C	1	55	CRED	NV280	2044	4-Aug-04	OS	OS	OS	OS	OS
14	153	2-Aug-04	C	5	24	CRED	NV280	2044	27-Jul-04	OS	OS	OS	OS	OS
15	153	2-Aug-04	C	5	20	CRED	NV280	2044	2-Aug-04	OS	OS	OS	OS	OS
16	153	19-Jul-04	C	5	28	CRED	NV280	2044	14-Jul-04	OS	OS	OS	OS	OS
17	153	19-Jul-04	A	4	70	CRED	NV280	2044	19-Jul-04	IS	IS	IS	IS	IS
18	153	16-Jul-04	C	5	67	CRED	NV280	2044	28-Jun-04	OS	OS	OS	OS	OS
19	153	16-Jul-04	A	0	46	CRED	NV280	2044	15-Jul-04	IS	IS	IS	IS	IS
20	153	12-Jul-04	A	0	24	CRED	NV280	2044	12-Jul-04	IS	IS	IS	IS	IS
21	153	12-Jul-04	A	0	23	CRED	NV280	2044	12-Jul-04	IS	IS	IS	IS	IS
22	153	9-Jul-04	D	4	48	CRED	NV280	2042		OS	OS	OS	OS	OS
23	153	7-Jul-04	C	5	15	CRED	NV280	2044	23-Jun-04	OS	OS	OS	OS	OS
24	153	1-Jul-04	A	0	21	CRED	NV280	2044	1-Jul-04	IS	IS	IS	IS	IS
25	009	21-Jul-04	C	5	25	CRED	NV280	2044	8-Jul-04	OS	OS	OS	OS	OS
26	423	23-Jun-04	C	5	48	CRED	NV280	2043	16-May-04	OS	OS	OS	OS	OS
27	423	2-Aug-04	C	5	40	CRED	NV280	2044	30-Jul-04	OS	OS	OS	OS	OS
28	423	29-Jul-04	C	0	07	CRED	NV280	2044	19-Jul-04	OS	OS	OS	OS	OS
29	423	29-Jul-04	A	4	69	CRED	NV280	2044	29-Jul-04	IS	IS	IS	IS	IS
30	423	29-Jul-04	A	5	94	CRED	NV280	2044	29-Jul-04	IS	IS	IS	IS	IS
31	423	28-Jul-04	N	4	39	CRED	NV280	2044	28-Jul-04	IS	IS	IS	IS	IS
32	423	28-Jul-04	K	4	39	CRED	NV280	2042	11-Jan-04	OS	OS	OS	OS	OS

- When the additional rows are deleted, click **Data**
- Click **Sort**

Step 3.2 A dialog box appears



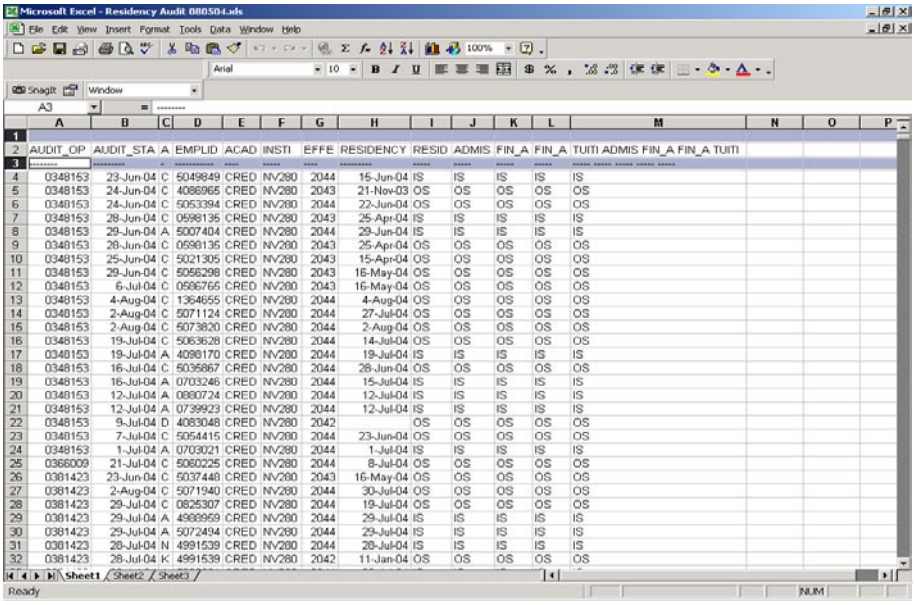
Step 3.3 If you have a header row, click on the **Header Row** radio button so the sort skips that row

Step 3.4 Choose your sort criteria, starting with the Sort by field, and moving to the Then by fields if you choose to use subsorting. In the example above, the sort will be on the audit date first, and then within the audit date, by EmplID.

Tip 4 – Filtering Data

Detailed Directions To filter data in a spreadsheet, follow these steps.

Step 4.1 Highlight and delete any blank or unneeded rows at the top of the document and between the column headings and the data, as shown on the screen shot below. (Edit→Delete)

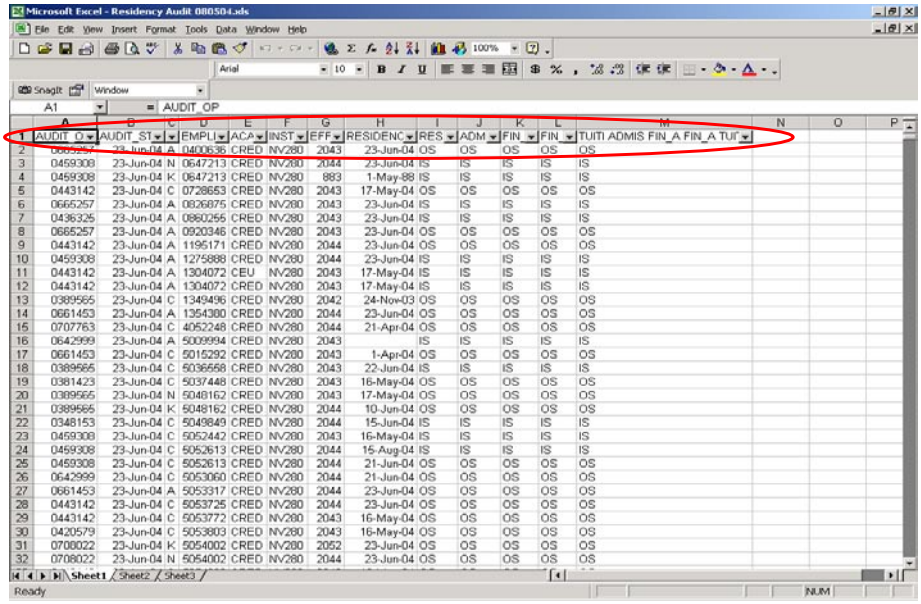


Step 4.2 When the additional rows are deleted, click **Data**

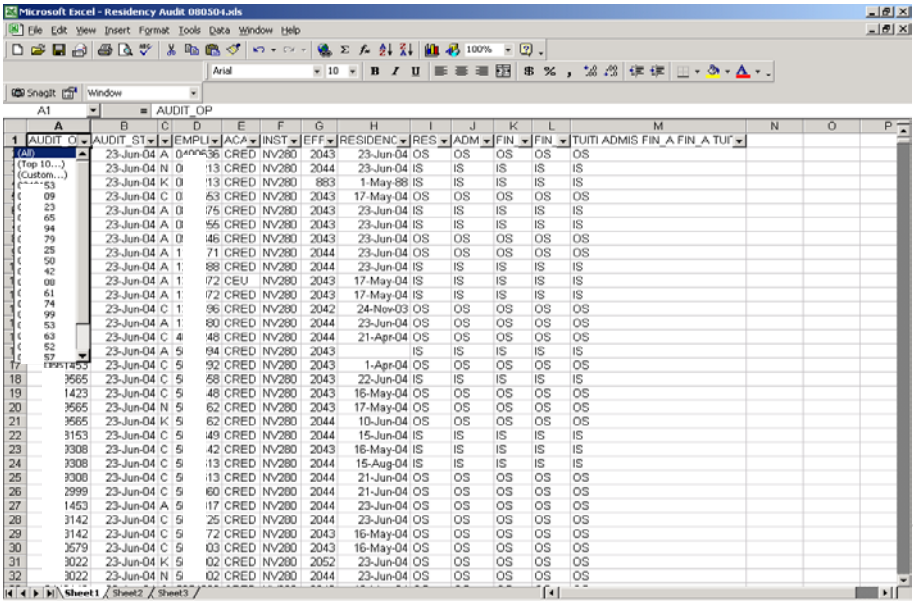
Step 4.3 Click **Filter**

Step 4.4 Click **Autofilter**

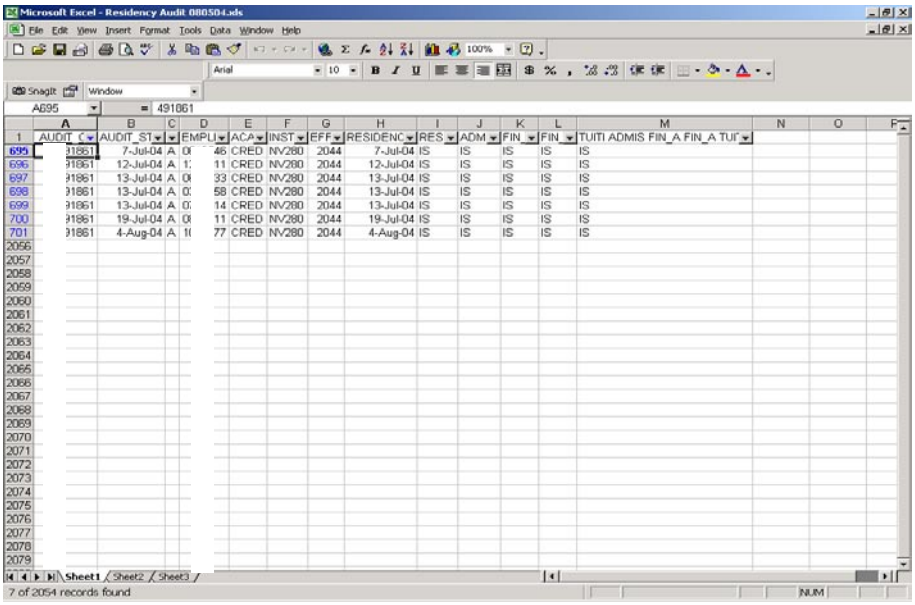
Step 4.5 Notice the arrows that appear on each column



Step 4.6 Click on the arrow for the first column and review the list of values. In this example, the first column represents employees' EmplIDs.

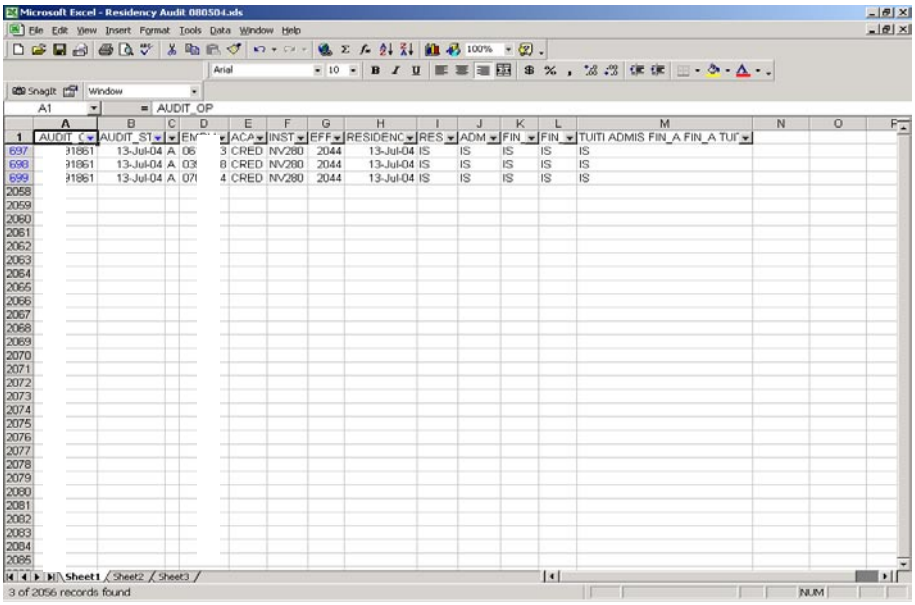


Step 4.7 Highlight one of the values and you will see that Excel hides all rows that don't meet the criteria you've chosen.



Step 4.8 To further filter the data, click on the arrow on the second column. In this example, the second column represents the audit date.

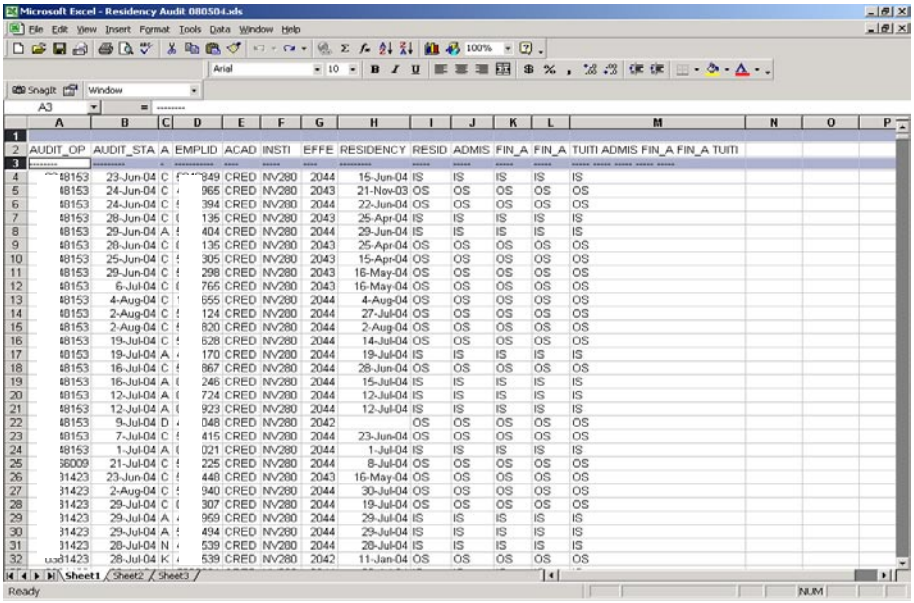
Step 4.9 Highlight one of the values and you will see that Excel further hides all rows that don't meet the criteria you've chosen.



Tip 5 – Filtering Data to Unique Records Only

Detailed Directions To filter data to unique records in a spreadsheet, follow these steps.

Step 5.1 Highlight and delete any blank or unneeded rows at the top of the document and between the column headings and the data, as shown on the screen shot below. (Edit→Delete)



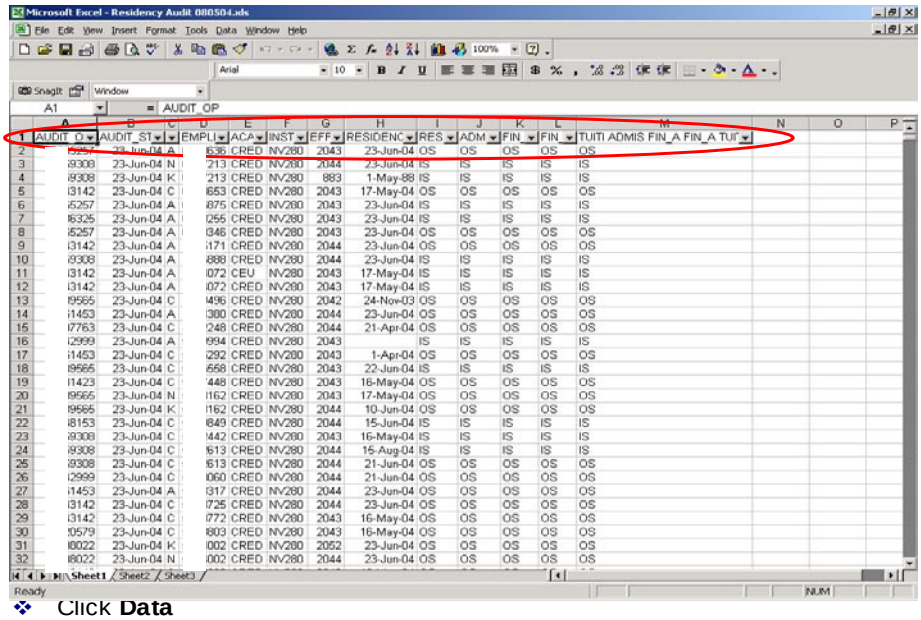
Step 5.2 When the additional rows are deleted, highlight the column that you would like to filter to unique records

Step 5.3 Click **Data**

Step 5.4 Click **Filter**

Step 5.5 Click **AutoFilter**

Step 5.6 Notice the arrows that appear on each column

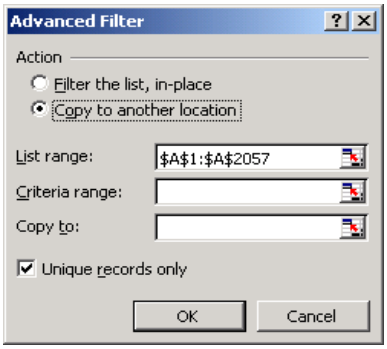


- Click **Data**

Step 5.7 Click **Filter**

Step 5.8 Click **Advanced Filter**

Step 5.9 A dialog box appears



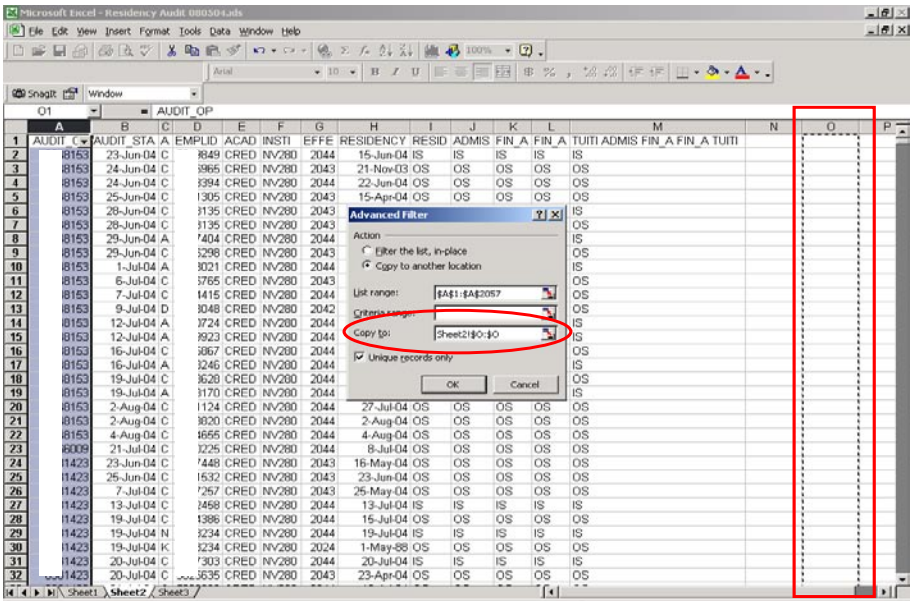
Step 5.10 Click the **Copy to another location** radio button

Step 5.11 Check the **Unique records only** checkbox

Step 5.12 Click the at the end of the **Copy to** field

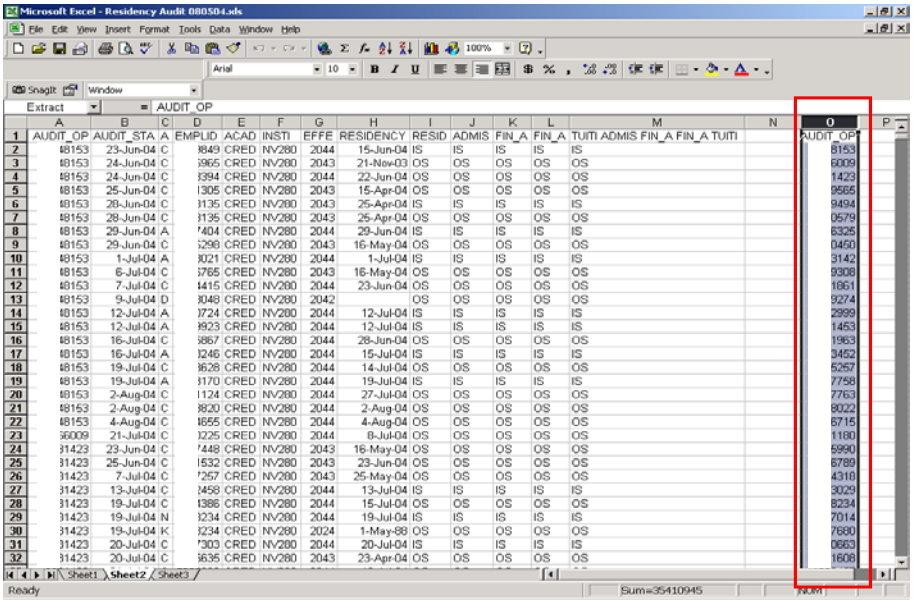
Step 5.13 A small dialog box appears on the screen

Step 5.14 With the little dialog box shown above still open, highlight the column where you would like to save the unique records. In the example below, Column O is highlighted and the Column O values have been entered in the Copy to field.



Step 5.15 Click **OK**

Step 5.16 The unique records will be written to the Copy to area



Tip 6 – Importing Text Files

Detailed Directions To import text files into a spreadsheet, follow these steps.

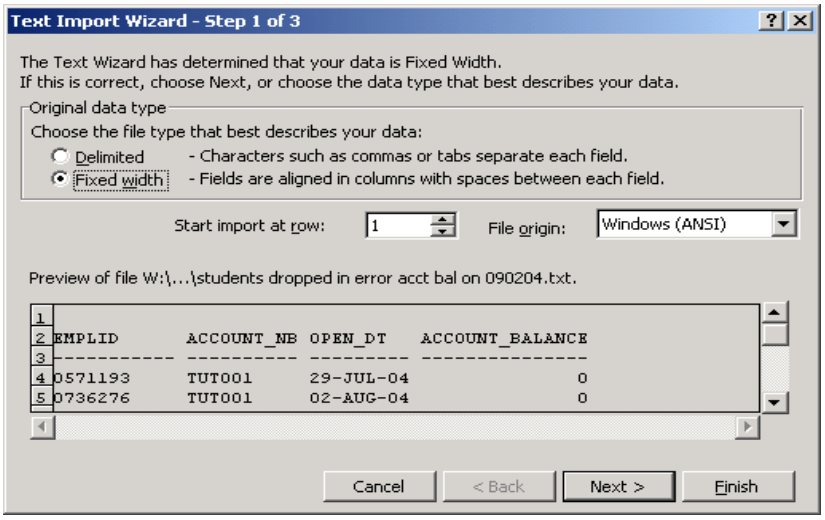
Step 6.1 Click **Data**

Step 6.2 Click **Get External Data**

Step 6.3 Click **Import Text File**

Step 6.4 Browse and choose the text file you wish to import

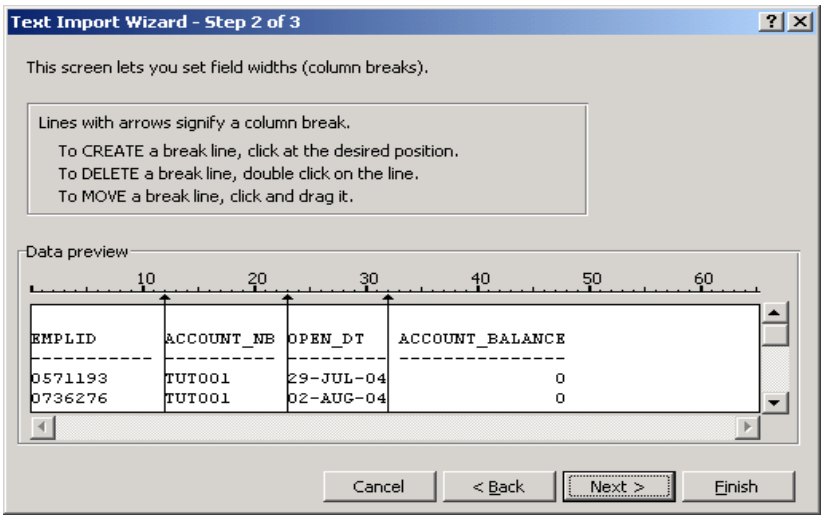
Step 6.5 The following dialog box appears



Step 6.6 If the file has commas or tabs separating the fields, click the **Delimited** radio button. If not, accept the default choice of **Fixed Width**.

Step 6.7 Click **Next**

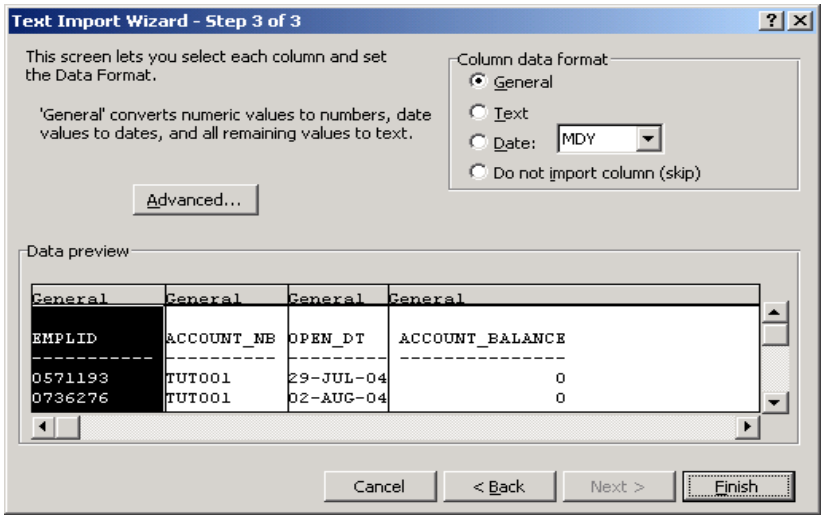
Step 6.8 The following dialog box appears



Step 6.9 Using the scroll bar at the bottom of the screen; verify that the column breaks are correct. If necessary, correct them using the directions on the screen.

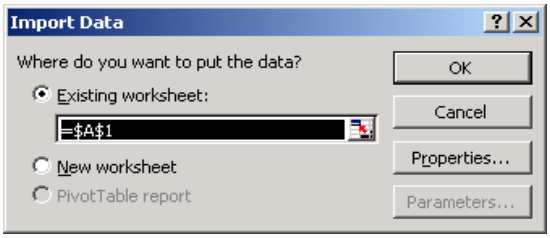
Step 6.10 Click **Next**

Step 6.11 The following dialog box appears



Step 6.12 Click **Finish**

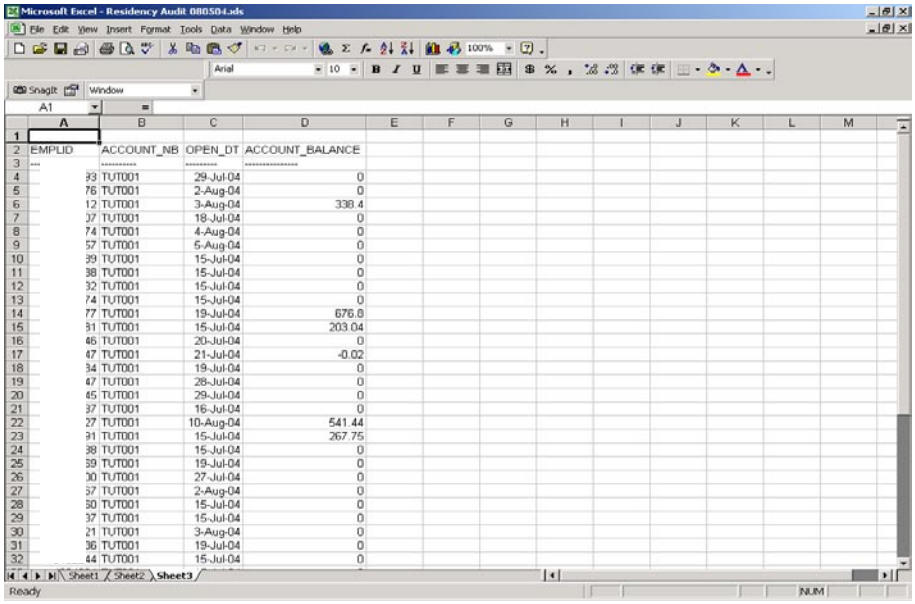
Step 6.13 The following dialog box appears



Step 6.14 Highlight the cell where you want to have the data saved (usually A1)

Step 6.15 Click **OK**

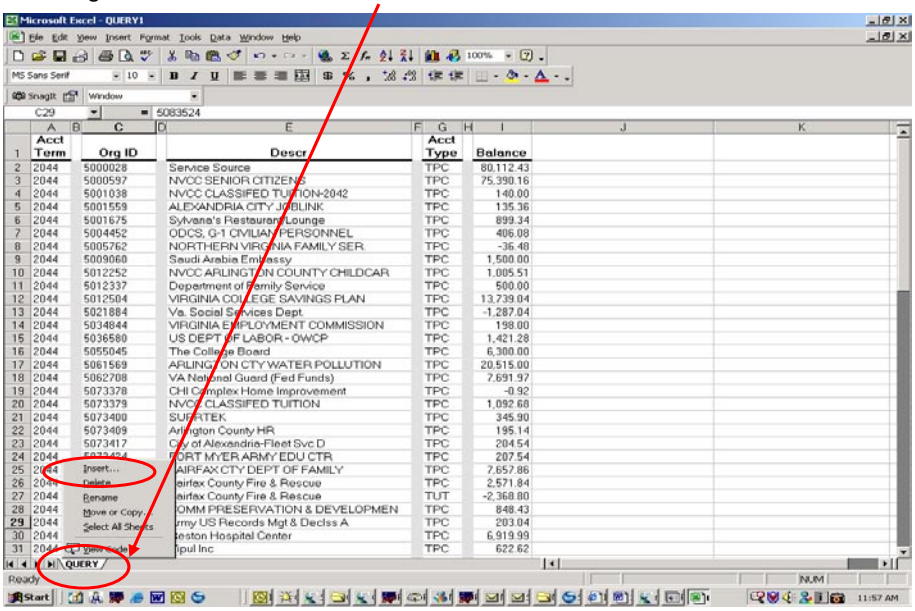
Step 6.16 The data appears starting in the cell you highlighted above



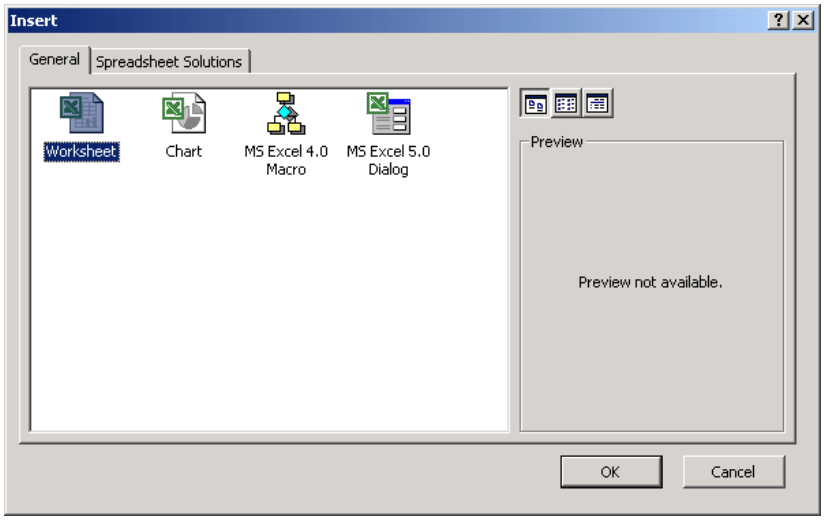
Tip 7 – Inserting Additional Worksheets within the Original Spreadsheet

Detailed Directions To insert additional worksheets within the original spreadsheet, follow these steps.

Step 7.1 There are two ways you can insert additional worksheets within a spreadsheet. You may either right-click on the worksheet name, and then click **Insert**.

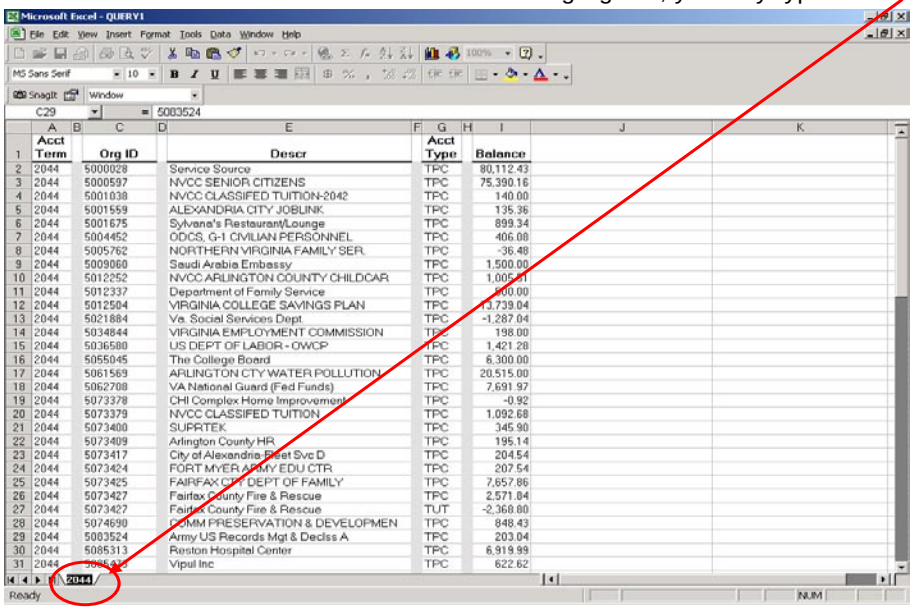


Then choose **Worksheet** from the options given, and click OK.



Step 7.2 Or you may choose **Insert→Worksheet** from the toolbar.

Step 7.3 You may also rename the original and new worksheets by either right-clicking on the worksheet name (as shown in Step 7.1) and choosing **Rename**, or by double-clicking on the worksheet name. When the current name is highlighted, you may type a new name.



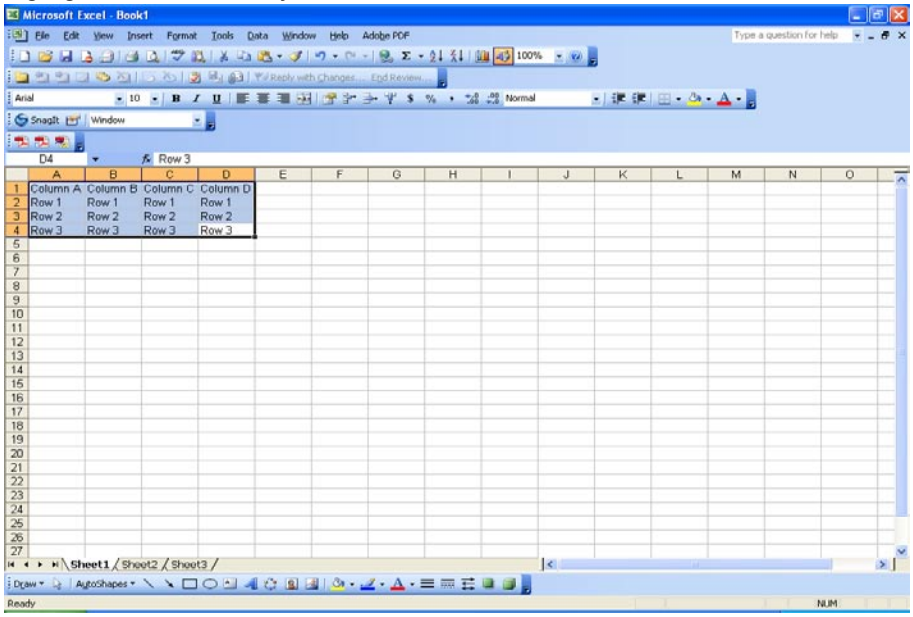
	A	B	C	D	E	F	G	H	I	J	K
1	Acct Term		Org ID		Descr		Acct Type		Balance		
2	2044		5000028		Service Source		TPC		80,112.43		
3	2044		5000597		NVCC SENIOR CITIZENS		TPC		75,390.16		
4	2044		5001038		NVCC CLASSIFED TUITION-2042		TPC		140.00		
5	2044		5001559		ALEXANDRIA CITY JOBLINK		TPC		135.36		
6	2044		5001675		Sylvana's Restaurant/Lounge		TPC		899.34		
7	2044		5004452		ODCS, G-1 CIVILIAN PERSONNEL		TPC		406.08		
8	2044		5005762		NORTHERN VIRGINIA FAMILY SER		TPC		-36.48		
9	2044		5009060		Saudi Arabia Embassy		TPC		1,500.00		
10	2044		5012252		NVCC ARLINGTON COUNTY CHILDCAR		TPC		1,005.11		
11	2044		5012337		Department of Family Service		TPC		900.00		
12	2044		5012504		VIRGINIA COLLEGE SAVINGS PLAN		TPC		13,739.04		
13	2044		5021884		Va. Social Services Dept		TPC		-1,287.04		
14	2044		5034844		VIRGINIA EMPLOYMENT COMMISSION		TPC		198.00		
15	2044		5036580		US DEPT OF LABOR - OWCP		TPC		1,421.28		
16	2044		5055045		The College Board		TPC		6,300.00		
17	2044		5061569		ARLINGTON CTY WATER POLLUTION		TPC		20,515.00		
18	2044		5062708		VA National Guard (Fed Funds)		TPC		7,691.97		
19	2044		5073378		CHI Complex Home Improvement		TPC		-0.92		
20	2044		5073379		NVCC CLASSIFED TUITION		TPC		1,092.68		
21	2044		5073400		SUPRTEK		TPC		345.90		
22	2044		5073409		Arlington County HR		TPC		195.14		
23	2044		5073417		City of Alexandria Fleet Svc D		TPC		204.54		
24	2044		5073424		FORT MYER ARMY EDU CTR		TPC		207.54		
25	2044		5073425		FAIRFAX CTY DEPT OF FAMILY		TPC		7,657.86		
26	2044		5073427		Fairfax County Fire & Rescue		TPC		2,571.84		
27	2044		5073427		Fairfax County Fire & Rescue		TUT		-2,368.80		
28	2044		5074690		COMM PRESERVATION & DEVELOPMEN		TPC		848.43		
29	2044		5083524		Army US Records Mgt & Declss A		TPC		203.04		
30	2044		5085313		Reston Hospital Center		TPC		6,919.99		
31	2044		5085413		Vipul Inc		TPC		622.62		

Step 7.4 Save your changes.

Tip 8 – Transposing Values within a Spreadsheet

Detailed Directions To switch the column and row values within a spreadsheet, follow these steps.

Step 8.1 Highlight all of the values you would like to switch.



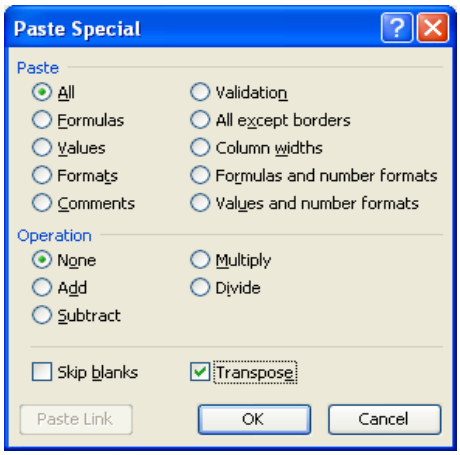
Step 8.2 On the taskbar, click **Edit**.

Step 8.3 Click **Copy**.

Step 8.4 Place your cursor on in the cell where you would like the results to start (A10 was used in this example).

Step 8.5 On the taskbar, click **Edit**.

Step 8.6 Click **Paste Special**. A dialog box appears.

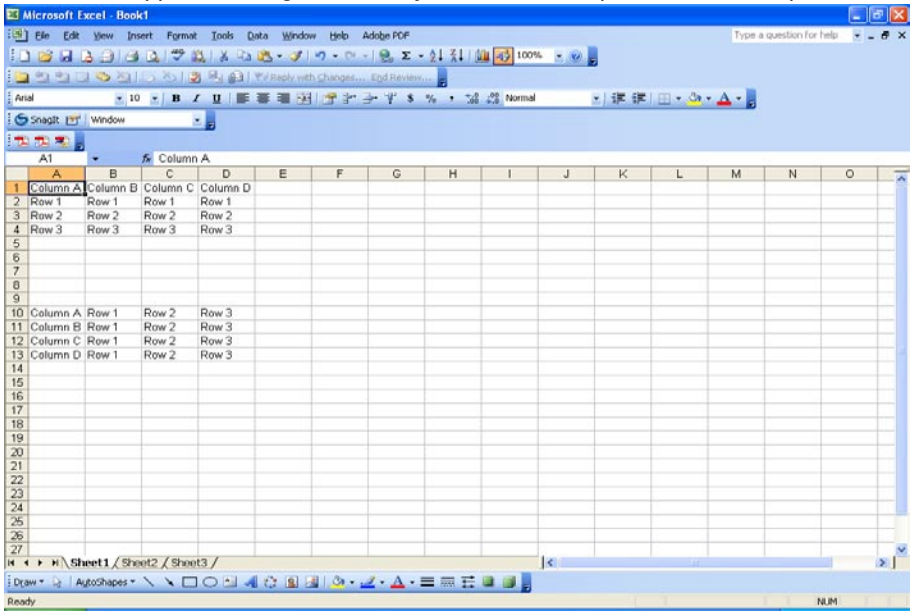


Step 8.7 Make these choices:

Paste: All
Operation: None
Check Transpose

Step 8.8 Click **OK**.

Step 8.9 The results appear starting in the cell you chose in Step 8.4. See example below:



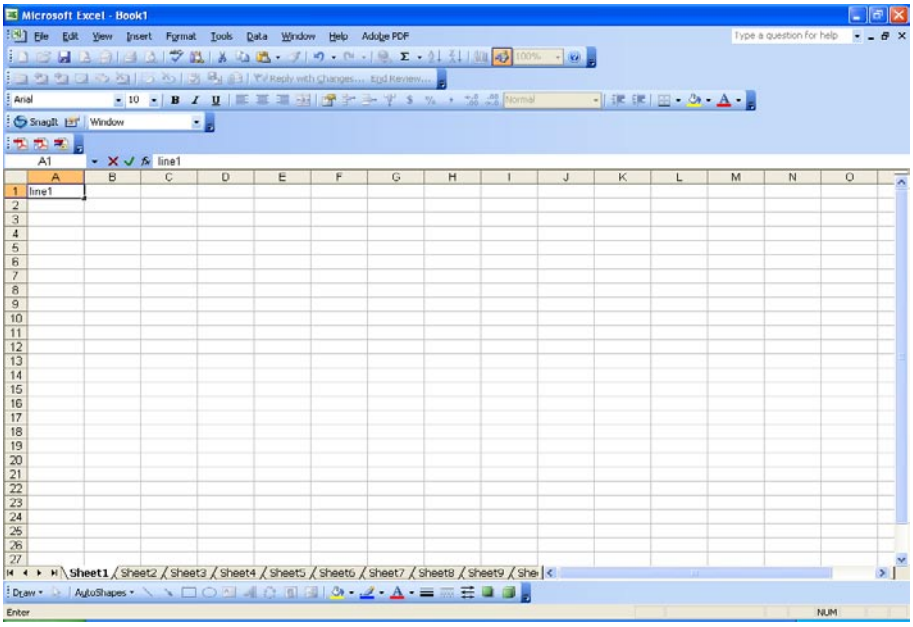
The transpose functionality switched the alpha values in each column and the numeric values in each row.

Step 8.10 Save your changes.

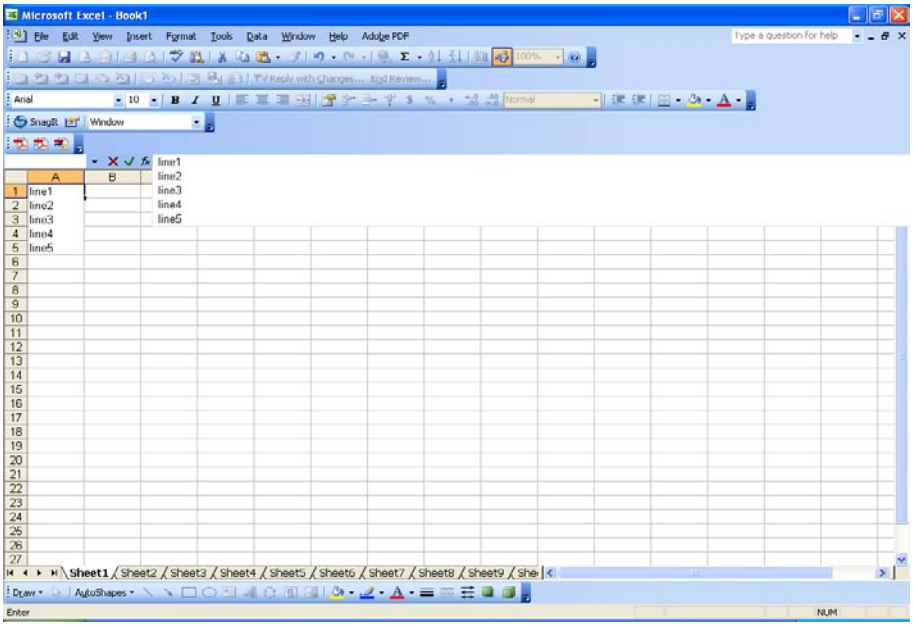
Tip 9 – Add Additional Lines of Text to a Cell

Detailed Directions To add additional lines of text to a specific cell, follow these steps.

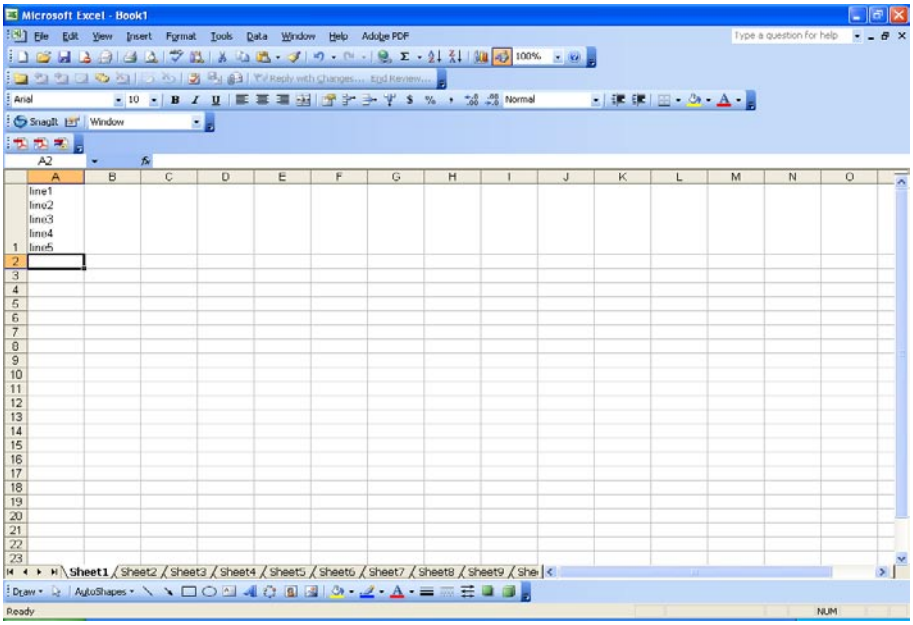
Step 9.1 Type the first line of text in the cell.



Step 9.2 Hold down the **Alt** key and click **Enter** ↵. Type the second line of text. Repeat this step for each line of text added.



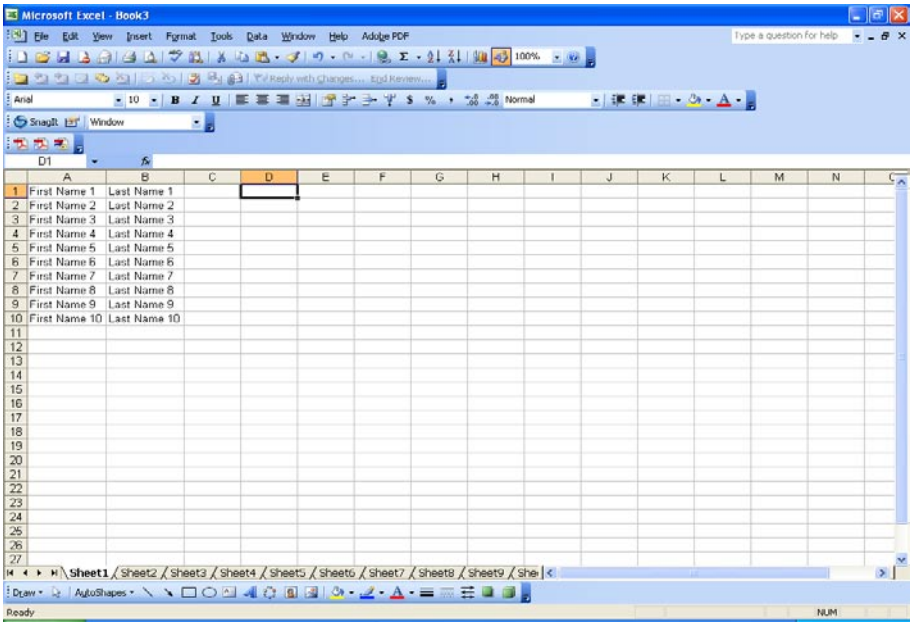
Step 9.3 When all lines have been added, click **Enter** ↵. View results.



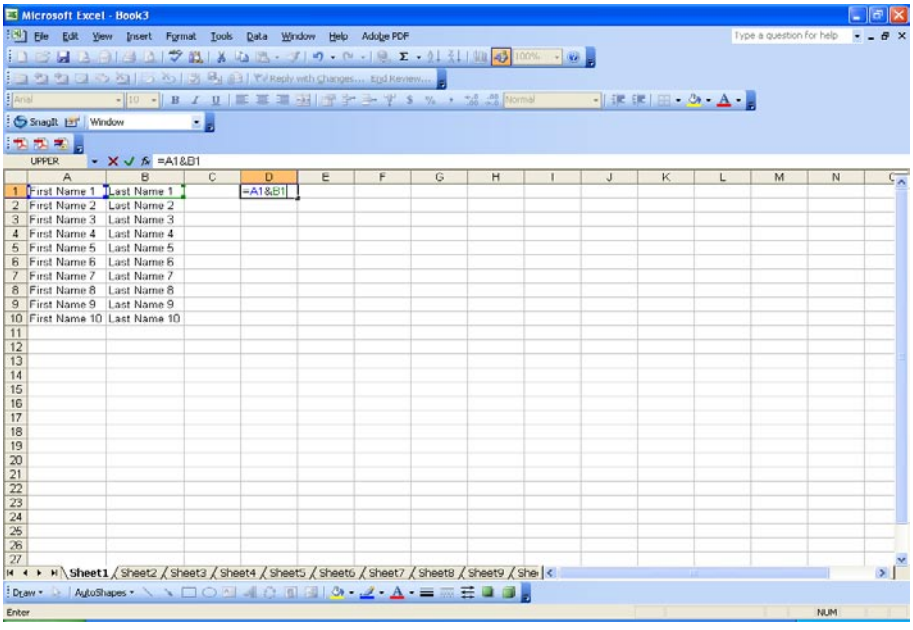
Tip 10 – Combining Values from Multiple Columns

Detailed Directions To combine the values from multiple columns into one column, follow these steps.

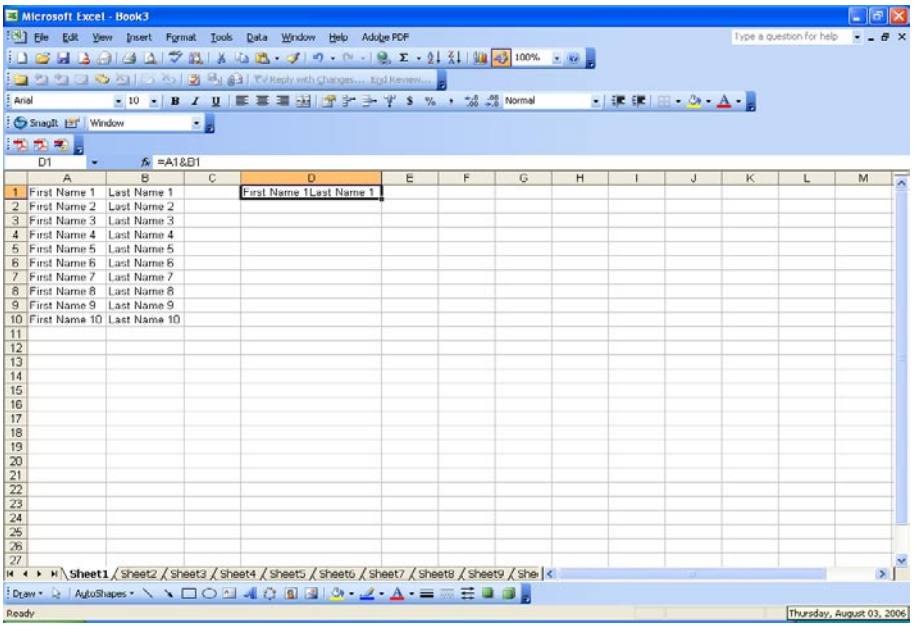
Step 10.1 Place your cursor in the cell where the results will start.



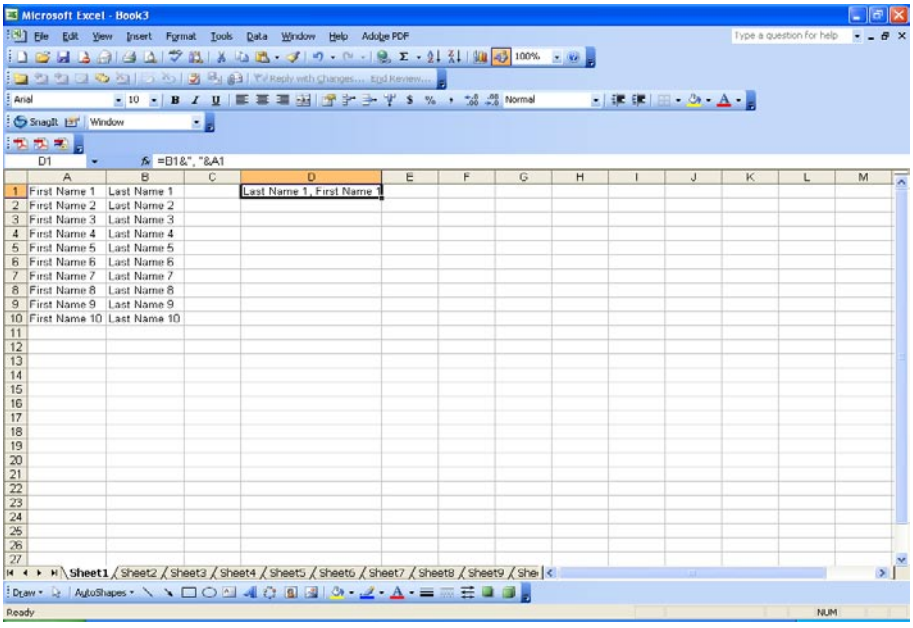
Step 10.2 In the formula field enter **=A1&B1** (where A1 represents the first value to be combined and B1 represents the second value) and click **Enter** ↵.



Step 10.3 The results will show the two values were combined in the destination cell.



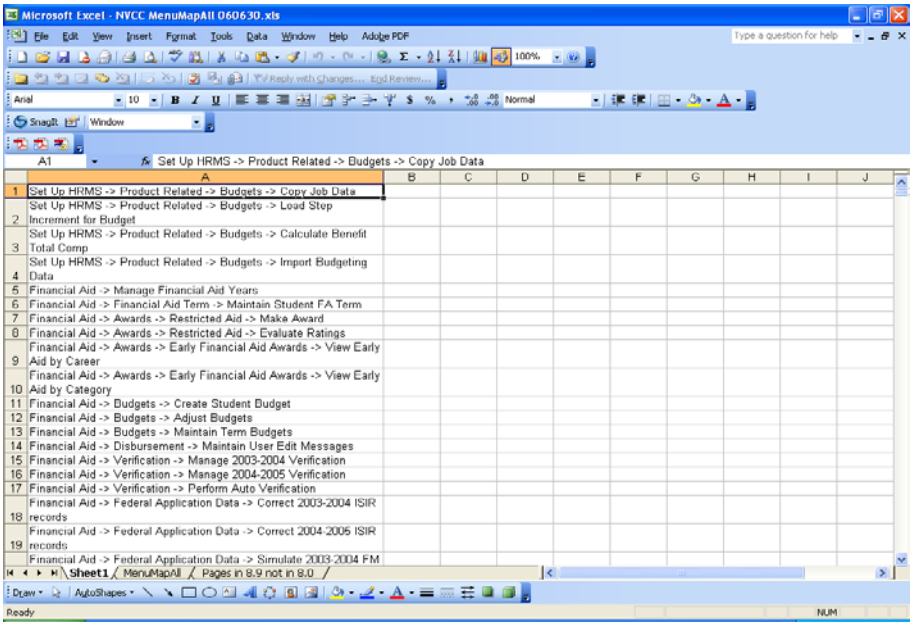
Note If you wish to combine the two values with a separator (like Last Name, First Name), then the formula should read =**B1&", "&A1** (where B1 represents the first value to be combined, the ", " represents the comma and space separator, and A1 represents the second value). The results are as follows:



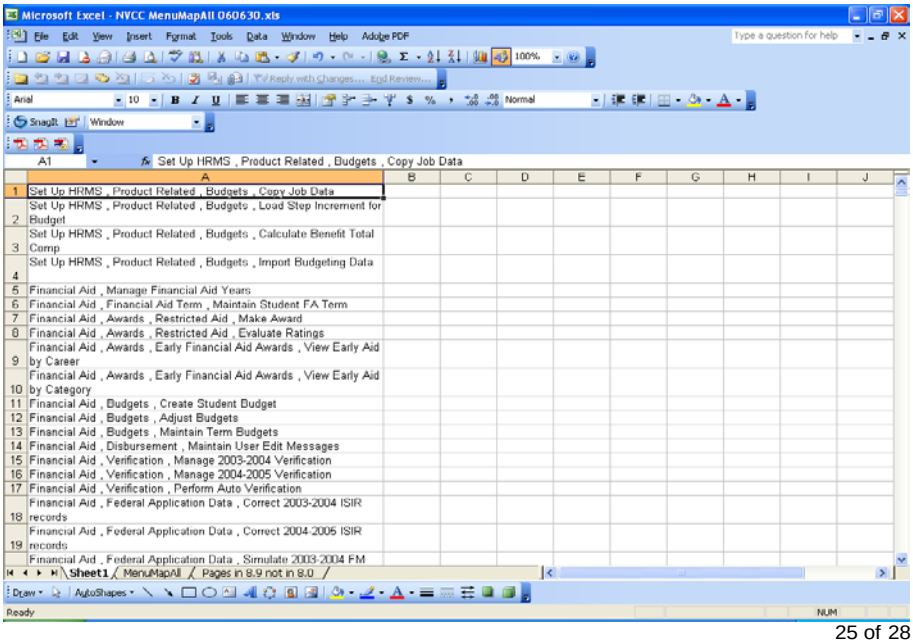
Tip 11 – Separating Values into Multiple Columns

Detailed Directions To separate values stored together in one column into multiple columns, follow these steps.

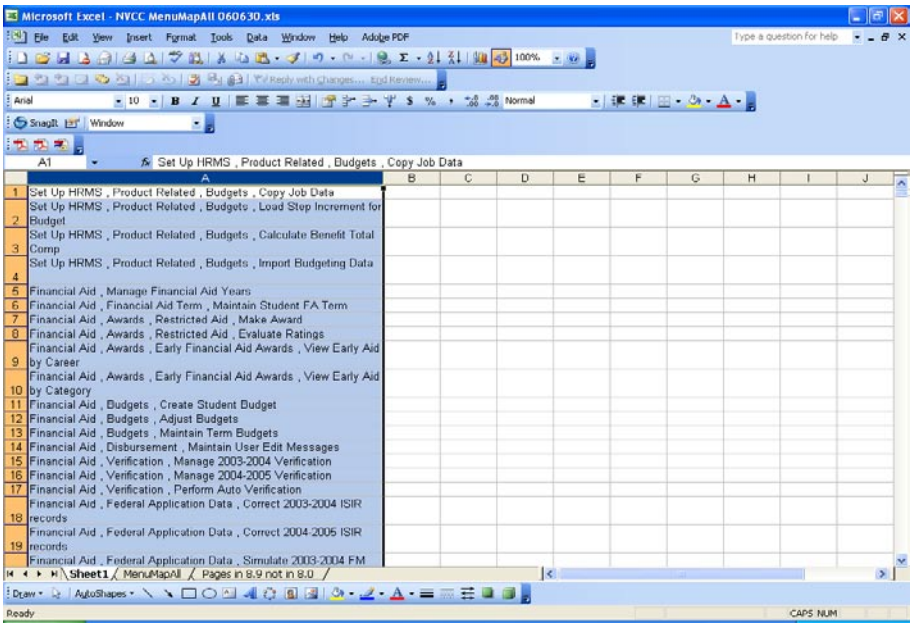
Step 11.1 Prior to separating the values, you may choose to remove extraneous data, and insert delimiting values. The example below shows **->** between each navigation level.



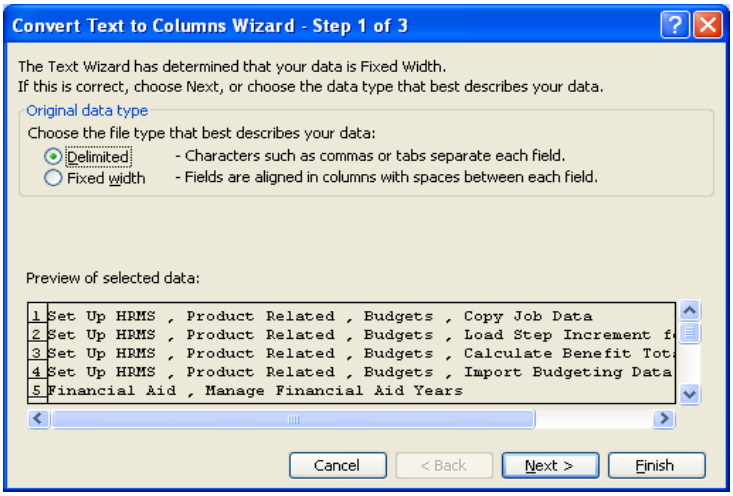
Since Excel can only handle one delimiter, these values were replaced with commas in the steps below using Excel's Find/Replace feature.



Step 11.2 Highlight the source column.

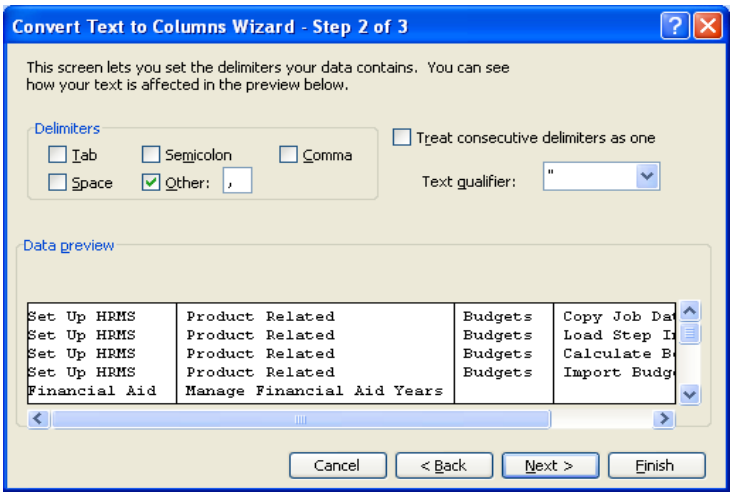


Step 11.3 On the toolbar, click **Data, Text to Columns**. The Convert Text to Columns Wizard dialog box appears.



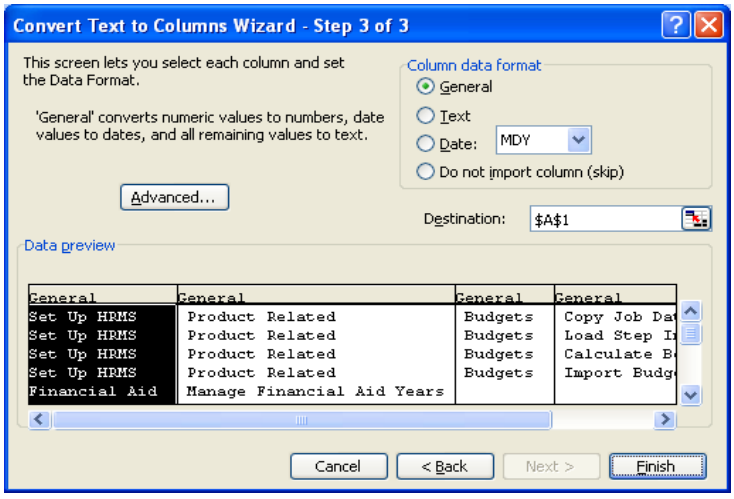
Click the ◉ for Delimited data type, then click Next >.

Step 11.4 The next dialog page appears.



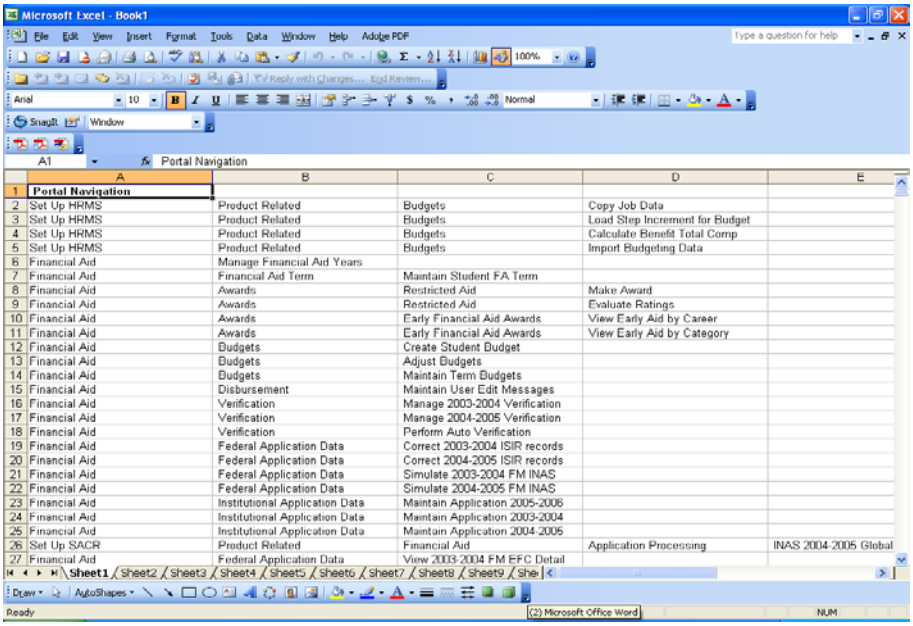
Using the scroll bar at the bottom of the screen; verify that the column breaks are correct. If necessary, correct them using the directions on the screen. When the breaks are correct, click Next > .

Step 11.5 The following dialog box appears.



Click Finish .

Step 11.6 The results will show the values in the source column have been separated into individual columns.



	A	B	C	D	E
1	**Portal Navigation**				
2	Set Up HRMS	Product Related	Budgets	Copy Job Data	
3	Set Up HRMS	Product Related	Budgets	Load Step Increment for Budget	
4	Set Up HRMS	Product Related	Budgets	Calculate Benefit Total Comp	
5	Set Up HRMS	Product Related	Budgets	Import Budgeting Data	
6	Financial Aid	Manage Financial Aid Years			
7	Financial Aid	Financial Aid Term	Maintain Student FA Term		
8	Financial Aid	Awards	Restricted Aid	Make Award	
9	Financial Aid	Awards	Restricted Aid	Evaluate Ratings	
10	Financial Aid	Awards	Early Financial Aid Awards	View Early Aid by Career	
11	Financial Aid	Awards	Early Financial Aid Awards	View Early Aid by Category	
12	Financial Aid	Budgets	Create Student Budget		
13	Financial Aid	Budgets	Adjust Budgets		
14	Financial Aid	Budgets	Maintain Term Budgets		
15	Financial Aid	Disbursement	Maintain User Edit Messages		
16	Financial Aid	Verification	Manage 2003-2004 Verification		
17	Financial Aid	Verification	Manage 2004-2005 Verification		
18	Financial Aid	Verification	Perform Auto Verification		
19	Financial Aid	Federal Application Data	Correct 2003-2004 ISIR records		
20	Financial Aid	Federal Application Data	Correct 2004-2005 ISIR records		
21	Financial Aid	Federal Application Data	Simulate 2003-2004 FM INAS		
22	Financial Aid	Federal Application Data	Simulate 2004-2005 FM INAS		
23	Financial Aid	Institutional Application Data	Maintain Application 2005-2006		
24	Financial Aid	Institutional Application Data	Maintain Application 2003-2004		
25	Financial Aid	Institutional Application Data	Maintain Application 2004-2005		
26	Set Up SACR	Product Related	Financial Aid	Application Processing	INAS 2004-2005 Global
27	Financial Aid	Federal Application Data	View 2003-2004 FM EFC Detail		