

National Student Clearinghouse®

How to Open a Text File in Excel

OCTOBER 16, 2018



1. Open your file in Excel. When the *File Open* dialog opens, drop down to **All Files** or **Text Files**, then select your file. Excel automatically opens the *Text Import Wizard*, which will walk you through inputting your data.

ne lext wizard has	determined that	your data is D	elimited.	
this is correct, cho	ose Next, or choo	ose the data ty	pe that best describes your data.	
Original data type				
Choose the file typ	e that best desc	ribes your data	a:	
Delimited	- Characters su	uch as commas	s or tabs separate each field.	
Fixed width	- Fields are ali	gned in colum	ins with spaces between each field.	
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] <u>M</u> y data has head	l 💌	File <u>o</u> rigin:	437 : OEM United States	10
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2. Choose **Delimited** and click **Next**.

Note: Excel is set to start the import at row 1 and File Origin, 437: OEM United States. If it does not, you should change it to this.

- 3. Excel should automatically. Choose **Tab** as your delimiter.
 - If it does not and you are opening a tab delimited file, please select **Tab** as the *Delimiter* and click **Next**.
 - If, instead, you are opening a comma separated file, please select **Comma** as the *Delimiter* and click **Next**.

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4. In the final window, the default data format is set to *General*. Change the *Column* data format to **Text**.

To do this:

- 1. Highlight all of the columns in the *Data Preview* by clicking on the first column.
- 2. Hold the shift key and scroll all the way to the right and click the last column.
- 3. After all the data is highlighted, change the *Column* data format to **Text**.
- 4. Click Finish.

Text Import Wizard - Step 3	3 of 3						-	?	x
This screen lets you select each column and set the Data Format. Column data format General Image: Column data format General General Image: Column data format General Image: Column data format General General Ima									
Data <u>p</u> review									
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Cancel < <u>B</u> ack Next > <u>F</u> inish									