To convert a text file to an Excel file

1. Open the file. This will appear as a text file in notepad

2. In the upper left corner click your mouse on file and choose save as

3. This will open a box in the middle of your screen. Name the file with your name and put .xls at the end of your name

4. Change the file type to all files

5. Save the document into my documents then hit save

6. Close all open windows.

7. Go to my documents and choose the newly created file

8. This will open the file as an Excel spreadsheet. You can work with it as you can work with any spreadsheet document