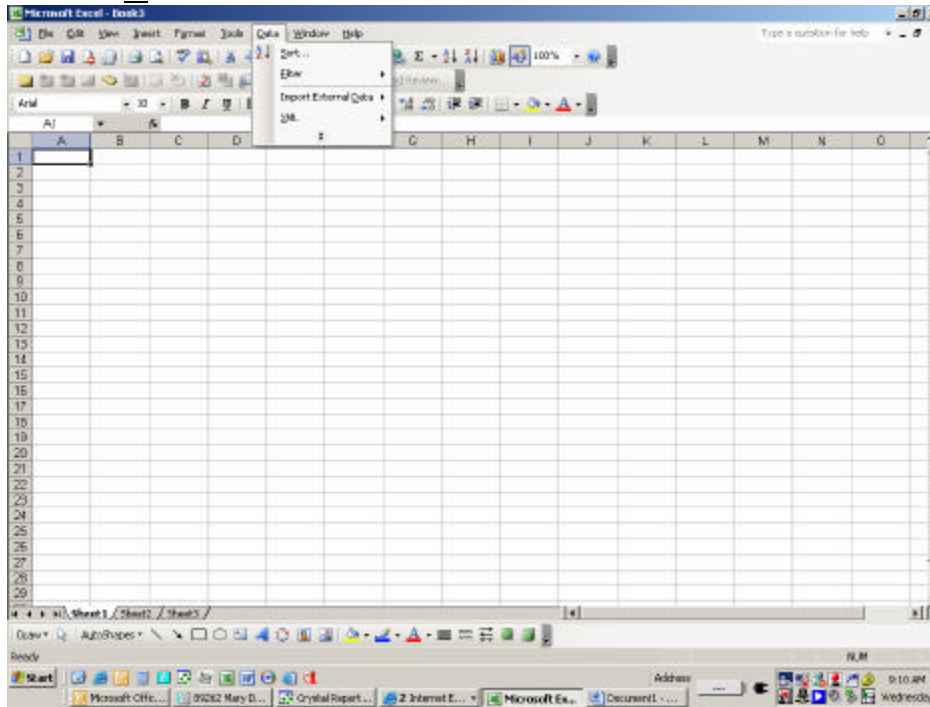
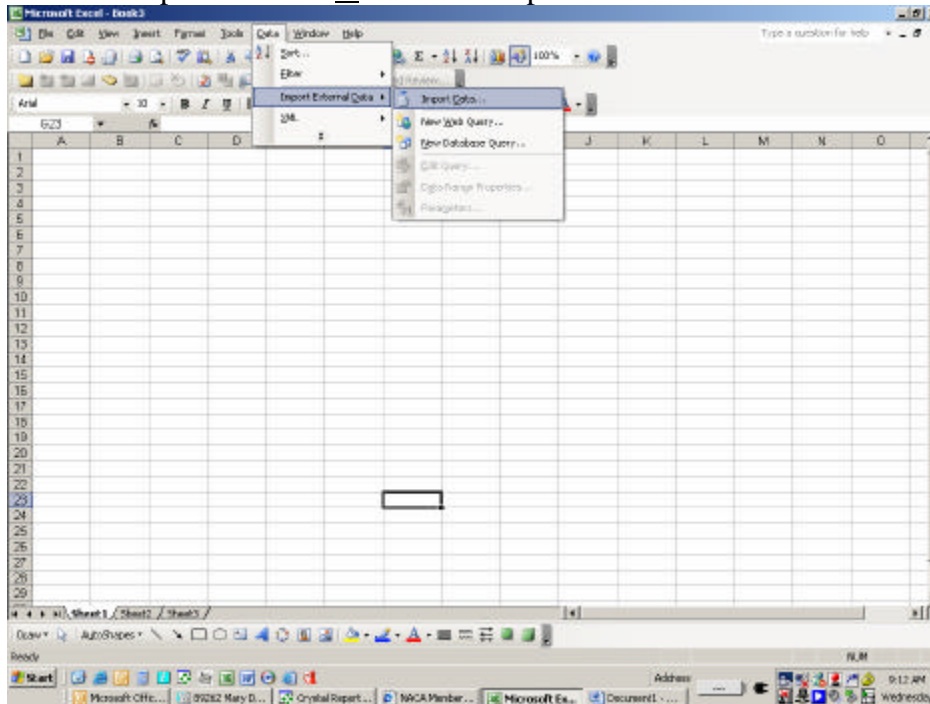




4. Click on Data in the menu.

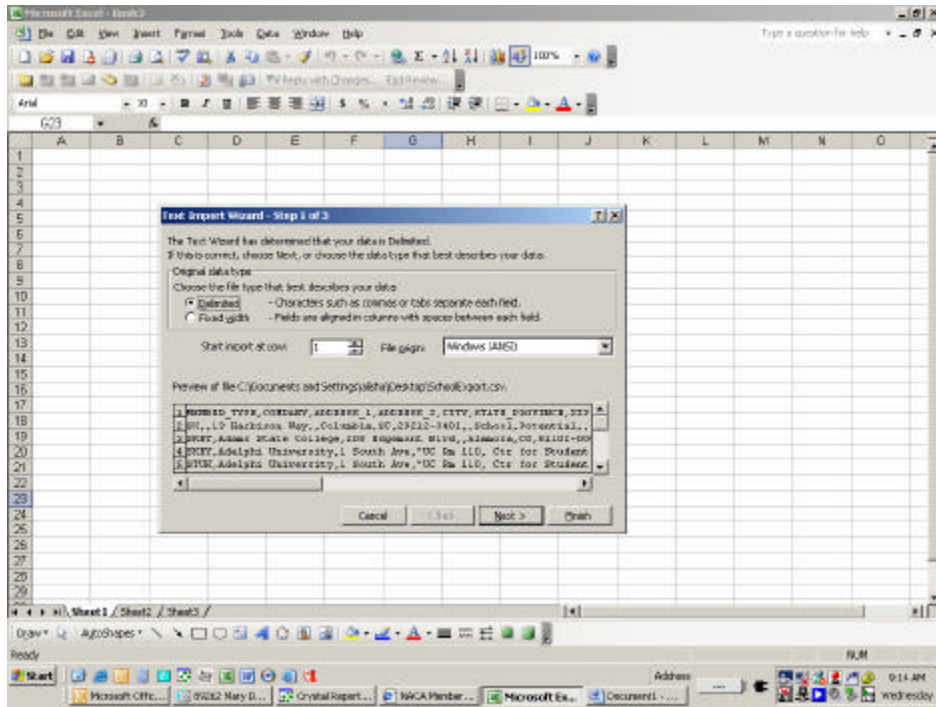


5. Click on Import External Data in the dropdown menu

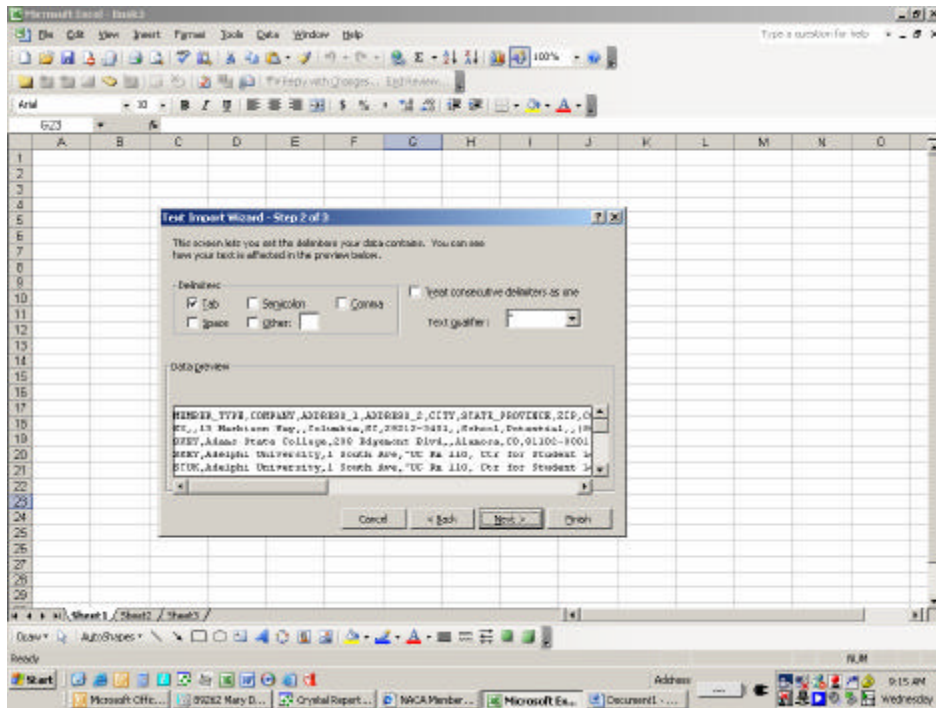


6. Click on Import Data...
7. When you are asked to Select the Data Source, go to the file you saved on your desktop: SchoolExport.csv and double click on it.

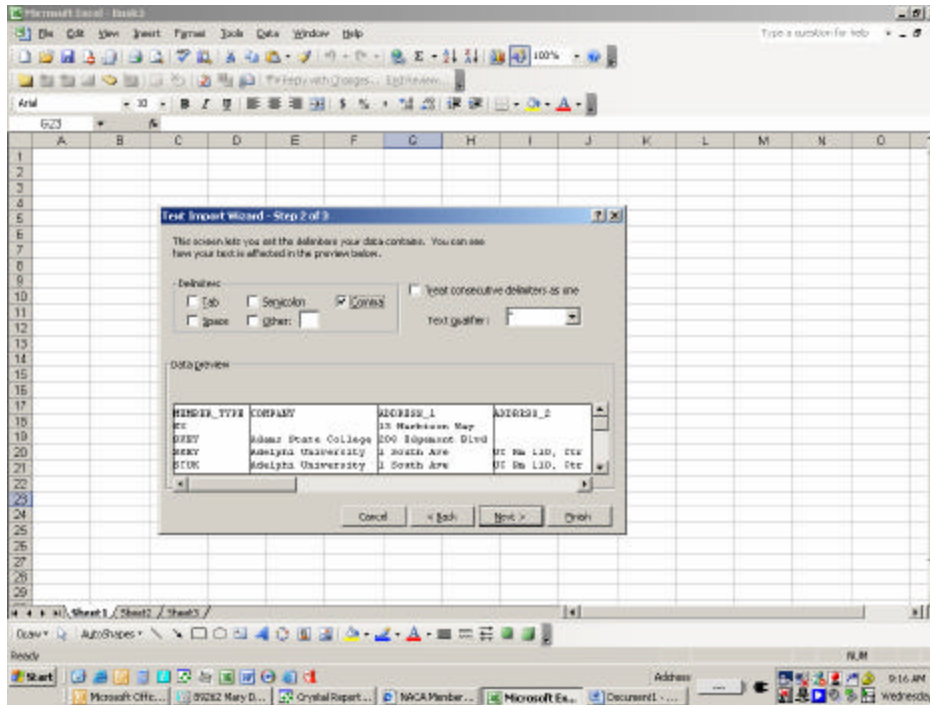
8. Leave the data delimited clicked as below. Click the Next button at the bottom.



9. Uncheck the Tab field.



Then check the Comma Field. You should see the fields separate in the Data Preview area. See below.



10. Click the Next button again. Leave the Column Data Format as General.

11. Click the Finish button.

12. When it asks you where you want to put the data, make sure it is in cell A1 in the existing worksheet. Click OK. Your Excel Spreadsheet should be ready to save and use.

