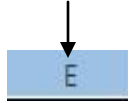


## How to separate out the data in column E, "Record Identifying Fields" of the Level 2 report

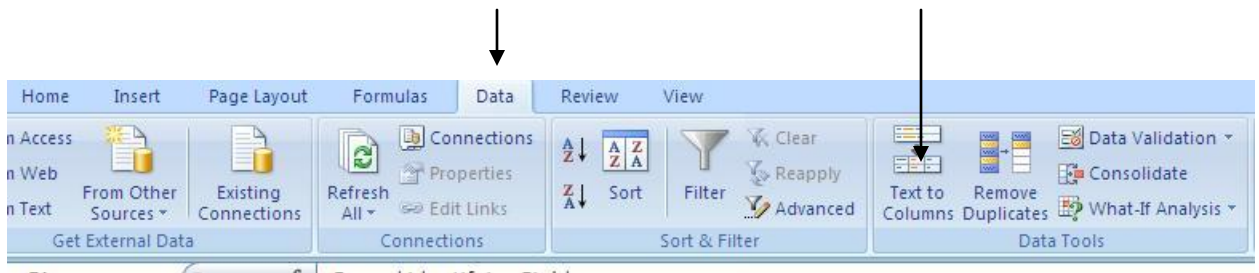
This guide was created using Excel 2010. You may need to work with your tech person if you have Excel 2007 or less.

Open your file

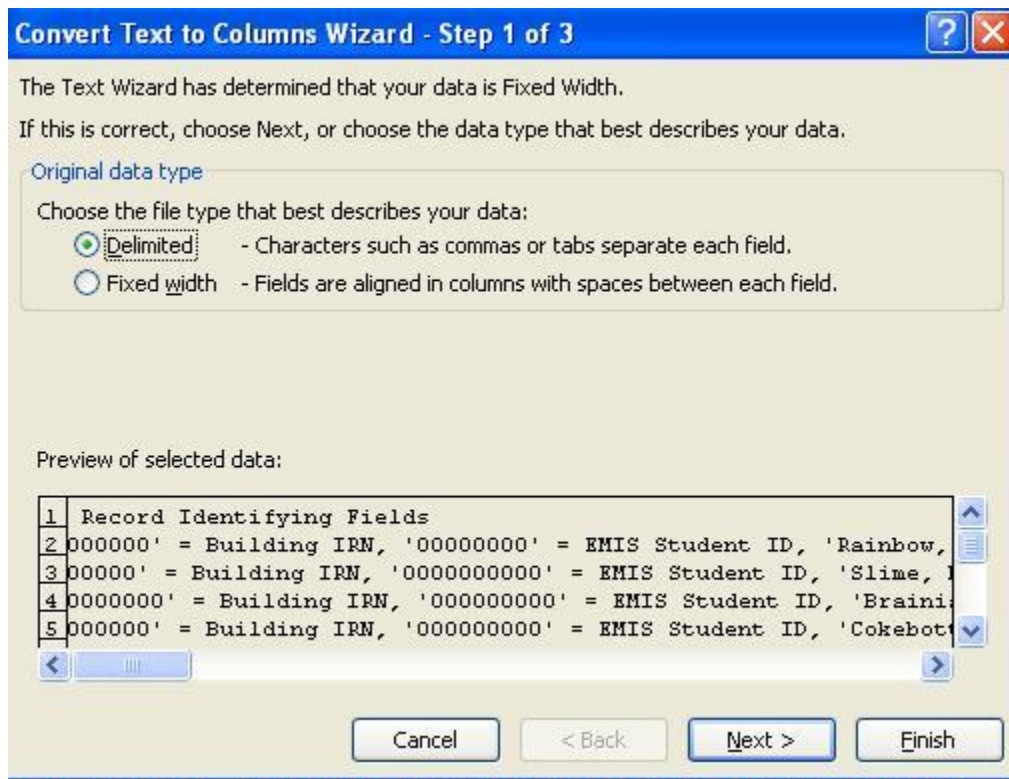


Click on column 'E' by clicking on the 'E' . This will highlight the column but not all the data.

Choose the 'Data' tab at the top, then click on 'Text to Columns':



This will bring up a 'Convert Text to Columns Wizard – Step 1 of 3' box:



Choose 'Delimited', then 'Next':

**Convert Text to Columns Wizard - Step 1 of 3**

The Text Wizard has determined that your data is Fixed Width.

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:

Delimited - Characters such as commas or tabs separate each field.

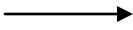
Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Record Identifying Fields
2	000000' = Building IRN, '00000000' = EMIS Student ID, '0
3	00000' = Building IRN, '0000000000' = EMIS Student ID,
4	0000000' = Building IRN, '000000000' = EMIS Student ID,
5	000000' = Building IRN, '000000000' = EMIS Student ID,

< [ ]

Cancel < Back Next >



Check 'Comma' (you might have to uncheck Tab), then 'Next':

**Convert Text to Columns Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text the preview below.

**Delimiters**

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: "  ▼

**Data preview**

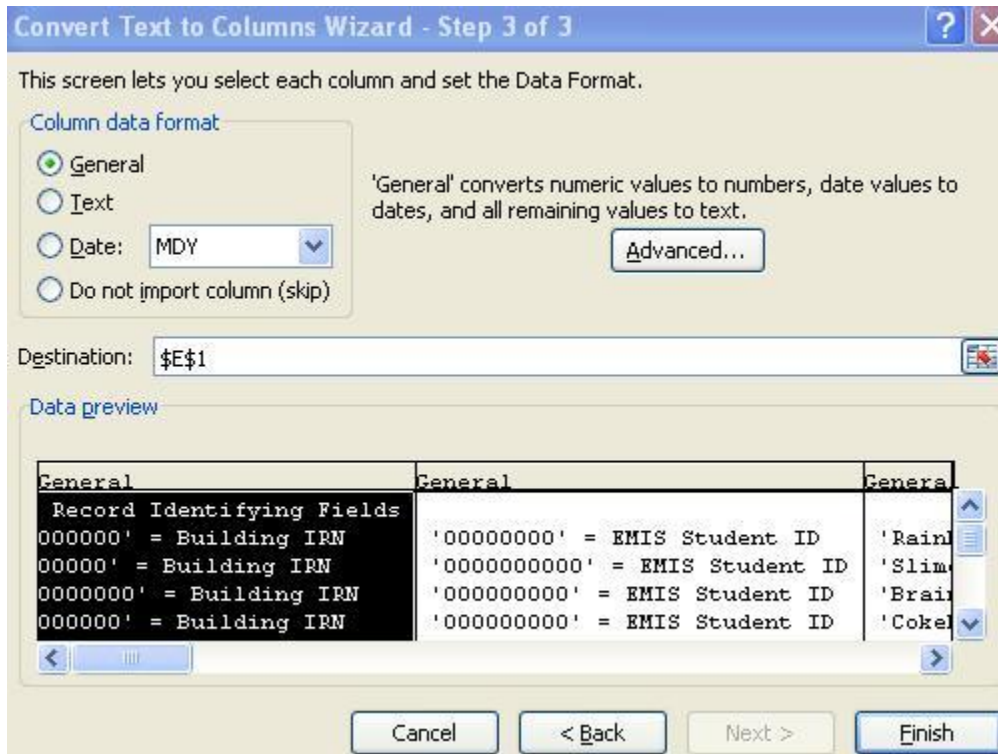
Record Identifying Fields	'00000000' = EMIS Student ID
000000' = Building IRN	'0000000000' = EMIS Student II
00000' = Building IRN	'0000000000' = EMIS Student ID
0000000' = Building IRN	'0000000000' = EMIS Student ID
000000' = Building IRN	'0000000000' = EMIS Student ID

<

Cancel < Back **Next >**

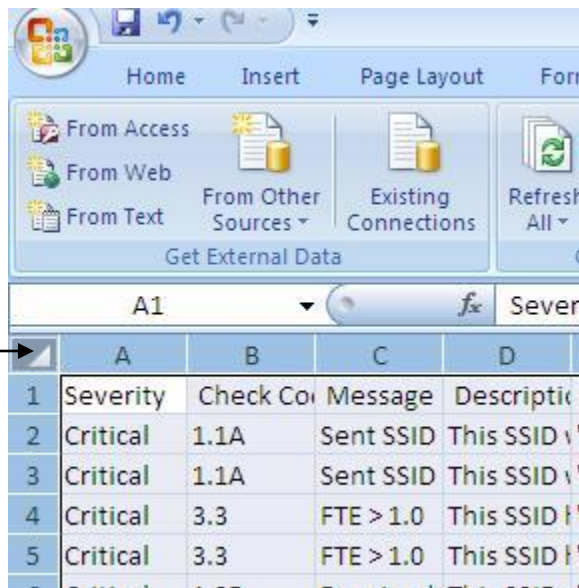


Choose 'General', then 'Finish':

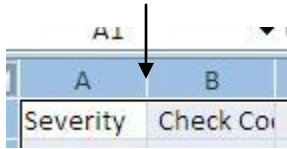


You should now see the data in column 'E' separated into its own columns.

If you would like to "unsmash" your columns, click on the corner button in the top left hand side.



This will highlight your entire spreadsheet. With your spreadsheet highlighted, carefully place your mouse in between any two columns, A & B for example and double click:



This will expand all your columns for ease of reading.