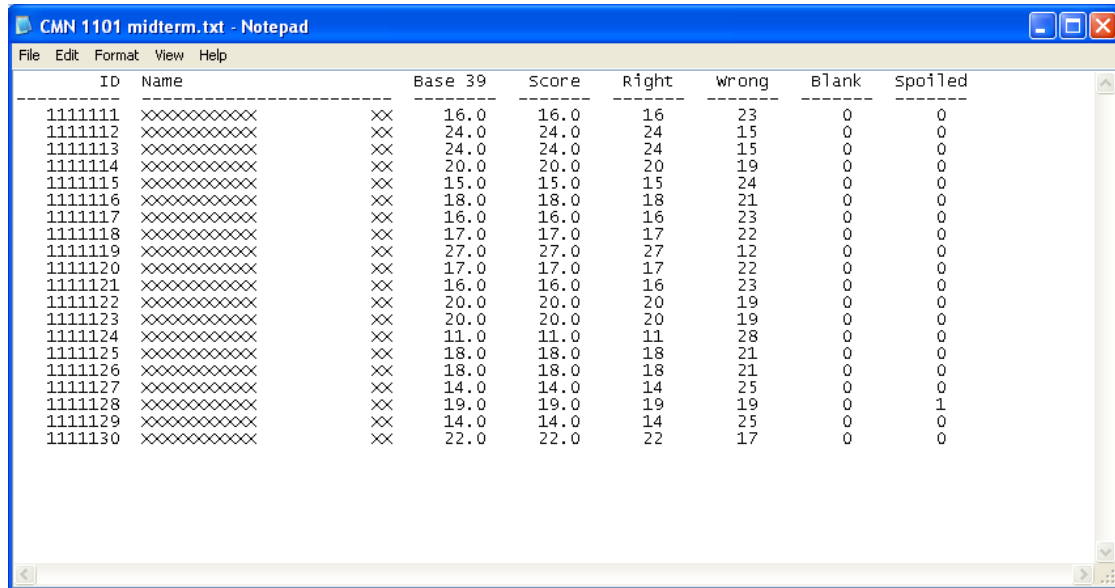
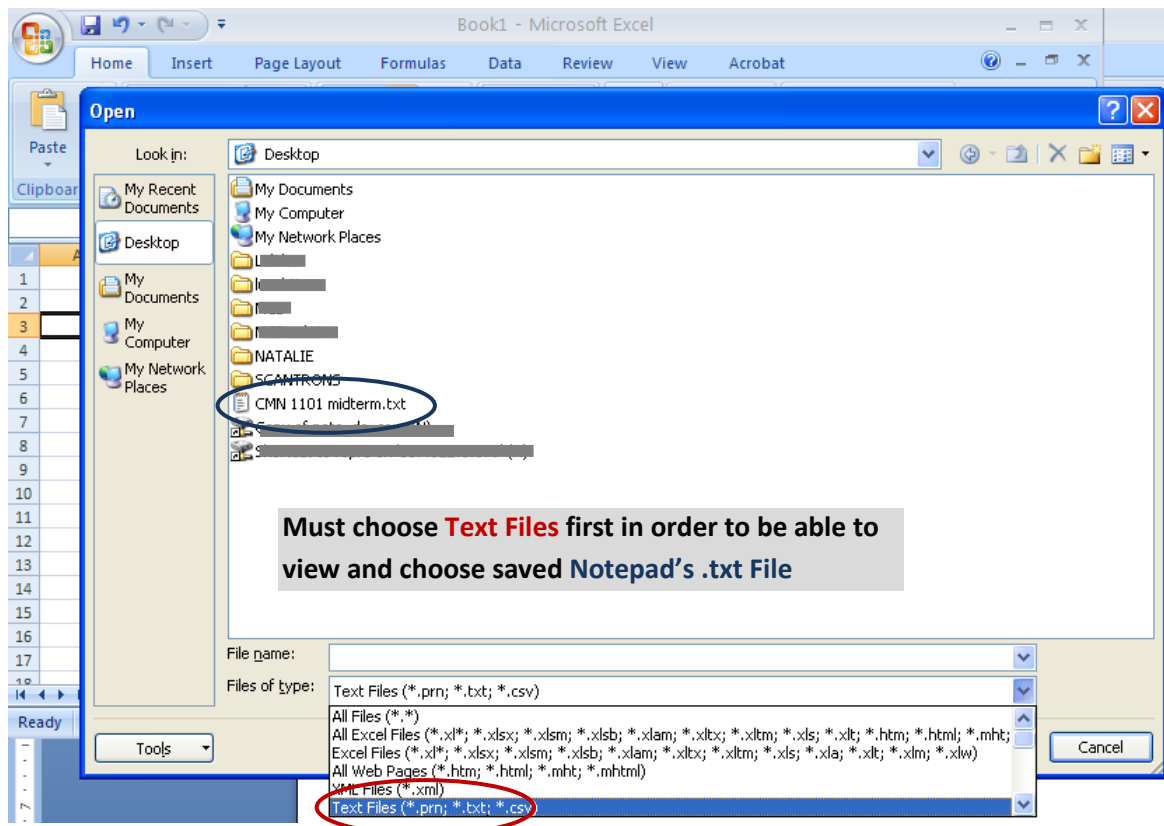


HOW TO Work with a Text File to make it Workable in Excel

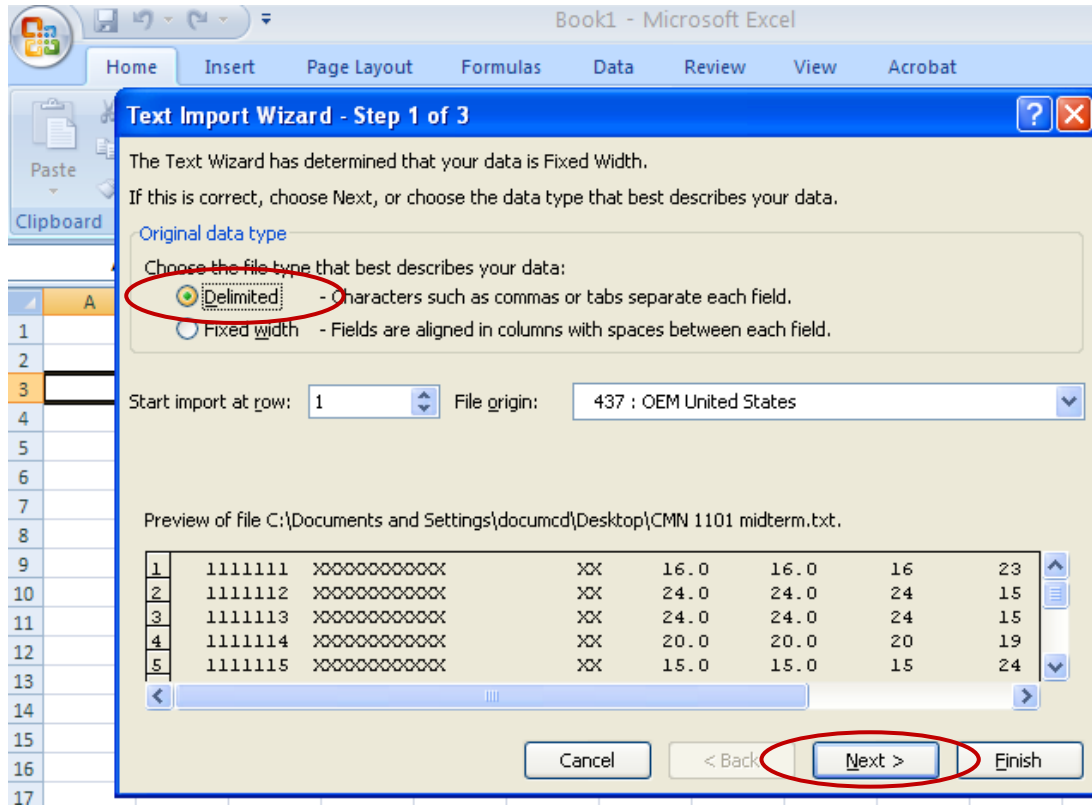
1. OPEN .txt file using note pad, word pad, or word processor
2. SELECT the information you wish to copy into excel; click COPY
3. OPEN Notepad; click PASTE
4. DELETE unwanted information (leaving you with only student name, ID, and marks)



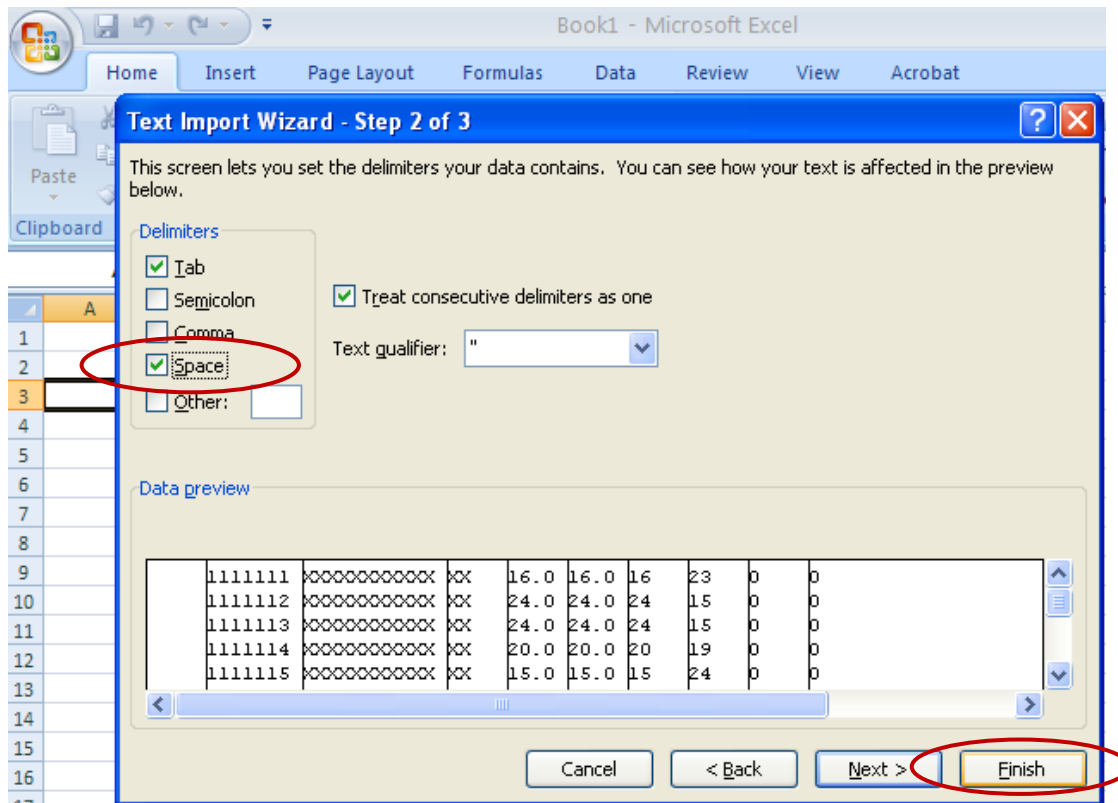
5. SAVE .txt file in a location easy to find (such as on the desktop or in an allocated folder)
(Do not leave the star in the title, *.txt. , or it will not save)
6. OPEN Excel, CHOOSE Text Files, then DOUBLE CLICK on saved file



7. CHECK Delimited, then NEXT



8. CHECK Space, then FINISH



9. Results are now displayed in Excel
(Notice how the given name of the .txt file popped up in Excel and on the tab)

The screenshot shows the Microsoft Excel interface with a worksheet titled 'CMN 1101 midterm.txt'. The data is organized into columns: A (ID), B (Name), C (Base), D (Score), E (39), F (Score), G (Right), H (Wrong), I (Blank), and J (Spoiled). The rows contain student data with various scores and counts.

ID	Name	Base	Score	39	Score	Right	Wrong	Blank	Spoiled
111111	XXXXXXXX XX		16	16	16	23	0	0	
111112	XXXXXXXX XX		24	24	24	15	0	0	
111113	XXXXXXXX XX		24	24	24	15	0	0	
111114	XXXXXXXX XX		20	20	20	19	0	0	
111115	XXXXXXXX XX		15	15	15	24	0	0	
111116	XXXXXXXX XX		18	18	18	21	0	0	
111117	XXXXXXXX XX		16	16	16	23	0	0	
111118	XXXXXXXX XX		17	17	17	22	0	0	
111119	XXXXXXXX XX		27	27	27	12	0	0	
111120	XXXXXXXX XX		17	17	17	22	0	0	
111121	XXXXXXXX XX		16	16	16	23	0	0	
111122	XXXXXXXX XX		20	20	20	19	0	0	
111123	XXXXXXXX XX		20	20	20	19	0	0	
111124	XXXXXXXX XX		11	11	11	28	0	0	
111125	XXXXXXXX XX		18	18	18	21	0	0	
111126	XXXXXXXX XX		18	18	18	21	0	0	
111127	XXXXXXXX XX		14	14	14	25	0	0	
111128	XXXXXXXX XX		19	19	19	19	0	1	
111129	XXXXXXXX XX		14	14	14	25	0	0	
111130	XXXXXXXX XX		22	22	22	17	0	0	

10. Must SAVE as an Excel File and not .txt

