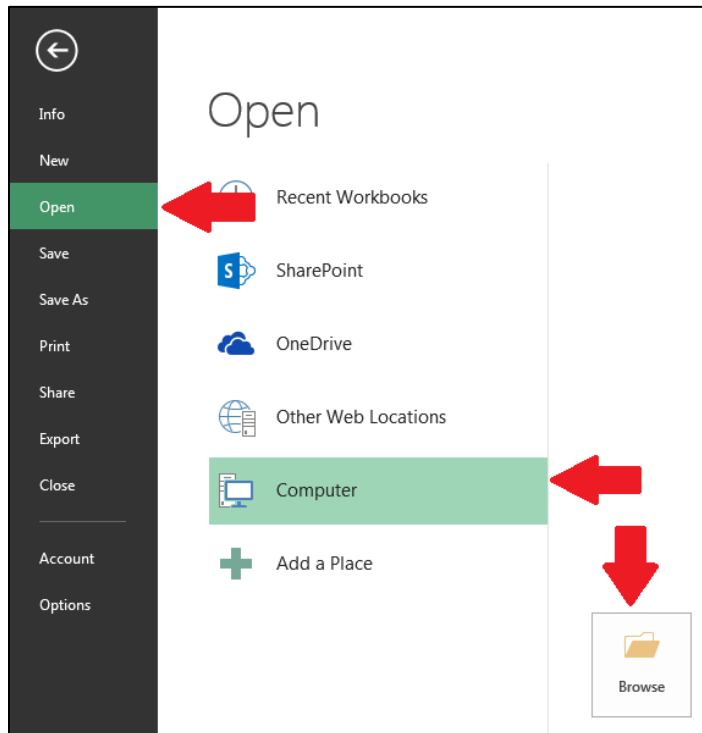


# Opening a data file in Excel 2013

## (Step by Step)

Open Excel

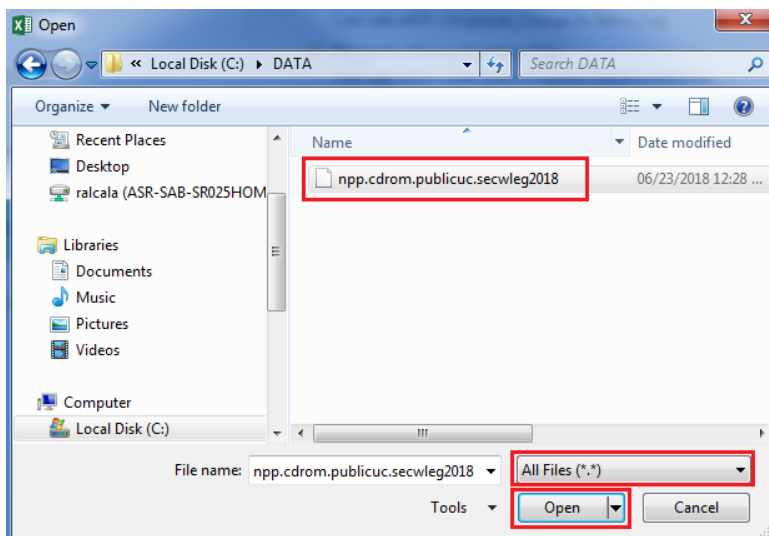
Click on File | Open | Computer | Browse



Browse to the location of the file.

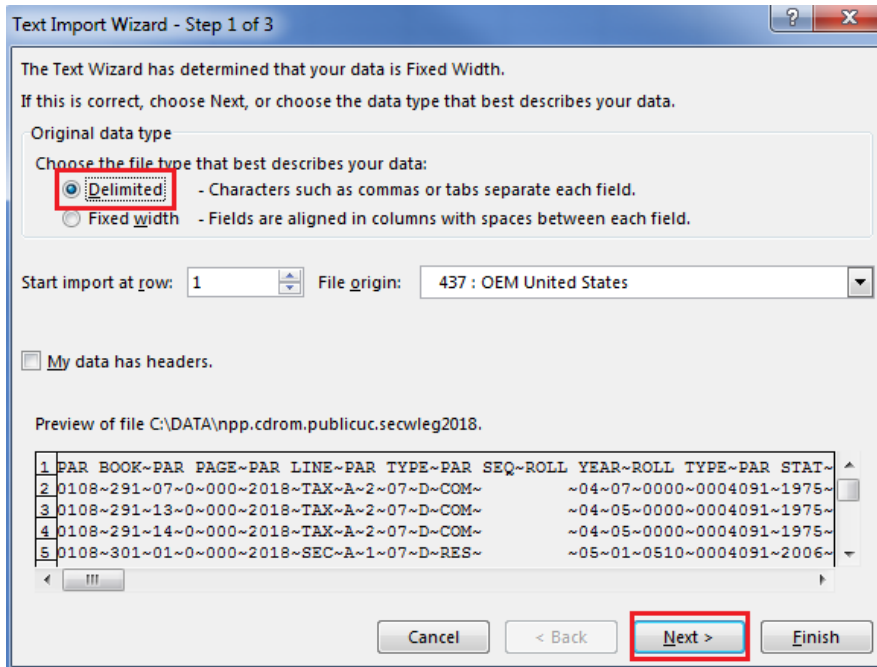
From the drop down menu, select "All Files (\*.\*)"

Then select the data file and click "Open"

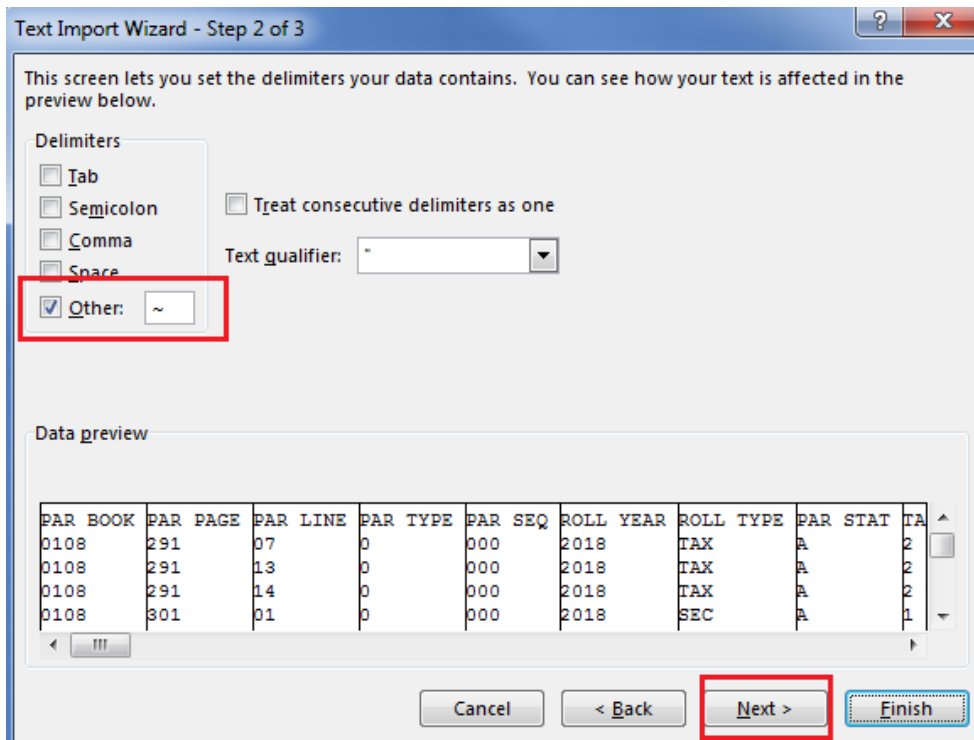


# Opening a data file in Excel 2013 (Step by Step)

On the Text Import Wizard – Step 1 of 3 Window, select Delimited then click Next



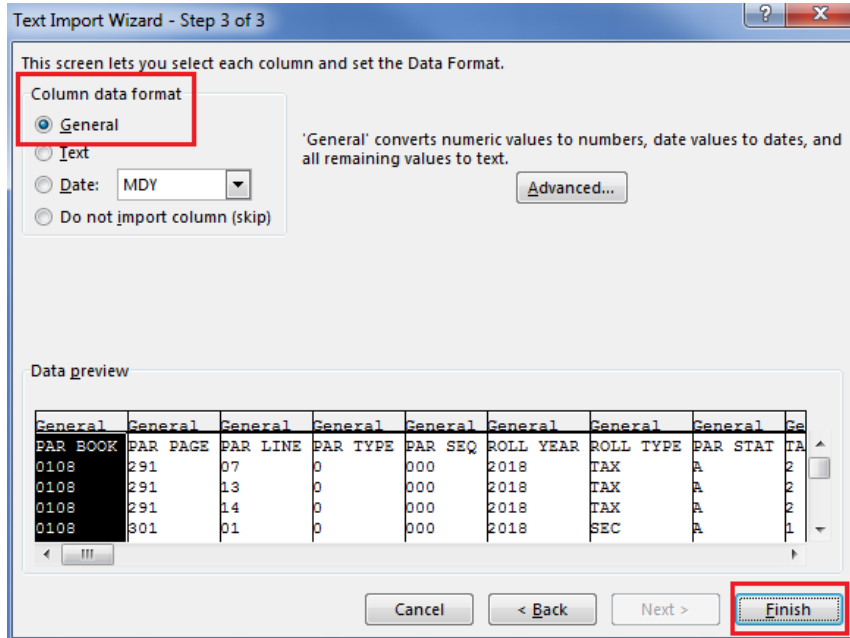
On the Text Import Wizard – Step 2 of 3 Window, select only “Other” and enter a tilde in the box. Then click Next.



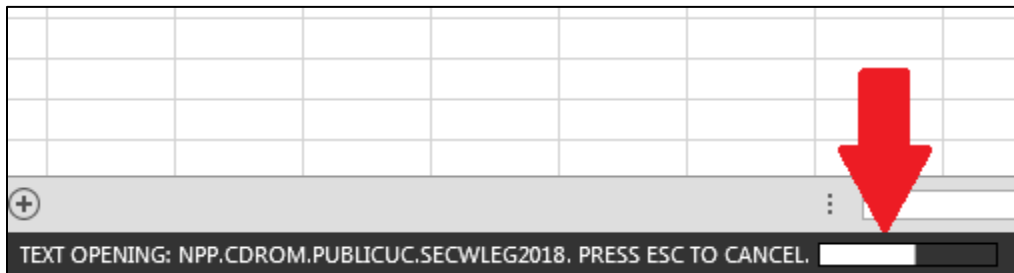
# Opening a data file in Excel 2013

## (Step by Step)

On the Text Import Wizard – Step 3 of 3 Window, leave the Column data format as “General” and then click Finish.



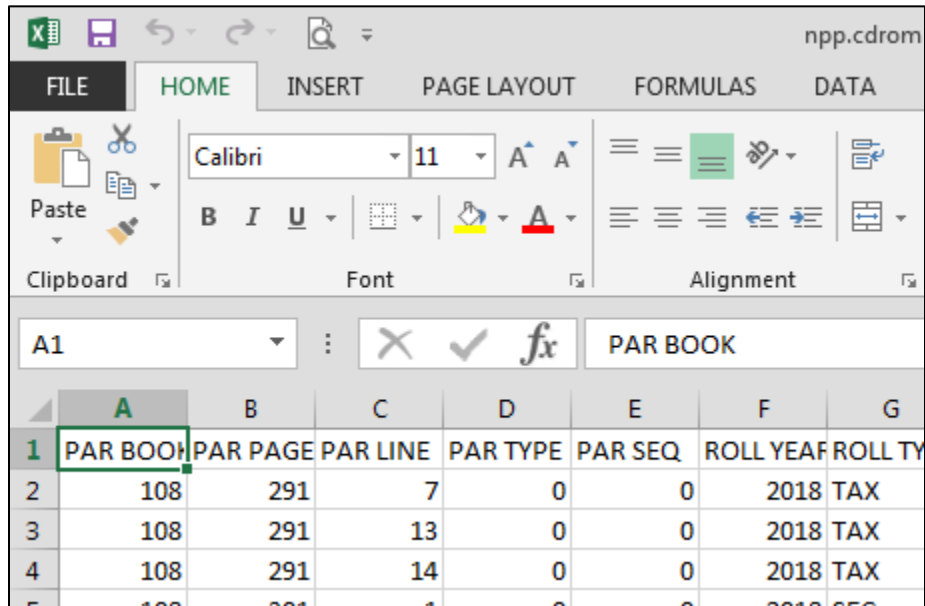
For larger files, a progress bar will be displayed while the data is being imported.



# Opening a data file in Excel 2013

## (Step by Step)

Once completed, the data will be displayed and can be sorted as needed.



The screenshot shows the Microsoft Excel 2013 interface. The ribbon is set to 'HOME', and the 'Font' and 'Alignment' groups are visible. The active cell is A1, containing the text 'PAR BOOK'. Below the ribbon, a table of data is displayed with the following columns and rows:

	A	B	C	D	E	F	G
1	PAR BOOK	PAR PAGE	PAR LINE	PAR TYPE	PAR SEQ	ROLL YEAF	ROLL TY
2	108	291	7	0	0	2018	TAX
3	108	291	13	0	0	2018	TAX
4	108	291	14	0	0	2018	TAX
5	108	291	1	0	0	2018	SEC