

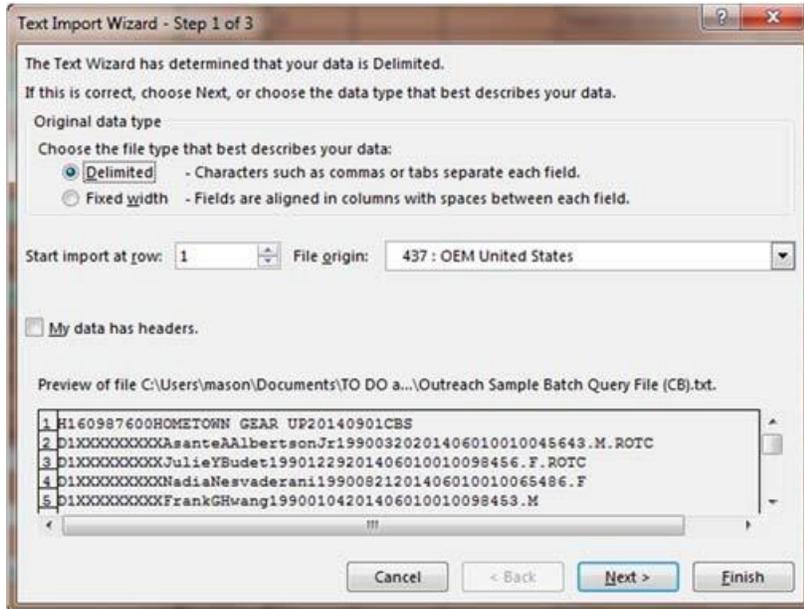


National Student
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How to Open a Text File in Excel

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1. Open your file in Excel. When the *File Open* dialog opens, drop down to **All Files** or **Text Files**, then select your file. Excel automatically opens the *Text Import Wizard*, which will walk you through inputting your data.



2. Choose **Delimited** and click **Next**.
Note: Excel is set to start the import at row 1 and File Origin, 437: OEM United States. If it does not, you should change it to this.
3. Excel should automatically. Choose **Tab** as your delimiter.
 - If it does not and you are opening a tab delimited file, please select **Tab** as the *Delimiter* and click **Next**.
 - If, instead, you are opening a comma separated file, please select **Comma** as the *Delimiter* and click **Next**.





4. In the final window, the default data format is set to *General*. Change the *Column* data format to **Text**.

To do this:

1. Highlight all of the columns in the *Data Preview* by clicking on the first column.
2. Hold the shift key and scroll all the way to the right and click the last column.
3. After all the data is highlighted, change the *Column* data format to **Text**.
4. Click **Finish**.

