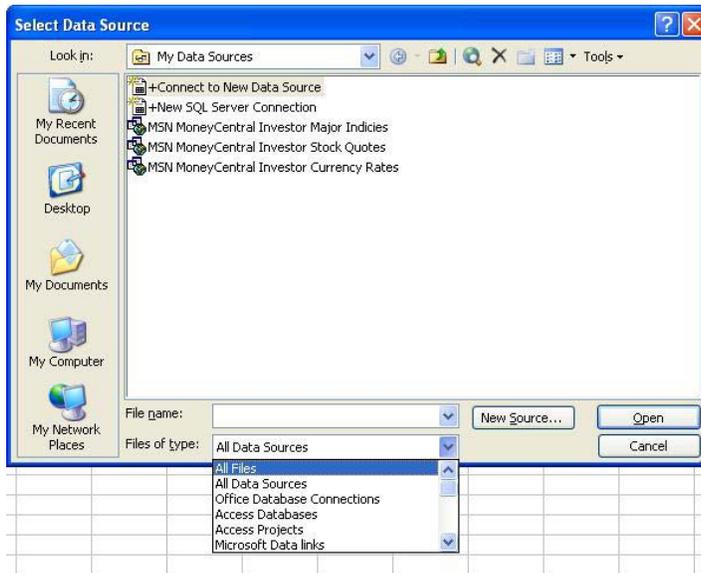


Tutorial: Importing Data Into Microsoft Excel

- 1) Open the Excel program
- 2) Go to Data → Import External Data → Import Data
- 3) Navigate to find your file. It will be necessary to change the type of file from Files of type: All Data Sources over to Files of type: All Files in the drop down menu.



- 4) Choose the delimited option at the prompt and press the Next button.



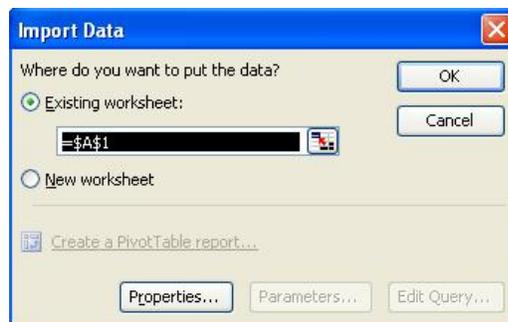
- 5) Select the following boxes to import the data: Tab, Space, Semicolon, and Comma. Press the Next button.



- 6) Press the Finish button at the next prompt.



- 7) Select where the data is to be places and press the OK button.



- 8) From there the data can be manipulated in any fashion, as well as graphical properties are needed. Consult the Help menu in the Excel program for further information.