Open Excel Click on File | Open | Computer | Browse

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Info	Open	
New		
Open	Recent Workbooks	
Save	S SharePoint	
Save As		
Print	CneDrive	
Share	Other Web Locations	
Export		
Close	Computer	
Account	Add a Place	
Options		Browse

Browse to the location of the file.

From the drop down menu, select "All Files (*.*)" Then select the data file and click "Open"



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

Text Import 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:
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1 🚔 File origin: 437 : OEM United States 💌
My data has headers.
Preview of file C:\DATA\npp.cdrom.publicuc.secwleg2018.
1 par book-par page-par line-par type-par seq-roll year-roll type-par stat- 🔺
2 0108~291~07~0~000~2018~TAX~A~2~07~D~COM~ ~04~07~0000~0004091~1975~
4 0108~291~14~0~000~2018~TAX~A~2~07~D~COM~ ~04~05~0000~0004091~1975~
5 0108~301~01~0~000~2018~SEC~A~1~07~D~RES~ ~05~01~0510~0004091~2006~ -
4
Cancel < Back <u>N</u> ext > <u>F</u> inish

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

Text Import Wizard - Ste	p 2 of 3			? ×					
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.									
Delimiters									
Semicolon	Treat consecutive delim	iters as one							
Comma	ext <u>q</u> ualifier:	•							
☑ <u>O</u> ther: ~									
Data <u>p</u> review									
PAR BOOK PAR PAGE 0108 291	E PAR LINE PAR TYPE	PAR SEQ ROLL YEAR	ROLL TYPE PAR TAX A	STAT TA					
0108 291	13 0 14 0	000 2018 000 2018	TAX A TAX A	2					
0108 301	ρ1 ρ	000 2018	SEC A	1 -					
•				•					
		Cancel < <u>B</u> ack	<u>N</u> ext >	<u>F</u> inish					

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

Text Import Wizard - Step	3 of 3					2	x	
This screen lets you select Column data format <u>G</u> eneral <u>I</u> ext <u>D</u> ate: MDY Do not <u>i</u> mport colum	a T		verts nume	ric values to n		values to da	ates, and	
General General PAR BOOK PAR PAGE 0108 291 0108 291 0108 291 0108 301 < III	General PAR LINE 07 13 14 01	PAR TYPE 0 0 0	000 ~	ROLL YEAR 2018 2018 2018	General ROLL TYPE TAX TAX TAX SEC	<u>Seneral</u> PAR STAT A A A A	Ge TA ▲ 2 2 2 1 ▼	
Cancel < <u>B</u> ack Next > <u>Finish</u>								

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

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÷							1	V		
TE	TEXT OPENING: NPP.CDROM.PUBLICUC.SECWLEG2018. PRESS ESC TO CANCEL.									

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

🕅 🖬 🕤 - 👌 = npp.cdrom									
E	ILE HO	OME IN:	SERT PA	AGE LAYOUT	FORM	IULAS E	ATA		
$ \begin{array}{c c} & & & \\ & & & \\ \hline & & & \\ Paste & & \\ & & & \\ & & & \\ & & & \\ \end{array} \begin{array}{c c} Calibri & & & 11 & \\ B & I & \underline{U} & \\ & & & \\ \end{array} \begin{array}{c c} & & & 11 & \\ \hline & & & A^* & A^* \end{array} \end{array} \begin{array}{c c} \equiv & \equiv & & \\ \hline \equiv & & \\ \hline & & & \\ \hline & & & \\ \end{array} \begin{array}{c c} B & I & \underline{U} & \\ & & & \\ \hline & & & \\ \end{array} \begin{array}{c c} A^* & A^* & \\ \hline & & \\ \hline & & \\ \end{array} \end{array} \begin{array}{c c} \equiv & & \\ \hline & & \\ \hline & & \\ \end{array} \begin{array}{c c} B & I & \underline{U} & \\ \hline & & \\ \end{array} \begin{array}{c c} A^* & A^* & \\ \hline & & \\ \hline & & \\ \end{array} \end{array} \begin{array}{c c} \equiv & & \\ \hline & & \\ \hline & & \\ \end{array} \begin{array}{c c} B & I & \underline{U} & \\ \end{array} \end{array} $									
Clip	Clipboard 🖫 Font 🖫 Alignment 🖼								
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	Α	В	С	D	E	F	G		
1	PAR BOOI	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		
-	100	201	4		0	2010	050		