

## FORMATTING AN EXCEL FILE AS A CSV FORMAT

### 1. Format the columns.

Select *Column A* (SSN).

Right-click, and select *Format Cells*

(Figure 1 Format ).

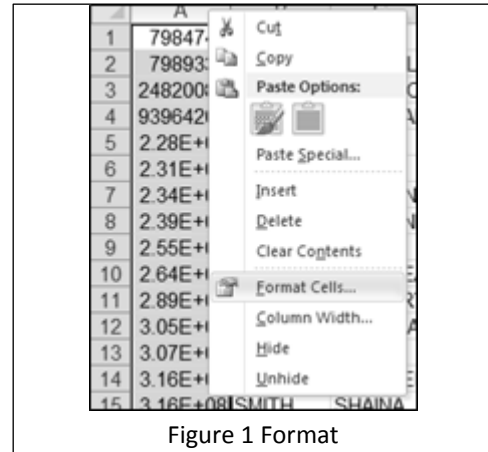


Figure 1 Format

### 2. Select *Custom* and under *Type*: (where the word *General* is) enter 9 zeroes (Figure 2 SSN Format).

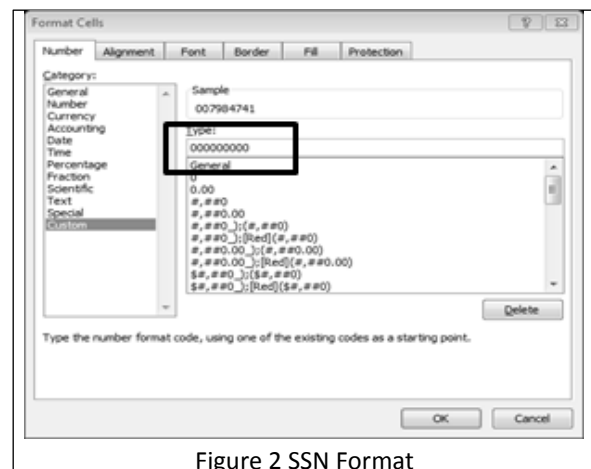


Figure 2 SSN Format

If there are dashes or hyphens in the SSN, remove them.

- Select *Column A*
- Go to *Find and Select* on the *Home* tab on the right side of the screen (Figure 3 Find and Replace)
- Select *Replace* from the drop-down list
- Type a – in the *Find what* field
- Leave the *Replace with* field blank
- Select *Replace All*

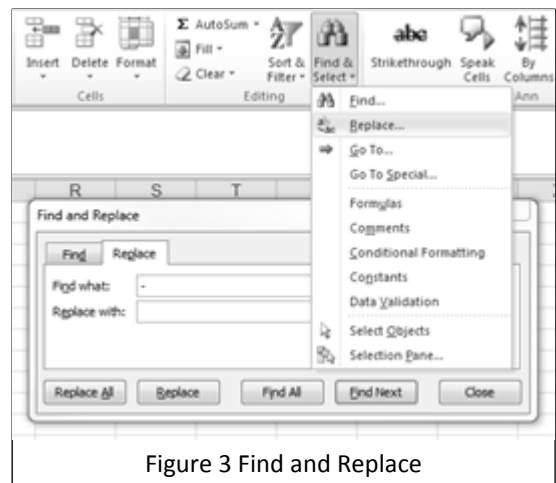


Figure 3 Find and Replace

3. Select *Column E* (DOB). Right-click and select *Format Cells*. Select *Custom* and enter *mm/dd/yyyy* (Figure 4 DOB).

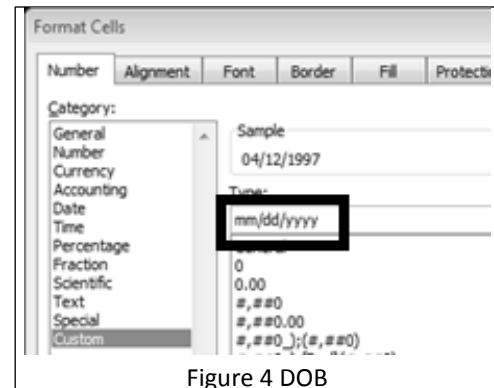


Figure 4 DOB

4. Select *Column I* (CE ID). Right-click and select *Format Cells*. Select *Special > Zip Code* (Figure 5 CE ID).

Note: You may have to change the locale to English (U.S.) to get the 5-digit zip code.

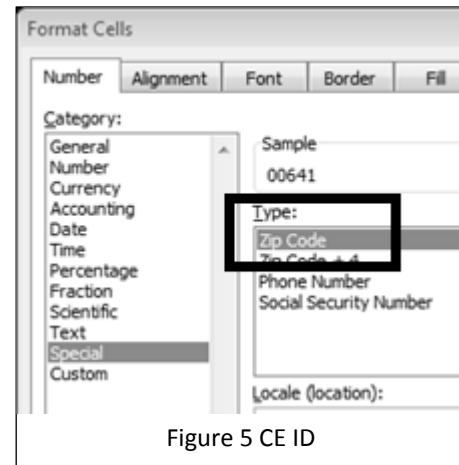


Figure 5 CE ID

5. Check to make sure that there are no additional CE IDs in the rows below the student data. This will cause an error.
  - If there is, click in the first cell of the additional CE IDs.
  - Press the *Ctrl + Shift + Down Arrow* key at the same time. This will select the column to the bottom of the spreadsheet.
  - Right click on the highlighted cells and select *Clear Contents* (Figure 5 Clear Contents).

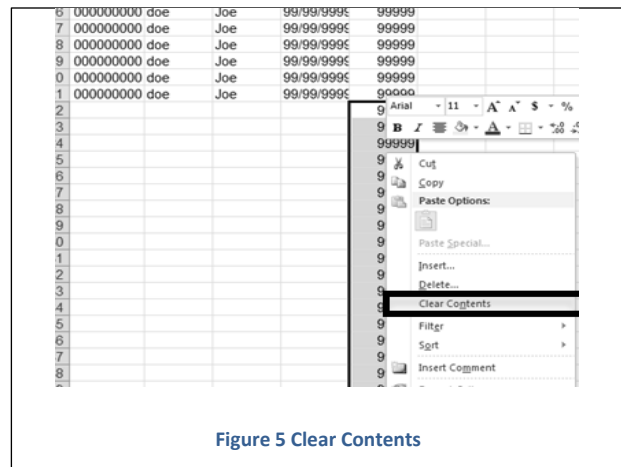


Figure 5 Clear Contents