Importing 1 Key jobs into Excel

1) You will receive an email that contains a file with the “.SDF”. Double Click on the “.SDF” attachment

2) “Open With” Notepad, click OK

   In Notepad, go to
   
   File, then Save As In the file name, replace .SDF extension with .xls (remember the file name) Save

   Close “Notepad”

3) Open Excel

   Click “Data” tab
   Click “From Text”
   
   At bottom, Change “Files of type” to “All Files”
   Find the File and highlight in “Import Text File” box
   Click “Import”

4) Original data type “Fixed width”, then click “Next”

   On the scale, there should be tab at 19, 28 and 43, then click “Next”

5) Click the 4th column (will turn black), then at top of box “Column data format”, select “text”,
   
   Click “FINISH”

6) “Import Data” box appears

7) “Existing worksheet” Click “OK”

8) In Excel, click “Home” tab

9) Highlight Column “H”

10) Select “Format”, then “Format cells”

    Under “number” tab, select percentage (decimal places is 2), click OK

11) In cell H2, type the following formula

    =sum(F2/y) where y is the actual number in cell F1 

    Enter

12) Click cell H2, then right click, copy

13) Select cells H3 – end of data in column H, then right click paste. Enter

14) Save

NOTES: Row 1 is the answer key
Columns are A=Name B=Student Number C=Special Code D=Answers E=Part 1 Correct F=Total correct