

Importing 1 Key jobs into Excel

4-2011

- 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