

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## MS EXCEL 2010 EXPORT FOR GOVERNMENT REQUESTS

### Purpose

This handout is to briefly instruct how to export MS Excel 2010 data to various formats (ex.ASCII) for government requests.

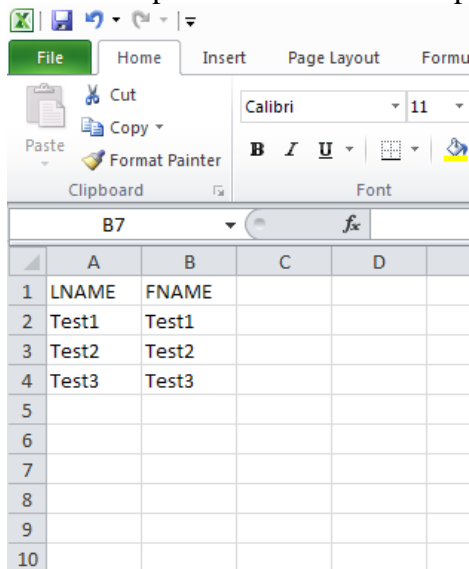
### Why Should I Export?

Hmmmm..... There are 2 main advantages → increased accuracy and increased efficiency. For example, if you already have data in an Excel file, you will not need to retype and this will result in a reduction in errors.


### How Do I Export to ASCII?

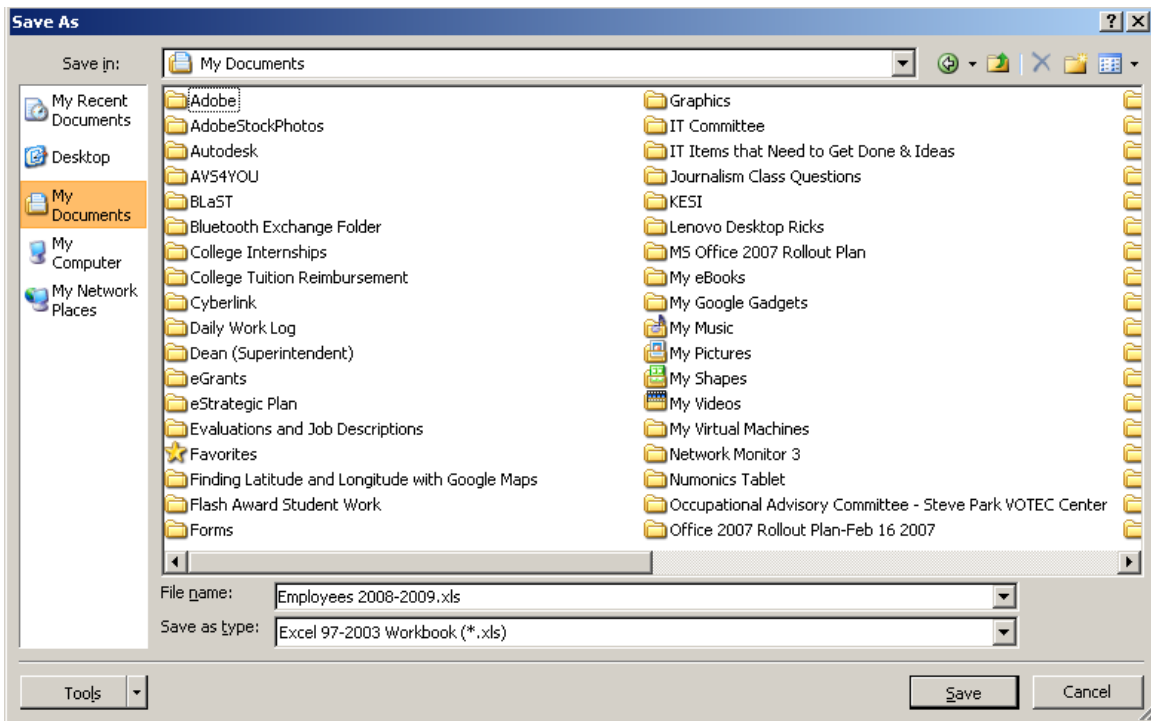
It's quite simple, let's walk through the above code example:

First start up MS Excel 2010 and open up the desired worksheet – see the following example:



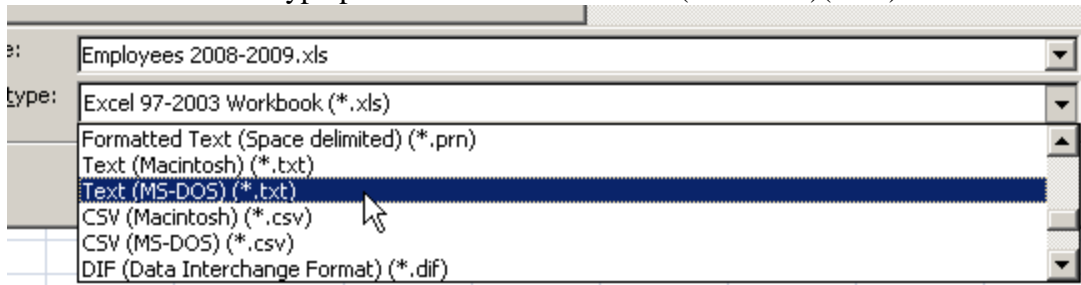
In this example, the file consists of employees. The file is in MS Excel 2007 format.

Click on the  button – then select save as – the following screen appears:

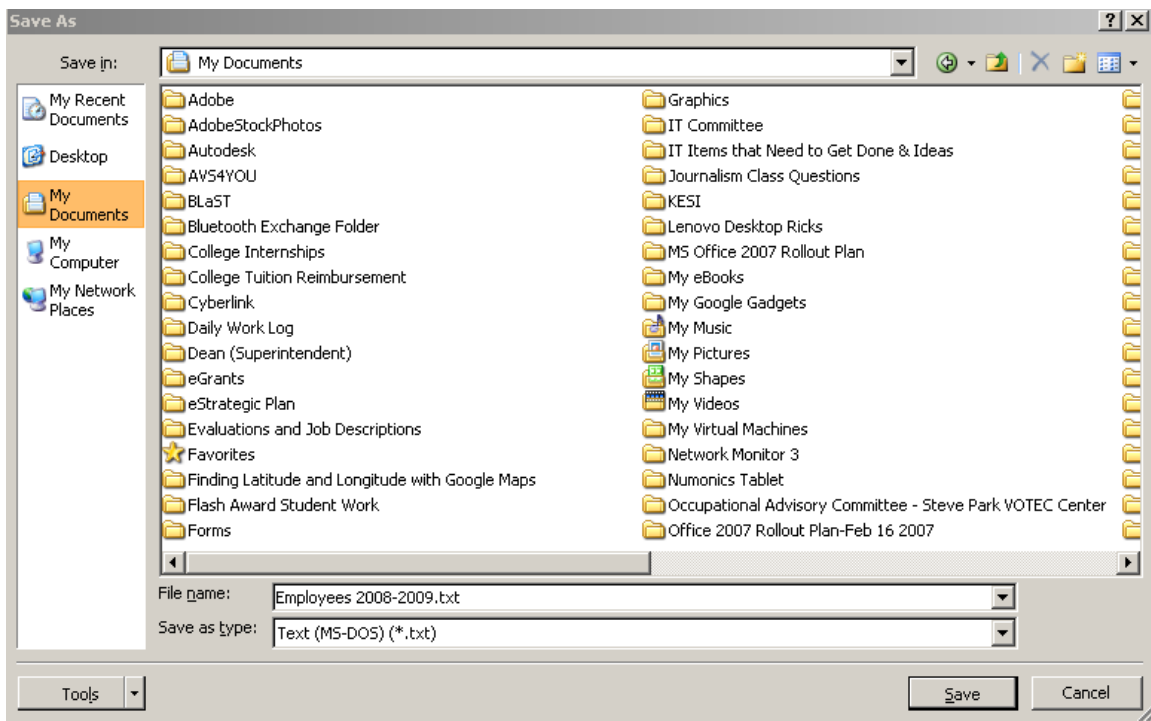


At this point you need to select the desired file type that you wish to use – in this case ASCII. Please note that you may select a variety of files types – many times the CSV is a requested file type for government reports and uploads.

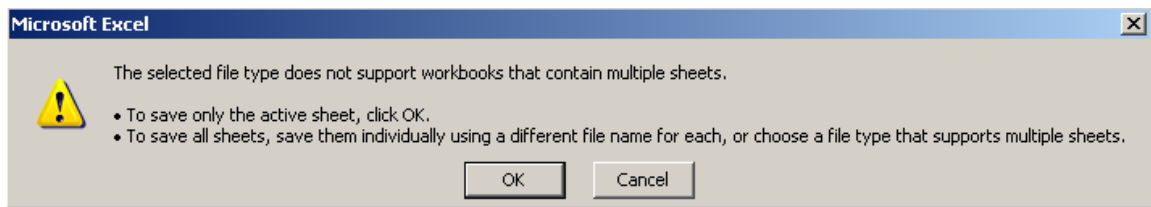
Click on the Save as type pull down and select Text (MS-DOS)(\*.txt)



This results in the following screen



Click on Save



Click on Yes