

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

MS EXCEL 2013 EXPORT FOR GOVERNMENT REQUESTS

Purpose

This handout is to briefly instruct how to export MS Excel 2013 data to various formats (ex.ASCII) for government requests.

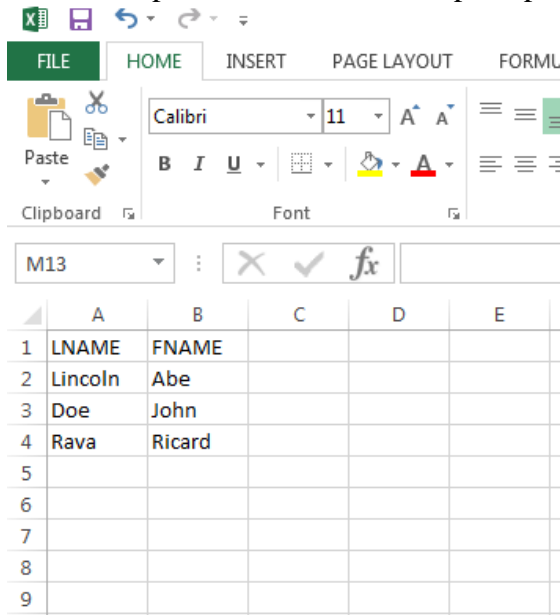
Why Should I Export?

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.

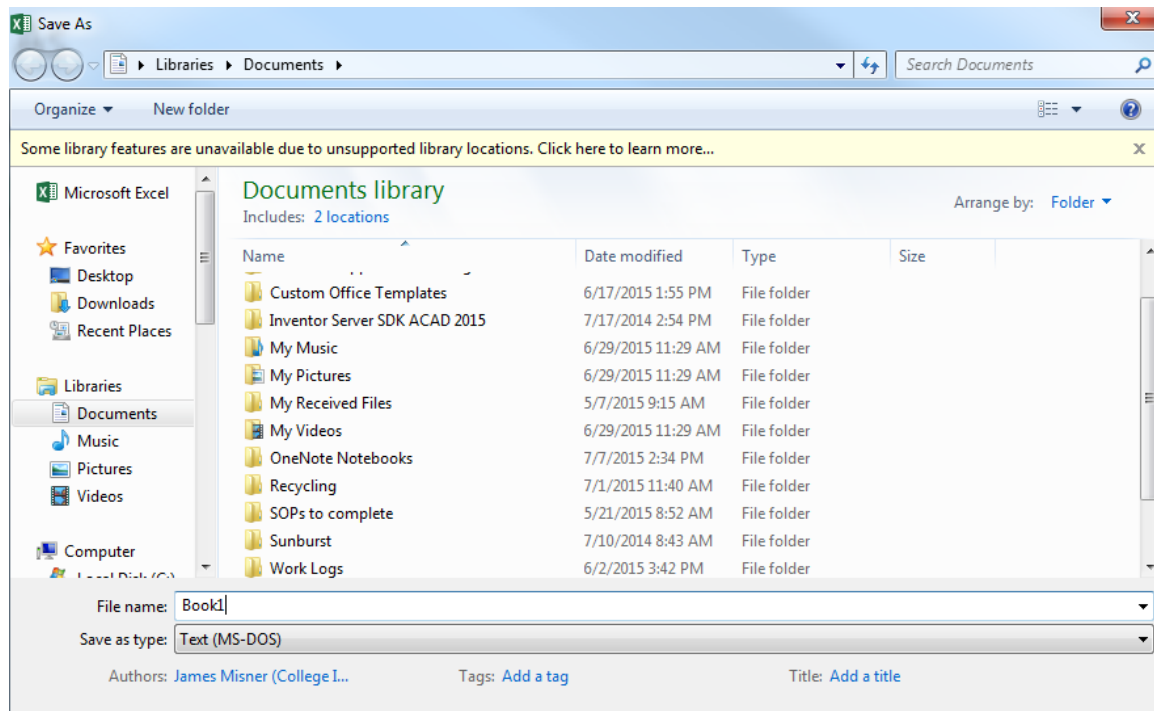
How Do I Export to ASCII?

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

First start up MS Excel 2013 and open up the desired worksheet – see the following example:

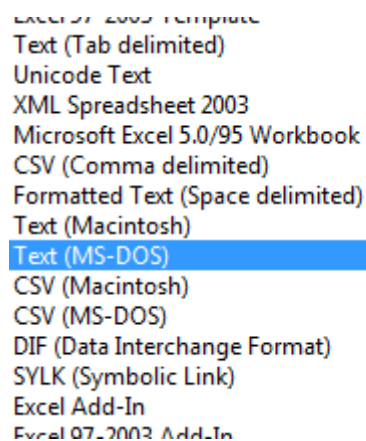


Click on the **FILE** button – select **Save As**, and then select **Computer** and **Browse**.
The following screen appears:

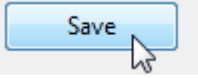


At this point you need to select the desired file type that you wish to use – in this case ASCII. Please note that you may select a variety of files types – many times the CSV is a requested file type for government reports and uploads.

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



This results in the following screen

Click on 

Click on OK