

# Kansas Board of Regents 2006 Data Conference

## Topic # 9: Microsoft Shortcuts for KBOR Reports

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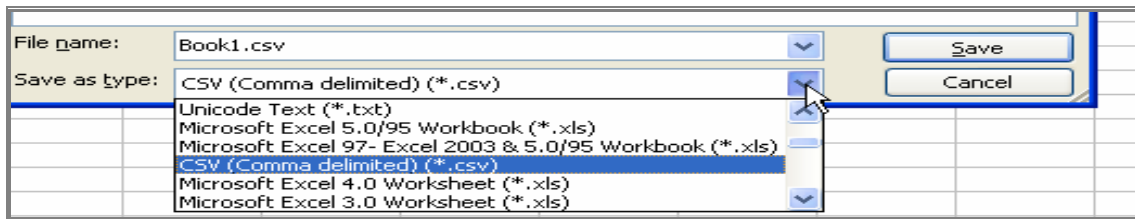
Exercise files located at [www.kpspsd.org/IR/downloadpractice.shtml](http://www.kpspsd.org/IR/downloadpractice.shtml).

### 1) Comma delimited files

Practice File: cd\_ex1.csv

- What is a comma delimited file?
- What does a .csv file look like in a text editor?
- What does a .csv file look like in Excel?
- How do I save an Excel file as comma delimited?

*Save as .csv file*

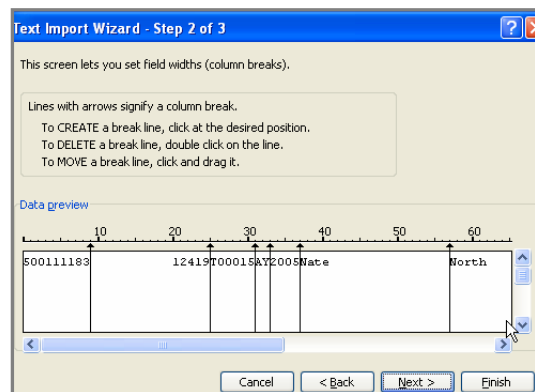
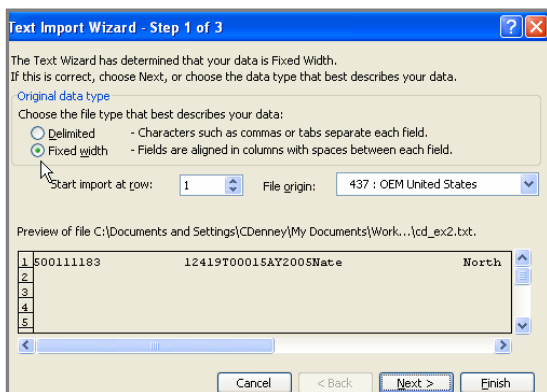


### 2) Fixed width files

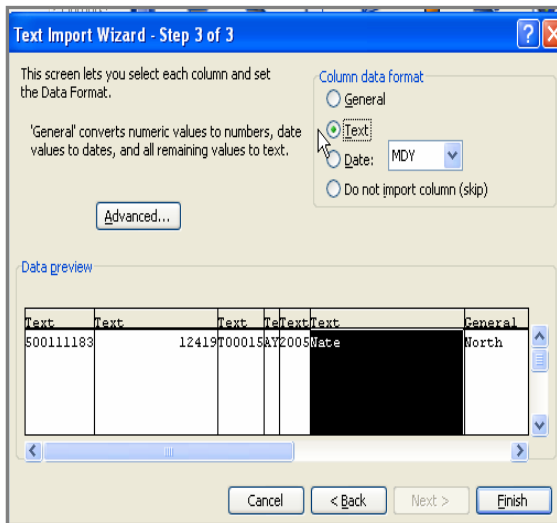
Practice File: cd\_ex2.txt

- What is a fixed width file?
- What does a fixed width file look like in a text editor?
- What does a fixed width file look like in Excel?

*Using the Text Import Wizard*



Using the Text Import Wizard (cont'd)

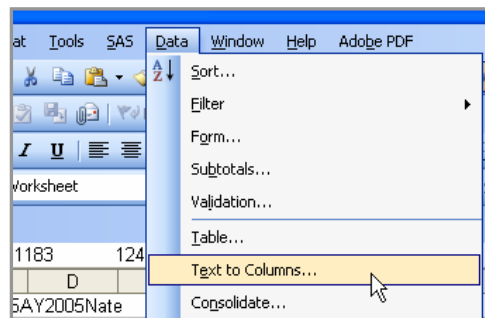


*From KSPSD Reference Manual  
Students Info Table*

Field Name	Field Length	Field Position
Social Security Number	9	1 – 9
College Assigned ID Number	16	10 – 25
Institutional FICE ID	6	26 – 31
Term	2	32 – 33
Term Year	4	34 – 37
First Name	20	38 – 57
Last Name	40	58 – 97
Middle Initial	1	98
Suffix	5	99 – 103
Sex Code	1	104
Date of Birth	8	105 – 112
Primary Ethnicity	2	113 – 114

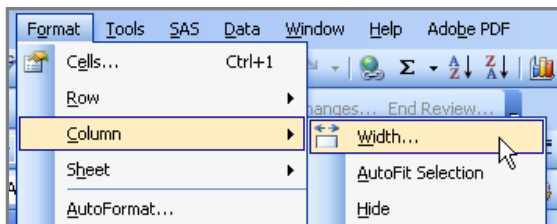
d) What if the Import Wizard doesn't automatically open?

Data Menu: Text to Columns Menu Tool

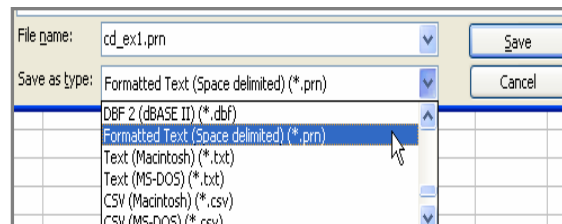


e) How to I save an Excel file as a fixed width text file?

Set proper column width:



Save as .prn file:

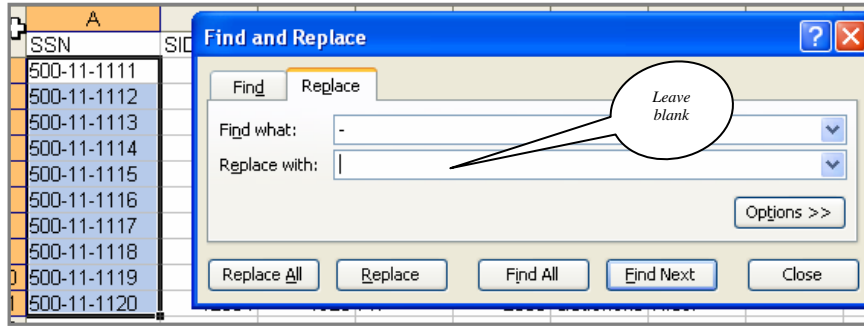


### 3) KSPSD special field formats

Practice File: cd\_ex3.xls

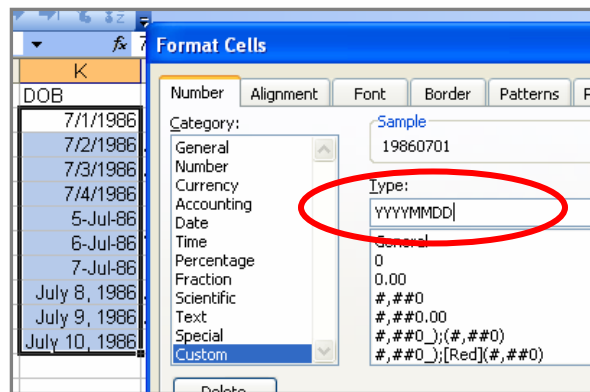
- a) How do I remove dashes from the SSN field?

*Menu: Edit – Replace*



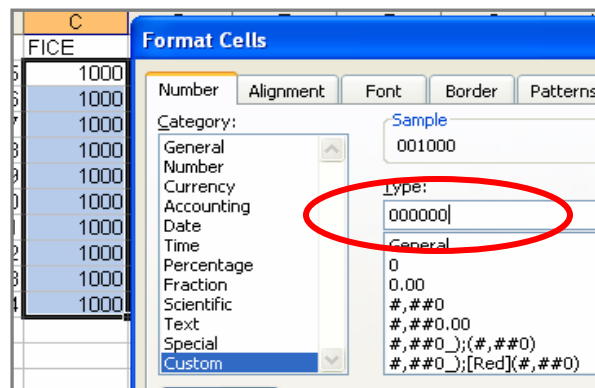
- b) How do I change a regular date format to YYYYMMDD?

*Menu: Format – Cells*



- c) How do I keep the leading zeroes on FICE IDs, ACT IDs, SAT IDs, etc?

*Menu: Format - Cells*



d) How do I keep leading and trailing zeroes in my CIP field?

*Menu: Format – Cells*

