To convert a text file to an Excel file

1. Open the file. This will appear as a text file in notepad
2. In the upper left corner click your mouse on <u>file</u> and choose <u>save as</u>
3. This will open a box in the middle of your screen. Name the file with your name and put <u>.xls</u> at the end of your name
4. Change the <u>file type</u> to <u>all files</u>
5. Save the document into <u>my documents</u> then hit <u>save</u>
6. Close all open windows.
7. Go to <u>my documents</u> and choose the newly created file
8. This will open the file as an Excel spreadsheet. You can work with it as you can work with any spreadsheet document