

“Every Student, Every Classroom”

Saving a CSV File to an Excel File

1. Open CSV file
2. Select File > Save as
3. Select location to save file
4. Save as Type: Change file to Excel Workbook (*.xlsx) (at top of list)
5. File Name: Name file
6. Select Save

Turn on Filter

1. Select “Data”
2. Select Filter icon

Choosing Your School(s) and Saving to a Separate Sheet

1. Deselect “Select All”
2. Select School
3. Select Ok
4. Place cursor to the left of Column A and above Row 1 (on the triangle)
5. Right click and select Copy or Ctrl C
6. Select + at the bottom of the spreadsheet (this opens a new sheet – ie: Sheet1)
7. Click in cell A1
8. Right click and select Paste or Ctrl V
9. Right click on the tab at the bottom of the sheet (ie: Sheet1)
10. Select Rename
11. Rename sheet as the school’s name

*Complete **Choosing Your School(s) and Saving to a Separate Sheet** for the rest of your schools

Complete the following for all of the sheets that were created.

Highlight the document

1. Place cursor to the left of Column A and above Row 1 (on the triangle)

Resize the Columns

1. Place cursor between columns A and B
2. When black plus sign appears, double click

Freeze Top Row

1. Select “View”
2. Select “Freeze Panes”
3. Select “Freeze Top Row”

Turn on Filter

1. Select “Data”
2. Select Filter icon