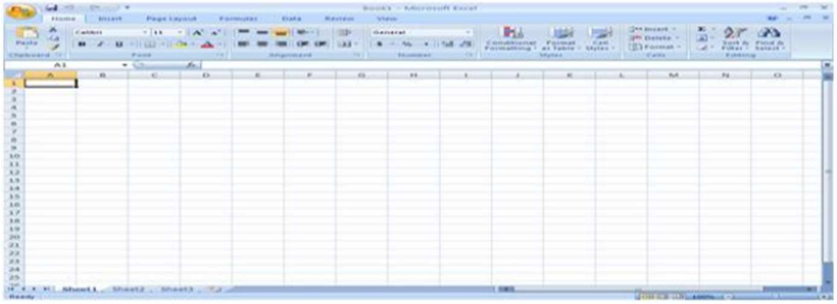
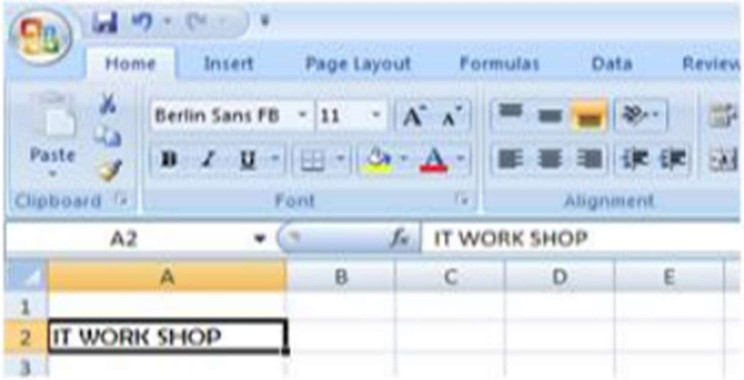
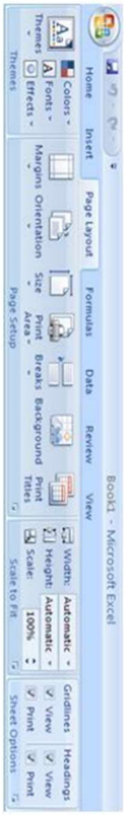
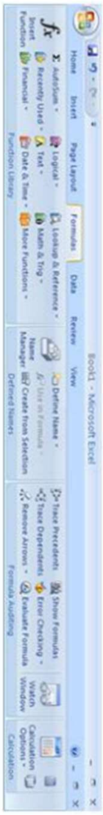


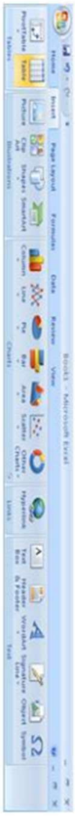

Home
Insert
Page Layout
Formulas
Data
Review
Paste
Clipboard
Font
Alignment

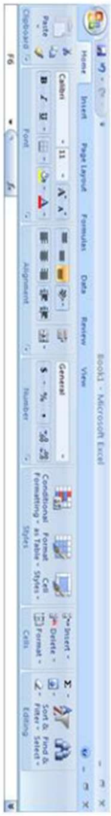
Berlin Sans FB 11

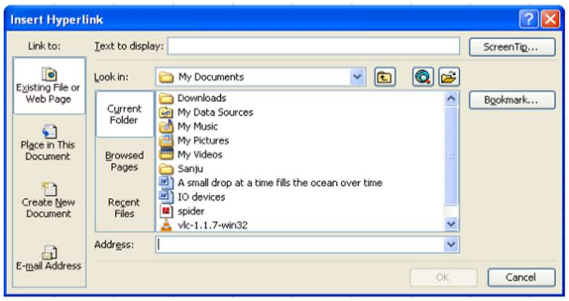
A2 IT WORK SHOP

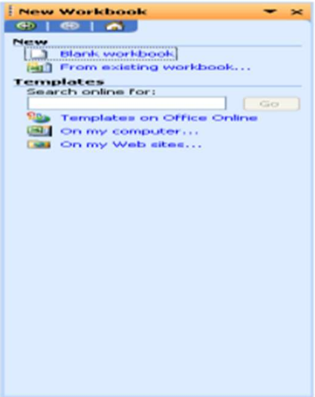

Home
Insert
Page Layout
Formulas
Data
Review
View
Book1 - Microsoft Excel
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options

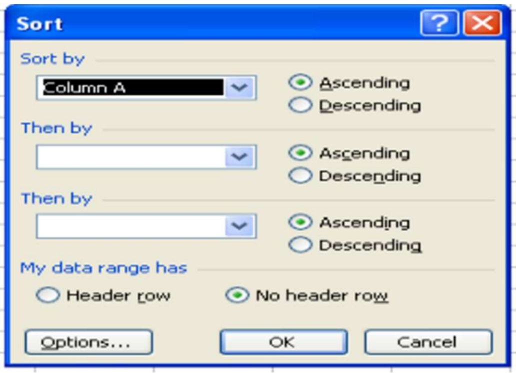

Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
Name Manager
Define Name
Use in Formula
Create from Selection
Defined Names
Trace Precedents
Trace Dependents
Remove Arrows
Show Formulas
Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculation
Book1 - Microsoft Excel


PivotTable
Tables
Picture
Clip Art
Shapes
SmartArt
Illustrations
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Charts
Hyperlink
Links
Text Box
Header & Footer
WordArt
Signature Line
Object
Symbol
Text
Book1 - Microsoft Excel


Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Book1 - Microsoft Excel


Insert Hyperlink
Link to:
Text to display:
ScreenTip...
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Look in:
My Documents
Current Folder
Browsed Pages
Recent Files
Downloads
My Data Sources
My Music
My Pictures
My Videos
Sanju
A small drop at a time fills the ocean over time
IO devices
spider
vlc-1.1.7-win32
Bookmark...
Address:
OK
Cancel


New Workbook
New
Blank workbook
From existing workbook...
Templates
Search online for:
Go
Templates on Office Online
On my computer...
On my Web sites...

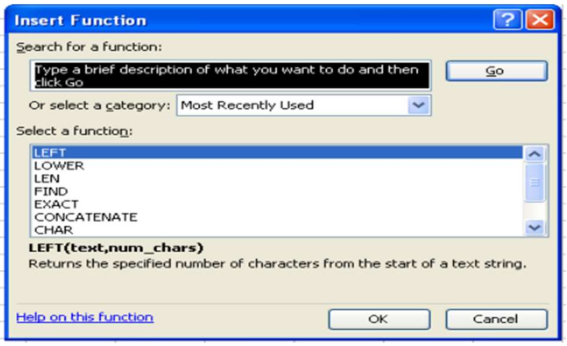

Sort
Sort by
Then by
Then by
Ascending
Descending
My data range has
Header row
No header row
Options...
OK
Cancel

Sort by: Column A ● Ascending ○ Descending

Then by: ● Ascending ○ Descending

Then by: ● Ascending ○ Descending

My data range has: ○ Header row ● No header row


Insert Function
Search for a function:
Go
Or select a category:
Select a function:
LEFT
LOWER
LEN
FIND
EXACT
CONCATENATE
CHAR
Help on this function
OK
Cancel

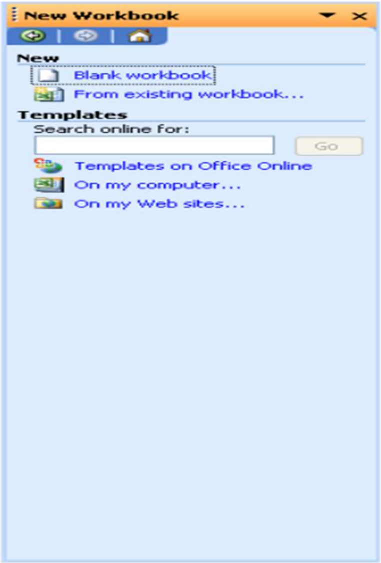
Type a brief description of what you want to do and then click Go

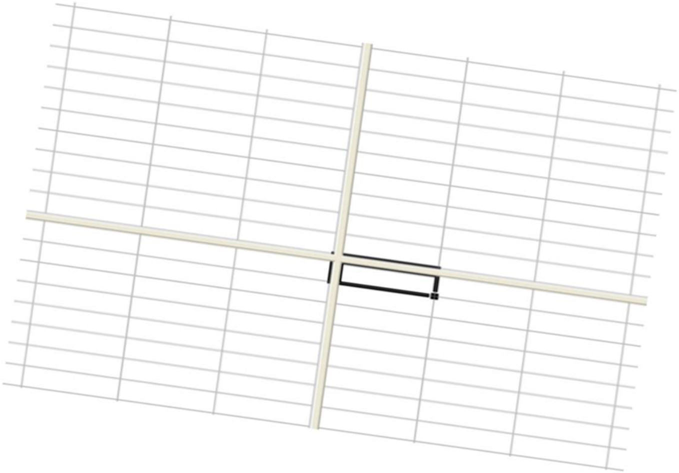
Or select a category: Most Recently Used

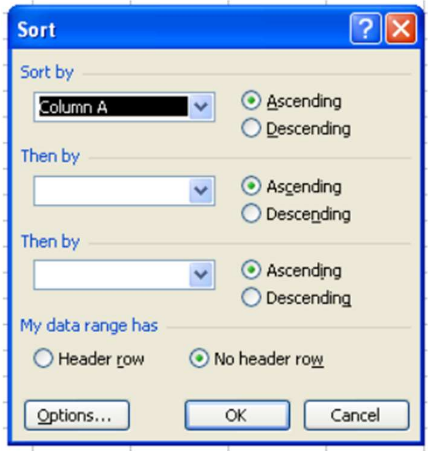
Select a function: LEFT

LEFT(text,num_chars)

Returns the specified number of characters from the start of a text string.


New Workbook
New
Blank workbook
From existing workbook...
Templates
Search online for:
Go
Templates on Office Online
On my computer...
On my Web sites...



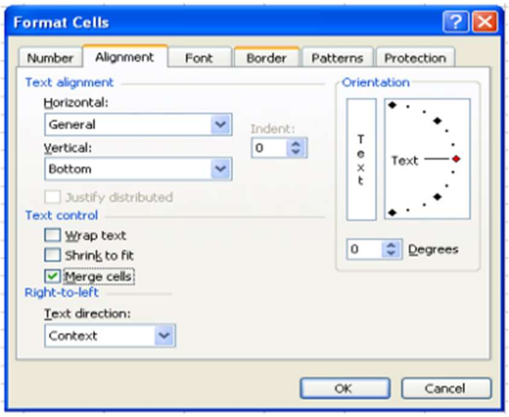

Sort
Options...
OK
Cancel

Sort by: Column A ● Ascending ○ Descending

Then by: ● Ascending ○ Descending

Then by: ● Ascending ○ Descending

My data range has: ○ Header row ● No header row


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Orientation
Text
OK
Cancel

Text alignment

Horizontal: General

Vertical: Bottom

Indent: 0

☐ Justify distributed

Text control

☐ Wrap text

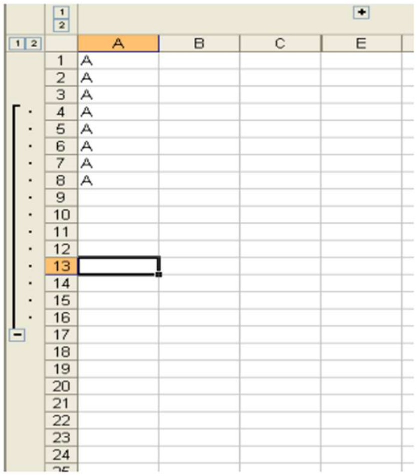
☐ Shrink to fit

☑ Merge cells

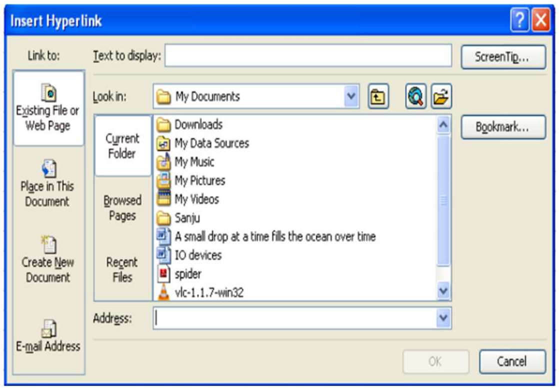
Right-to-left

Text direction: Context

0 Degrees



	A
1	A
2	A
3	A
4	A
5	A
6	A
7	A
8	A

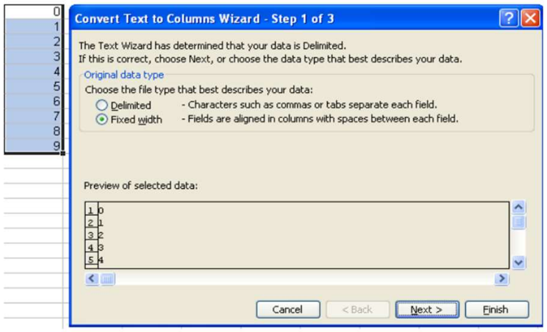

Insert Hyperlink
Link to:
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
ScreenTip...
Current Folder
Browsed Pages
Recent Files
Bookmark...
OK
Cancel

Text to display:

Look in: My Documents

- Downloads
- My Data Sources
- My Music
- My Pictures
- My Videos
- Sanju
- A small drop at a time fills the ocean over time
- IO devices
- spider
- vlc-1.1.7-win32

Address:


0
1
2
3
4
5
6
7
8
9
Convert Text to Columns Wizard - Step 1 of 3
Cancel
< Back
Next >
Finish

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

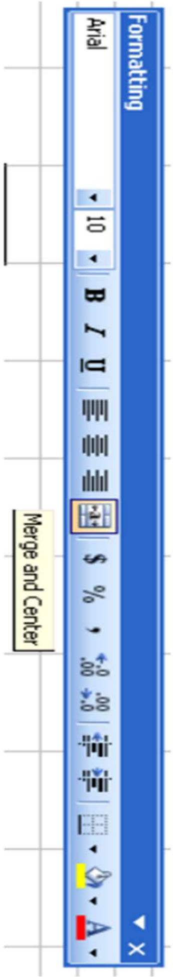
Choose the file type that best describes your data:

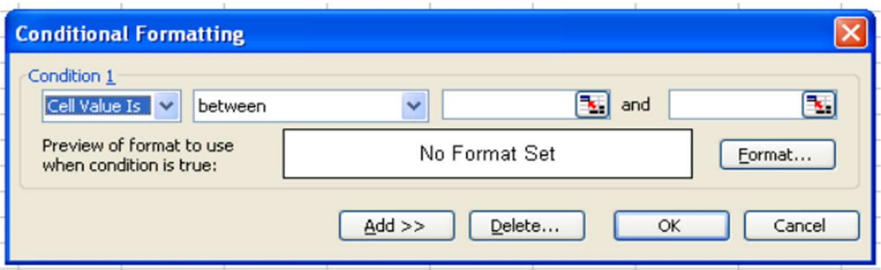
○ Delimited - Characters such as commas or tabs separate each field.

● Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	0
2	1
3	2
4	3
5	4

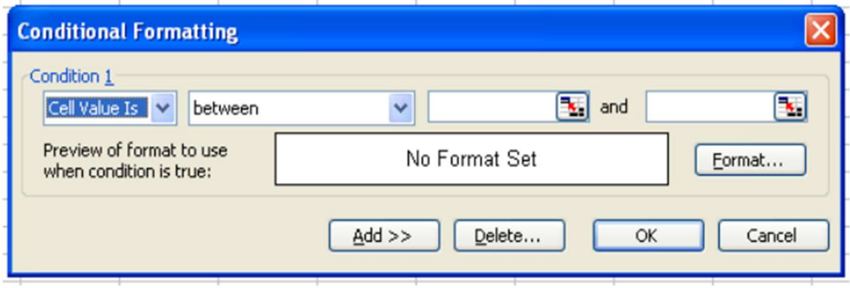

Formatting
Arial
10
Merge and Center


Conditional Formatting
Format...
Add >>
Delete...
OK
Cancel

Condition 1

Cell Value Is between and

Preview of format to use when condition is true: No Format Set


Conditional Formatting
Format...
Add >>
Delete...
OK
Cancel

Condition 1

Cell Value Is between and

Preview of format to use when condition is true: No Format Set