Creating a raw test data file from an Excel spreadsheet:

1. Type each field in a separate column.
   a. Each byte of a field has to be accounted for – for example, if name is PIC X(15), then after entering Smith, be sure to press the spacebar 10 times.
   b. For numeric fields, be sure to format the column as Text, so that leading zeros are kept in the data. This can be done by actually changing the format to text, or entering an apostrophe before typing the data.
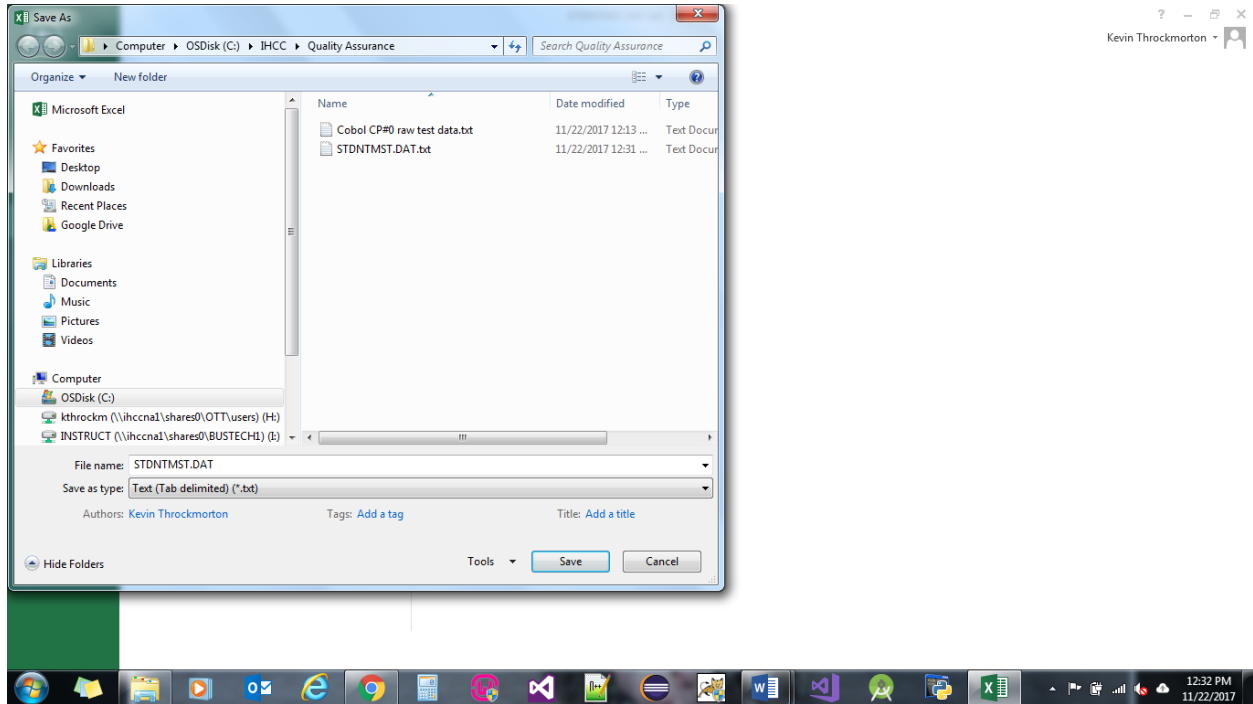

The following record layout matches the above Excel spreadsheet:

```
01      I-REC.
        05      I-ID                            PIC X(7).
        05      I-NAME.
                10      I-LNAME                 PIC X(15).
                10      I-FNAME                 PIC X(15).
                10      I-INIT                  PIC X.
        05      I-GPA                           PIC 9V99.
        05      I-EX-STRT-SAL                   PIC 9(6)V99.
```
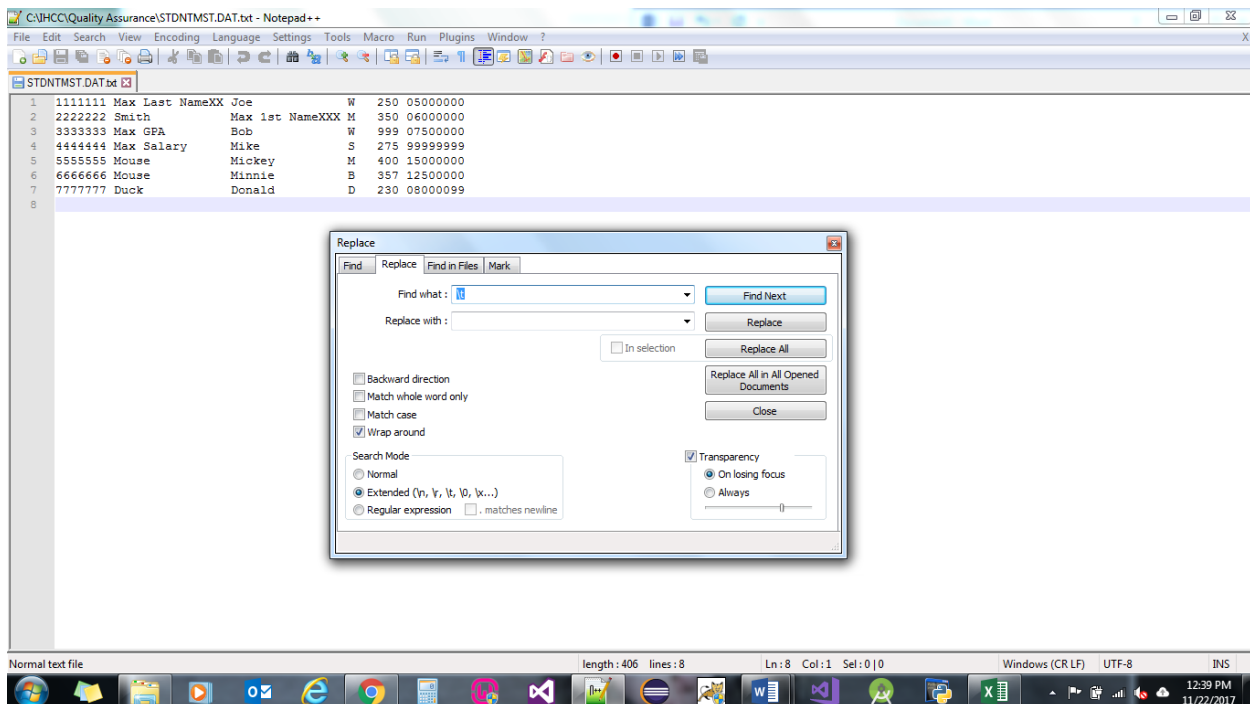
Creating a raw test data file from an Excel spreadsheet:

2. After saving the spreadsheet, we need to make a copy of it in another format so that it can be converted to a data file our program can input.
   a. Choose a Save-As Type of Text (Tab-delimited)
   b. Name the file with a .dat extension
   c. You may have to rename the file again in order to remove the .txt extension

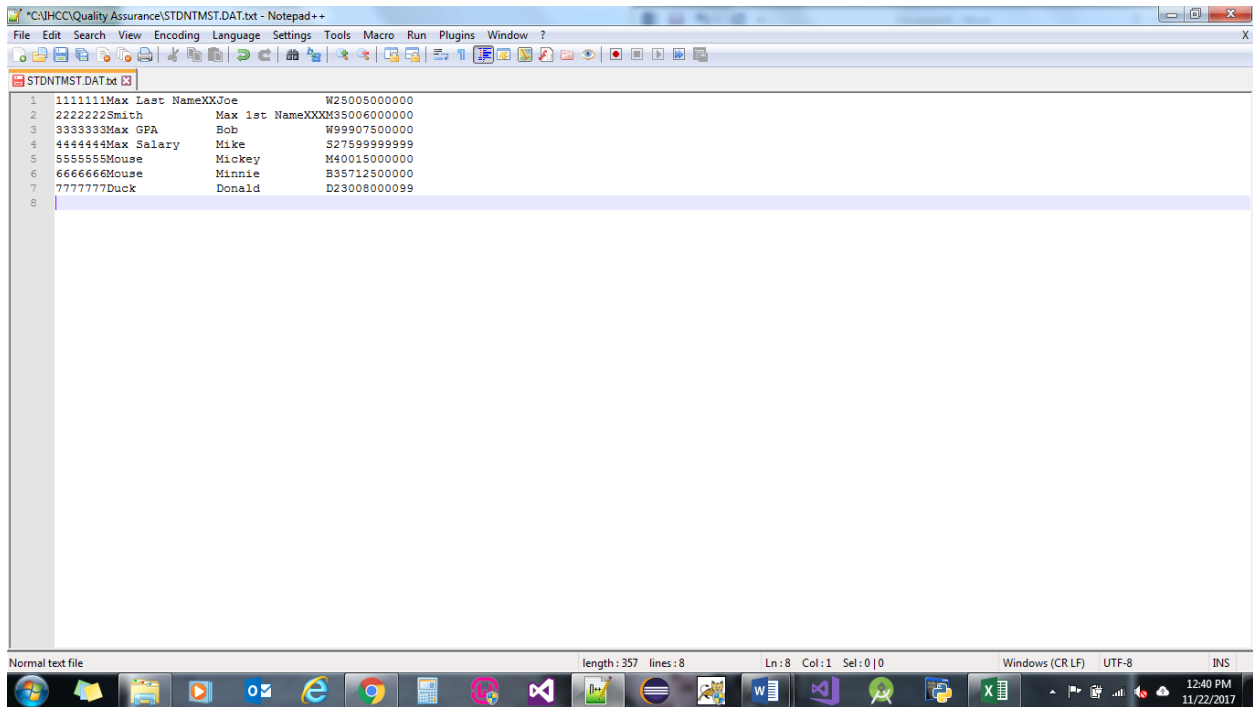3. Open file with Notepad++.
    a. Notice the file has a blank space between each field. This is actually the tab character, and needs to be removed so that the file matches our record layout.
    b. Click on Search→Replace
    c. Click the Extended option under Search Mode
    d. Enter \t in the Find what field
    e. Do not enter anything in Replace with field
    f. Basically, we are removing the tab characters from the data
    g. Click the Replace All button, and notice the change in the data.
4. Save your file using "All types" and remove the .txt extension

Data before removing tab characters:

Creating a raw test data file from an Excel spreadsheet:

Data after removing tab characters: