**Transfer graduate names from Excel to Word**

* Delete all columns the Excel file except first name, last name, honors notations
* Arrange the columns so that they appear in this order: first name, last name, honors notations
* Perform alphabetical sort
* Save as a .CSV file
* On a Mac, Click File > Save As and save the Excel file as a .CSV (Comma delimited) file.
* On Windows, select CSV (Comma delimited) in the “save as type” drop-down menu
* Close Excel
* Right-click on the newly created CSV file and select Open With. Choose to open the file in Word.
* If Word is not an option on the apps list, click: choose another app>more apps>Word.
* Remove the comma between the data values (e.g., First Name and Last Name), making sure to leave a space between them. You can do this using find and replace. Find comma, replace with space.
* Click File, Save.
* On the CSV Word file, Press Ctrl A (select all), then Ctrl C (copy) to copy all graduate names
* Copy graduate names into Word template. Open the template document and
* On a Mac, click by the first Name under Baccalaureate Degree Candidates and, choose Edit > Paste and Matching Formatting into template with stylesheets.
* On a PC, right click by the first “name” under Baccalaureate Degree Candidates, and select “Merge Formatting”
* Select and delete all “Name” text on the program template
* Repeat for Masters and Doctoral Candidates