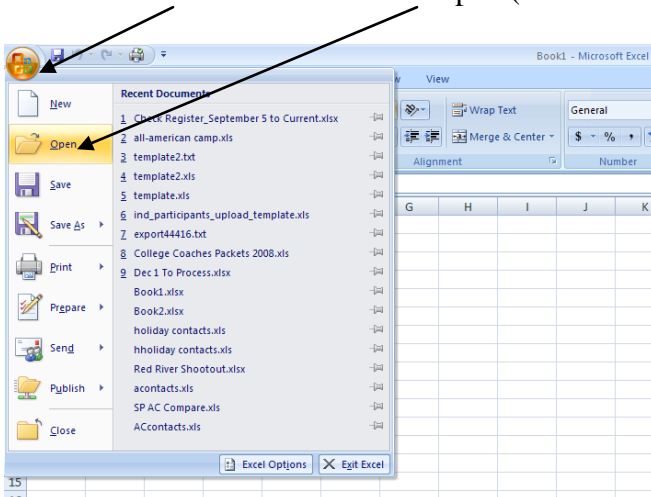
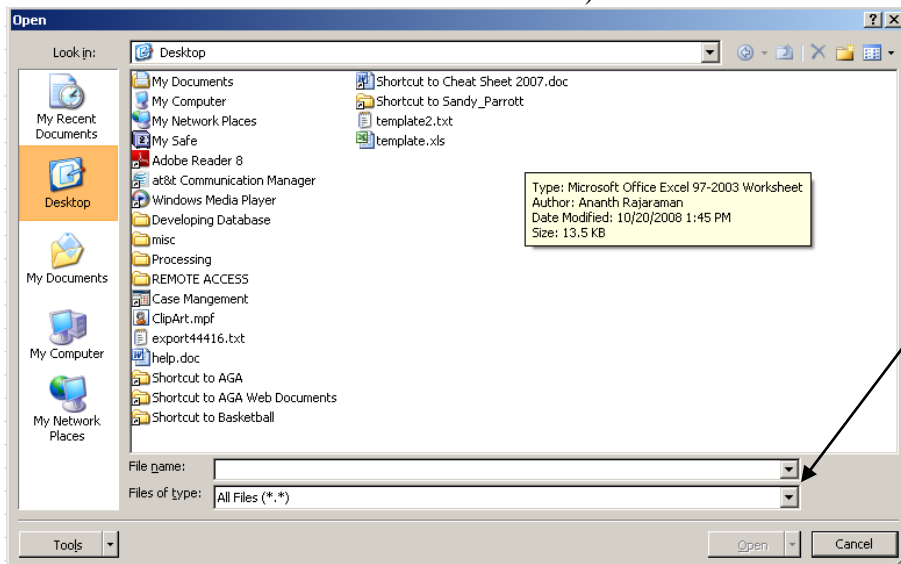


## How to Open a TXT document in Excel.

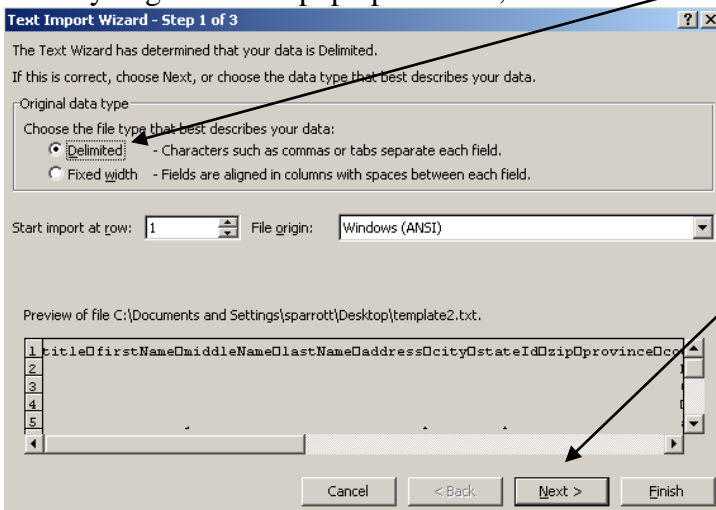
1. Open Excel.
2. Go to the Window Icon and then Open (or in older versions File – Open).



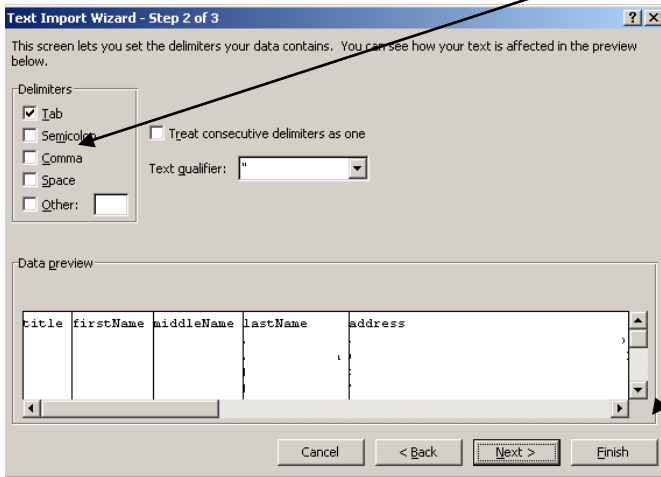
3. Browse out to where you saved the file on your computer. (You will need to change the File Type drop down to All Files in order to find the .txt file.)



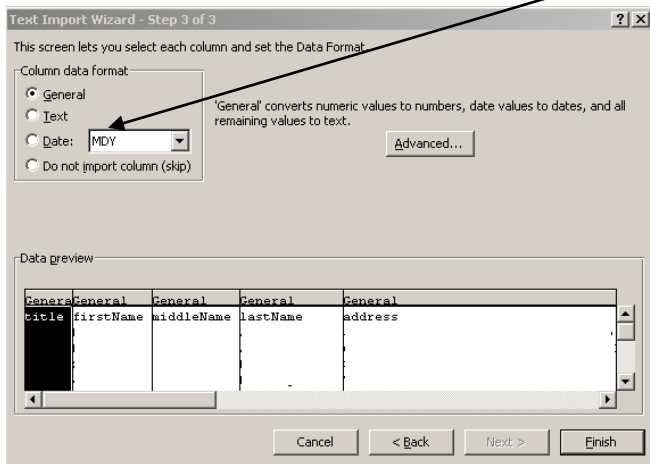
4. When you get the first pop up window, make sure that Delimited is selected and hit the Next button.



5. When you get the next pop up window, make sure that Tab is selected and hit the Next button.



6. When you get the third pop up window, make sure that General is selected and hit the Finish button.



7. The data will automatically organize in appropriate columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<TEAM >															
2	NAME	ADDRESS	CITY	STATE	COUNTRY	ZIP										
3	test team	123 test st	Indianapo	Indiana	USA	46204										
4	<COACHES >															
5	DUTY	NAME	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	APPROVA	BBCS	APPROVED				
6	COACH AT	Coach Hee	PO 6222	Indianapo	Indiana		USA	46206	317 917 62	NOT NEEC	N					
7	Assistant	Coach Ass	test stree	Indianapo	Indiana		USA	46204		TEST	N					
8	<ATHLETES >															
9	NO	NAME	HT	GRAD	H.S.	BIRTHDAY	POSITION	EMAIL	ADDRESS	CITY	STATE	PROVINCE	COUNTRY	ZIP	PHONE	
10		4 test athlete4		2009					test adre	test city	Indiana		USA	46206	444 444 4444	
11		1 test athlete		2009					test adre	test city	Indiana		USA	46201	111 111 1111	
12		2 test athlete2		2008					test adre	test city	Indiana		USA	46206	222 222 2222	
13		3 test athlete3		2010					test adre	test city	Indiana		USA	46206	333 333 3333	
14		5 test athlete5		2011					test adre	test city	Illinois		USA	46207	555 555 5555	
15																