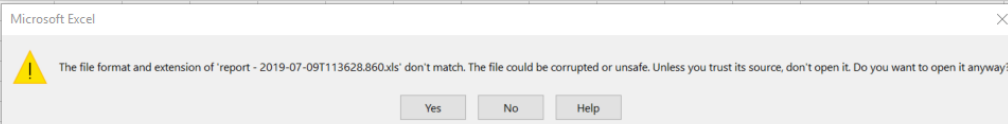


# Formatting EPS Output Files in Excel

## 1. Open Excel spreadsheet

7070	443388	4	82017
7026	443388	4	82017
7014	443394	3	82017
7064	443534	4	82017
7011			
8154			
7063			
7036			
8582			
7502			
7502	445373	3	82017
7502	445373	4	82017
7505	445373	5	82017
7502	445373	3	82017
7502	445373	5	82017
7069	446691	5	82017



## 2. Highlight and delete query criteria

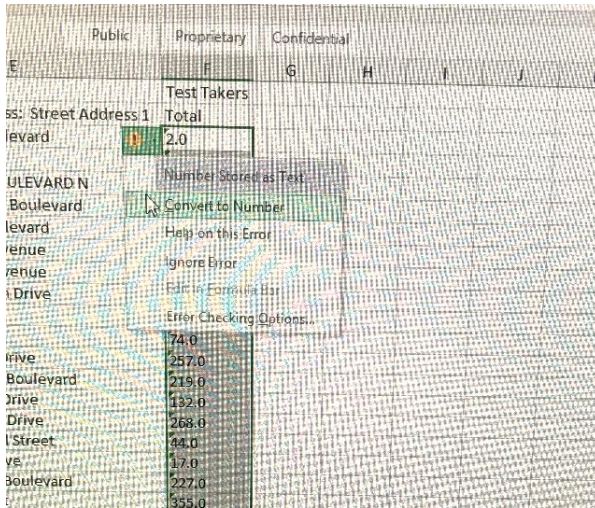
Classification: Not set				Public	Proprietary	Confidential													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	University of Texas at San An																		
2																			
3																			
4	Search Summary																		
5	Data Scope: All Students																		
6	Graduating Class																		
7	2019																		
8	2018																		
9	Geography																		
10	Geomarket																		
11	TX - TX02 - El Paso																		
12	College Board Exams																		
13	Exam scores																		
14	PSAT/NMSQT Total Score 1000 - 1520 (Old PSAT/NMSQT CR+M Score 92 - 149) OR																		
15	SAT Total Score 1040 - 1600 (Old SAT CR+M Score 960 - 1600)																		
16	Demographics																		
17	High School Academic Performance																		
18	Intended Major																		
19	Email & Mailing Address Preferences																		
20	Segment Analysis																		
21	College Plans & Preferences																		
22	High School Courses & Activities																		
23	High School Profile																		
24																			
25																			
26																			
27																			
28																			
29	Name	AI Code	State/Prov	High Scho	High Scho	Total													
30	El Paso Co	008203	TX	El Paso	9050	Visco	2.0												
31	Anthony	440218	TX	Anthony	823	Willco	28.0												
32	Trasman	640984	TX	EL PASO	9570	GATE	664.0												
33	Northwest	641112	TX	El Paso	6701	South	110.0												
34	Canutillo	641113	TX	El Paso	6675	De	131.0												
35	Clint High	641360	TX	Clint	13890	Alar	77.0												
36	Clint ISD	641361	TX	Clint	13100	Alar	93.0												

## 3. Rename any header with a symbol (i.e. State/Province, High School Address: City, High School Address: Street Address 1)

## 4. Format numbers

- Highlight all numbers

- b. Click on yellow exclamation point
- c. Select “Covert to Number”



	Public	Proprietary	Confidential
Test Takers			
Total			
2.0			
Number Score as Text			
Convert to Number			
Help on this Error			
Ignore Error			
Error Checking Options...			
74.0			
257.0			
219.0			
132.0			
268.0			
44.0			
17.0			
227.0			
355.0			

## 5. Filter

- a. Highlight Row 2
- b. Select the Data tab
- c. Click “Filter”

## 6. Save & Share Report!