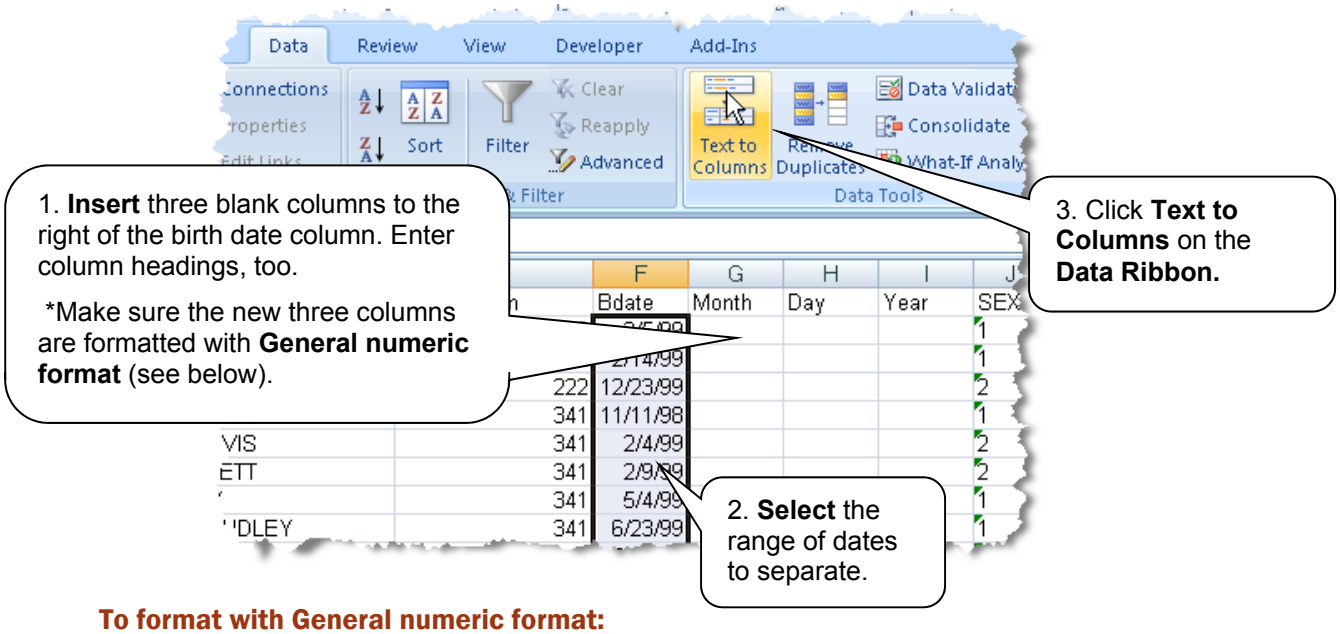
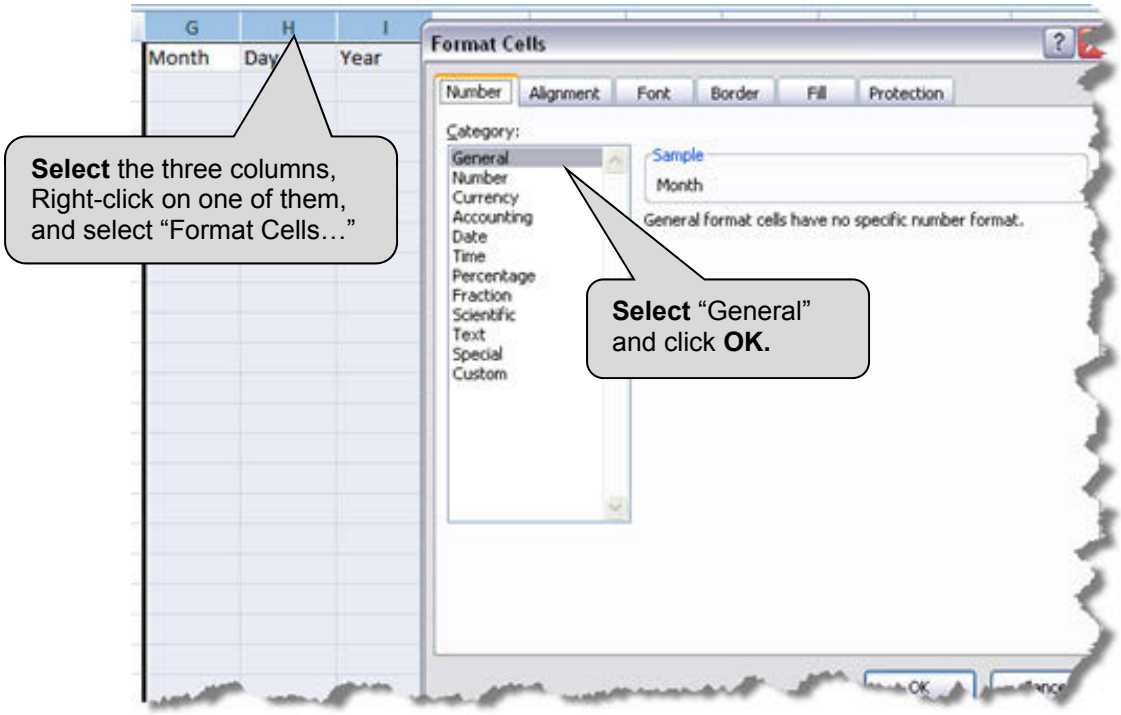
Tip | Separate Birth Dates into Birth Month and Birth Year

Purpose: This tip sheet explains how to separate a one-column date into month and year columns.

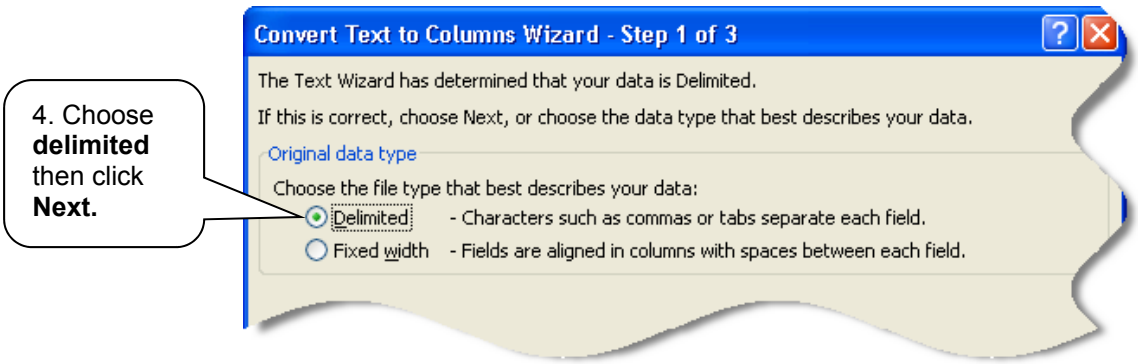
Prepare worksheet for separating a single column of birth dates.



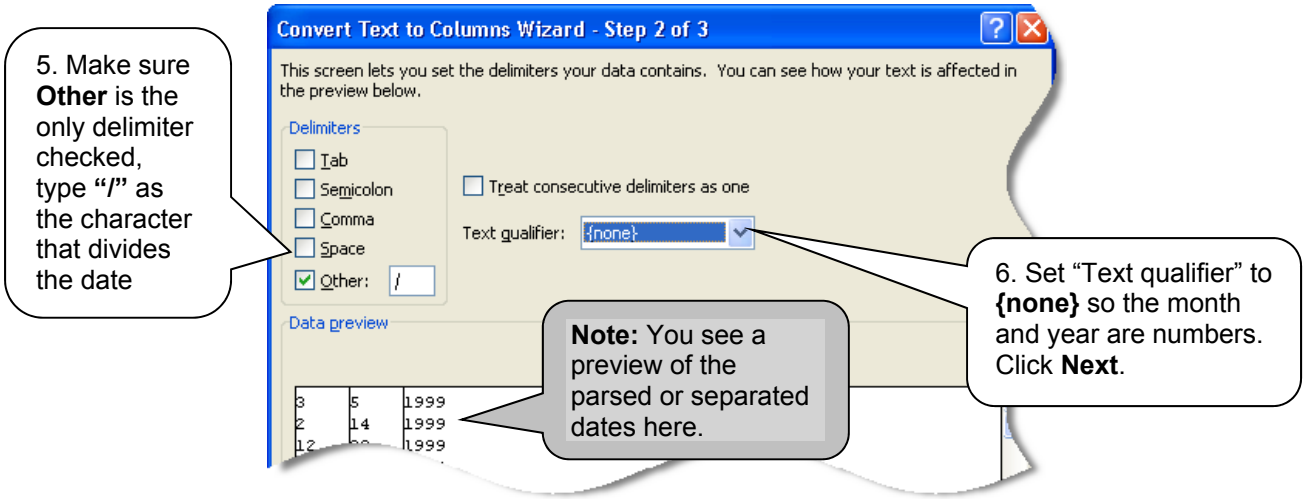
To format with General numeric format:



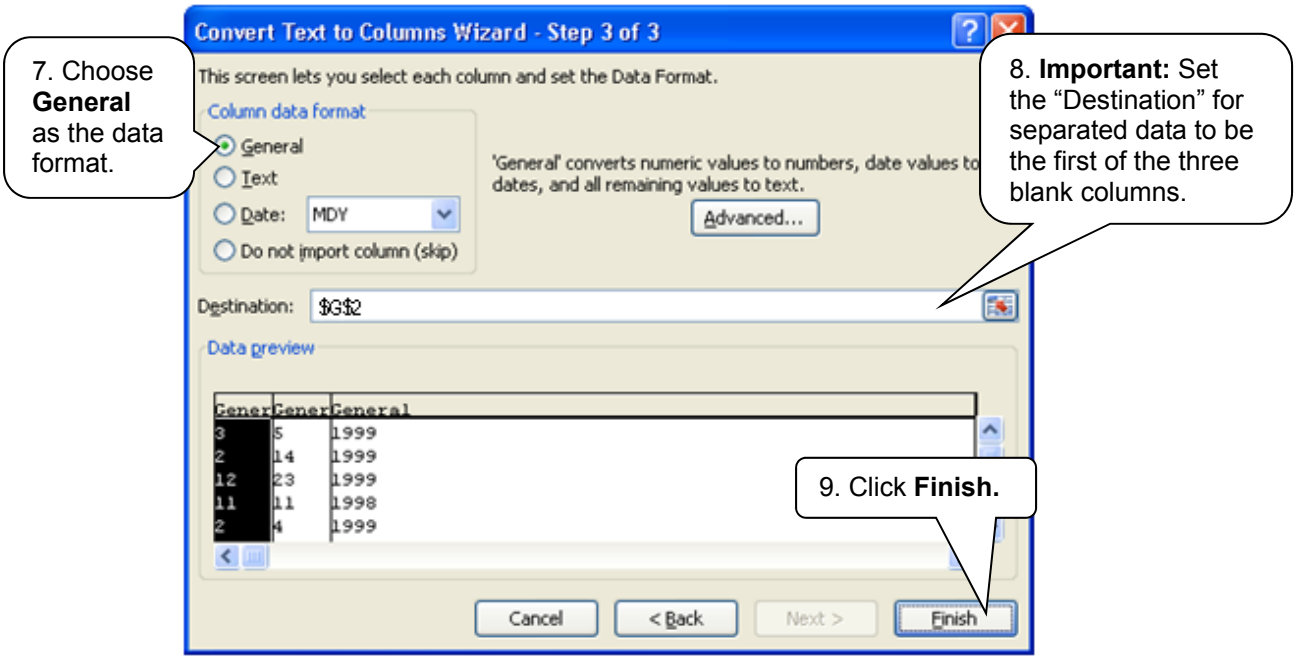
Specify data type (Step 1 of Text Conversion Wizard).



Specify delimiters (Step 2 of Text Conversion Wizard).



Specify data format (Step 3 of Text Conversion Wizard)



Results of Date Conversion

10. The separated month, day and year are now in the blank columns and…

	Bdate	Month	Day	Year	SE
222	3/5/99	3	5		1
		2	14	199	
222	12/23/99	12	23	1999	2
341	11/11/98	11	11	1998	1
341	2/4/99	2	4	1999	2
341	2/9/99	2	9	1999	2
341	5/4/99	5	4	1999	1
341	6/23/99	6	23	1999	1
341	7/23/98	7	23	1998	2
	4/15/94	4	15	1994	1

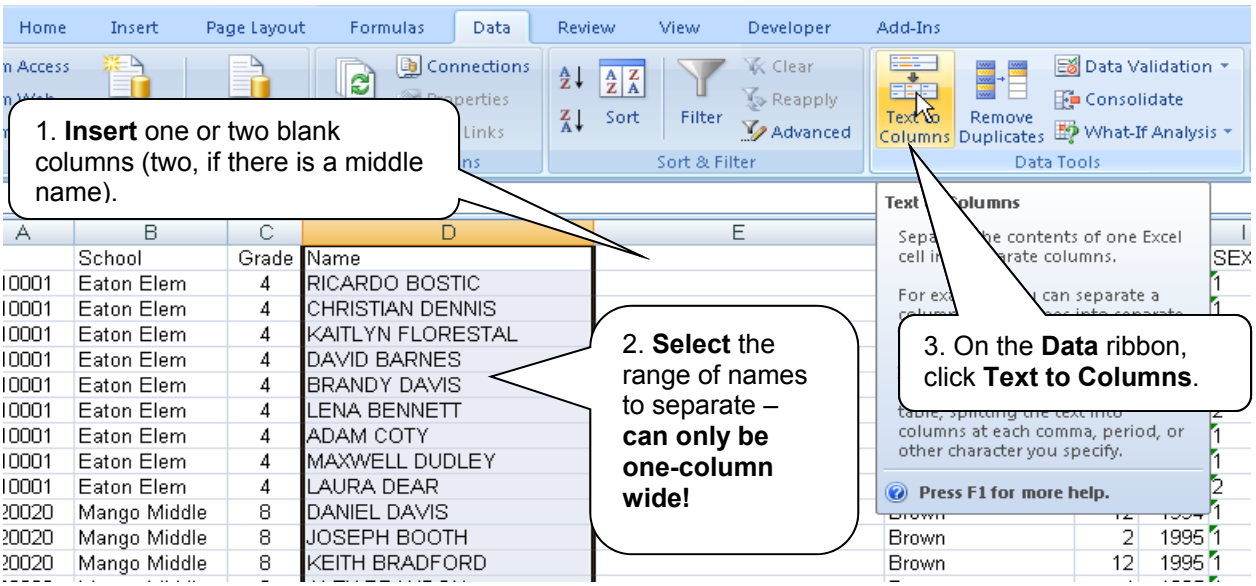
…you can delete the original date and the "Day" columns, which are not required for submitting the current roster.

Note: Make sure the month and year values are formatted in *General* cell format.

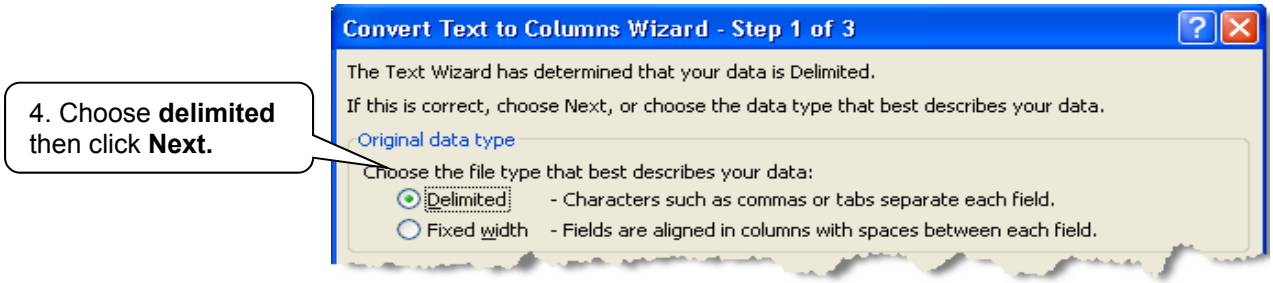
Tip | Separate Names into Columns

Purpose: This tip sheet explains how to separate a one-column name into two or three columns.

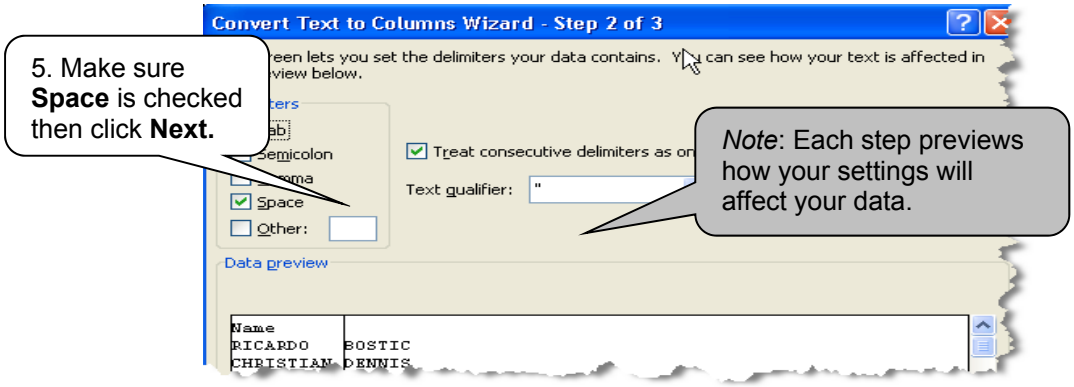
Prepare worksheet for separating a single column of student names



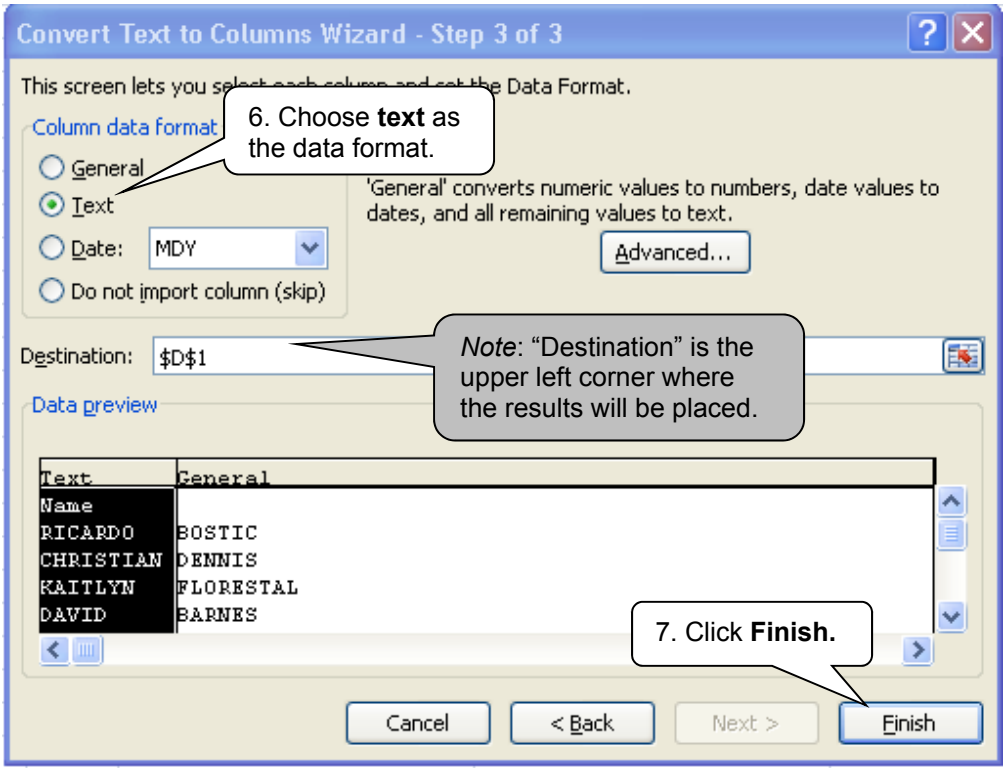
Specify data type (Step 1 of Text Conversion Wizard).



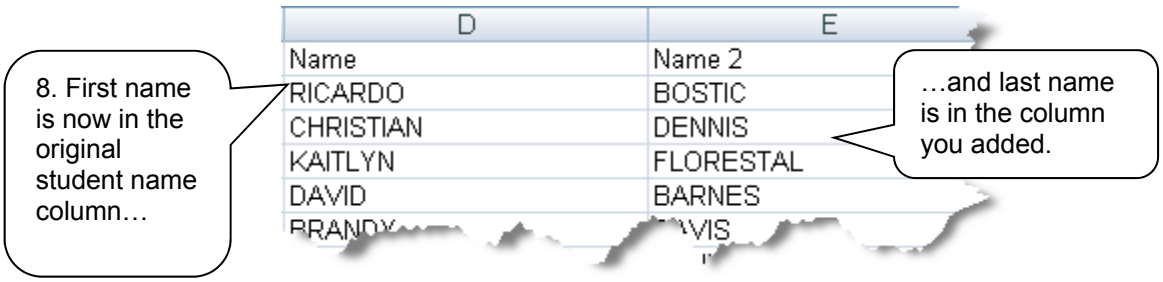
Specify delimiters (Step 2 of Text Conversion Wizard).



Specify data format (Step 3 of Text Conversion Wizard)



Results of Date Conversion



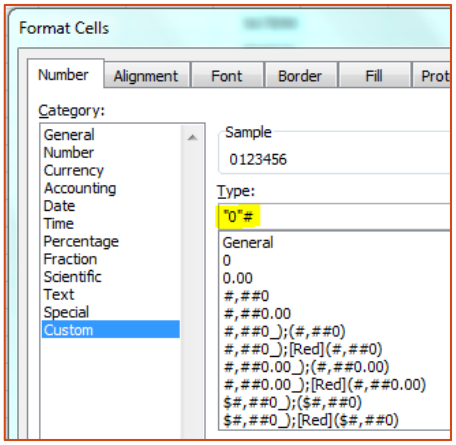
Tip | Formatting Student IDs with Leading Zeros

Purpose: Unless you do something special, Excel ignores any zeros you type at the beginning of a value, such as a student ID, since that is not a standard value format. To work with leading zero numbers, it helps to know how to:

- Format existing numbers to display with a leading zero
- Format existing numbers to display with variable amount of leading zeros

Format existing numbers to display with a single leading zero:

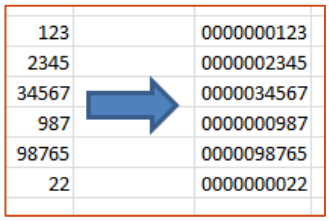
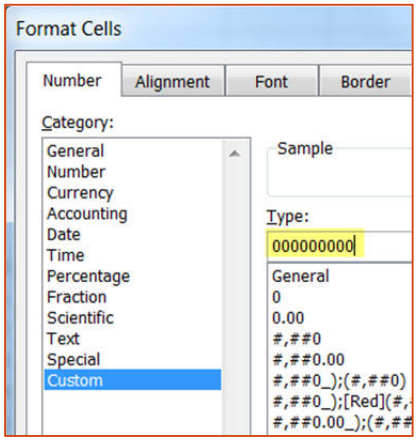
If you already have the value **654321** entered, a *custom number format* can make it display as **0654321**.



1. Select the cell(s) you wish to format.
2. **Right-click** the selection and choose **Format Cells** from the menu.
3. In the Format Cells dialog window, click **Custom**.
4. In the "Type:" field, delete the existing format name (e.g., General), type **"0"#** and click **OK**. Once you save the file, the custom format is available for future use within that file. *Note:* The formatted entry is still a *value*, not a text entry.

Format existing numbers to display with a variable amount of leading zeros:

We just explained how to format existing values to display with one zero on the left. Let's suppose you want to display each value in your spreadsheet as a fixed length of nine digits with zeros added at the beginning (see image at right).



1. Select the cell(s) you wish to format.
2. **Right-click** the selection and choose **Format Cells** from the menu.
3. In the Format Cells dialog window, click **Custom**.
4. In the "Type:" field, delete the existing format name (e.g., General). If each student ID contained nine digits, you would type in nine zeros, and then click **OK**. Once you save the file, the custom format is available for future use within that file.
   Note: The formatted entry is still a *value*, not a text entry.