Site Usage Instructions – Data Export into Excel File

Exporting Data

Occasions will arise when the information that is displayed on a particular screen will be needed in a format that can be reviewed off line. This can be accomplished by following the instruction below.

Export into Excel File:	
When viewing different screens users will notice the "Export Into Excel File" box located at the bottom of each page.	Export Into Excel File Back
By clicking on the box the following is displayed. The user can choose to "Open with" t and view the document or can "Save to Disk" . Once the choice is made and the "OK" is clicked the file will be displayed or saved to a location you have chosen on your computer.	Opening Student V You have chosen to open V Image: Student V which is a: Microsoft Excel Worksheet from: http://www.elearning4u-chba.com What should Firefox do with this file? Image: Open with Microsoft Office Excel (default) Image: Open with Save to Digk Image: Do this gutomatically for files like this from now on. Image: OK Cancel

At this point the information is displayed in an Excel file. Many of the columns are too narrow to display all of the information they contain. This can easily be rectified by double clicking on the line between each column. This will automatically reset the column width for proper viewing.

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/	2	0000-0000	Jean-Paul	Kowal			Quesnel	250-			
n	3	0000-0000	Chris	Addarig	abria addad Wiki adaa COA OOC 0000						
be	4	0000-0000	Robert	Heron	Double click on the line						
	5	0000-0000	Scott	Pimblo	separating the columns						
ı. –	6	0000-0000	Allan	Murray							
ne	7	0000-0000	Kevin	Nightin	ightin to automatically increase						
	8	0000-0000	Aaron	Vega	a the column width.						
	9	0000-0000	Alex	Angioli							
	10	0000-0000	Michel	McSween Pfuetzner Giffin Huser Mercier Vos Hawkins		accentlivin	Vancouver	250			
	11	0000-0000	David			davidp@ac	Kelowna	250-			
	12	0000-0000	David			gif@telus.r	Kamloops	250-			
	13	0000-0000	Simon				Kamloops	250-			
	14	0000-0000	Guy			guymercie	Kamloops	250-			
	15	0000-0000	Marvin				Kamloops	250-			
	16	0000-0000	Gary			gary@acro	Vancouver				
	17	0000-0000	Tayfun	Tur		tayfun@ac	Vancouver	r 778-			
	18	0000-0000	Jim	Adams		jim3115@t	Vancouver	604-			

	A	В	С	D	E	F
1	Student Number	First Name	Last Name	Email	City	Preferred Phone Number
2	0000-000001	Jean-Paul	Kowal		Quesnel	
3	0000-000002	Chris	Addario	chrisadda@hotmail.com	Whistler	
4	0000-000004	Robert	Heron	thetrans@big.net	Courtenay	
5	0000-000005	Scott	Pimblott	scott@timenet.ca	Kamloops	
6	0000-00006	Allan	Murray		Summerland	
7	0000-000007	Kevin	Nightingale	kevinb@shawnet.ca	Summerland	
8	0000-00008	Aaron	Vega	a.vega@rogers.ca	Parksville	
9	0000-000009	Alex	Angioli		Vancouver	
10	0000-000010	Michel	McSween	accentliving@shaw.ca	Vancouver	

Now this can now be saved or printed for future reference.

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