

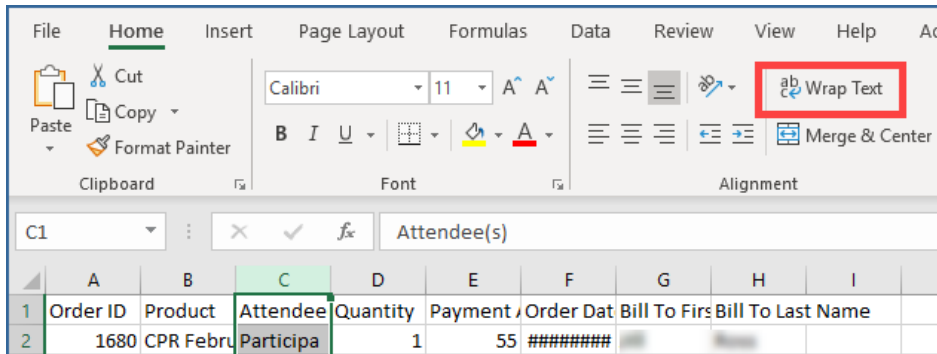
Formatting the Attendee(s) Report in Excel

The responses to Product Template questions will be grouped in one cell after being exported to Excel. However, you can place the response to each question in its own cell.

1. After exporting the report to Excel, open the report in Excel.
2. Double-click the boundary of the Attendee(s) column heading C to widen the column until you can see the question and response.

A	B	C	D
Order ID	Product	Attendee(s)	Quantity
1680	CPR Febru	Participa	1
1707	CPR Febru	Participa	1

3. Click within Attendee(s) column heading (C) and then click **Wrap Text**. (You may need to widen the column again to see all content in the cell.)



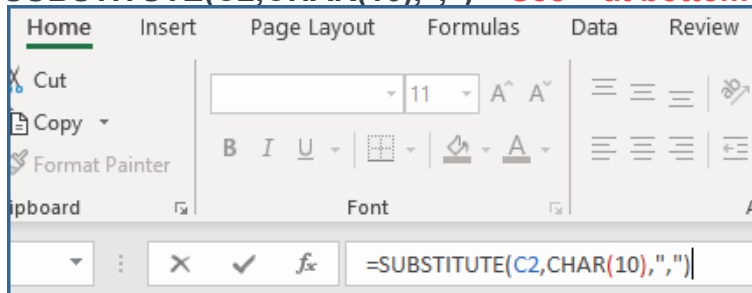
4. Click within each Attendee(s) column cell and then once in the formula bar. After doing so, the content in Column C should be double-spaced.

A	B	C	D	E	F	G	H	I	J
Order ID	Product	Attendee(s)	Quantity	Payment	Order Date	Bill To First	Bill To Last Name		
		Participa nts Name: Participa nt's Date of Birth: Participa							

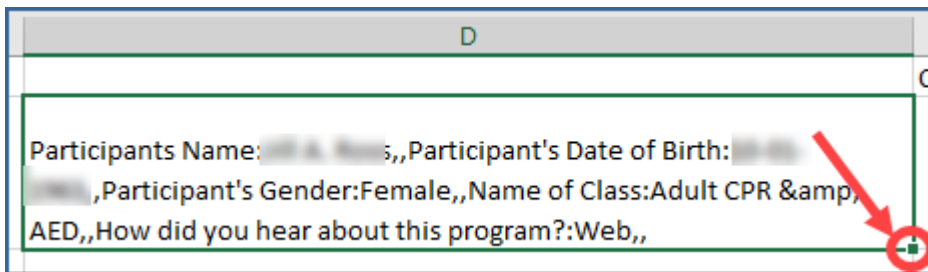
Red circles with numbers 1 and 2 indicate the steps: 1. Clicking on the text in cell C2, and 2. Clicking on the formula bar.

5. Select Column D, then right-click to insert a column to the right of the Attendee(s) column.
6. Click within the top row cell (with content, not the header) of column D.
7. In the formula bar, enter:

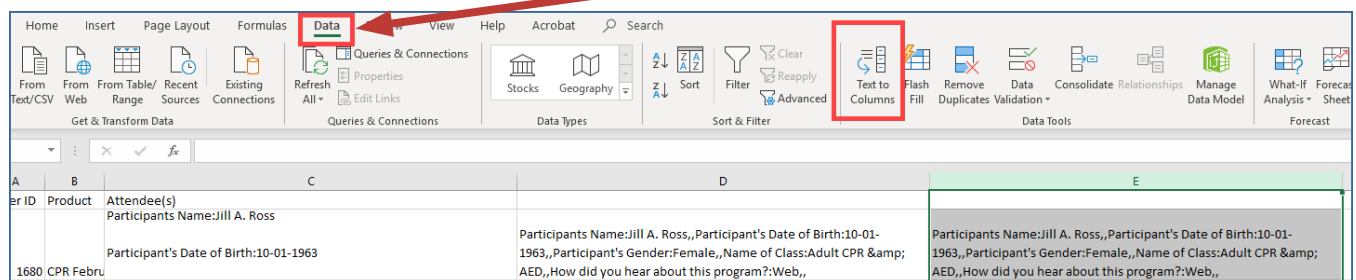
=SUBSTITUTE(C2,CHAR(10),",") See * at bottom of page



8. The contents of column C should now be copied in column D. (You may need to click out of cell D2 and into another column to see the content populate in D2.)
9. Select the cell, and then double-click in the lower right corner of this cell to populate all rows with this formula.



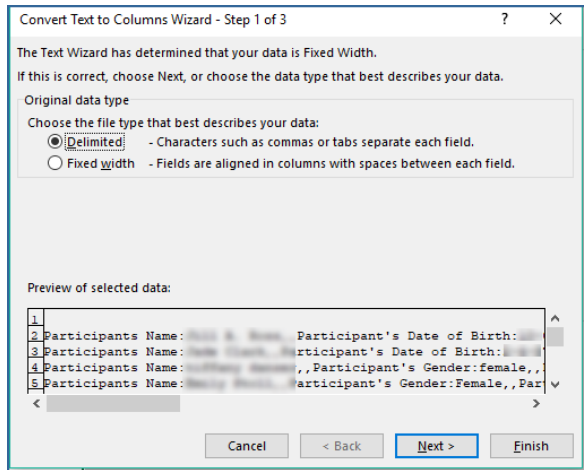
10. Insert a new column to the right of column D.
11. To the right of the new column E, insert the same number of columns as there are lines from a cell in column C. (Each line refers to a question in the product template.)
12. Click in the column header of column D; right click and choose **Copy** to copy the entire column.
13. Click in the column header of column E; right-click and choose **Paste Values**.
14. Click in the column header of column E and choose the **Data** tab, and then **Text to Columns**.



* When customers respond with inconsistent use of commas (e.g., last and first names may or may not be separated by a comma), you may want to use a colon or other character in the formula instead of a comma. When using a colon, the formula would be **=SUBSTITUTE(C2,CHAR(10),":")**



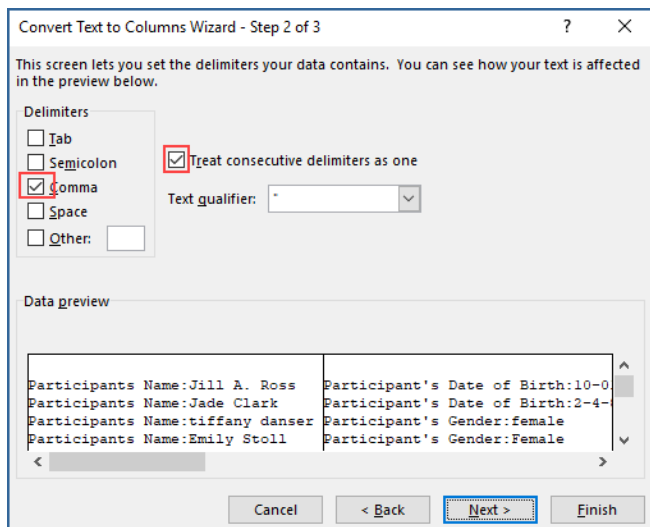
15. Choose **Delimited** and then **Next**.



16. Choose **Comma**.

17. Check **Treat consecutive delimiters as one**.

18. Click **Next** and **Finish**.



19. Each Product Template question and response should now be in its own column. Delete columns C and D.

20. If desired, enter the column headings for the new columns and remove the Product Template question from each cell so that only the shopper's responses remain.

C
Participant's Name
Jill A. Ross
Jade Clark
tiffany danser
Emily Stoll
Kathryn
Jill A. Ross
Chad
Jade Clark
Chelsea
Ader