Change Columns in Database for Ticket. Not reading data in column.

1/ Open Database in Excel

2/ Click on Data Tab
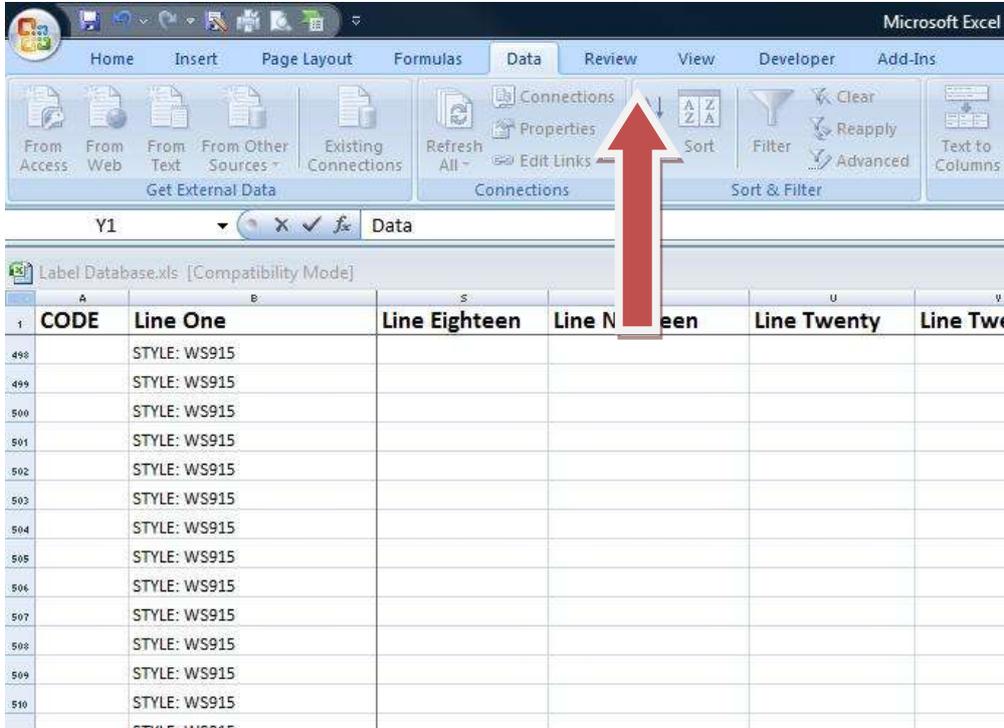
3/ Click On top of column required and highlight complete column. (red arrow)

4/ Click Text to columns (Blue
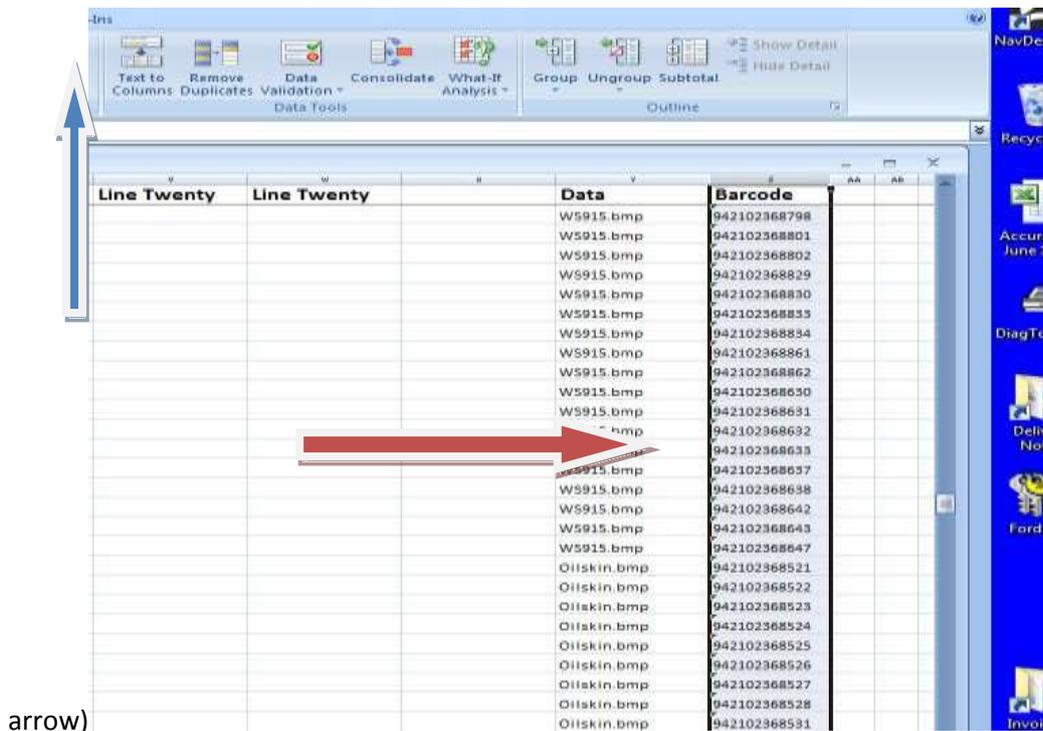
arrow)

5/ A pop up window will appear.

Select options as follows.

Window 1 select Delimited (probably will be already selected) Click NEXT

Window 2 select Comma Click NEXT

Window 3 (MOST IMPORTANT) select TEXT click finish and save database.

Make sure database is saved as Windows 97-2003 version with .xls extension