To import a text file into Excel

1   Open Excel. A blank spreadsheet will appear in the workspace.
2   In the main menu at the top of the Excel page, click on File, then Open. You are now asked to specify the file name. Move to the correct directory where the file is located and double-click on the file name. Make sure that the type of file that you are looking for is listed under Files of Type in the bottom window in this File Open window, if you cannot see the filename this is the most likely problem.
3   You now go into the Text Import Wizard, Step 1. In this you may need to change some of the specifications, but not in the first window with this file. Click on Next.
4   Step 2. Click on Next again.
5   Step 3 Click on Finish
6   The data should appear as a column of 30 values data in the spreadsheet.