To Remove Slashes from Birthdates in the Student Enrollment File

School Nutrition Unit

Birthdate Conversions

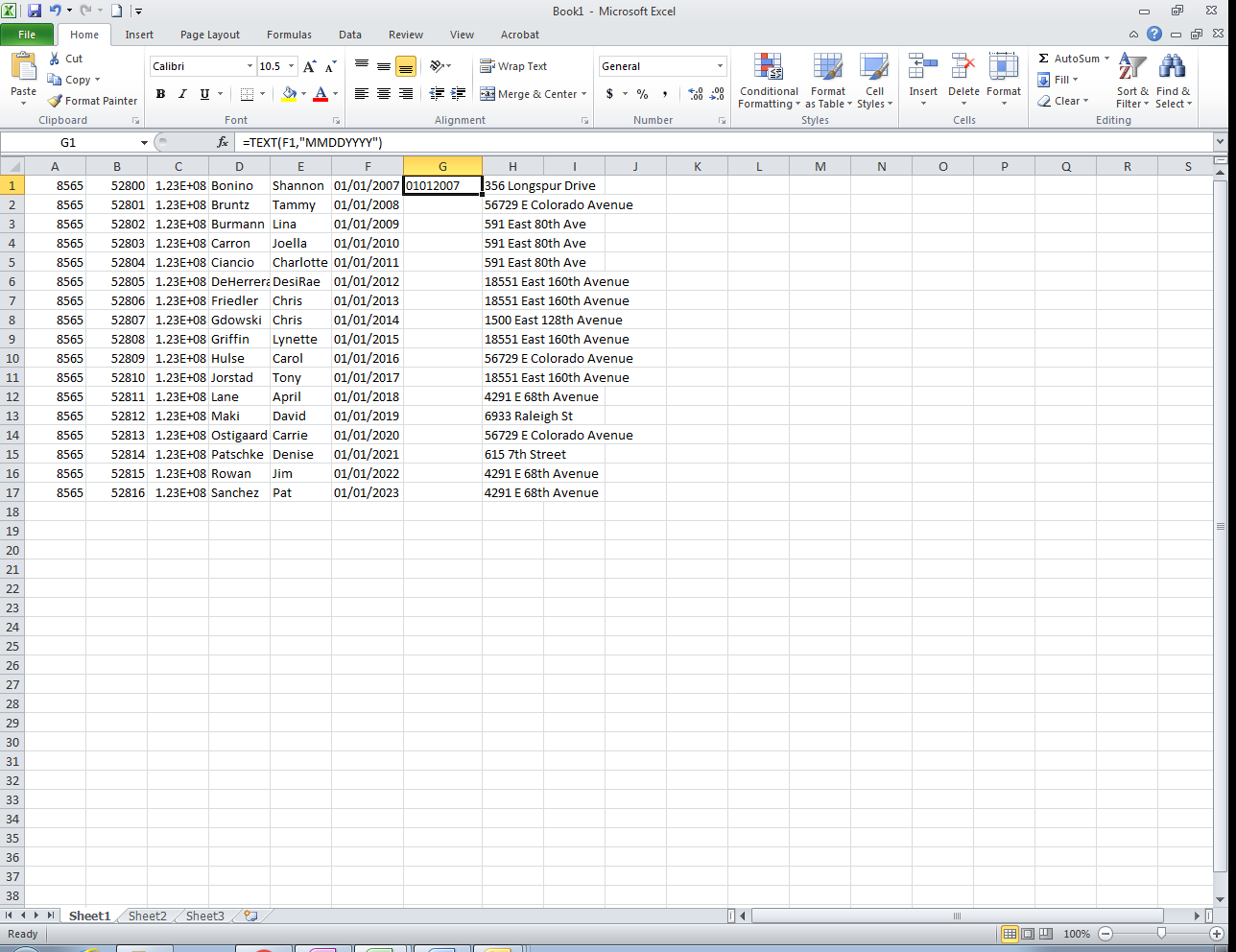
Direct Certification

Birthdates must be formatted as MMDDYYYY

1. In the student enrollment file, insert a new column to the right of the birthdate column.

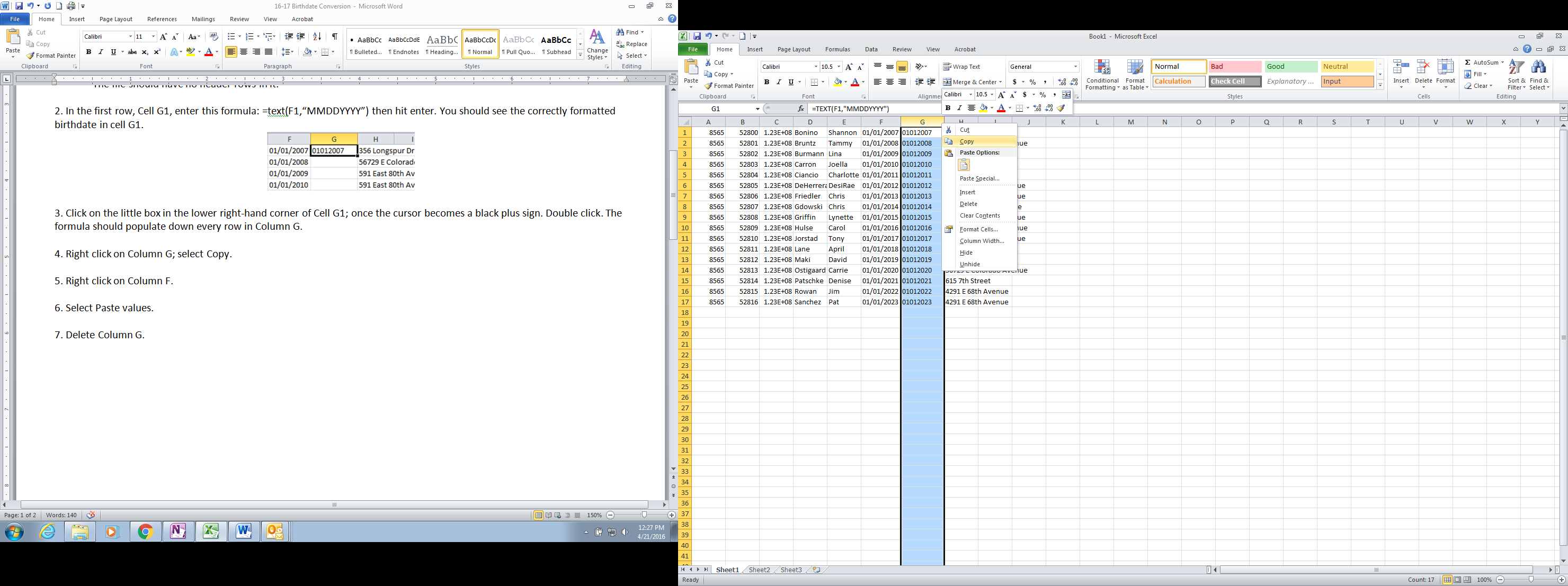
* The birthdate column should be Column F.
* The file should have no header rows in it.

2. In the first row, Cell G1, enter this formula: =text(F1,“MMDDYYYY”) then hit enter. You should see the correctly formatted birthdate in cell G1.

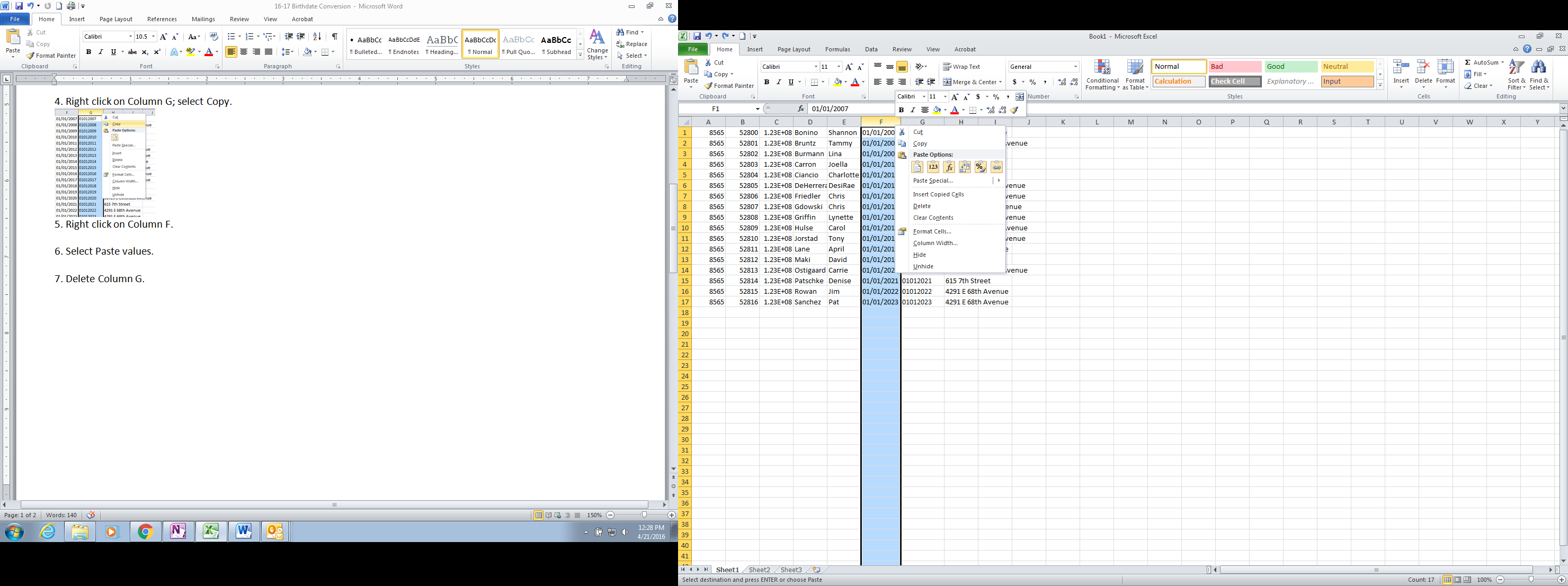


3. Click on the little box in the lower right-hand corner of Cell G1; once the cursor becomes a black plus sign. Double click. The formula should populate down every row in Column G.

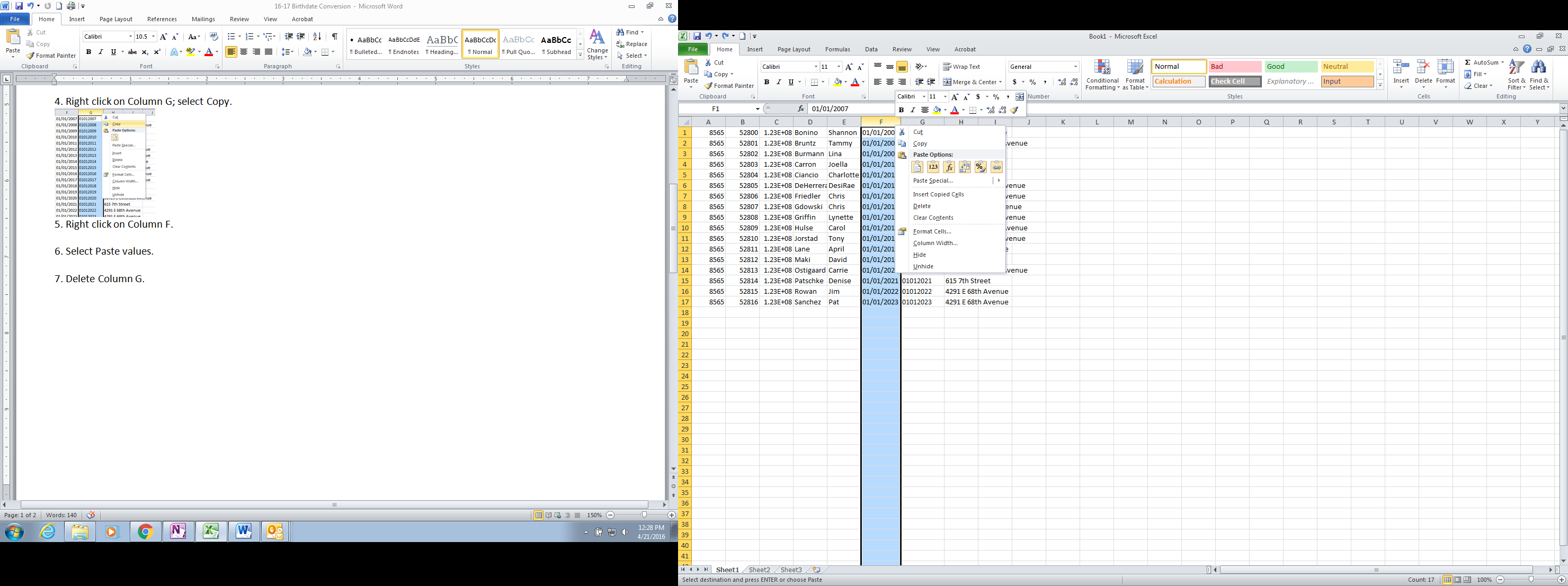
4. Right click on Column G; select Copy.



5. Right click on Column F.



6. Select Paste ***values***.



7. Delete Column G.

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