JustGo

How to import Player Ratings into Excel

1. Open a new datasheet in Excel
2. Data → Get Data → From File → From Pdf → Select PDF Player Ratings by name (alpha)
3. Click Import
4. Select the name of the file
5. Click on Transform Data
6. Dropdown Kind → Uncheck Page and click OK
7. Right Click Data Column (the header) → Remove Other Columns
8. Data Column Combine Icon → Uncheck Use original column name as prefix and click OK
9. Highlight Column 1 → Right Click → Remove Duplicates
10. Remove Rows → Remove top Rows → 1
11. Use First Row as Headers
12. Close & Load To…
13. Table → Existing Worksheet =A1 and click OK
14. Clean the table → Cut and paste the cells to fill the blank cells
15. Delete blank columns
16. Insert Header and Footer
17. Add a column for ranking
18. Select the Design and Colors
19. Delete the Query under Queries and Connections

For questions or further assistance, please contact us at: membership@usapetanque.org.

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