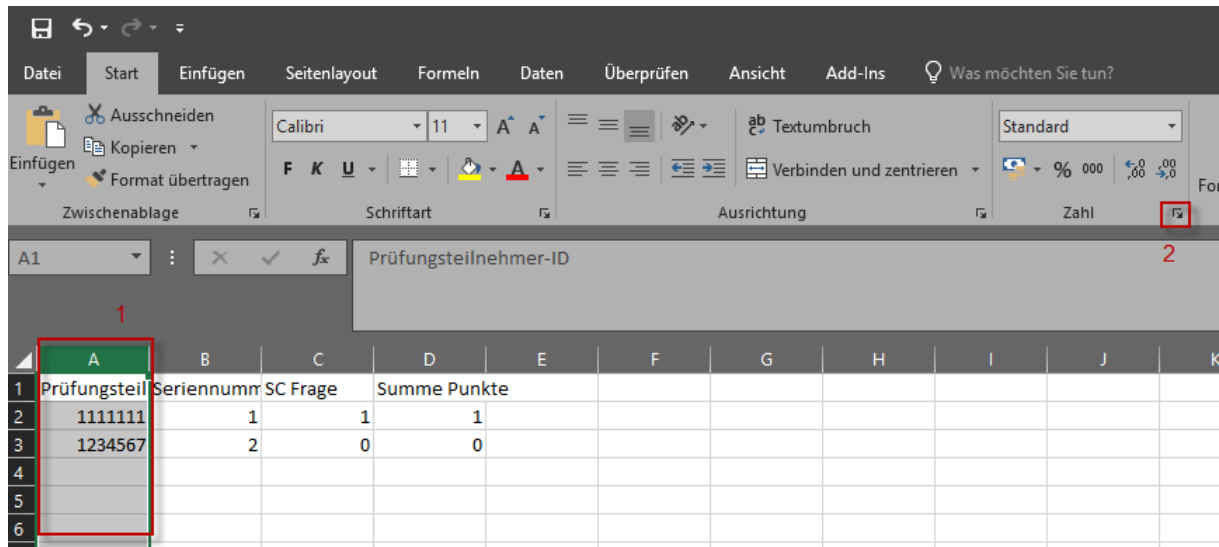


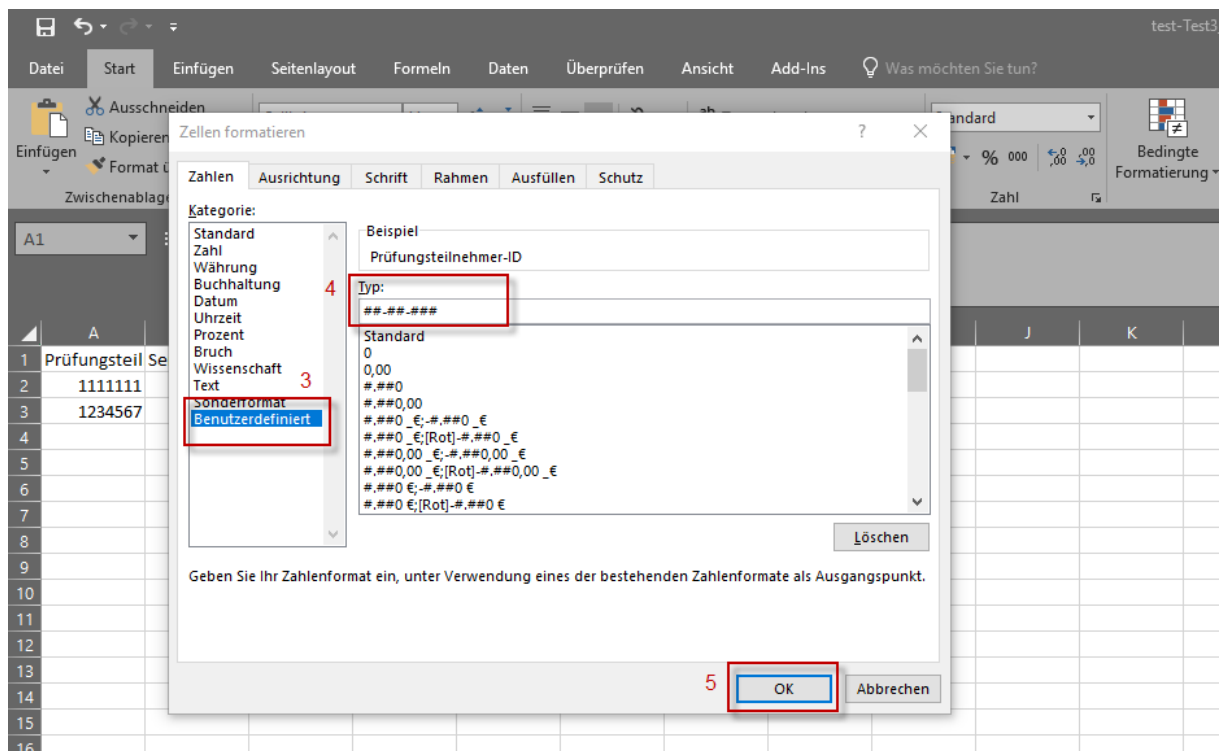
Add hyphens to matriculation numbers

After you have imported the csv file into Excel, follow these steps to change the format of the matriculation numbers:

1. Select the column
2. Open the Format Cell dialog box



3. Choose „Custom“
4. In the „Type“ list change the format to include hyphens, e.g ##-##-###
5. Click „OK“



The format of the selected column will be adjusted accordingly:

Prüfungsteil	Seriennumm	SC Frage	Summe Punkte
11-11-111	1	1	1
12-34-567	2	0	0