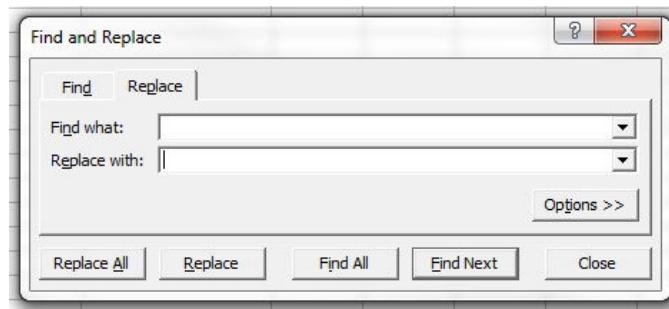


Step by step instruction of how to replace numbers (words) to words (numbers)

Click the data column that you want to replace the variables. The easiest way is to click the alphabet representation of the column.

A	B	C
Student #	Majors	Taking Phy in High School
C1	Physical therapy	1
C2	Biology	0
C3	Others	1
C4	Biology	0
C5	Biology	0
C6	Biology	0
C7	Biology	1
C8	Others	1
C9	Biology	0

Press ctrl+F. Click the Replace tab.



Type "0" in Find what, and type "no" in Replace with. Then, click Replace All.

B	C	D
Majors	Taking Phy in High School	
Physical therapy	1	
Biology	no	
Others	1	
Biology	no	
Biology	no	
Biology	no	
Biology	1	
Others	1	
Biology	no	
Others	1	

Repeat the same procedure with the other variable, "1" to replace with "yes."

B	C
Majors	Taking Phy in High School
Physical therapy	yes
Biology	no
Others	yes
Biology	no
Biology	no
Biology	no
Biology	yes
Others	yes
Biology	no
Others	yes