Convert Excel data to Marc21 format

Spoken Tutorial Project
http://spoken-tutorial.org
National Mission on Education through ICT
http://sakshat.ac.in

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Learning Objectives

We will learn to:

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We will learn to:

- **Convert Excel data to Marc 21 format on a 64-bit Windows machine**

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To record this tutorial, I am using:

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- **Windows 10 Pro**

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- **Firefox web browser**

Pre-requisites

- **Learners should have knowledge of Library Science**

Pre-requisite

Before moving ahead, please ensure that you have the following on your machine :

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- **Windows 10, 8 or 7**

Pre-requisite

Before moving ahead, please ensure that you have the following on your machine :

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- **Any web browser**
  For eg: Internet Explorer, Firefox or Google Chrome

Remember:

Remember:

- **You can customize Map To: and Indicators**

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- **However, it is important that the Fields and Subfield Codes are as per the Koha MARC Tag**

Remember:

Remember:

▶ **For more information on MARC Tags, visit the link of official library of congress site.**
http://www.loc.gov/marc/bibliographic/

Remember:

Remember:

▶ **Use this if you want to save the same mapping for future purpose**

Remember:

- **Use this if you want to save the same mapping for future purpose**

- **The saved template will be used if in-case you face any problem with data conversion**

Summary

In this tutorial we learnt to:

- **Convert Excel data to Marc 21 format on a 64-bit Windows machine**

Assignment

- **Prepare a list of 10 records in Excel and**

- **Convert those records into MARC by using MarcEdit 7**

About the Spoken Tutorial Project

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- **Watch the video available at** http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- **It summarises the Spoken Tutorial project**
- **If you do not have good bandwidth, you can download and watch it**

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- ▶ **Conducts workshops using Spoken Tutorials**
- ▶ **Gives certificates to those who pass an online test**

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- **Do you have questions in THIS Spoken Tutorial?**
- **Please visit: http://forums.spoken-tutorial.org/**
- **Choose the minute and second where you have the question**
- **Explain your question briefly**
- **Someone from our team will answer them**

Acknowledgements

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- **It is supported by the National Mission on Education through ICT, MHRD, Government of India**

- **More information on this mission is available at:**

http://spoken-tutorial.org/NMEICT-Intro