

EMPID	LAST	FIRST	DOH	SALARIED	DEPTNUM
67543	Mordocs	Arthur	8/13/88	1	2323
65437	Smith	Wendy	12/21/89	0	3434
43546	Stolper	Paul	6/2/88	1	7456
32355	Martin	Bonnie	12/7/86	1	3299
87548	Crow	Janet	7/3/88	1	2323
43357	Clarke	Henry	12/9/84	0	2323
11241	Aubry	Cynthia	6/23/81	1	1122
78950	Kaplan	Barbara	2/2/85	1	2223
66357	Hunt	Steven	10/20/87	0	1122
19941	Donovan	Joan	2/14/90	0	7456

If you want your range to look like this,
choose Style

Gallery and select the Note Pad template.