

How to convert csv file to excel

When a comma delimited file (.csv extension) is opened outright, it automatically opens in Excel and Excel will remove all the leading zeros in the data fields. To upload the file as Excel, the leading zeros must be preserved. This can be done by changing the columns to “text”. Please see directions below.

1. First, save the file to your computer. **DO NOT OPEN THE CSV FILE DIRECTLY.**
2. Open a new worksheet in Excel
3. In Excel, click on the **Data** tab above the data and icons
4. Click on the **From Text** button in the Get External Data section (left side under menu)
5. Select your CSV file to import (may have to select “All Files” from box in bottom right)
6. Select the **Delimited** radio button
7. Click **Next**
8. Uncheck **Tab** and check **Comma** as a delimiter (column dividers will appear in preview)
9. Click **Next**
10. Next, select all columns. To do this, click on the left most column (column will be black with white letters), and scroll to the right most column using the scroll bar. Hold down the Shift Key and click in the right most column box at the same time to select all.
11. All columns should be black with white writing. Please verify a column retains its leading zero. (Gender is a good example of a column with a leading zero)
12. In the **column data format** section of the screen click on the button next to **Text**. This will change the formatting from General to Text.
13. Review the column headings below and all columns should have a heading of text.
14. Click **Finish** in the lower right
15. Box should display with “Where do you want to put the data? “ It should have existing worksheet: =\$A\$1. This is fine.
16. Click on **OK**.
17. Review the data and make sure it has leading zeros in the appropriate columns.
18. Save the spreadsheet as an Excel Workbook (xlsx) or Excel 97-2003 Workbook (xls)
19. Load the Excel file to Data Pipeline system.