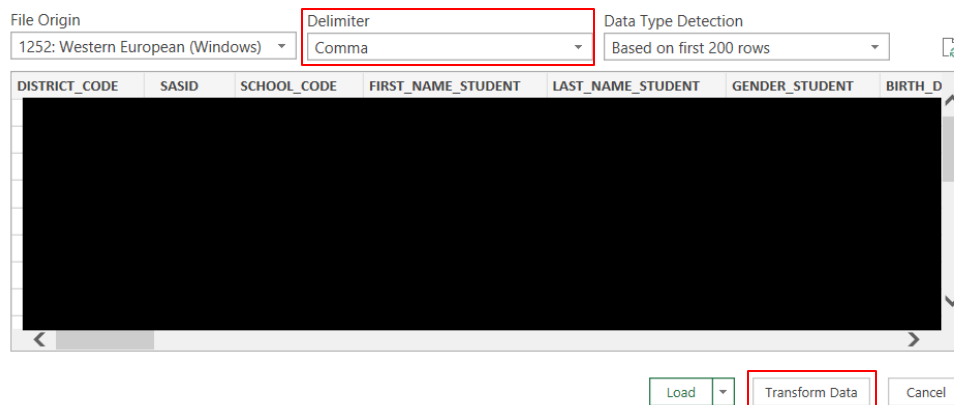# How to convert csv file to excel for windows 10

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 field. To upload the file as Excel, the leading zeros must be preserved. This can be done by changing the columns to "text". Please see the directions below.
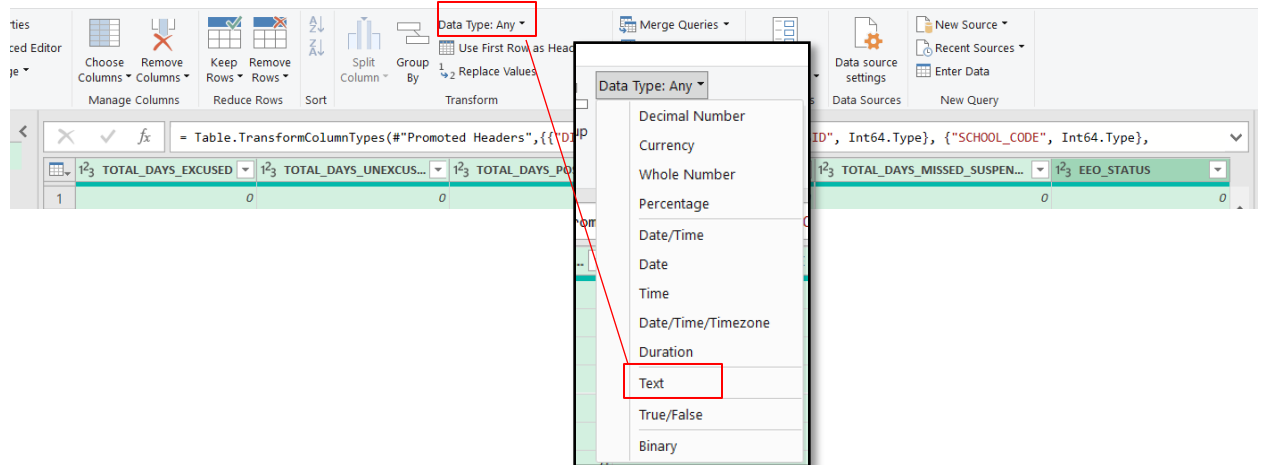
This process is a little different in the newest version of Excel for Windows 10.

1. Save the file to your computer. DO NOT OPEN THE CSV FILE DIRECTLY
2. Open a new worksheet in Excel
3. Click on the **Data** tab
4. Select **From Text/CSV**
5. Select your CSV file to import
6. Ensure the Delimiter is set to *comma* and select **Transform Data**

7. Highlight all of the columns in the data set. (Left click on the first column, hold down the shift key, then click on the furthest right column in the data set).
8. Change the data type to *Text* from the dropdown menu in the top center of the screen.

9. Choose **Replace Current** from the *change column type* pop-up window.
10. Review the data, ensuring leading zeros have been included. This is easiest to verify with a column including dates, entry grade levels, or school/district codes.
11. Select **Close and Load** to open the data in excel including the leading zeros.
12. Your data should load to a worksheet, typically color coded. The colors won't impact your upload. Review the data to determine the leading zeros were maintained.
13. Save the spreadsheet as an excel workbook (xlsx) or Excel 97-2003 workbook (xls)
14. Load the Excel file into the data pipeline system.