

STEPS TO IMPORTING .csv or .txt file with Microsoft Excel

Revised September 2019

In order to edit a .csv or .txt file, the file must first be **imported** into Excel. **Do Not OPEN** a CSV or TXT file by double clicking on the file. Once the corrections have been made, the file will need to be saved again as a CSV (Comma Delimited) (*.csv).

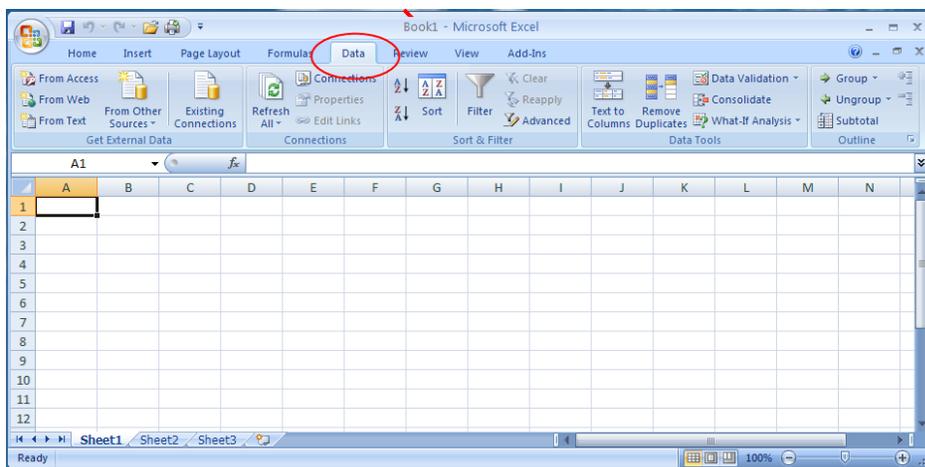
Below are separate instructions for each version of Excel on how to IMPORT a .csv file.

- A. [Microsoft Excel 2007-2013](#)
- B. [Microsoft Excel 1997-2003](#)

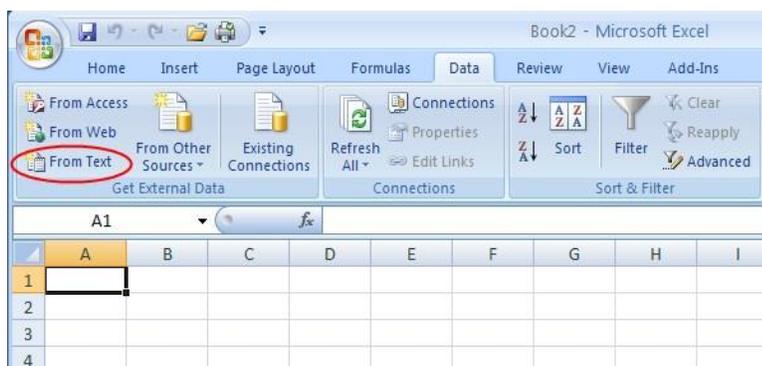
Using Microsoft Excel 2007, 2010 and 2013

NOTE: The steps below will work with the 2007-2013 Versions of Excel, though the program look and feel may be slightly different.

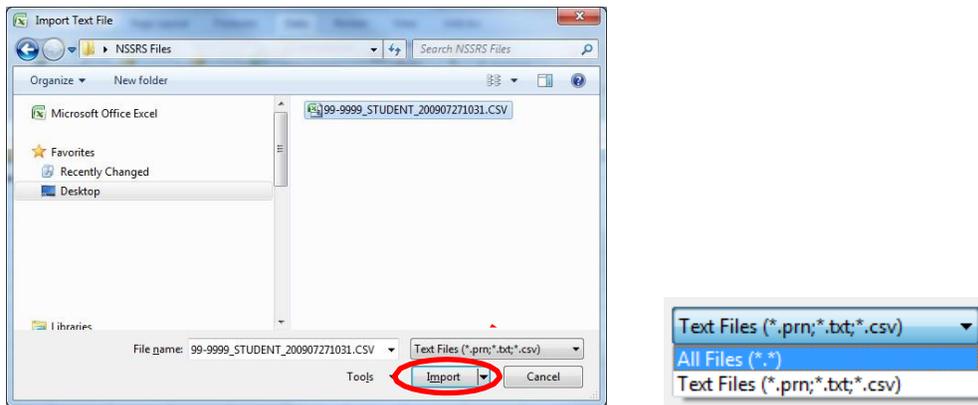
1. Open a blank **Excel** spreadsheet.
2. Select the **Data** tab from the top on the screen.



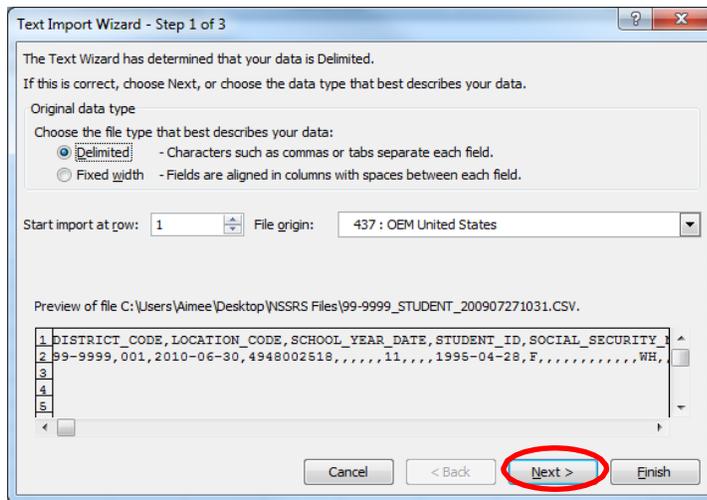
3. In the **Get External Data** group, click **From Text**.



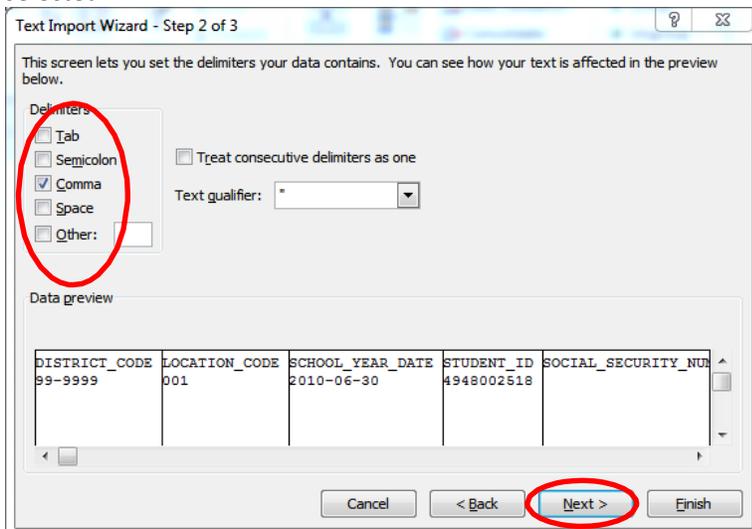
4. Browse to find the file (.csv or .txt) and click the **Import** button.
Note: If the file does not appear; make sure **All Files (*)** is selected from the file drop down.



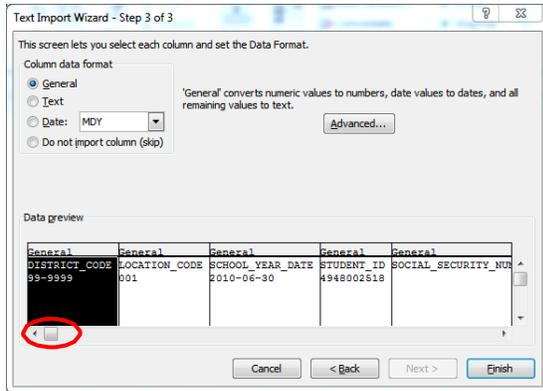
5. The Text Import Wizard will appear. The **Delimited** radial button is already selected. Click **Next**.



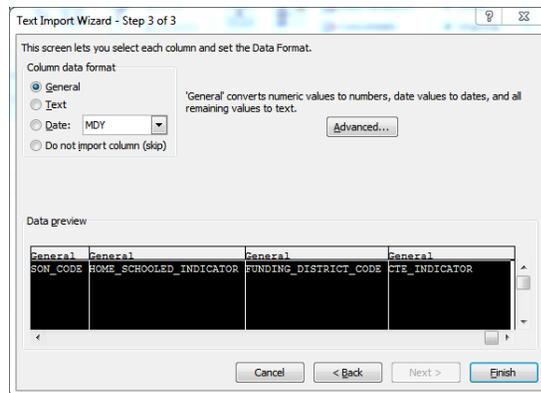
6. Check the **Comma** checkbox. Leave the **Tab** box selected. Click **Next**.
NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.



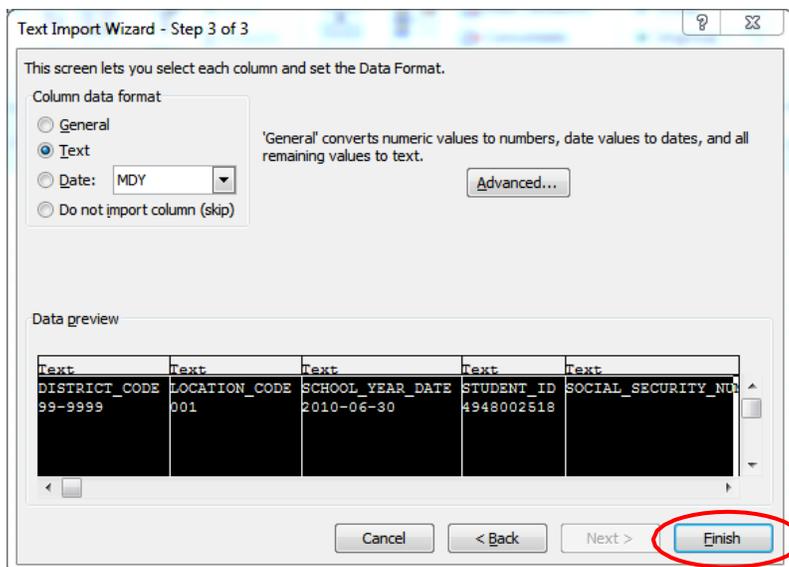
7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.



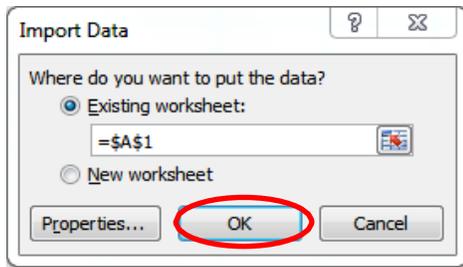
Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.



8. Change the data format to text by selecting the **Text** radial button. Click the **Finish** button. All columns should have the **Text** heading.



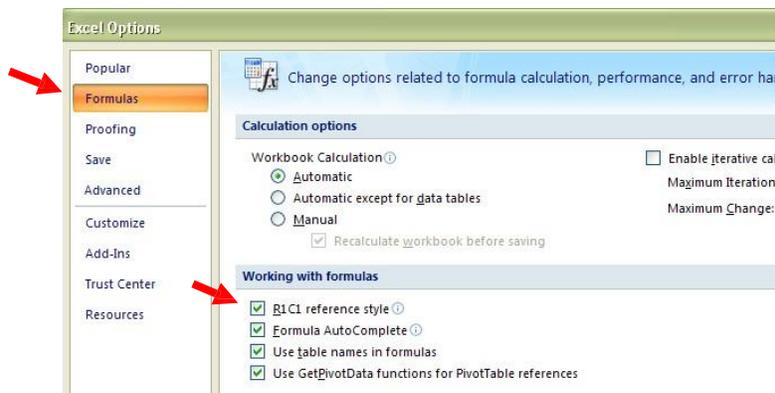
9. The **Existing worksheet:** can be left selected as the worksheet the data will be imported into. Select **OK**.



Tip: To Replace Column Headings with numbers instead of letters (Optional):

Microsoft 2007: Click the “Office” button, then Options, then Formulas = R1C1 Reference Style

Microsoft 2010 and 2013: Click the “File” Tab, then Options, then Formulas = R1C1 Reference Style

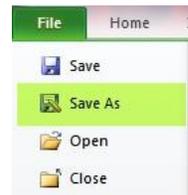


Saving Corrections

Once the file has been imported into Excel, the data can be reviewed for accuracy, corrections can be made or records can be deleted.

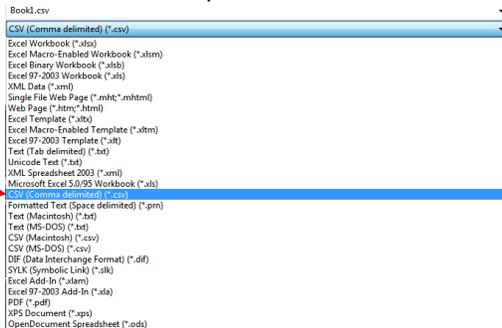
Follow the steps below to save the file as a .csv (comma separated value) when changes have been completed.

1. Click on **File** (in 2007 click on the “Office Button”) and choose **Save As** from the menu.

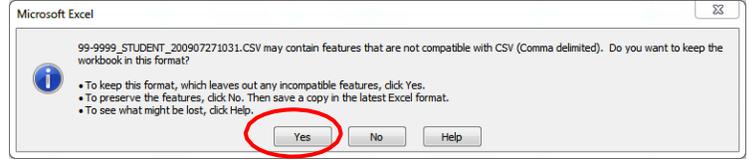
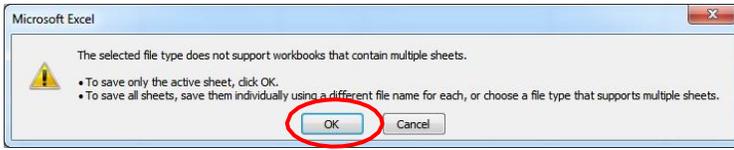


2. Within the **Save As** window choose the folder/location where the file will be saved.

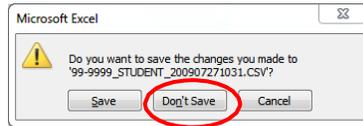
3. Click on the dropdown arrow at the end of the **Save As Type** option and choose **CSV (comma delimited)**.



- Click **Save**.
- Two warning messages from Excel will display. Click **OK** and **YES**

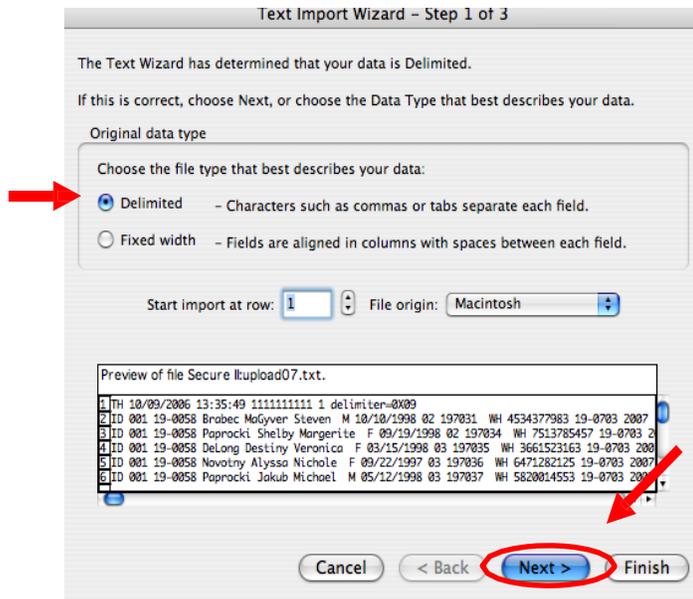


- When closing the file, Excel will ask if changes need to be saved. Click the **Don't Save**.

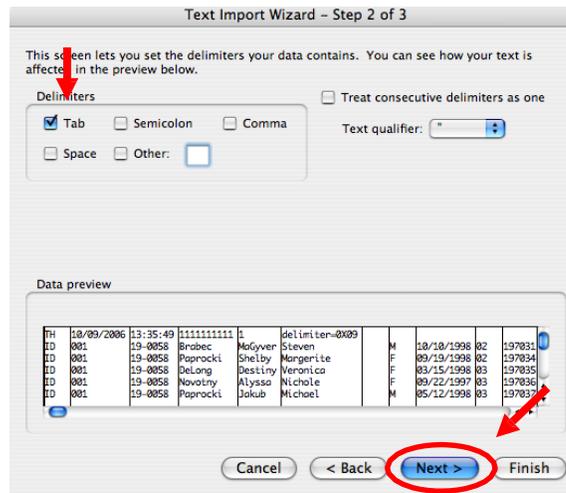


Using Microsoft Excel 1998-2003

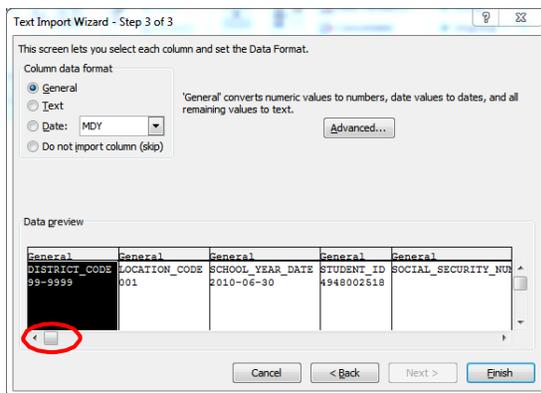
- Open the **Excel** Program.
- Select the **Data** tab on the Ribbon at the top on the screen. **Get External Data Import Text File**.
- In the **"Get External Data"** group, click **Import Text File**.
- Browse to find the file (.csv or .txt) and click **Open**. Be sure to look for **All files**.
- The **Delimited** radial button should be selected. Click **Next**.



6. If the data in the Preview window is separated by commas (not displaying in columns) check the **Comma** checkbox. The **Tab** box does not need to be deselected. Click **Next**.
NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.

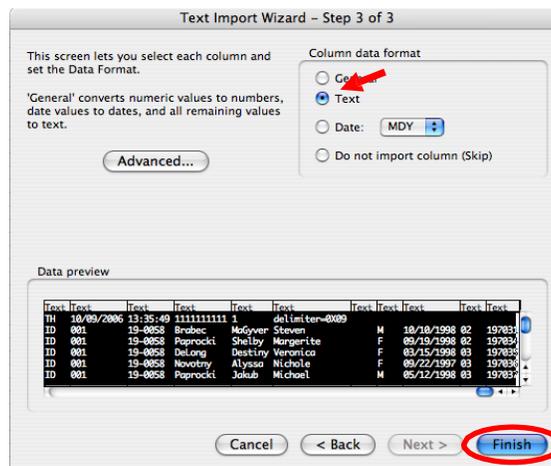


7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.



Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.

8. Change the data format to text by selecting the **Text** radial button. All columns should have the **Text** heading. Click the **Finish** button then **Save**.



Follow Step 9 from previous instructions for the later versions of Microsoft Excel to complete the import.

Tip for Microsoft Excel 1998-2003: To replace Column Headings with numbers instead of letters (Optional):

Select **Tools > Options**. In the **General** tab, check **R1C1 reference style**.

