



STEPS FOR IMPORTING TEXT FILES INTO EXCEL

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Table of Contents

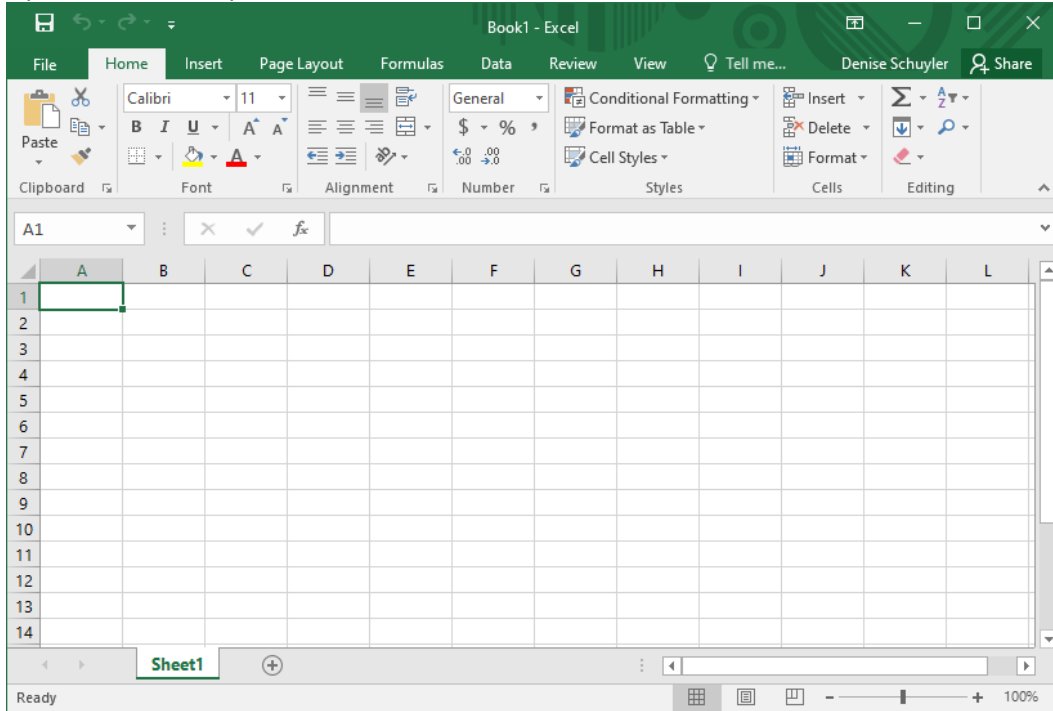
- For Newer Versions of Microsoft Excel (2019 & 365) 3**
 - Steps for Enabling Text Import Wizard 3
- Steps To Importing .csv or .txt File With Microsoft Excel 6**
 - Using Microsoft Excel 2007, 2010, 2013, 2016 and Newer With Text Import Wizard Option Added 6
 - Saving the File After Making Corrections 10
 - To Replace Column Headings With Numbers Instead of Letters (Optional):..... 12

For Newer Versions of Microsoft Excel (2019 & 365)

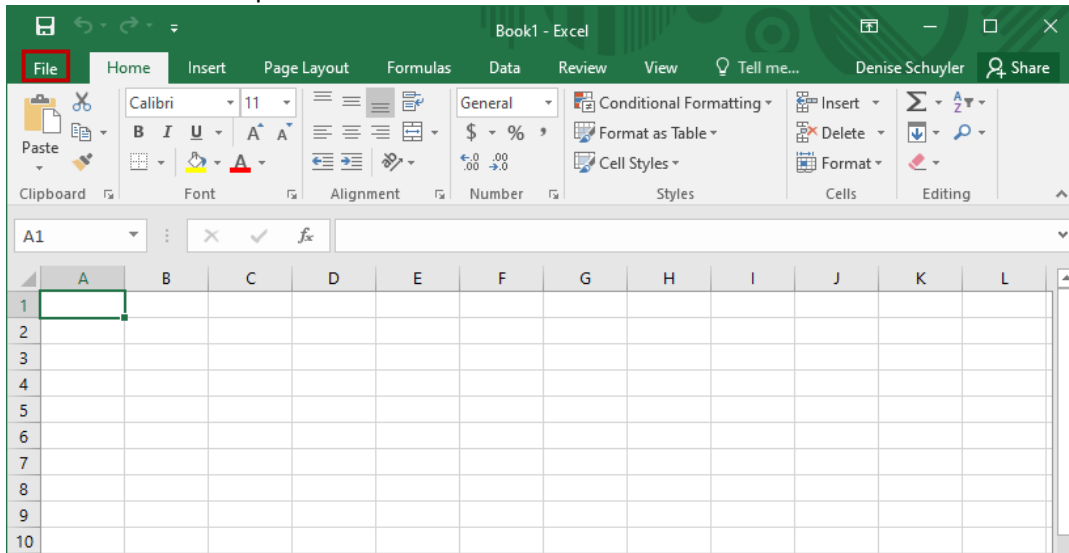
Steps for Enabling Text Import Wizard

In newer versions of Excel (2019 & 365), the Text Import Wizard has been removed. Follow the steps below to add this function back to your version.

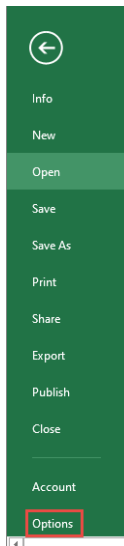
1. Open blank Excel spreadsheet



2. Click on **File** in the top horizontal menu

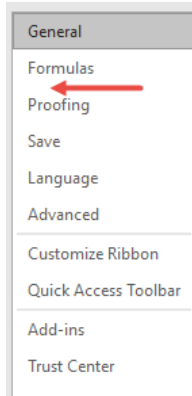


3. Select **Options** from the menu on the next screen

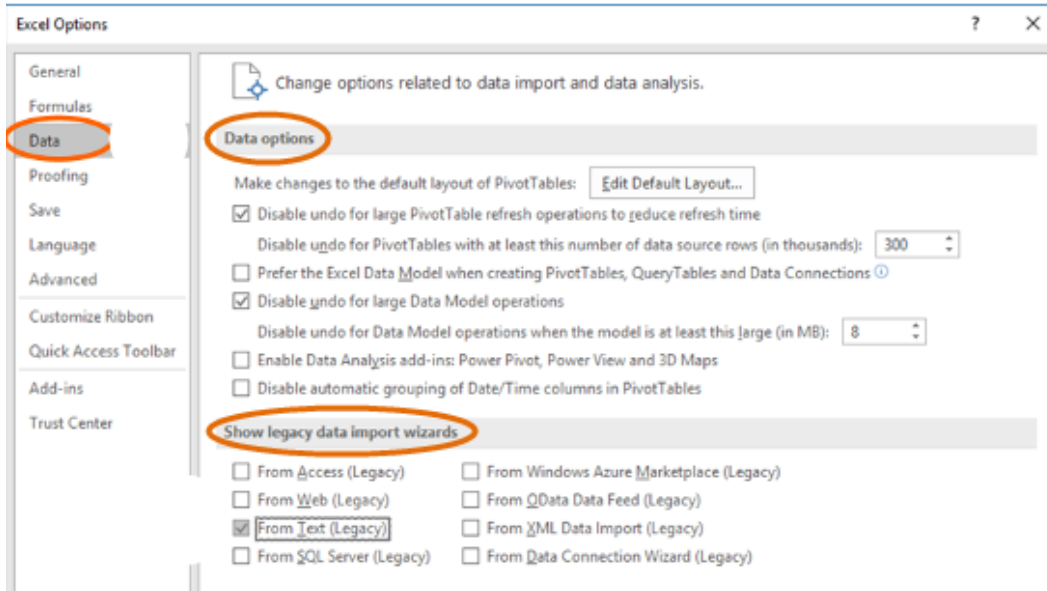


4. Select **Data** (In the newer versions the 'Data' option will be below the 'Formulas' options)

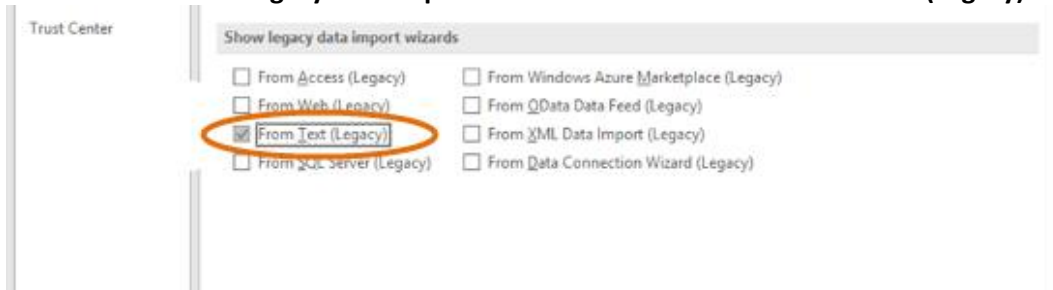
Excel Options



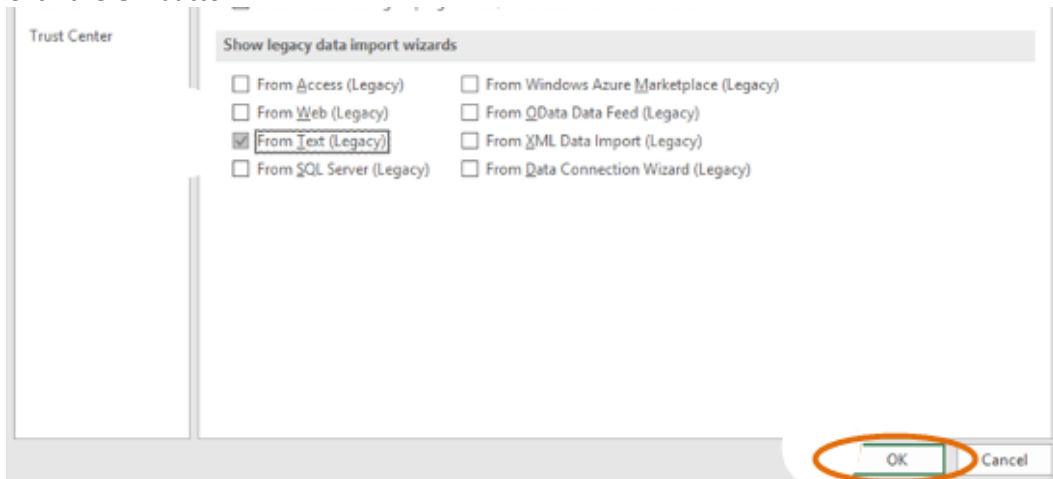
5. Two sections will display **Data Options** and **Show legacy data import wizards**



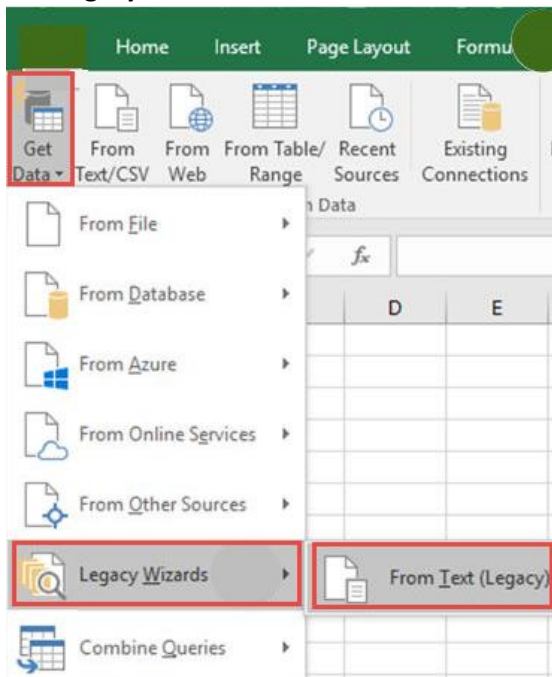
6. In the section **Show legacy data import wizards** check the box for **From Text (Legacy)**



7. Click the **OK** button



8. The **Legacy Wizards** can then be found in the **Get Data** menu



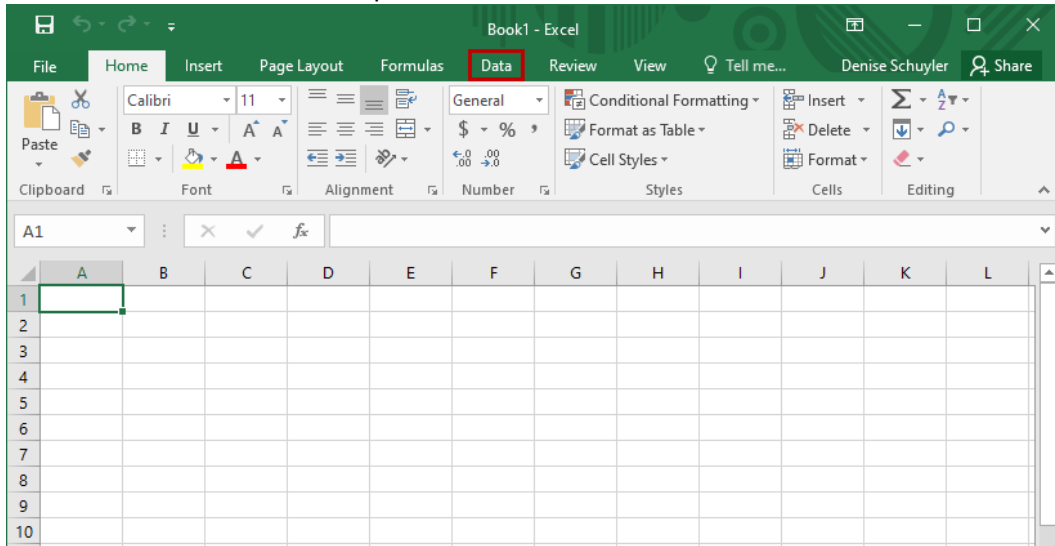
Steps To Importing .csv or .txt File With Microsoft Excel

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).

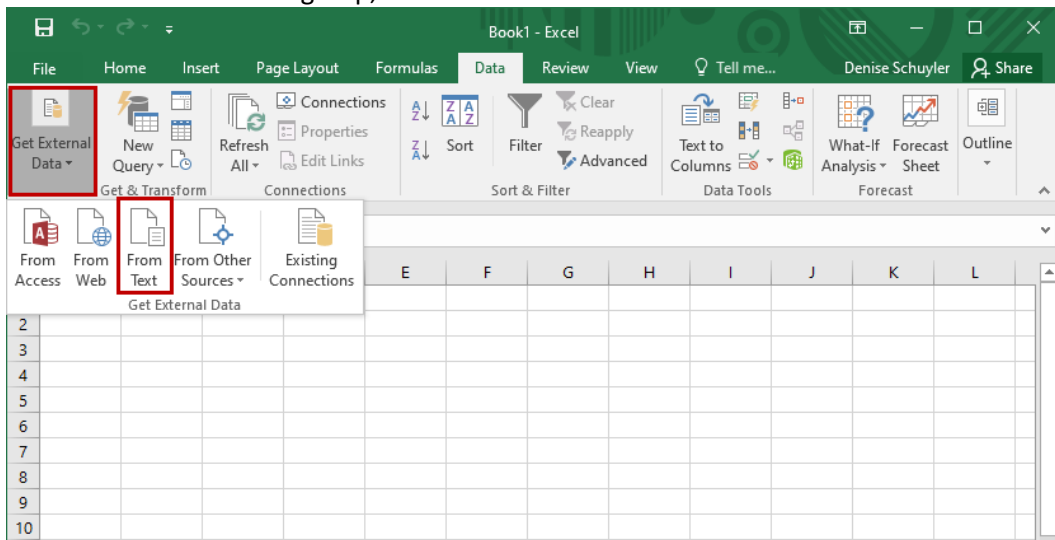
Using Microsoft Excel 2007, 2010, 2013, 2016 and Newer With Text Import Wizard Option Added

NOTE: The steps below will work with the 2007-2016 Versions of Excel, and the newer versions of Excel if the Text Import Wizard has been added using the steps above. The program may look and feel slightly different.

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

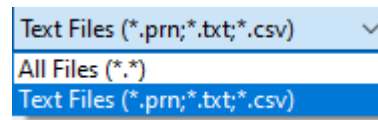
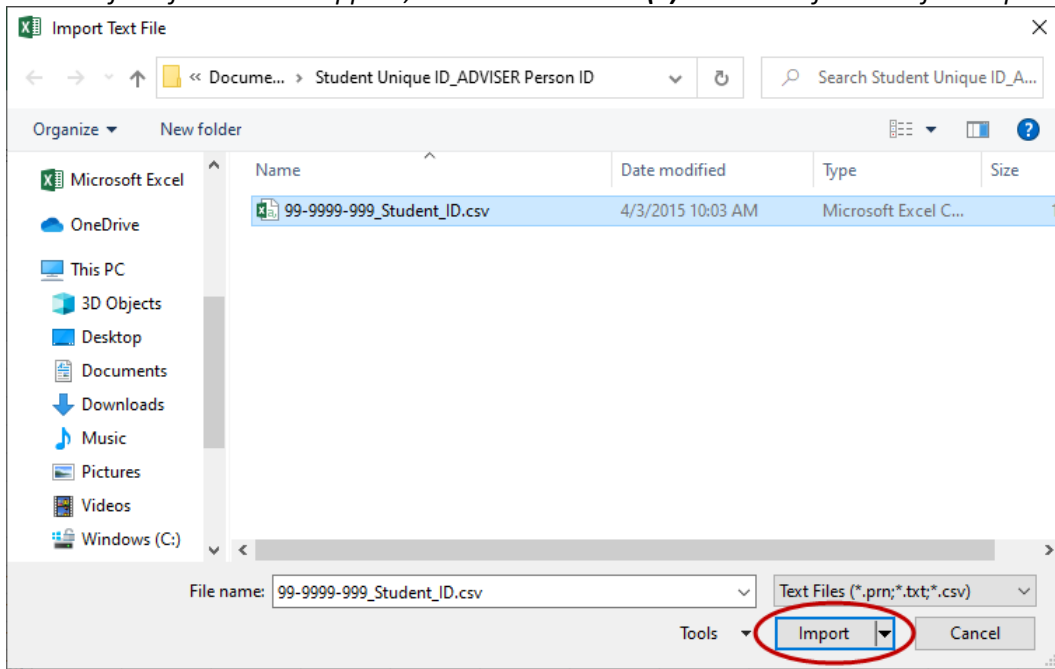


3. In the **Get External Data** group, click **From Text**.

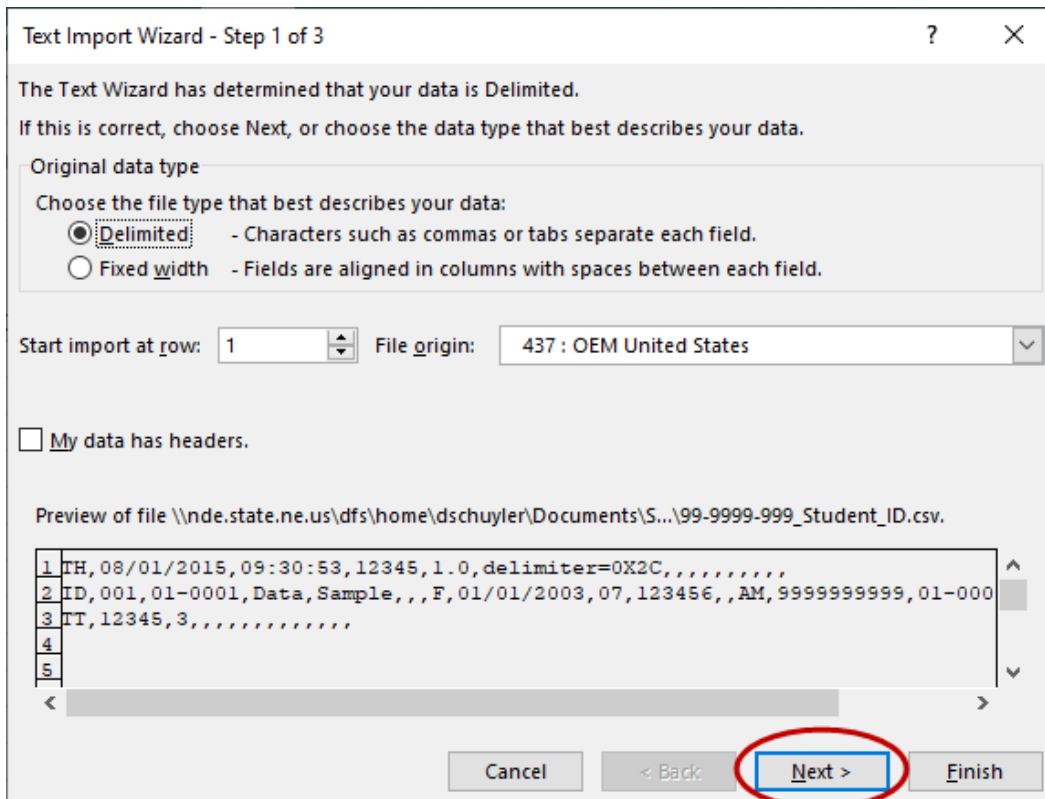


4. Browse to find the file (.csv or .txt) and click the **Import** button.

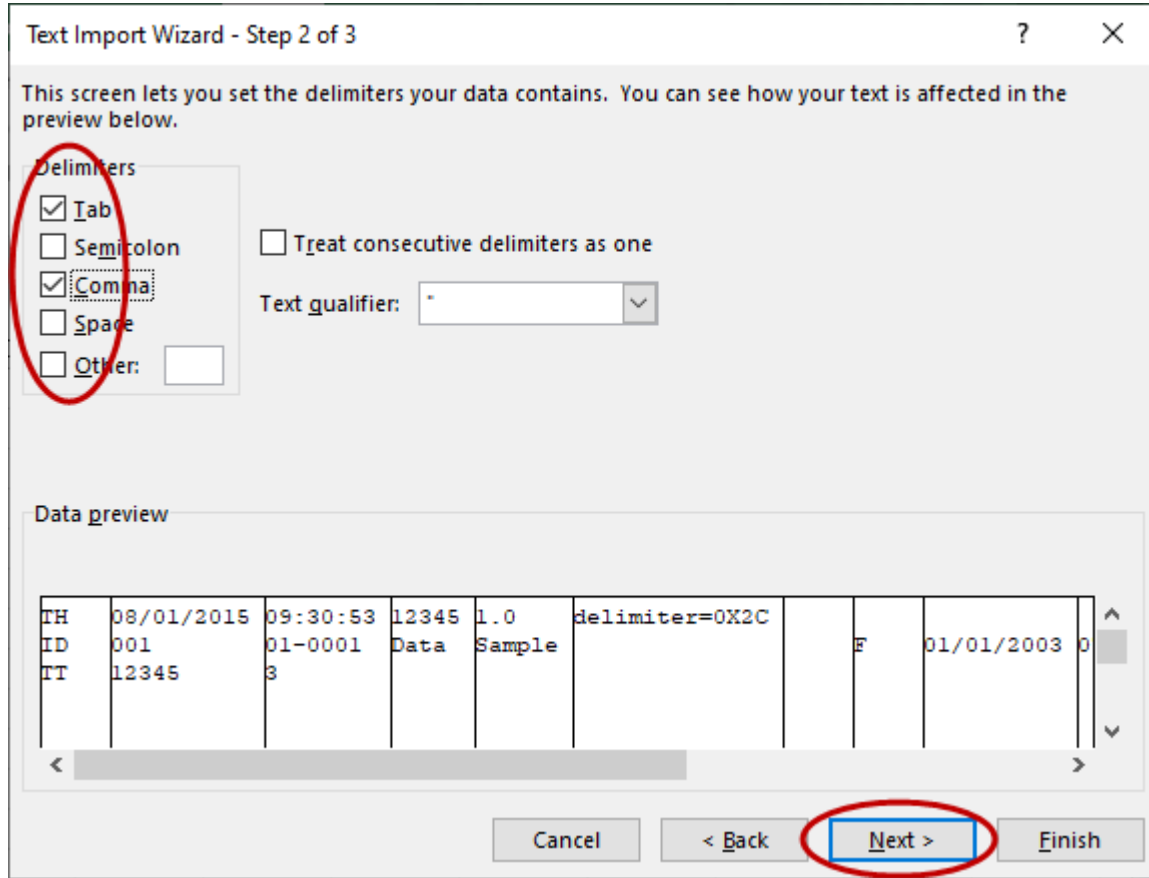
Note: If the file does not appear; make sure **All Files (*)** is selected from the file drop down.



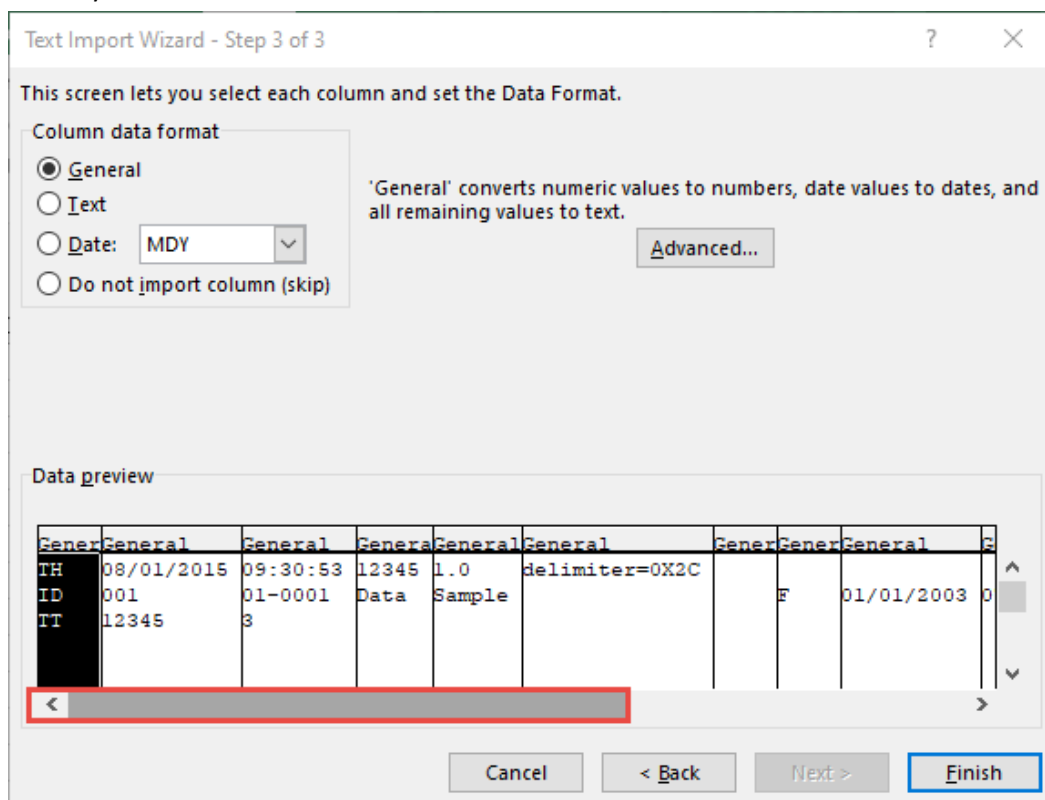
5. The Text Import Wizard will appear. The **Delimited** radial button is already selected. Click **Next**.



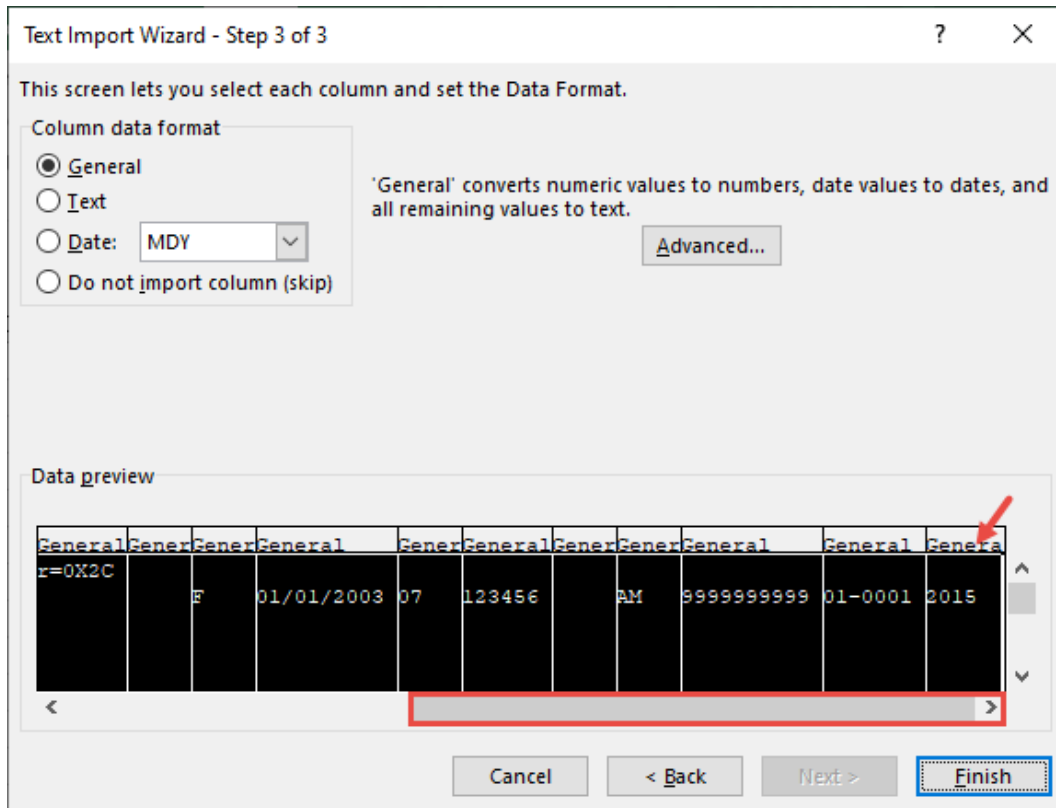
6. Check the **Comma** checkbox. The **Tab** box does not need to be deselected. Click **Next**.
NOTE: The data in the preview window should display in columns if the correct delimiter (tab or comma) is selected.



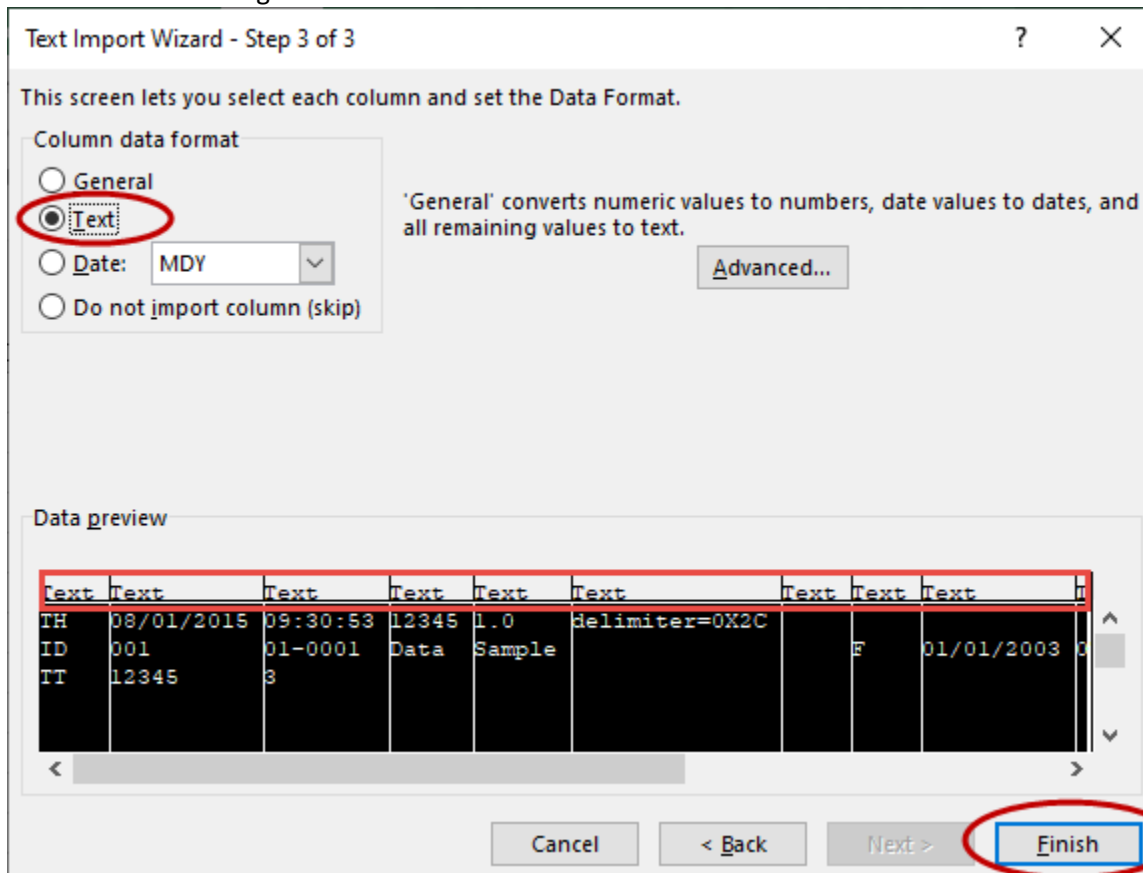
7. Select all of the data in the **Data preview** window by using the scroll bar underneath. Only the first column is currently selected.



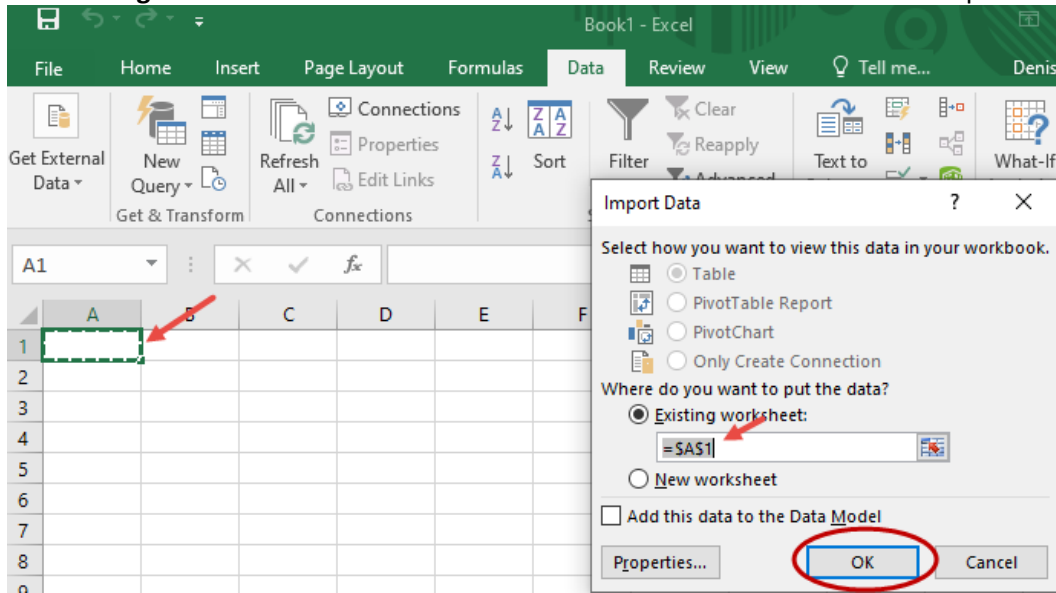
8. Scroll to the very last column, click the **SHIFT** key on your keyboard and click on the last column. This will select all of the data.



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



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

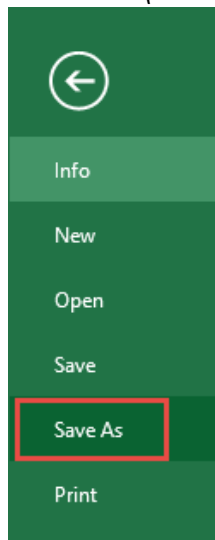


Saving the File After Making Corrections

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

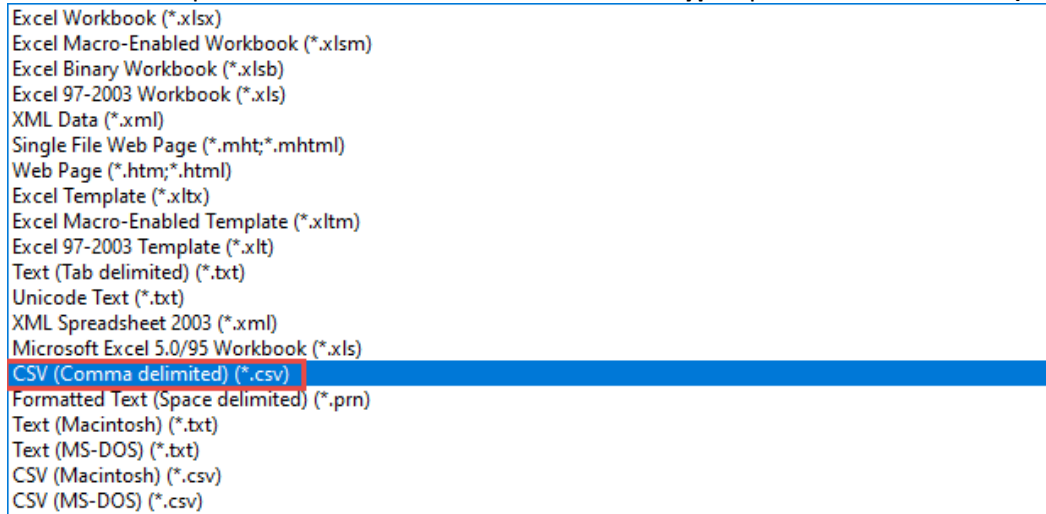
Follow the steps below to save the file as a **.csv** (comma separated value) when changes have been completed.

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

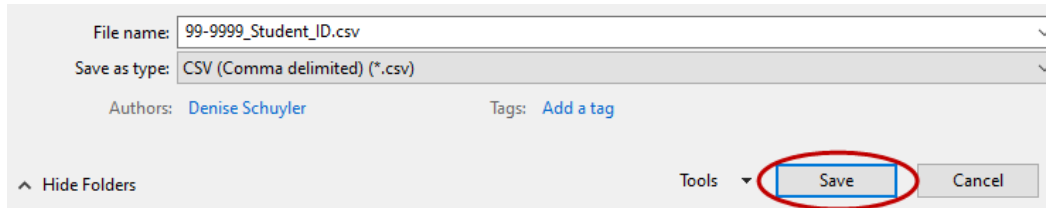


2. Within the **Save As** window choose the folder/location where the file will be saved.

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

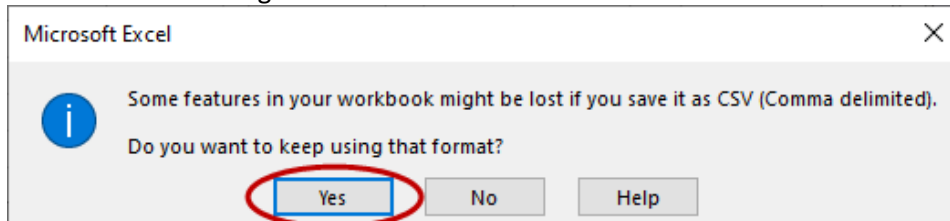


4. Click **Save**.

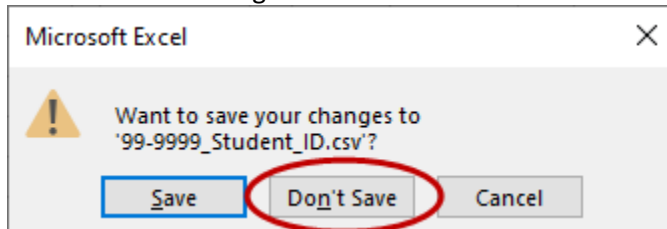


5. Two warning messages from Excel will display.

- a. This one when clicking the Save button in the above screenshot – Click **Yes**



- b. This one when closing the file – Click **Don't Save** because the file was just saved



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 newer: Click the **File** Tab, then Options, then Formulas = R1C1 Reference Style

