

## Opening a Data Extract (CSV) Using Excel

In some cases, when you open a CSV using Excel, columns may be reformatted or converted resulting in a loss of data. This reformatting is a feature of Excel. To prevent the changes, you can either change the extension of the CSV file or import the CSV file into a new Excel file. Both methods use the Text Import Wizard in Excel; changing the extension allows you to reopen the original file, while importing the file creates a link between a new Excel file and the original CSV. Also, see the Microsoft Help Pages:

<https://support.office.com/en-za/article/Import-or-export-text-txt-or-csv-files-5250ac4c-663c-47ce-937b-339e391393ba>

<https://support.office.com/en-za/article/Text-Import-Wizard-c5b02af6-fda1-4440-899f-f78baf641857>

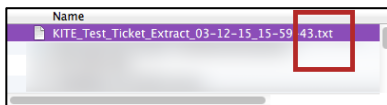
**Note:** Either of the following procedures will open the file while preserving the data. You do not need to use both procedures.

### Option 1: Changing the File Extension

To change the extension for the original CSV file, perform the following steps.

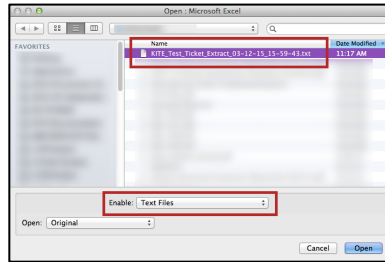
**Note:** Ensure that your computer is set to display file name extensions.

1. Locate the file on your computer.
2. Change the file name to end in .txt.

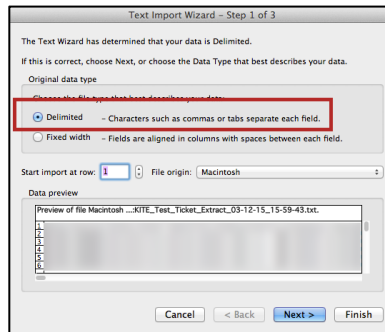


3. In Excel, from the File menu, select Open.

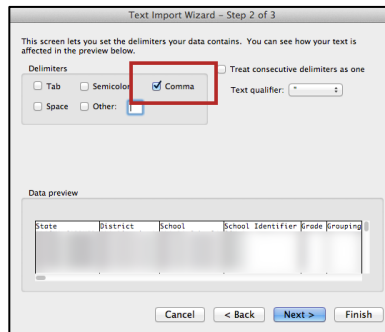
4. In the Open window, from the Enable menu, choose Text Files.



5. Click Open.
6. In Step 1 of the Text Import Wizard, ensure that Delimited is selected.



7. Click Next.
8. In Step 2, in the Delimiters area, ensure the Comma box is checked.

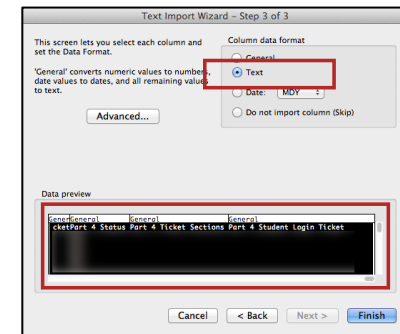


**Note:** Clear the other Delimiters checkboxes.

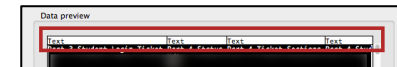
9. Click Next.
10. In Step 3, highlight the first column.
11. Scroll to the last column on the right.
12. Hold the Shift button and click the last column.

Hint: Instead, you can select individual columns and change each one. Be sure to change Student Login Password and the Student Login Ticket columns (Part 1-4).

13. In the Column data format section, click Text.



Hint: In the Data preview area, the headings for the selected column(s) will change from "General" to "Text".



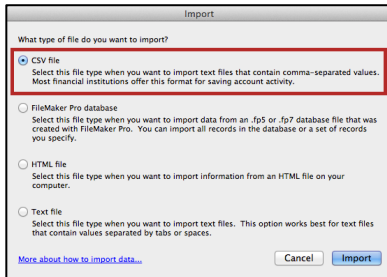
14. Click Finish.

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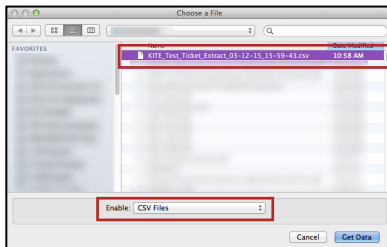
### Option 2: Importing the CSV into a New Excel File

To open the CSV by importing it into a new Excel file, perform the following steps.

1. In Excel, from the File menu, select New.
2. In Excel, from the File menu, select Import.
3. On the Import window, ensure that CSV file is selected.

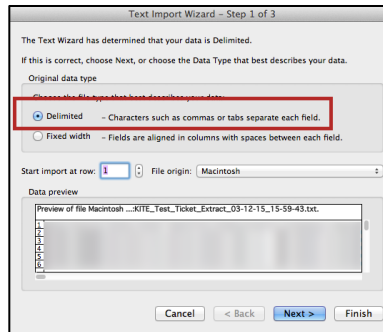


4. Click Import.
5. In the Choose a File window, locate the file.

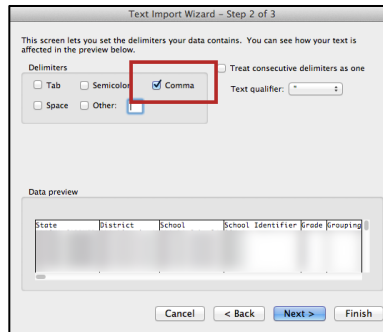


6. Click Get Data.

7. In Step 1 of the Text Import Wizard, ensure that Delimited is selected.



8. Click Next.
9. In Step 2 of the Text Import Wizard, in the Delimiters area, ensure the Comma box is checked.

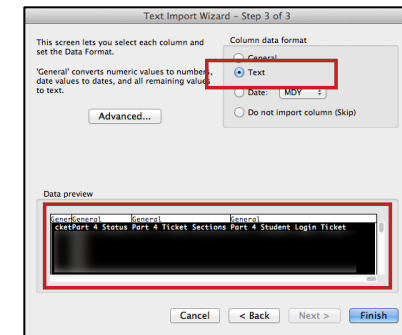


**Note:** Clear the other Delimiters checkboxes.

10. Click Next.
11. In Step 3 of the Text Import Wizard, highlight the first column.
12. Scroll to the last column on the right.
13. Hold the Shift button and click the last column.

Hint: Instead, you can select individual columns and change each one. Be sure to change Student Login Password and the Student Login Ticket columns (Part 1-4).

14. In the Column data format section, click Text.



Hint: In the Data preview area, the headings for the selected column(s) will change from "General" to "Text".

15. Click Finish.

16. On the Import Data window, click OK.

