# Import CSV file to Excel

When you have saved a Comma Separated Values CSV file, it opens automatic in most recent versions of Excel. But even though it looks like an Excel file, it does not mean is an Excel file because the file keeps the extension .csv. To avoid losing formatting when you open a csv file with Excel, or, for older versions, to ensure the CSV files displays as a data table, not a text file, we import the CSV file to Excel. This means it is still a text file and there are certain limitations, like you can't save more than one tap. You can also open a CSV and select save as excel extension .xlsx or .xls.

Getting Started

1. In the Lab 1 used Tabula to scrape a document called **Pakistan Economic Survey 2015-2016 - Growth.pdf** and you downloaded a csv file called **tabula-Pakistan Economic Survey 2015-2016 - Growth.csv**. Please be sure you have it ready. **Do not** just double click to open it in Excel.
2. Open a Blank workbook in Excel
3. Go to the Data tab and select - From Text
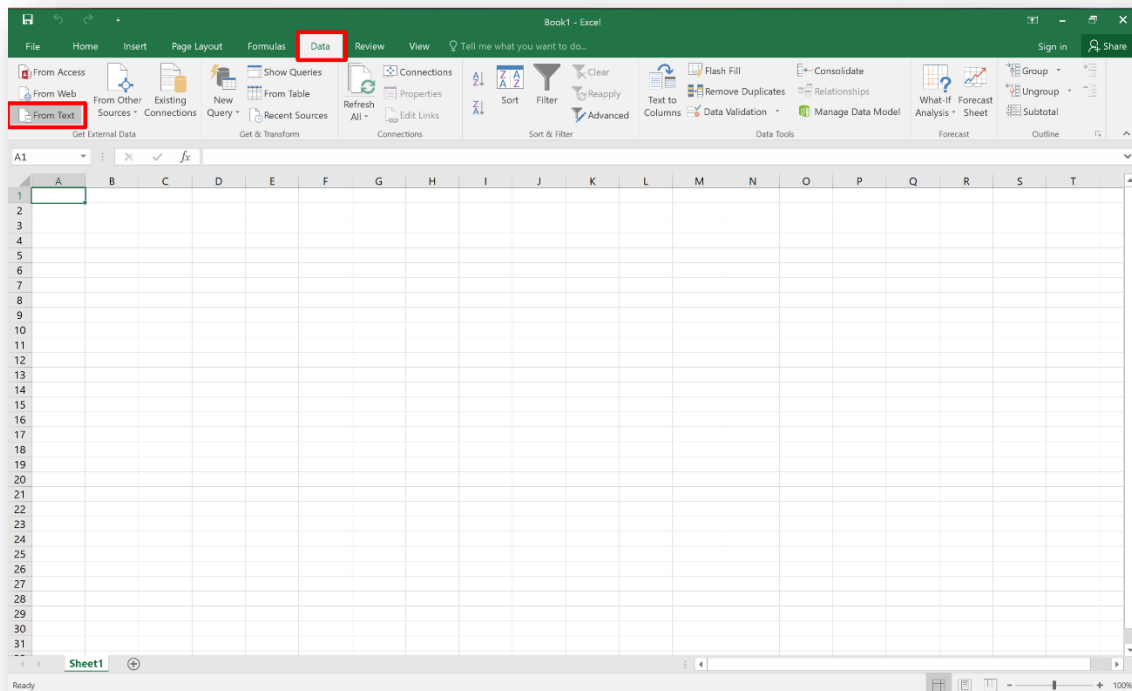
4. Select **tabula-Pakistan Economic Survey 2015-2016 - Growth.csv** file and click on Import
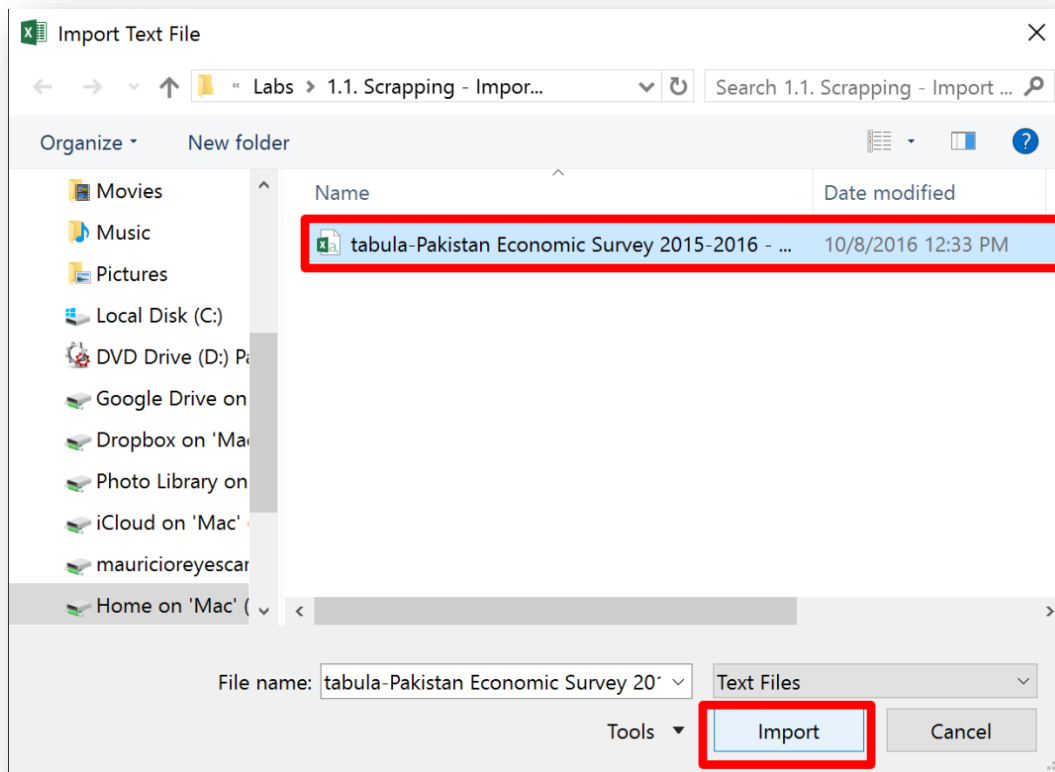
5. A new window called Text Import Wizard will guide you through the process.
   a. In the Original data type use Delimited: Characters such as commas or tab separate each field.
   b. Start import at row 1
   c. 'Preview of file' gives you a good opportunity to see the data as you import to check formatting.
   d. Click on next

Text Import Wizard - Step 1 of 3   ?   ✕

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

⦿ Delimited   - Characters such as commas or tabs separate each field.

◯ Fixed width   - Fields are aligned in columns with spaces between each field.

Start import at row: [1] ⬍   File origin: [437 : OEM United States   ⌄]

☐ My data has headers.

Preview of file Z:\Google Drive\Pakistan\Trai...\tabula-Pakistan Economic Survey 2015-2016 - Growth.csv.

```
1 Table 1.2: Growth Rate (%) ,,,,,,,
2 Sectors/Sub-Sectors 2007-08 ,2008-09 ,2009-10 ,2010-11 ,2011-12 ,2012-13 ,201
3 A. Agriculture  1.8 ,3.5,0.2,2,3.6,2.7,2.7,2.9
4 Crops -1.0 ,5.2,-4.2,1,3.2,1.5,3.2,1
5 Important Crops -4.1 ,8.4,-3.7,1.5,7.9,0.2,8,0.3
6 Other Crops 6.0 ,0.5,-7.2,2.3,-7.5,5.6,-5.4,1.1
7 Cotton Ginning -7.0 ,1.3,7.3,-8.5,13.8,-2.9,-1.3,7.4
8 -Livestock 3.6 ,2.2,3.8,3.4,4,3.5,2.8,4.1
```

[Cancel   ] [< Back] [Next >   ] [Finish   ]

6.   In the second step of the Text Import Wizard
   a.   Delimiters: how the text file distinguishes between one data cell and another: if the separation between columns is a semicolons, comma, space, or other. It depends of the file, most .cvs files as the name indicate are comma separated, so select tab and comma in this section.
   b.   Data preview: see the table below to check if the divisions are correct.
   c.   Click on next

Text Import Wizard - Step 2 of 3   ?   ✕

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
- ☑ Tab
- ☐ Semicolon
- ☑ Comma
- ☐ Space
- ☐ Other: [   ]

☐ Treat consecutive delimiters as one

Text qualifier: [" ⌄]

Data preview

```
Table 1.2: Growth Rate (%)
Sectors/Sub-Sectors 2007-08  2008-09  2009-10  2010-11  2011-12  2012-13  2013-
A. Agriculture  1.8          3.5      0.2      2        3.6      2.7      2.7
Crops -1.0                   5.2      -4.2     1        3.2      1.5      3.2
Important Crops -4.1         8.4      -3.7     1.5      7.9      0.2      8
Other Crops 6.0             0.5      -7.2     2.3      -7.5     5.6      -5.4
Cotton Ginning -7.0          1.3      7.3      -8.5     13.8     -2.9     -1.3
-Livestock 3.6               2.2      3.8      3.4      4        3.5      2.8
```

[Cancel]   [< Back]   [Next >]   [Finish]

7. In the third step of the Text Import Wizard
   a. Column data format: refers to what kind of data belongs in that column: general, text, numbers, or date. The function goes column by column. For this exercise leave all as general.
   b. Data preview: shows you what kind of format you have in each column.
   c. Click on Finish

8. In import data just click on OK
   a. This window allow you to format the import data Table, PivotTable (we will study later), Pivot Chat, or Connections
   b. Select 'In the existing worksheet' unless you need to put it in another sheet, row or column.

9. Results should look like this:

A	B	C	D	E	F	G	H
Table 1.2: Growth Rate (%)							
Sectors/Sub-Sectors 2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15 P
A. Agriculture 1.8	3.5	0.2	2	3.6	2.7	2.7	2.9
Crops -1.0	5.2	-4.2	1	3.2	1.5	3.2	1
Important Crops -4.1	8.4	-3.7	1.5	7.9	0.2	8	0.3
Other Crops 6.0	0.5	-7.2	2.3	-7.5	5.6	-5.4	1.1
Cotton Ginning -7.0	1.3	7.3	-8.5	13.8	-2.9	-1.3	7.4
-Livestock 3.6	2.2	3.8	3.4	4	3.5	2.8	4.1
-Forestry 8.9	2.6	-0.1	4.8	1.8	6.6	-6.7	3.2
-Fishing 8.5	2.6	1.4	-15.2	3.8	0.7	1	5.8
Table 1.2: Growth Rate (%)							
Sectors/Sub-Sectors 2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15 P
B. Industrial Sector 8.5	-5.2	3.4	4.5	2.6	0.6	4.5	3.6
2. Mining & Quarrying 3.2	-2.5	2.8	-4.4	5.2	3.9	1.7	3.8
3. Manufacturing 6.1	-4.2	1.4	2.5	2.1	4.6	4.5	3.2
-Large Scale 6.1	-6	0.4	1.7	1.1	4.2	4	2.4
-Small Scale 8.3	8.6	8.5	8.5	8.4	8.3	8.3	8.2
-Slaughtering 3.3	3.8	3.2	3.7	3.5	3.6	3.4	3.3
Electricity Generation & 37.2	-12.1	16.7	63.9	1.4	-26.4	5.6	1.9
Distribution & Gas Distt.							
4. Construction 15.4	-9.9	8.3	-8.6	3.1	1.1	7.3	7.1
Commodity Producing 5.1	-0.9	1.8	3.3	3.1	1.7	3.6	3.2
Sector (A+B)							
Services Sector 4.9	1.3	3.2	3.9	4.4	5.1	4.4	5
7. Wholesale & Retail 5.7	-3	1.8	2.1	1.7	3.5	4	3.4
Trade							
6.Transport,Storage and 5.5	5	3	2.4	4.6	4	4.6	4.2
Communication							
8. Finance & Insurance 6.3	-9.6	-3.3	-4.2	1.6	8.3	4.2	6.2
Housing Services 4.0	4	4	4	4	4	4	4
|Ownership of Dwellings							

10. Save the document by click on File – Save and named as Pakistan Economic Survey 2015-2016 – Growth.