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Exercise: Exporting worksheet data

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

A customer has asked for a price list that they can load into their proprietary system. They have asked you to provide comma-separated values as it is the most compatible with their process. You need to export the price list as a CSV file.

1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

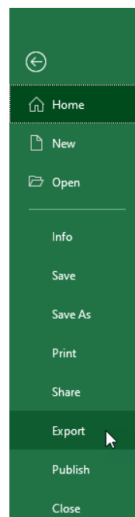
[Exercise: Exporting Worksheet Data](#)

2. Before we begin the export, take note of some of the elements of the workbook. Click to select cell **C4**, and observe the formula used to calculate the price. Also note the formatting of the cells. Some have colored text, colored fill, or bold type. There is also a second worksheet, called Percentages:

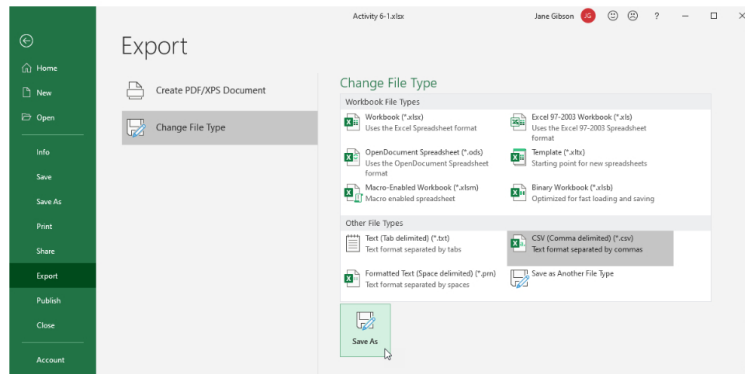
The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=ROUND($B4*Percentages!A$2,2)` for cell C4. Below the formula bar is a table with columns A through H. The table has a title row 'Price List with Quantity Breaks' in row 1. The data starts in row 3 with columns: SKU, 1 to 10, 11 to 25, 26 to 50, and > 50. The data rows (4-17) show prices for various SKUs. The bottom of the screenshot shows the worksheet tabs: 'Price List' and 'Percentages'. A red arrow points to the 'Percentages' tab.

	A	B	C	D	E	F	G	H
1	Price List with Quantity Breaks							
2								
3	SKU	1 to 10	11 to 25	26 to 50	> 50			
4	NN915	\$ 76.18	\$ 74.66	\$ 72.37	\$ 70.09			
5	YR612	\$ 42.80	\$ 41.94	\$ 40.66	\$ 39.38			
6	KI190	\$ 19.13	\$ 18.75	\$ 18.17	\$ 17.60			
7	EK974	\$ 80.37	\$ 78.76	\$ 76.35	\$ 73.94			
8	AE685	\$ 46.77	\$ 45.83	\$ 44.43	\$ 43.03			
9	QC716	\$ 58.37	\$ 57.20	\$ 55.45	\$ 53.70			
10	KL427	\$ 61.34	\$ 60.11	\$ 58.27	\$ 56.43			
11	WL544	\$ 72.54	\$ 71.09	\$ 68.91	\$ 66.74			
12	EO353	\$ 72.84	\$ 71.38	\$ 69.20	\$ 67.01			
13	AI755	\$ 29.15	\$ 28.57	\$ 27.69	\$ 26.82			
14	VU967	\$ 26.60	\$ 26.07	\$ 25.27	\$ 24.47			
15	EO291	\$ 36.93	\$ 36.19	\$ 35.08	\$ 33.98			
16	NE780	\$ 20.82	\$ 20.40	\$ 19.78	\$ 19.15			
17	RE625	\$ 37.06	\$ 36.32	\$ 35.21	\$ 34.10			

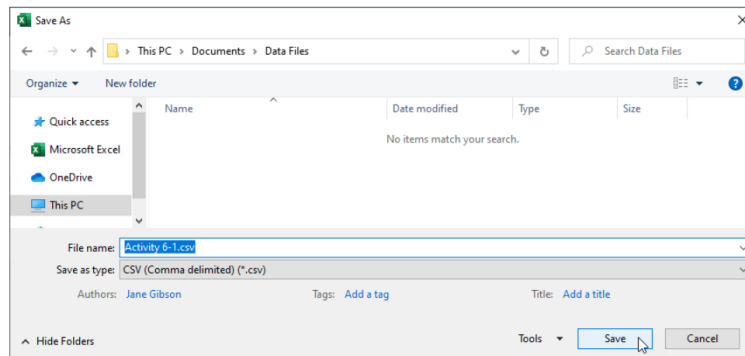
3. To export the file, Click **File** → **Export**:



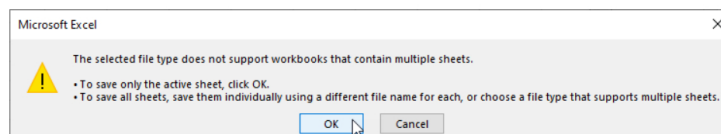
4. In the Export window, click to select **Change File Type**, then click to select **CSV (Comma delimited) (*.csv)** from the Change File Type category. Finally click **Save As**:



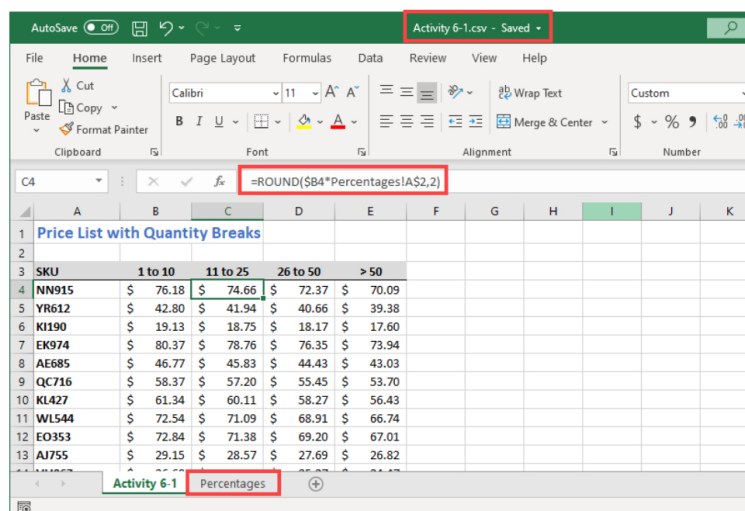
5. Choose a location for your file, leave the File Name as **Activity 6-1.csv**, and click the **Save** button:



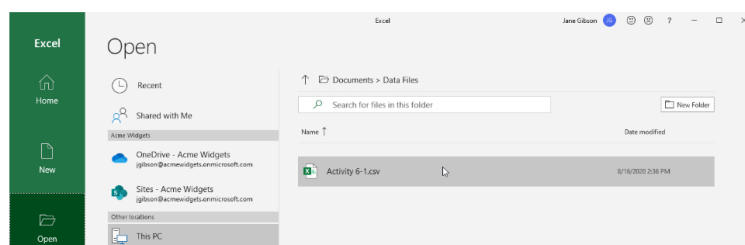
6. Note the alert regarding multiple sheets, then click **OK**:



7. The open workbook is now called Activity 6-1.csv, but you will note that the formatting and formulas are still visible, and the Percentages worksheet is still visible. You can now **close** the file:



8. If necessary, open Excel 365, then click **File** → **Open** and navigate to the **Activity 6-1.csv** file you just saved. Click on the file to **open** it:



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