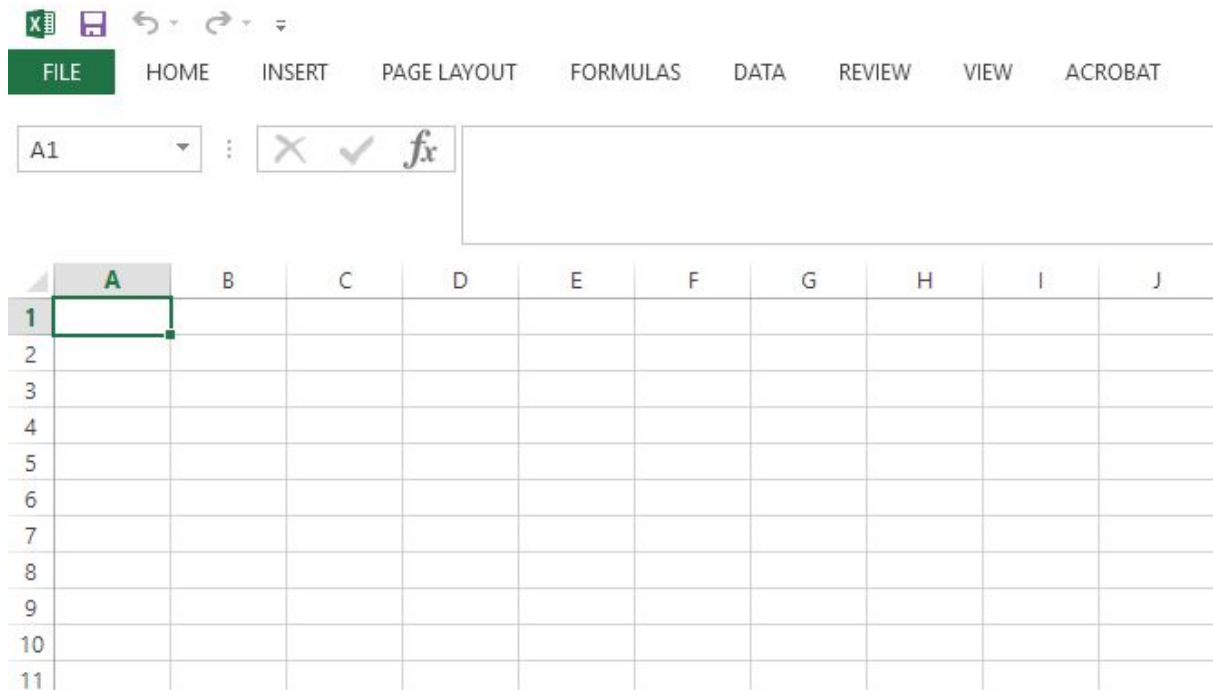
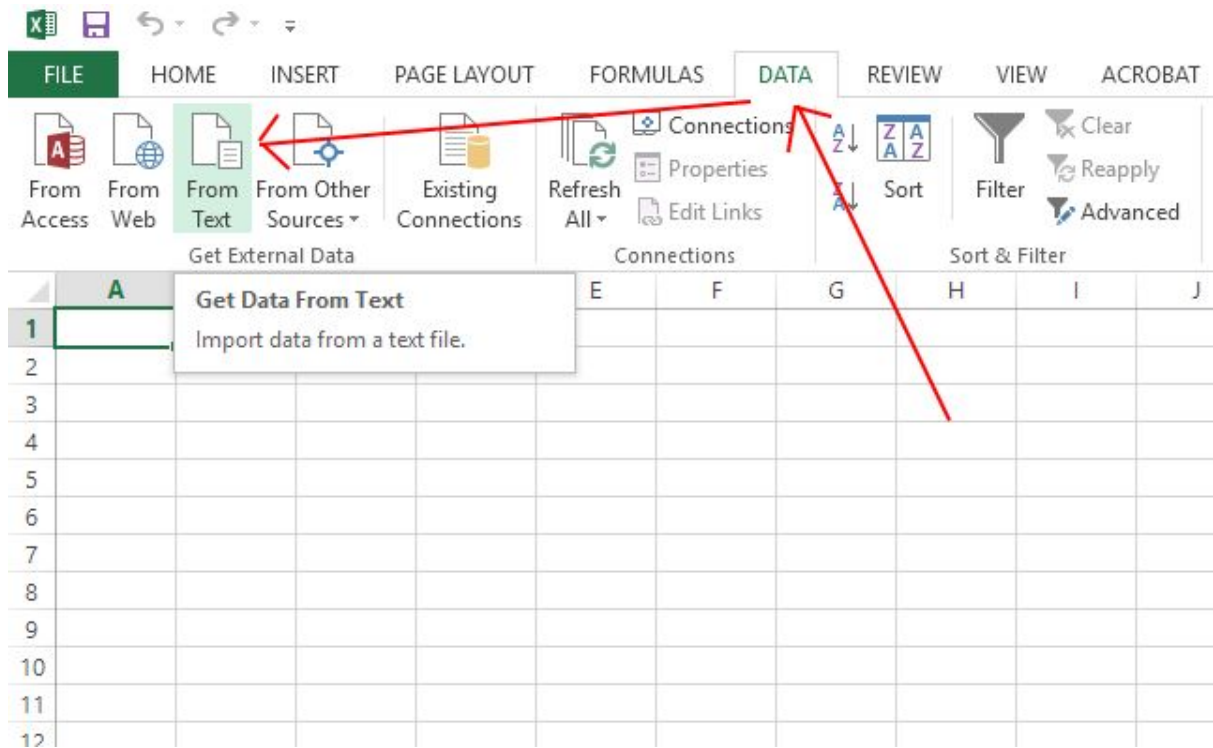


# IMPORT CSV INTO MS EXCEL GUIDE

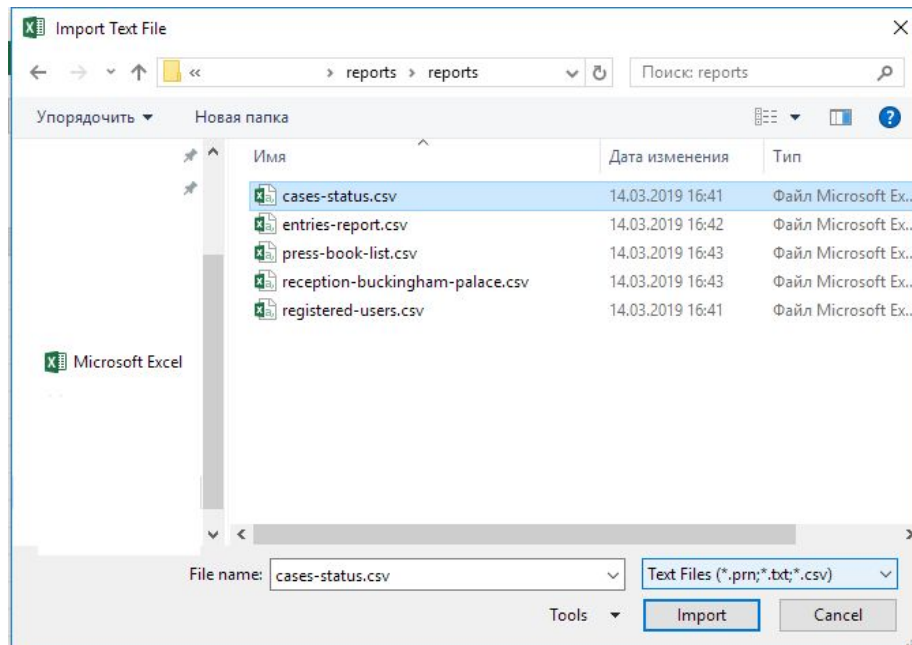
## STEP 1: Open MS Excel



## STEP 2: Click on 'DATA' -> 'From text'

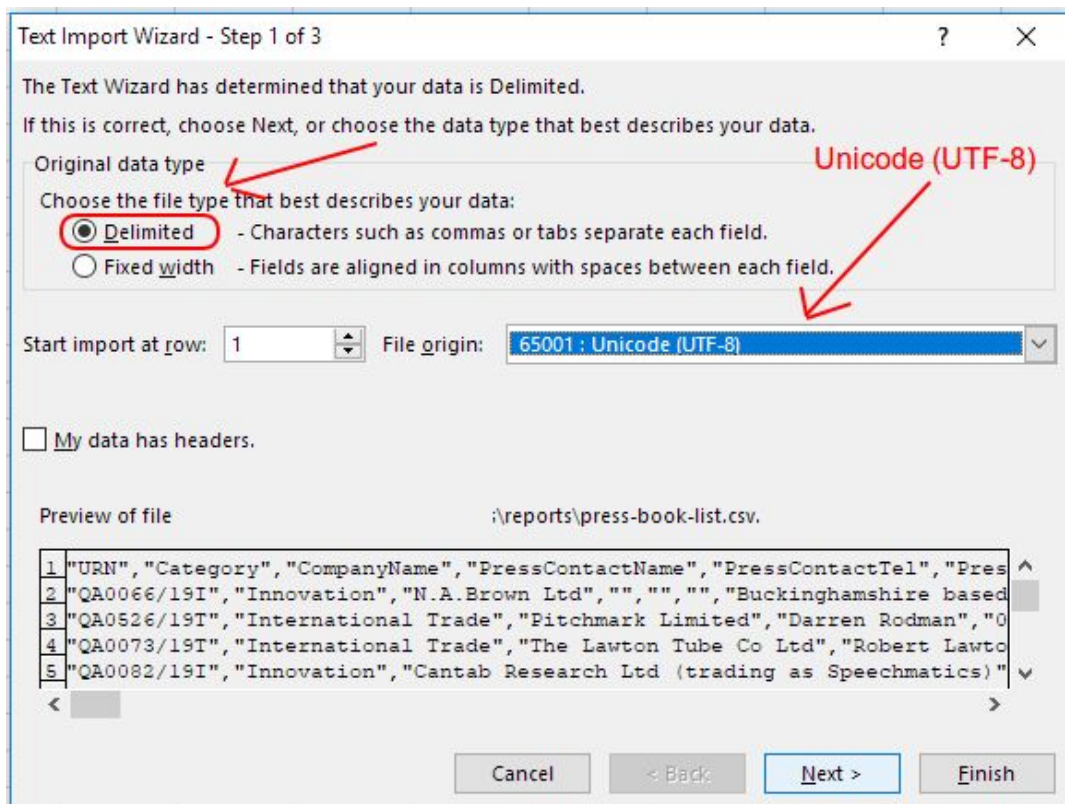


**STEP 3:** In opened file browser window select CSV file



**STEP 4:** In opened 'Text Import Wizard - Step 1' specify following settings:

- Original data type - Delimited
- File origin - Unicode (UTF-8)



**STEP 5:** In 'Text Import Wizard - Step 2' specify:

- Delimiters - Tab, Semicolon, Comma
- Text qualifier - double quotes symbol

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: " " v

**Data preview**

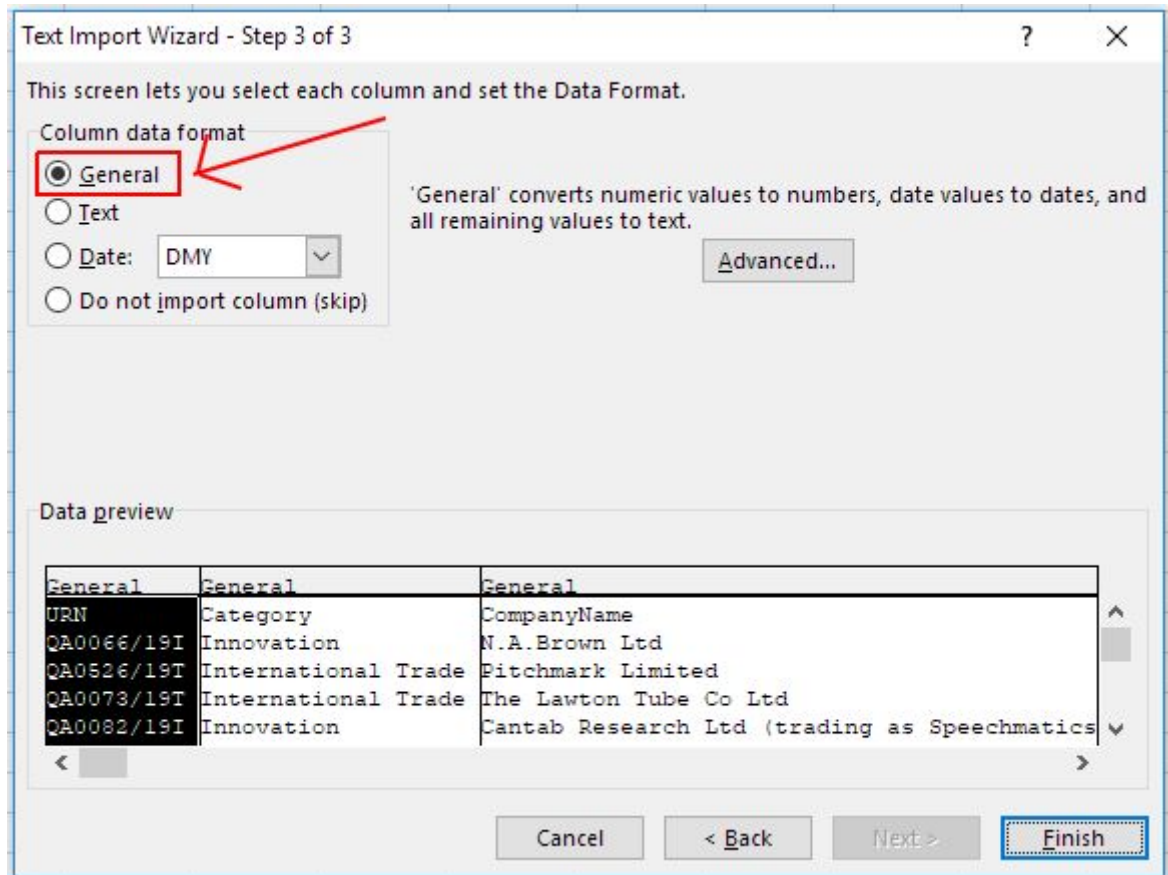
URN	Category	CompanyName
QA0066/19I	Innovation	N.A.Brown Ltd
QA0526/19T	International Trade	Pitchmark Limited
QA0073/19T	International Trade	The Lawton Tube Co Ltd
QA0082/19I	Innovation	Cantab Research Ltd (trading as Speechmatics)

< >

Cancel < Back Next > Finish

**STEP 6:** In 'Text Import Wizard - Step 3' specify:

- Column data format - General



**STEP 7:** In final 'Import Data' popup window select 'New worksheet'

