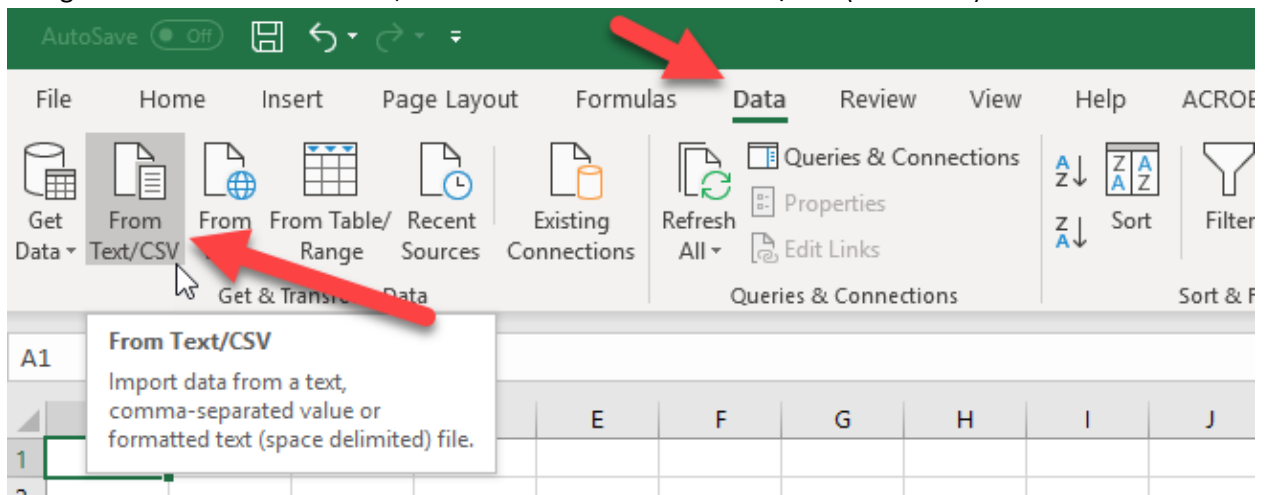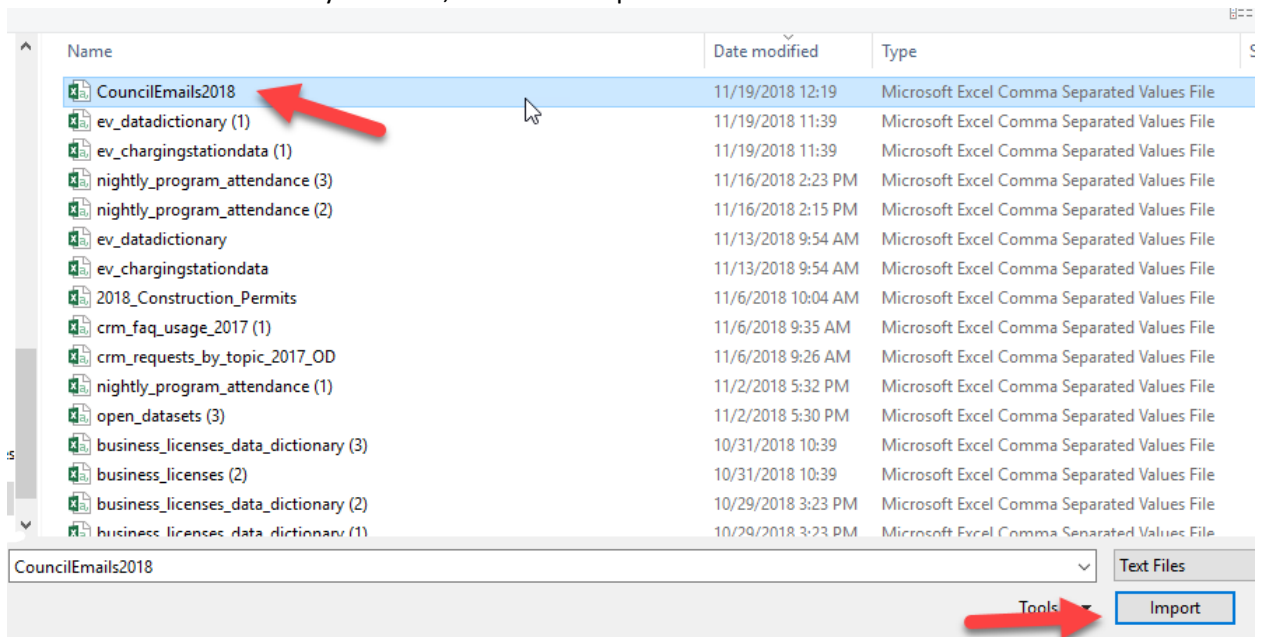# Instructions for Opening the "City Council Emails Dataset" in Microsoft Excel

Note: If you simply open the CSV format file directly into Excel, you may see formatting issues with data not displaying properly across each column. In order to use data filters and sorting methods properly, follow the below steps to open the file.

1. Download the dataset file and save in a location of your choice.

2. Open a New workbook in Excel

3. Navigate to the Data tab in Excel, then select Get Data From Text/CSV (see below)

4. Locate the CSV format file you saved, and select Import

5. Excel will usually interpret the correct format of the CSV file. To make sure, scroll across the columns displayed in the sample to confirm they look split in the correct way. Should look similar to below. Select Load when done.

6. Data may be loaded in a different format than a regular CSV file, such as below. This is expected.

7. Be sure to save your file as an Excel Workbook format (.xlsx or .xls) if you want to refer back to it.