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## IT Support Guides



### Excel 2013 – How to paste comma-separated values

14 December 2014 | Office 2013

The steps below show how to paste comma-separated values directly into an Excel 2013 file.

This method uses a built in feature of Excel 2013 and does not require creating a temporary CSV file.

In this example we'll be using the following list of comm-separated values

Sale1,\$1.99,3:00pm,12/12/12

Sale2,\$1.49,3:05pm,12/12/12

Sale3,\$5.99,3:10pm,12/12/12

1. Open Excel 2013
2. Paste your comma-separated values into the document. They will automatically fill into a single column over multiple rows, .e.g.

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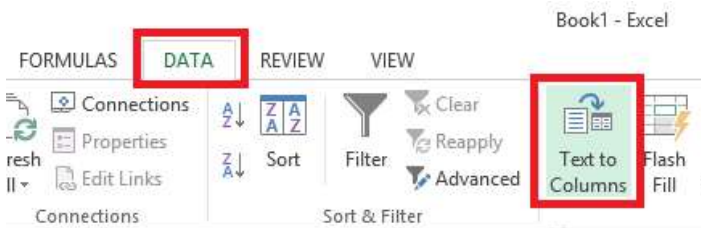
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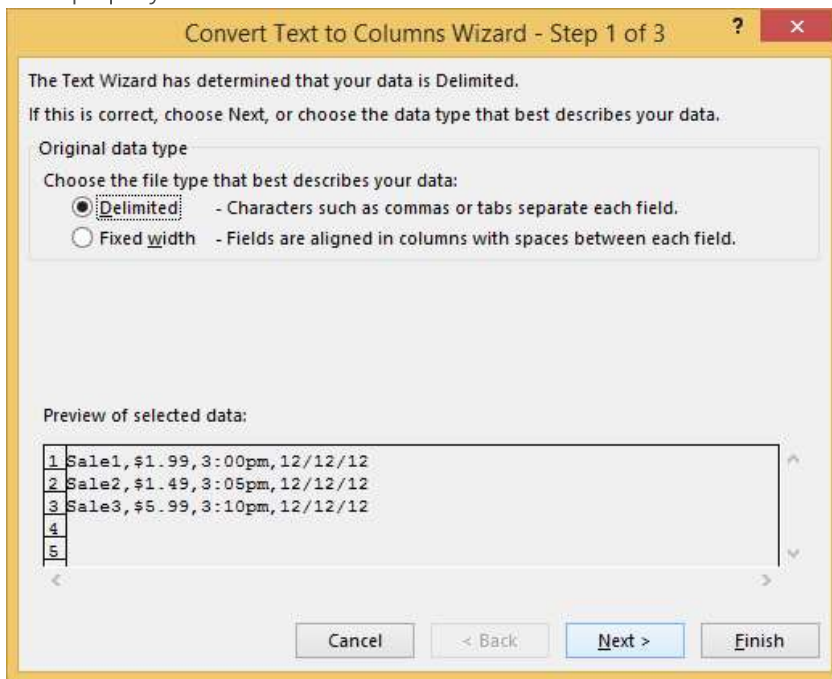
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- 3.
4. Select the row with the values (or select all the values)
5. Open the 'DATA' tab then click on the 'Text to Columns' button



- 6.
7. A window will open with a wizard that'll help you turn the comma-separated values into a properly formatted Excel document



- 8.
9. Click 'Next'
10. Under 'Delimiters' make sure the correct setting is selected that represents how your data is separated. If it's correct, you'll see lines between each row of data

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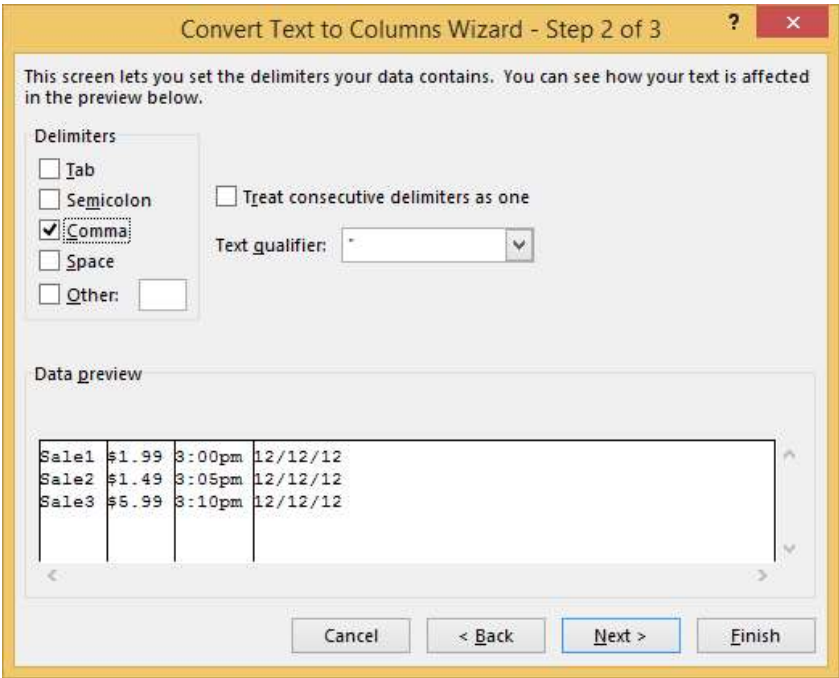
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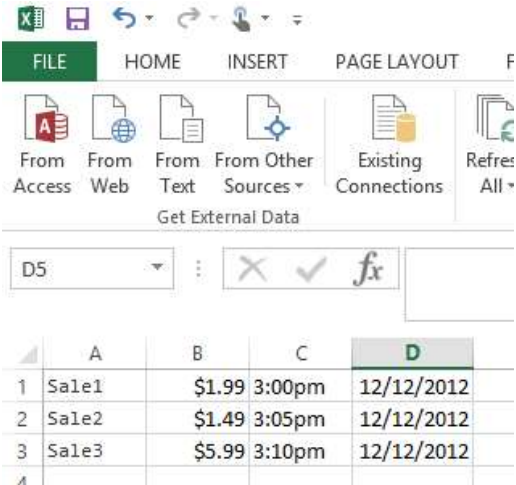
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- 11.
- 12. Click 'Next' then 'Finish'
- 13. You should now have your data correctly formatted into columns



14.

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Reference: <http://superuser.com/questions/171821/is-it-possible-to-paste-csv-formatted-data-into-excel-2007>

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