



13 July 2022

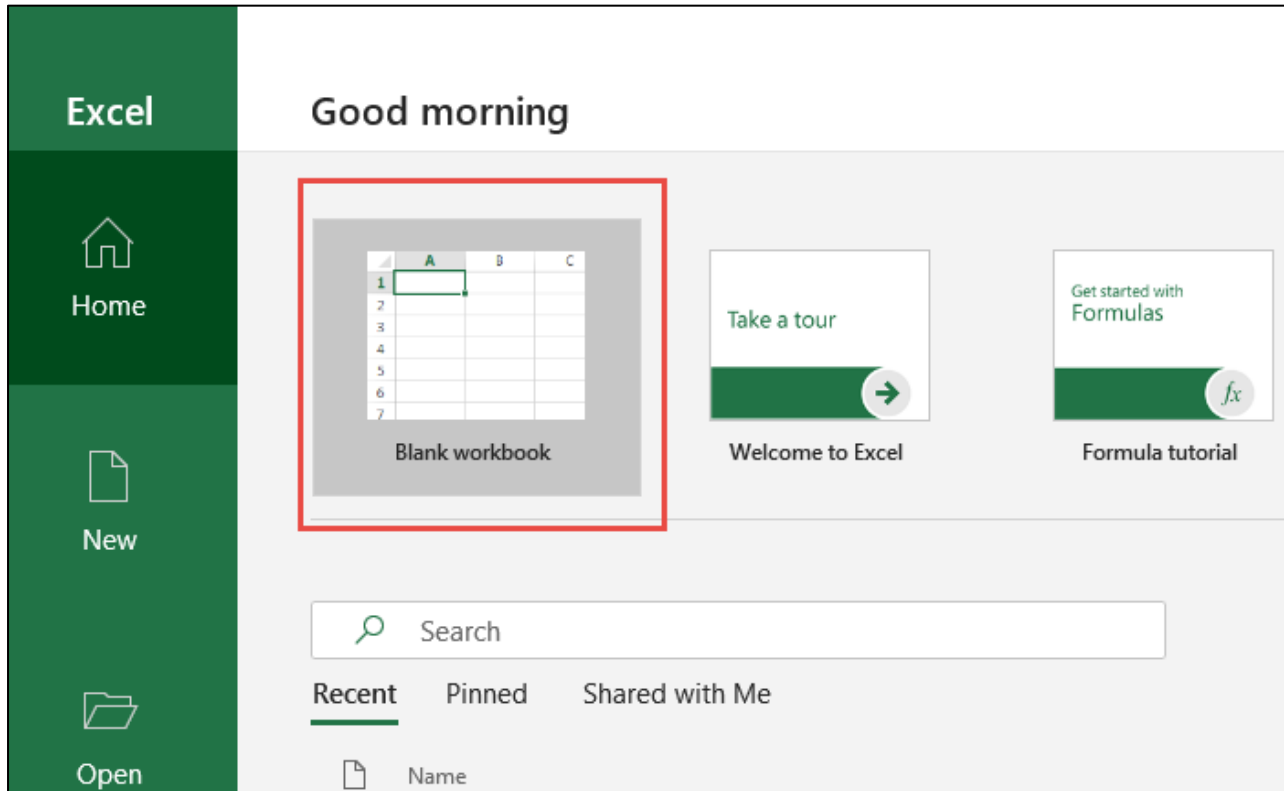
Open a CSV file in Excel in Windows 10

Terra Industrial New Zealand Ltd

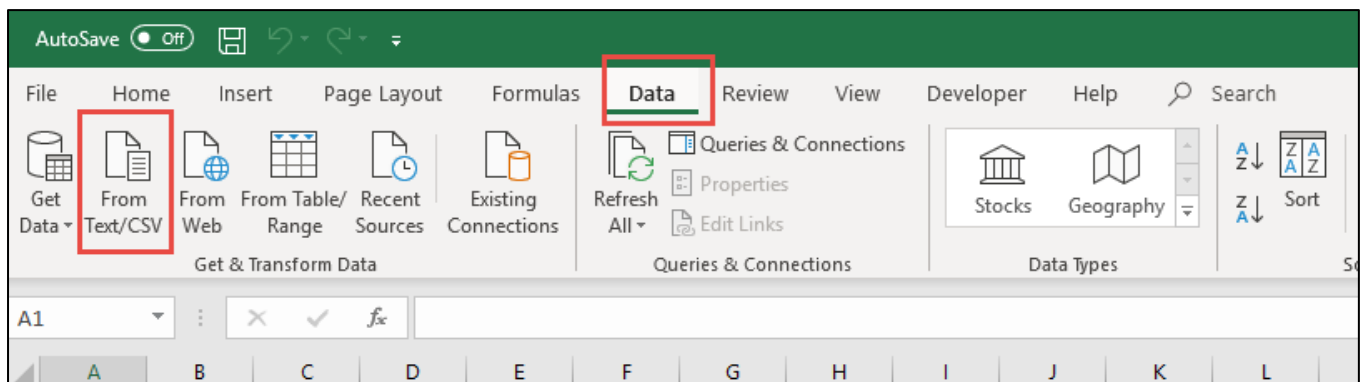
PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

Open Excel

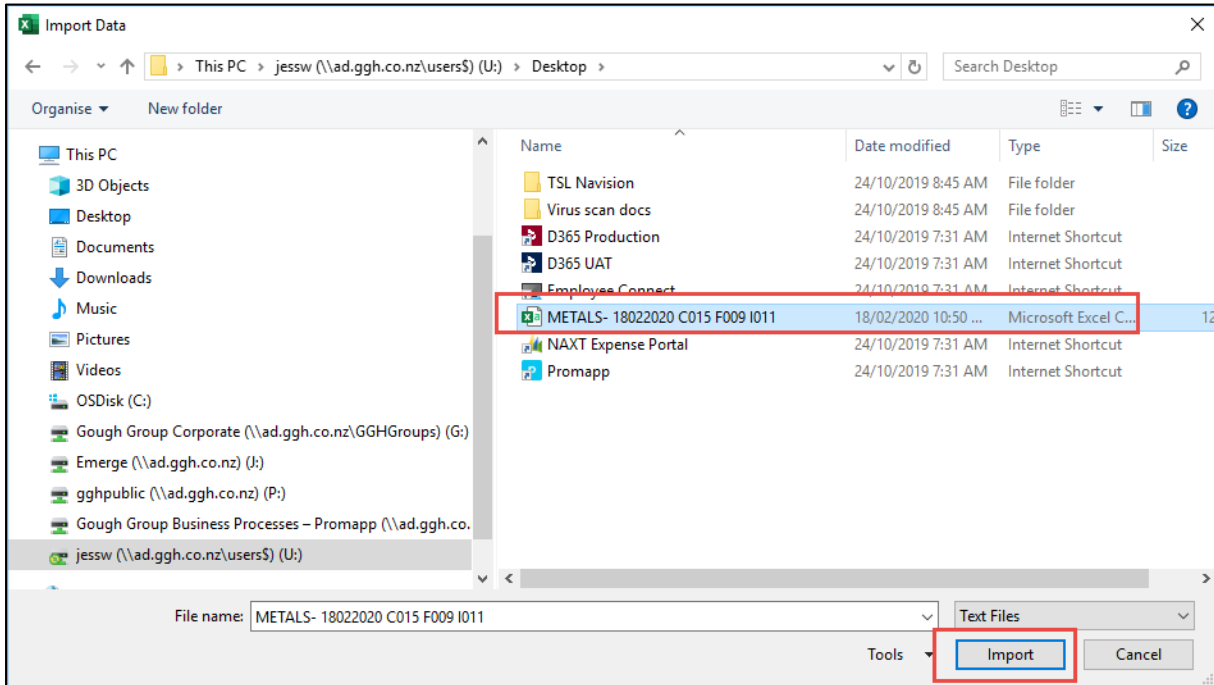
Click on “Blank Workbook”



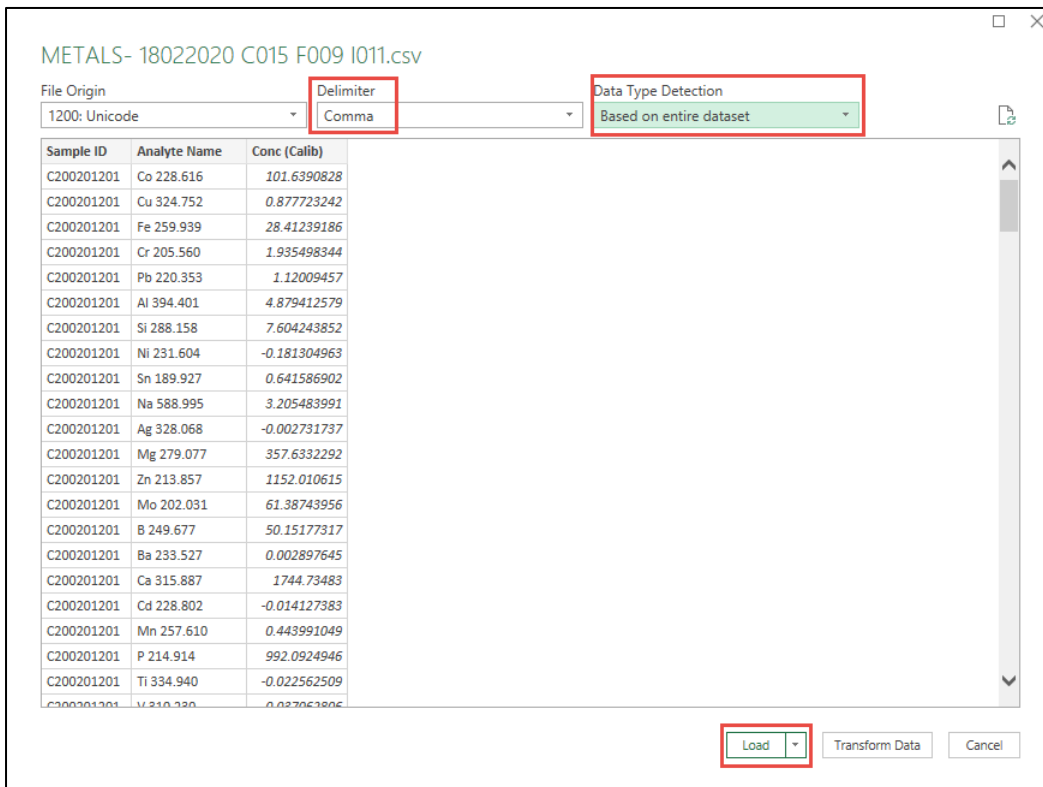
Click on the “Data” tab then click “From Text/CSV”



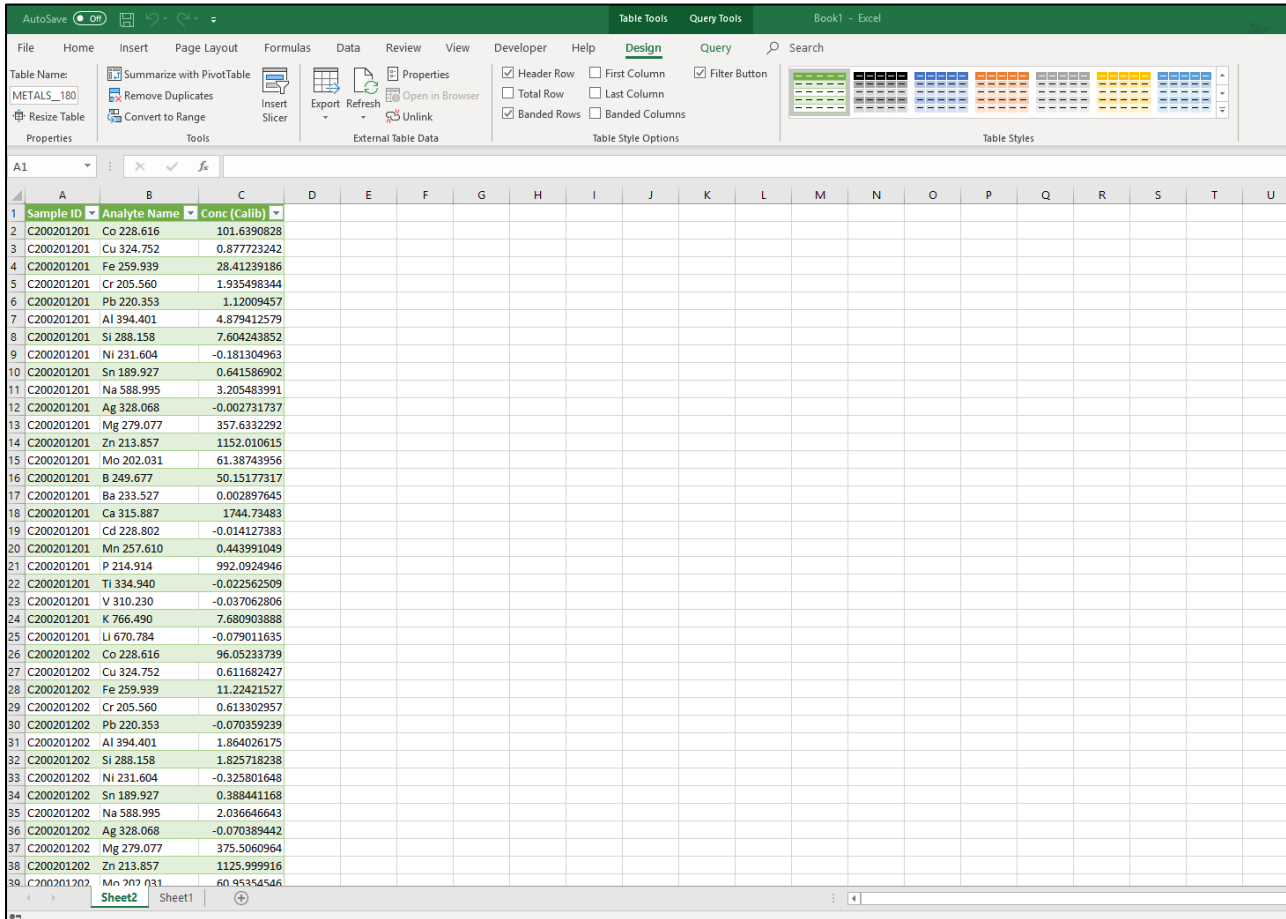
Locate the file and click “Import”



Make sure the “Delimiter” is set at “comma” and the “Data Type Detection” is set at “based on entire dataset” then click load



Your screen should now look like this:



Sample ID	Analyte Name	Conc (Calib)
C200201201	Co 228.616	101.6390828
C200201201	Cu 324.752	0.877723242
C200201201	Fe 259.939	28.41239186
C200201201	Cr 205.560	1.935498344
C200201201	Pb 220.353	1.12009457
C200201201	Al 394.401	4.879412579
C200201201	Si 288.158	7.604243852
C200201201	Ni 231.604	-0.181304963
C200201201	Sn 189.927	0.641586902
C200201201	Na 588.995	3.205483991
C200201201	Ag 328.068	-0.002731737
C200201201	Mg 279.077	357.6332292
C200201201	Zn 213.857	1152.010615
C200201201	Mo 202.031	61.38743956
C200201201	B 249.677	50.15177317
C200201201	Ba 233.527	0.002897645
C200201201	Ca 315.887	1744.73483
C200201201	Cd 228.802	-0.014127383
C200201201	Mn 257.610	0.443991049
C200201201	P 214.914	992.0924946
C200201201	Ti 334.940	-0.022562509
C200201201	V 310.230	-0.037062806
C200201201	K 766.490	7.680903888
C200201201	Li 670.784	-0.079011635
C200201202	Co 228.616	96.05233739
C200201202	Cu 324.752	0.611682427
C200201202	Fe 259.939	11.22421527
C200201202	Cr 205.560	0.613302957
C200201202	Pb 220.353	-0.070359239
C200201202	Al 394.401	1.864026175
C200201202	Si 288.158	1.825718238
C200201202	Ni 231.604	-0.325801648
C200201202	Sn 189.927	0.388441168
C200201202	Na 588.995	2.036646643
C200201202	Ag 328.068	-0.070389442
C200201202	Mg 279.077	375.5060964
C200201202	Zn 213.857	1125.999916
C200201202	Mn 257.610	60.95354546