

13 July 2022

**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 a CSV file in Excel in Windows 10**

Open Excel

Click on “Blank Workbook”

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

Locate the file and click “Import”

Graphical user interface, text, application

Description automatically generated

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

Table

Description automatically generated with medium confidence

Your screen should now look like this:

Graphical user interface, application, table, Excel

Description automatically generated