

## How to Open a .CSV file too large for MS Excel 2003

1. To keep your original data safe, copy your original file first and then use the duplicate file for this procedure (*I.E. report.csv is copied and renamed as reportdup.csv*).
2. Open MS Access 2003 and then from its File menu, open the duplicate file. Be sure to select **All Files** for the **Files of Type** dropdown (*I.E. reportdup.csv*).
3. This will open the *Database Window* with **Tables** selected under *Objects* and should open the *Link Text Wizard* window. In the *Link Text Wizard* window, the **Delimited** radio button must be selected for a comma or tab delimited file (*where characters such as commas or tabs separate each field*) before clicking on the **Next** button (*I.E. reportdup.csv is comma delimited*).
4. With the **Comma** radio button selected, click the check box for **First Row Contains Field Names** before clicking on the **Next** button.
5. This screen confirms *Data Type* is **Text** for the first field. Optionally, you can scroll to the right and verify the *Data Type* for each field. Correct the *Data Type* from the dropdown as needed after selecting each field. When everything is verified as OK, click the **Next** button.
6. At the final screen for the *Link Text Wizard*, type a new name for the table and then click the **Finish** button (*I.E. reportlinked*).
7. The *Link Text Wizard* window closes and the new name for the table appears to the right in the *Database Window* as a linked file, (*I.E. reportlinked*). Right click the new name and select **Copy**. Then right click the window and select **Paste**.
8. This will open the *Paste Table As* window, so you can rename the table with a date of the report and remove the link (*I.E. report81508*). Click the radio button for **Structure and Data (Local Table)** and Click the **OK** button.
9. Double click the new table with a date in the name to open and see the data. You can either double click the line between field columns to auto stretch the columns or drag the line between field columns to stretch to the size of your choosing to see the data fully.
10. You can scroll through the data to view it all. **Note:** *Bottom left of the window will indicate the record number for the line selected, as well as the total number of records in the table.*

11. To sort the data by a particular column, click the column to highlight and then click either the A-Z icon (ascending) or the Z-A icon (descending) for the sort.
12. At this point, you can cut and paste a portion of the table to a MS Excel 2003 worksheet or do a query (see below) to obtain a portion of the table before you cut and paste to an MS Excel 2003 worksheet.

## How to Query in MS Access 2003

1. Minimize your open table (*I.E. report81508*) and return to the *Database Window*.
2. Click on **Queries** under *Objects* and then double click **Create query by using wizard** to the right of Queries.
3. This will open the *Simple Query Wizard Window*. Select the table name from the **Tables/Queries** dropdown.
4. Then click **>>** button to move all *Available Fields* to the *Selected Fields* side and click the **Next** button.
5. Now you can type in a title for your query or accept the default title near the top of the window. Be sure to select the radio button for **Modify the query design** and click the **Finish** button.
6. This puts the new query's name in the *Database Window* and opens the *Select Query Window* for your named query (*I.E. report81508 Query*).
7. Click the cell with your cursor on the row named **Criteria** and in the column you choose for your query. Right click in that spot and select **Build** from the dropdown.
8. This opens the **Expression Builder**. Double click the field in the middle column you want to use for your query (*I.E. Resource*).
9. Next click the Expression button of your choice (*I.E. the **equal** button*).
10. Then type in the value you want the query to find in that field and click the **OK** button (*I.E. Factiva*).
11. This closes the *Expression Builder* and places the Expression in the **Criteria** cell of the *Select Query Window*. Go to the **File** menu and select **Save**.
12. To run your Query, go to the adjacent **Query** menu on the toolbar and select **Run**. The found records are now displayed in the *Select Query*

Window. **Note:** *Bottom left of the window will indicate the record number for the line selected, as well as the total number of records found.*

13. You can either double click the line between field columns to auto stretch the columns or drag the line between field columns to stretch to the size of your choosing to see the data fully.
14. At this point, you can cut and paste the found portion of the table to a MS Excel 2003 worksheet. **Note:** *This query can be saved, and more queries can be created by repeating steps 2 through 12.*