

When you are in SQL and want to export a table to a csv file

Step 1: In Excel, create a blank csv file and save it to your desktop. **CLOSE OUT OF EXCEL COMPLETELY!**

Step 2: In SQL Server, go to the Object Explorer and search for the database you want to export data in CSV.

Step 3: Right-click on the desired database >> go to **Tasks >> Export Data**.

Step 4: In the Import/Export wizard,

- A. in the **Data source** dropdown, select **SQL Server Native Client 11.0**
- B. in the **Server name** dropdown, select **SQL Server instance (or just leave it)** and hit the **Next** button.

Step 6: Under Choose a Destination Window,

- A. in the **Destination** drop down, choose **Flat File Destination** option
- B. in the **File name** box, browse and select your desktop/blank csv file.
- C. **Next**.

Step 7: In the specify table copy or query page select whichever makes sense

- A. **Copy data from one or more tables or views** or
- B. **Write a query to specify the data to transfer** (which is a SQL statement to select data from the database)
- C. **Next**.

Step 8: Select the desired table from the Source table dropdown. **Next**.

Step 9: Run immediately. **Next**.

Step 10: Finish.

Step 11: Open the CSV in Excel.