**Importing RNASeq count matrix to Excel**

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When double-clicking on a \*.xls file to open it in Excel, often some text will be automatically converted to an inappropriate format. For instance, the gene symbol "SEPT6" will be recognized by Excel as the date September 6th, and will convert it to "Sep-6" or some other date format. The following instructions describe how to prevent this from happening.

Note: These instructions are written according to the process in Excel 2011 for Mac. The steps may vary slightly with different versions of Excel.

1) Do NOT double click on your \*.xls file. Instead, just open Excel.

2) In Excel, go to **File > Import...**

3) Select the **Text** **file** option and click **Import**.

4) **Choose the file** you'd like to import and click **Get Data**.

5) Select **Delimited** as the Original data type and click **Next**. Do NOT click Finish.

6) Make sure the only delimiter selected is **Tab**, **"Treat consecutive delimiters as one"** is **UNCHECKED**, and **Text qualifier is {none}**. Click **Next**. Do NOT click Finish.

7) In the Data preview box, the first column should be the ID column and should be highlighted in black. **Leave this column highlighted** and select **Text** for the Column data format.

8) In the Data preview box, **select the second column**, which should be the gene symbol column. Once it is highlighted in black, select **Text** for the Column data format.

9) All other columns should consist of numbers and can be left as-is. Click **Finish**.

10) When asked, **"Where do you want to put the data?"**, choose **Existing sheet**: and type **=$A$1** in the text field if it is not there already. Click **OK**.