# Importing CSV Files

## Importing a single CSV file is pretty easy:

- Head over to the **Data tab** in Excel.
- Click **"From Text/CSV."**
- Find your file: it's in a folder called `CSV_import` inside the `DPM` folder on your desktop, and the specific file is **"76.csv."**
- Hit **"Open"** and then **"Import."**
- A summary pops up, then just click **"Load."**
- It throws the data into a new sheet and names the resulting table after the file, but watch out—table names can't start with a number, so Excel will tweak it if needed.
- Once it's in, you can easily sort and filter it, which is super handy!

## Importing a whole folder is great for regular reports:

- Go back to the **Data tab**.
- Select **"Get Data"** -> **"From File"** -> **"From Folder."**
- Browse to the same folder: `CSV_import` inside the `DPM` folder on your desktop.
- Click **"Open."**
- A summary will show you the files, and you can combine them all into one table called **"CSV_import."**
- **Heads up:** If you add more CSV files to that folder later (say, copying some from `CSV_data`), the table won't update on its own.
- To see the new data, you need to go to the **Data tab** and click **"Refresh All."** This keeps your Excel data current without having to manually import every time!