



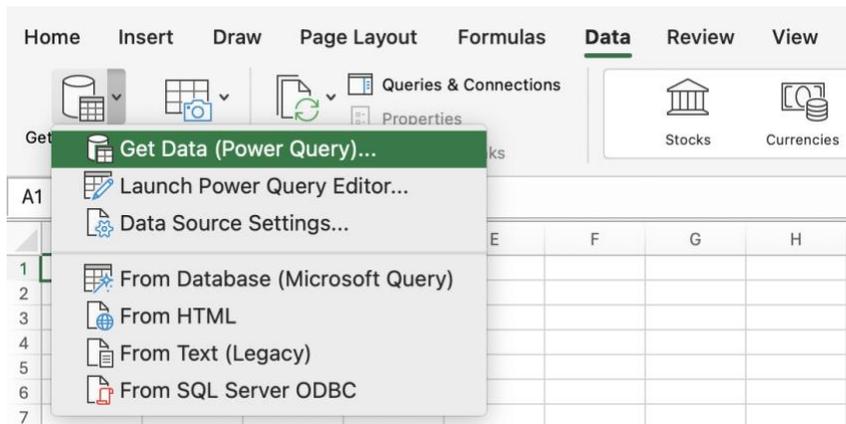
# Guide to Opening CSV Files in Excel

2024-06-02

**Note:** These screenshots were taken using **Microsoft Excel version 16.85**, other versions may not look the same. If these instructions do not work with your version of Excel, you may find other instructions by searching Google for: Import CSV into Excel

To open a CSV file in Excel, first open a blank spreadsheet.

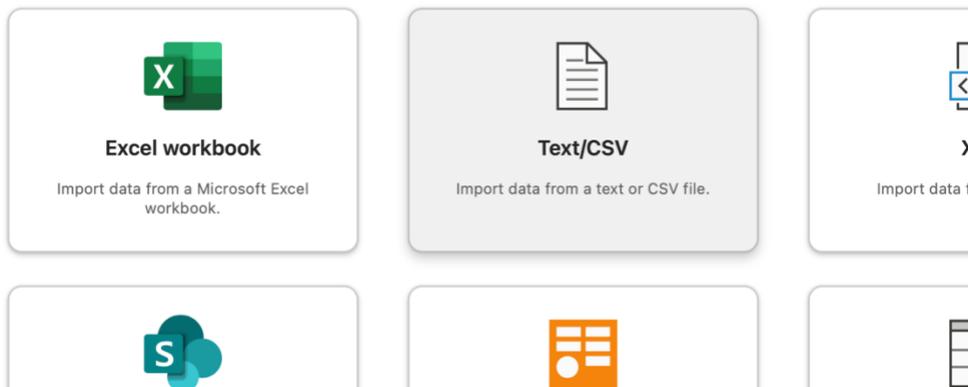
Locate the Data menu and select “Get Data (Power Query)”.



Choose Text/CSV:

## Choose data source

All File Online services Other



Then browse to the CSV file you wish to open and click Next:

## Connect to data source



**Text/CSV**

File

[Learn more](#)

### Connection settings

Select local file:

↑ Browse...

In the next popup change the "Data Type Detection" pick list to "Do not detect data types" this will prevent Excel from converting lot numbers like "1-23" into dates like "January 23"

File origin	Delimiter	Data type detection
65001: Unicode (UTF-8) ▼	Comma ▼	Do not detect data types ▼

Then click Load to load the csv.

## Instructions for older version Microsoft Excel 2016

To open a CSV file in Excel, first open a blank spreadsheet.

Locate the Data menu and select the "Import from Text/CSV"

Then browse to the CSV file you wish to open and click Import

In the next popup change the "Data Type Detection" pick list to "Do not detect data types" this will prevent Excel from converting lot numbers like "1-23" into dates like "January 23"

Then load the csv.