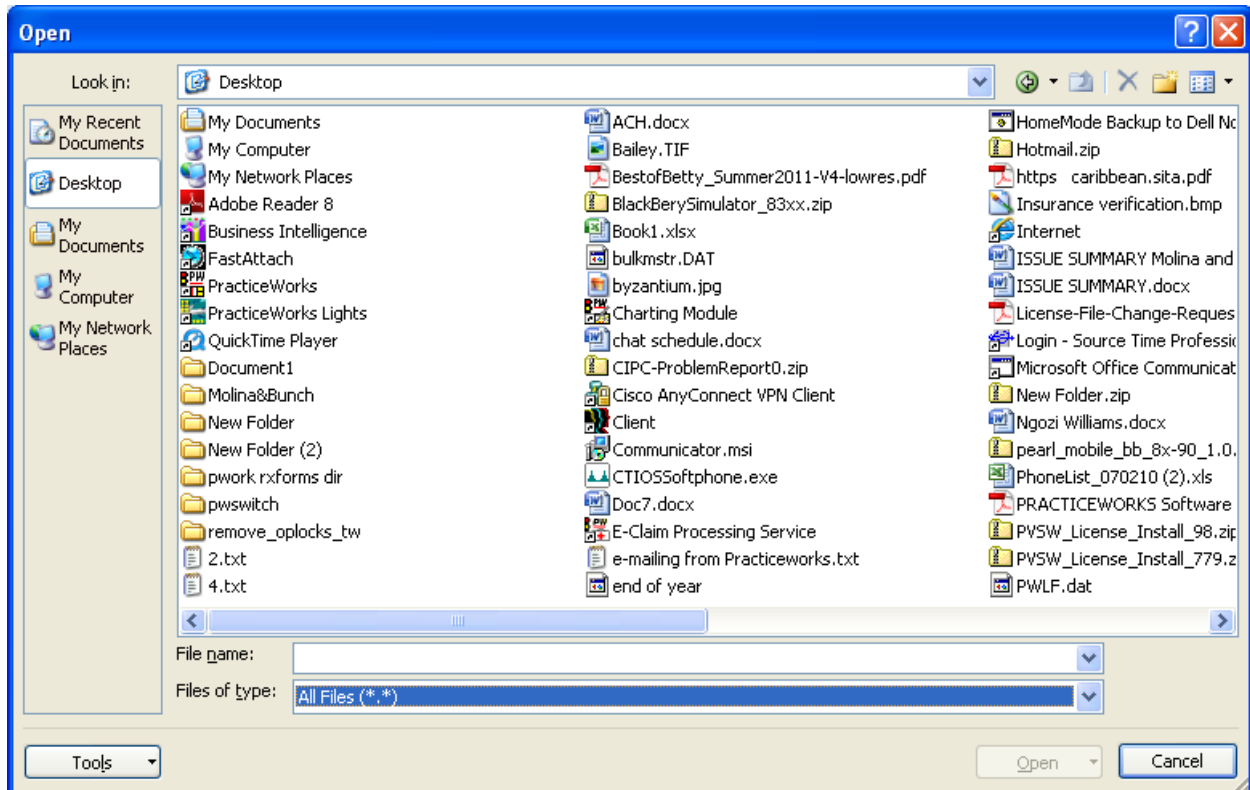
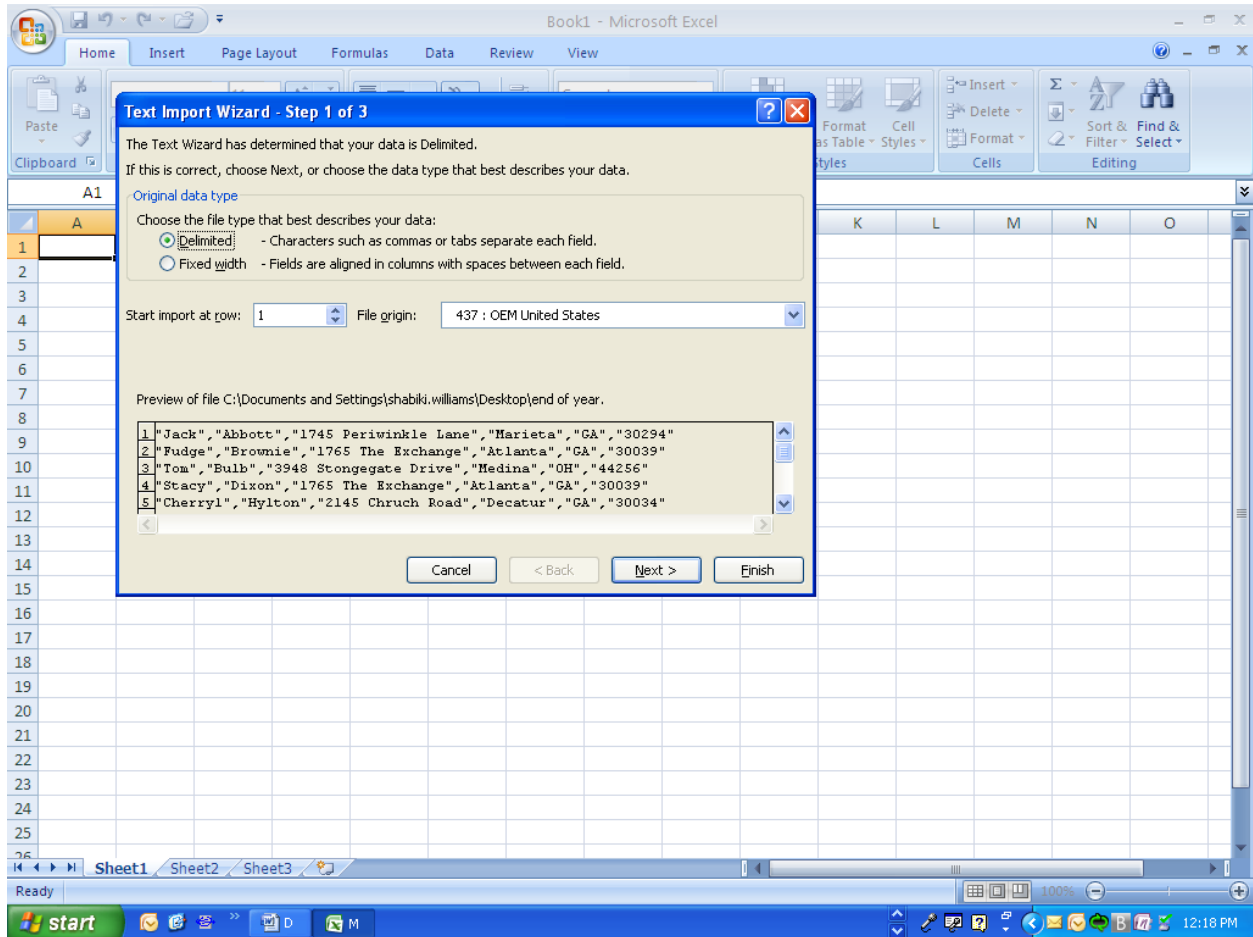


How to Open a Comma Delimited (.CSV) file . . .

[REV: Oct 21, 2011]



Select the file and click **Open**. You will get this screen (above).



Leave the button on "Delimited," and select **Next** .



Uncheck "Tab" and select "Comma."

Text Import Wizard - Step 2 of 3 ? ✕

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

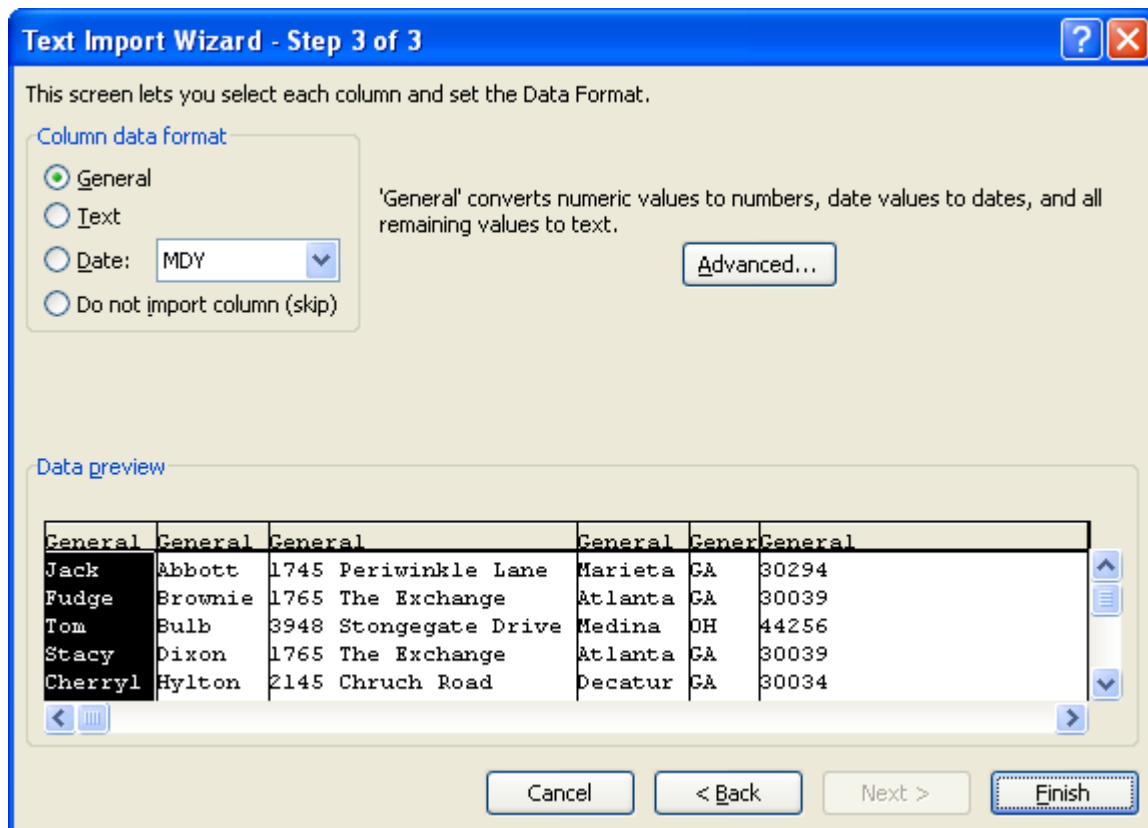
Text qualifier: "

Data preview

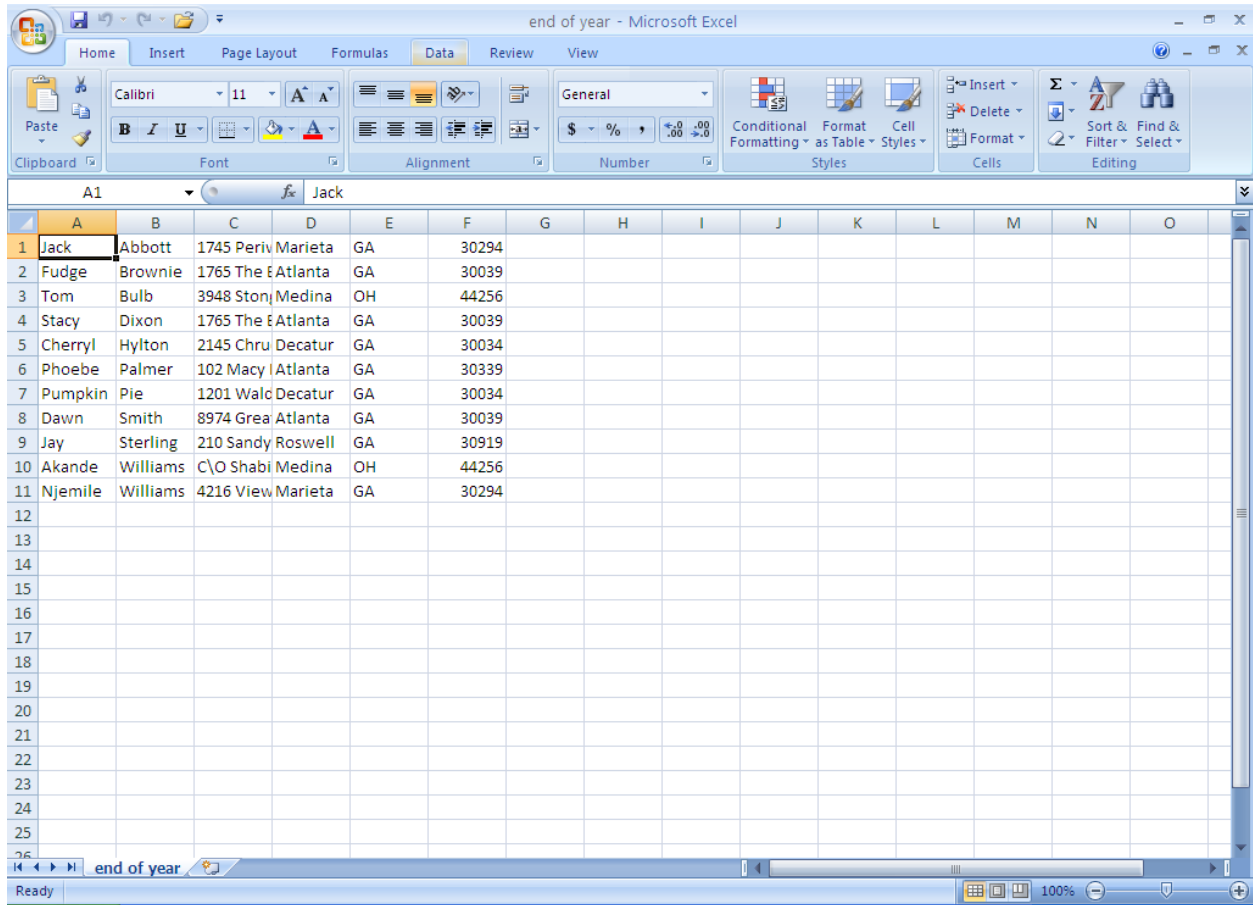
Jack	Abbott	1745 Periwinkle Lane	Marieta	CA	30294
Fudge	Brownie	1765 The Exchange	Atlanta	CA	30039
Tom	Bulb	3948 Stonegate Drive	Medina	OH	44256
Stacy	Dixon	1765 The Exchange	Atlanta	CA	30039
Cherryl	Hylton	2145 Chruch Road	Decatur	CA	30034

Cancel < Back Next > Finish

Click **Next**.



This screen will appear. Click **Finish**.



Select **File _ Save as**, select **Excel workbook**, and then select **Save**.