

# How to open a CSV-file in Excel (PC/MAC)



[Mr. WISEflow](#)

<https://wiseflow.zendesk.com/hc/en-gb/articles/115000709394-How-to-open-a-CSV-file-in-Excel-PC-MAC->

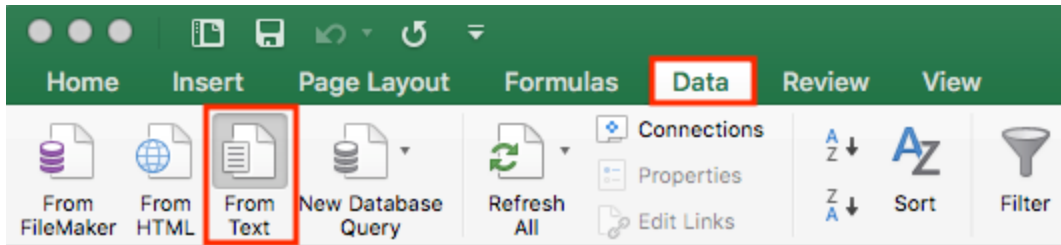
On multiple occasions while using WISEflow, it is possible to export lists of user or assessment data to a CSV-file. Here is how to open them on a PC or a MAC.

There are different ways to open CSV-files whether you have a older or newer version of Excel. The two examples below give you two methods shown on both Mac and PC. The method can differ on your specific system and version, but these two examples should give you an idea of how to do the same either way.

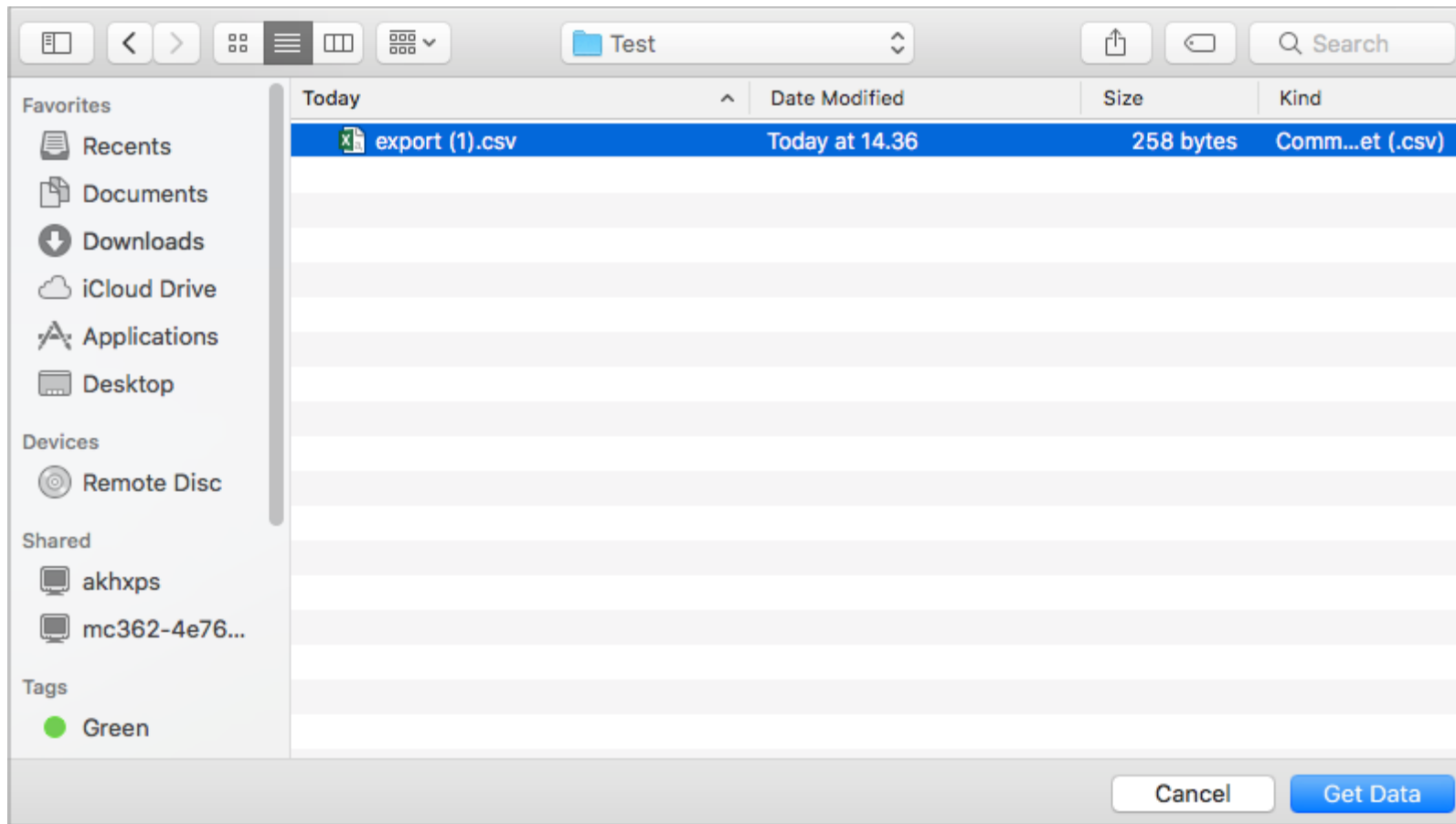
**Note:** It is important that you do not open the CSV-file directly in Excel, but instead open an empty spreadsheet and then using one of the methods below.

## Mac (Old versions of Excel)

1. Go to the *Data* tab and click on *From Text* and find the .csv file to open.



2. Find the CSV-file you downloaded from WISEflow in your file system and click *Get Data*.



This opens the *Text Import Wizard*.

3. Make sure that *File Origin* is set to Unicode (UTF-8). And that the option *Delimited* is checked off

Text Import Wizard - Step 1 of 3

**The Text Wizard has determined that your data is Fixed Width.**

If this is correct, choose Next, or choose the Data Type that best describes your data.

Delimited - Characters such as commas or tabs separate each field.
   
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 
File origin:

Preview of selected data:

**Preview of file /Users/benjaminzachariae/Desktop/Test/export (1).csv.**

```

1 "" , "UNI-C ID" , "CPR (visible)" , "First name(s)" , "Last name" , "Handed in" , "Hand in date" , "Assessment" , "Date
2 4 , , "David" , "Zachariae" , 0 , " , , "
3 1 , , "Benjamin" , "Zachariae" , 1 , "31-10-2017 16:23" , , "
4 2 , , "Rikke" , "Heisz" , 0 , " , , "
5 3 , , "Denis" , "Linde" , 0 , " , , "
6
7
8

```

If this is not the case, find, *Unicode (UTF-8)* from the drop-down menu and check *Delimited*.

4. "CSV" stands for "Comma-Separated-Values", meaning that columns are separated with commas in the file. For Excel to read this and convert them into actual columns, make sure that *Comma* is checked like below.

Text Import Wizard - Step 2 of 3

**This screen lets you set the delimiters your data contains.**

Delimiters

Tab  Treat consecutive delimiters as one

Semicolon

Comma

Space

Other:

Text qualifier: "

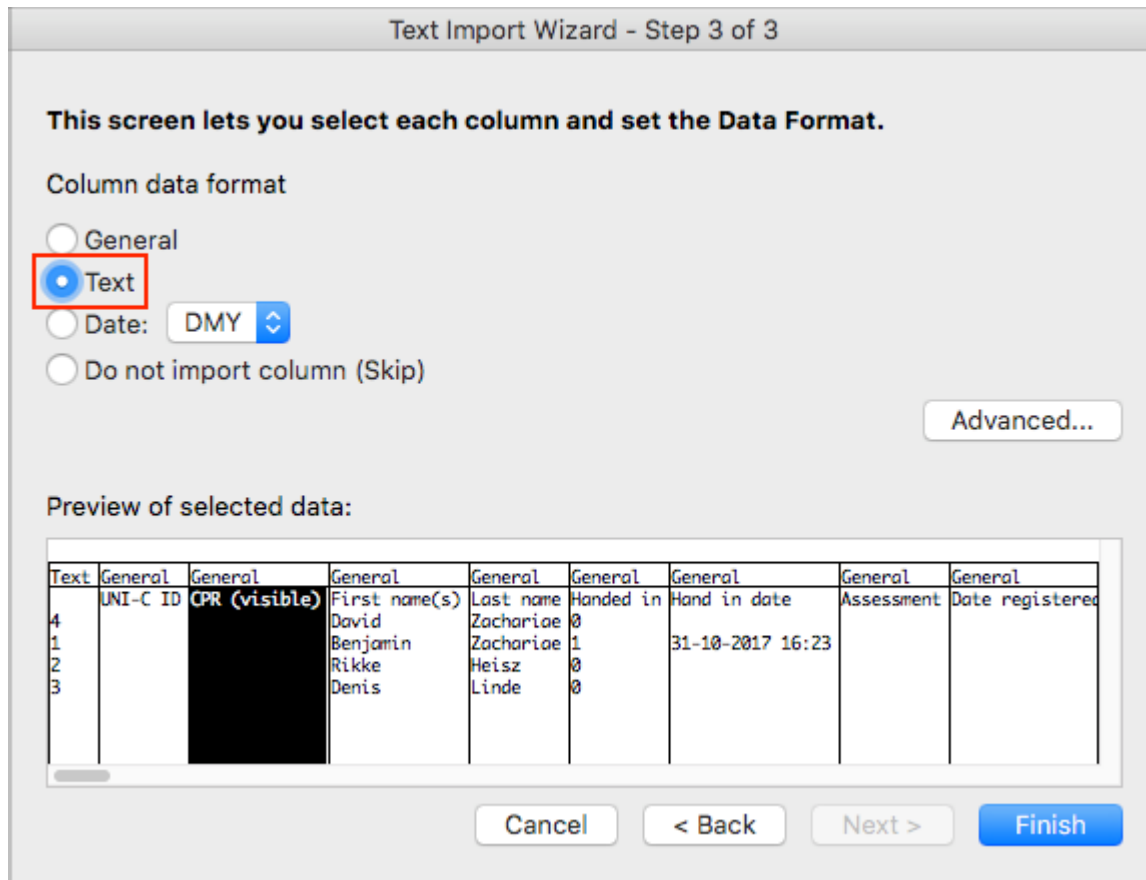
Preview of selected data:

	UNI-C ID	CPR (visible)	First name(s)	Last name	Handed in	Hand in date	Assessment	Date registered
4			David	Zachariae	0			
1			Benjamin	Zachariae	1	31-10-2017 16:23		
2			Rikke	Heisz	0			
3			Denis	Linde	0			

Cancel < Back Next > Finish

The preview below shows you how Excel will read the data. Play around with separators (e.g. comma, semicolon) until the preview is correct.

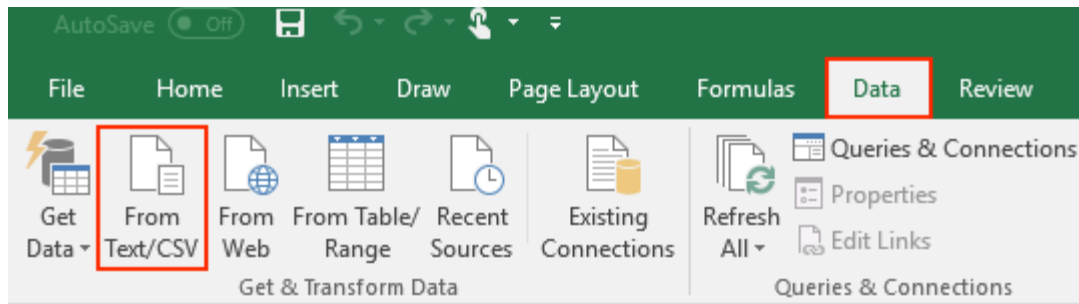
- It is possible that there are personal identification numbers (CPR) in one or more of the columns. Therefore, click the given column and set *Column data format* to *Text*, otherwise any 0's in front of the number might be deleted.



6. Click *Finish* and *OK* to finalise the import.

## PC (Newer versions of Excel)

1. Go to the *Data*-tab and select *From Text/CSV*.



2. Select the file you want to import from your file system and press *Get Data*.
3. This will open the following window:

export.csv

File Origin	Delimiter	Data Type Detection
65001: Unicode (UTF-8)	Comma	Based on entire dataset

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
<i>null</i>	UNI-C ID	Alt. id	Fornavn(e)	Efternavn	Afleveret	Afleveringsdato	Bedømmelse	Registreringsdato
1	demo 1		Demo	studerende 1	0			
2	demo 2		Demo	studerende 2	0			
3	demo 3		Demo	studerende 3	0			
4	demo 4		Demo	studerende 4	0			
5	demo 5		Demo	studerende 5	0			



4. Make sure that *File Origin* is set to *Unicode (UTF-8)*.
5. Make sure that *Delimiter* is set to *Comma*.
6. Click *Load*.