



**Rabobank**

# Import CSV format in Excel

*Manual*

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# 1 General

This manual provides a step by step guide how to import a CSV format in Excel and convert Text to columns. We explain two different ways to automate these steps using a Macro or via a Windows setting.

If you have further questions regarding Excel, please go to the support page of Microsoft.  
<https://support.office.com/nl-nl/excel>

## 1.1 Import CSV format in Excel

To import a CSV format in Excel, please do the following steps;

1. Go to [File] and [Open] and select the stored CSV file
2. Open the CSV file
3. Select column A
4. Click [Data] and [Text to Columns]
5. Click [Delimited] and [Next]
6. Choose delimiter [Comma] and click [Next]
7. Click [Finish]

## 1.2 Automate "Text to Columns" via Macro

If you repeatedly import CSV files and convert Text to Columns, you can record a Macro to automate the above listed steps. A macro is a set of actions that you use repeatedly. You can easily activate the macro via a shortcut key.

The Macro function is not displayed by default and you need to manually add it in the ribbon. You can add it to the ribbon via the following steps.

1. Go to File > Options > Customize Ribbon.
2. Under Customize the Ribbon and under Main Tabs, select the Developer check box.

To create a Macro, please do the following steps;

1. On [Developer] tab click [Record Macro]
2. Enter the name of the Macro in [Macro name] and choose the shortcut key.  
Click [OK] to start recording.
3. Execute all steps described in 1.1.
4. On [Developer] tab click [Stop Recording]
5. Your macro is now successfully recorded. You can activate the macro any time by using the shortcut key.

### **1.3 Automate “Text to columns” via Windows setting**

You can also automate the steps by changing a regional setting in Windows. When a CSV file (with comma as delimiter) is opened in Excel, it will automatically display the text in columns.

1. Go to [Start] and click [Control Panel]
2. Click [Clock, Language, and Region] and then click [Regional and Language Options]
3. The “Regional and Language Options” box appears
4. On the Formats tab click [Additional Settings]
5. Set [Decimal symbol] to [.] (=dot comma)
6. Set [List separator] to [,] (=comma)
7. Click [Apply]