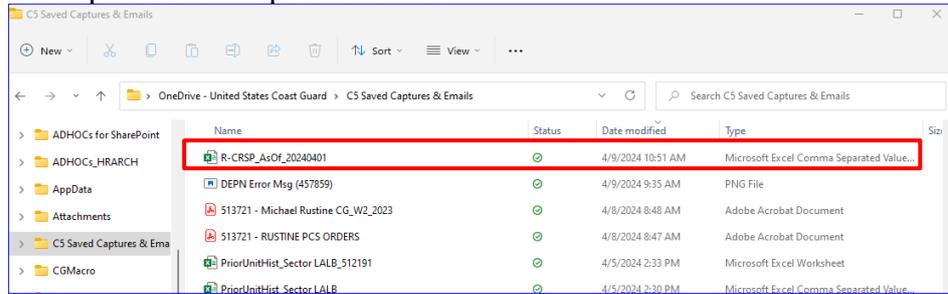


Converting a '.csv' File to an '.xls' File

Introduction

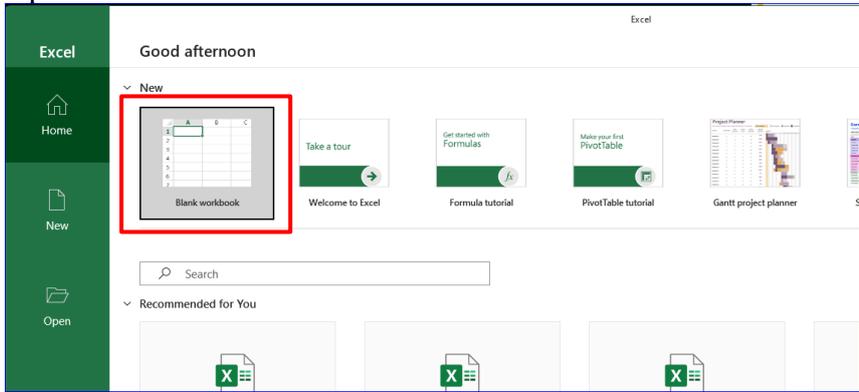
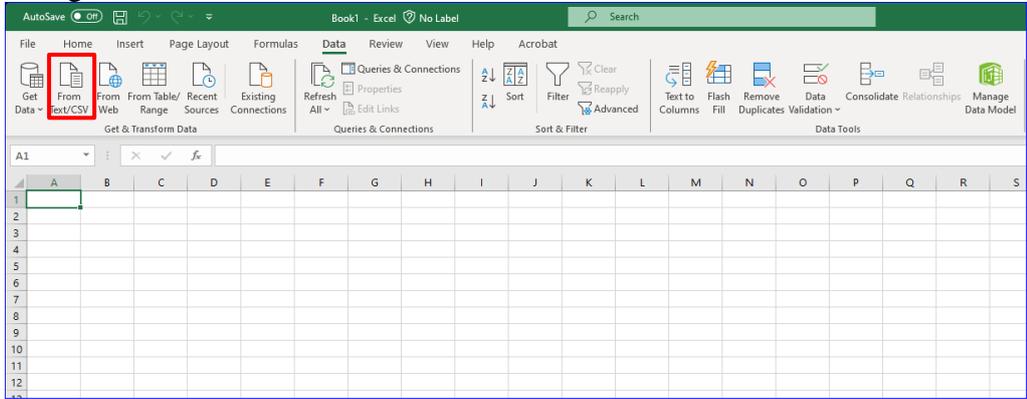
This guide provides the procedures for how to convert files in a comma separated or pipe separated (.csv) format to an .xls format.

NOTE: Unlike performing a Save As from .csv to .xls, this process retains formatting such as not dropping zeros at the beginning of numbers like zip-codes or Department IDs.



Procedures

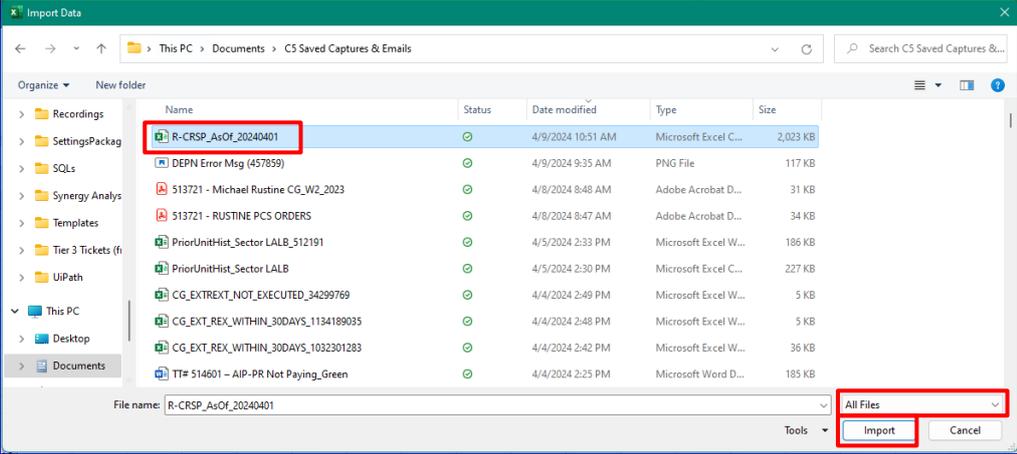
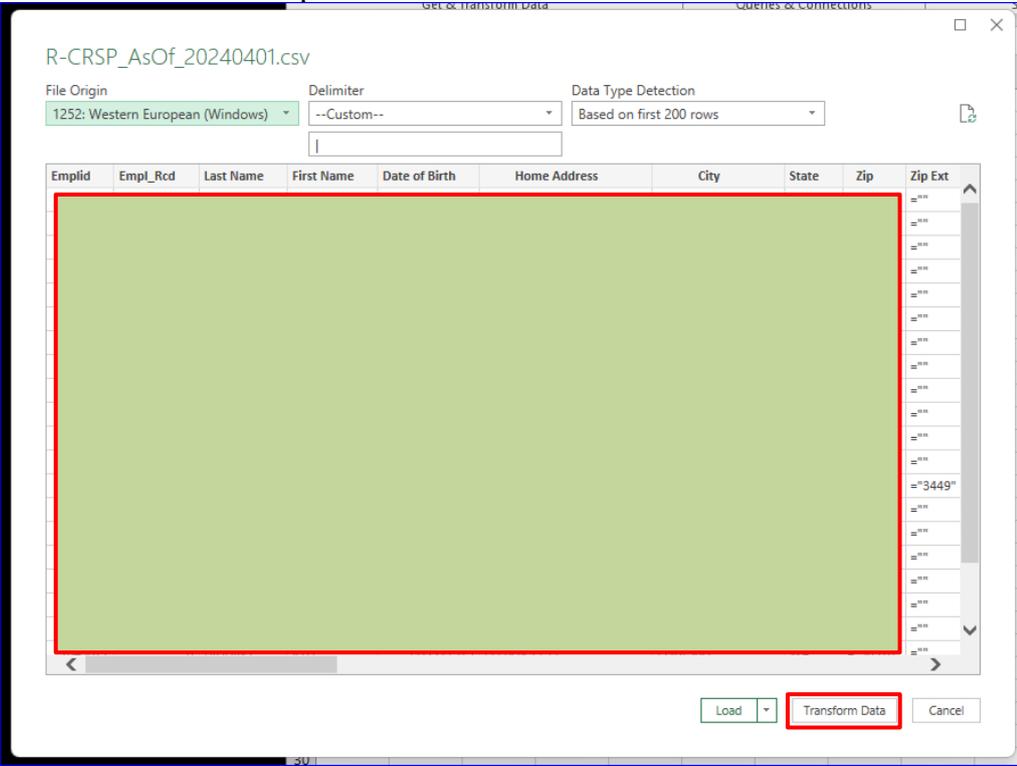
See below.

Step	Action
1	<p>Open EXCEL and select a new Blank workbook.</p> 
2	<p>Navigate to the Data tab and click From Text/CSV.</p> 

Continued on next page

Converting a '.csv' File to an '.xls' File, Continued

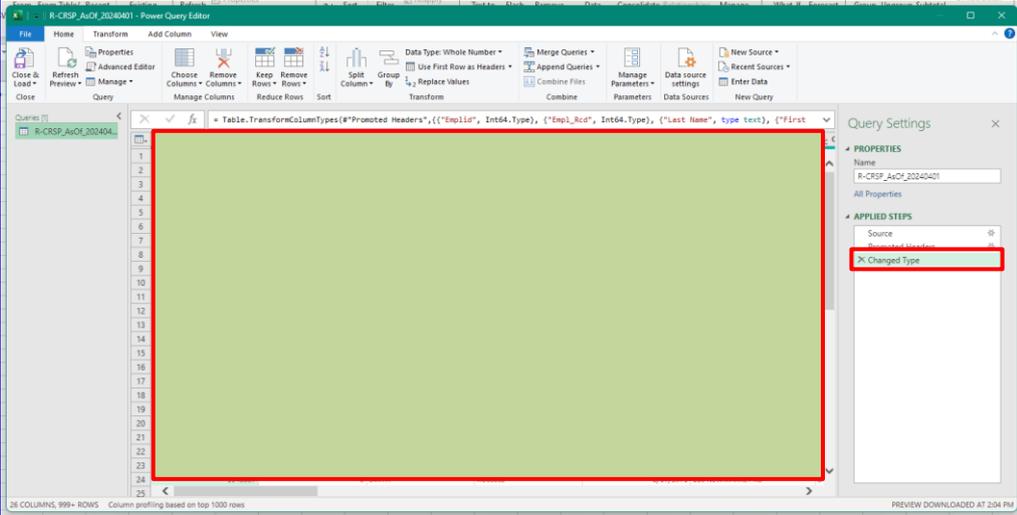
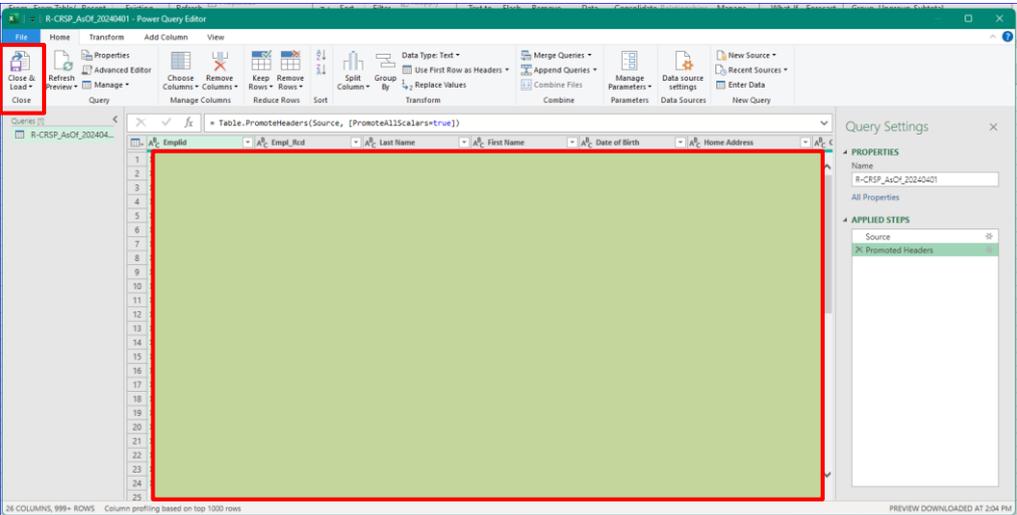
Procedures,
continued

Step	Action
3	<p>A new window will open – ensure All Files is selected then locate the file to be converted. Double-click the file name or click Import.</p> 
4	<p>Another window will open. Click Transform Data.</p> 

Continued on next page

Converting a '.csv' File to an '.xls' File, Continued

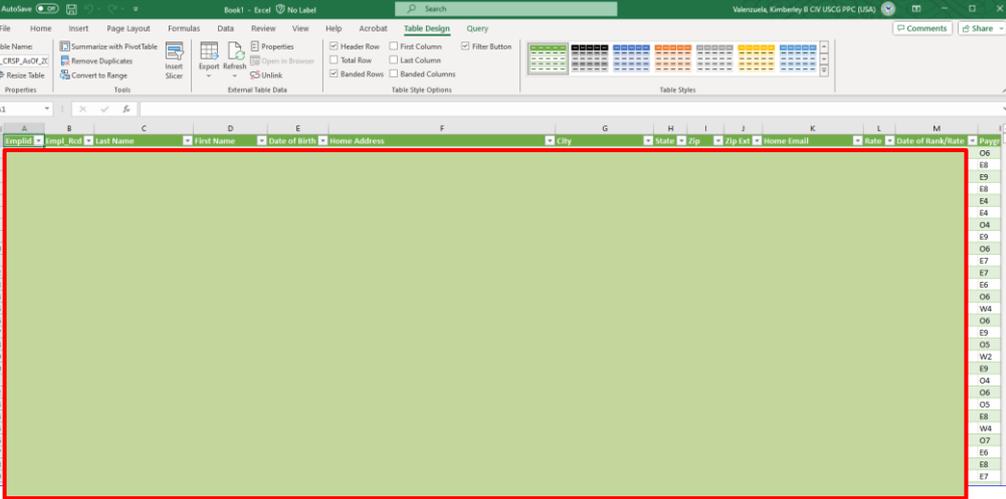
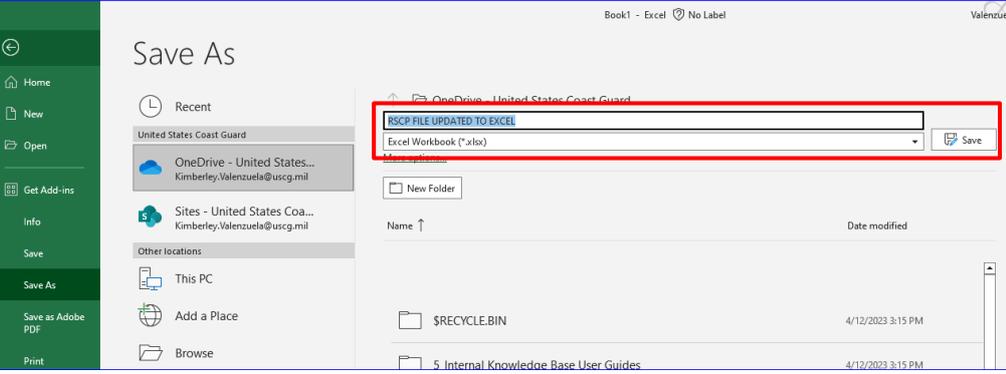
Procedures,
continued

Step	Action
5	<p>The Power Query Editor will open. Click 'X' Changed Type under Applied Steps.</p>  <p>The screenshot shows the Power Query Editor interface. The ribbon includes 'File', 'Home', 'Transform', 'Add Column', and 'View'. The main area displays a green preview of data. On the right, the 'Query Settings' pane is open, showing the 'APPLIED STEPS' section with 'Changed Type' selected and highlighted by a red box. The 'PROPERTIES' section shows the query name 'R-CRSP_Asof_20240401'.</p>
6	<p>Select Close & Load.</p>  <p>The screenshot shows the Power Query Editor interface. The ribbon is the same as in the previous step. The 'Close & Load' button in the 'File' group is highlighted with a red box. The main area shows a preview of data with column headers 'EmpId', 'Emp_Rcd', 'Last Name', 'First Name', 'Date of Birth', and 'Home Address'. The 'Query Settings' pane on the right shows the 'APPLIED STEPS' section with 'Promoted Headers' selected and highlighted by a red box. The 'PROPERTIES' section shows the query name 'R-CRSP_Asof_20240401'.</p>

Continued on next page

Converting a '.csv' File to an '.xls' File, Continued

Procedures,
continued

Step	Action
<p>7</p>	<p>Review the spreadsheet.</p>  <p>The screenshot shows the Microsoft Excel interface. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Acrobat, Table Design, and Query. The spreadsheet has a green background and a red border around the data area. The columns are labeled: EmpID, EmpL_Nod, Last Name, First Name, Date of Birth, Home Address, City, State, Zip, Zip Ext, Home Email, State, Date of Rank/Rate, and Payg.</p>
<p>8</p>	<p>Remember to SAVE new file as an .xls!!!</p>  <p>The screenshot shows the 'Save As' dialog box in Microsoft Excel. The file name is 'RSCP FILE UPDATED TO EXCEL' and the file type is 'Excel Workbook (*.xls)'. The dialog box is open to the 'OneDrive - United States Coast Guard' location. The 'Save' button is highlighted.</p>