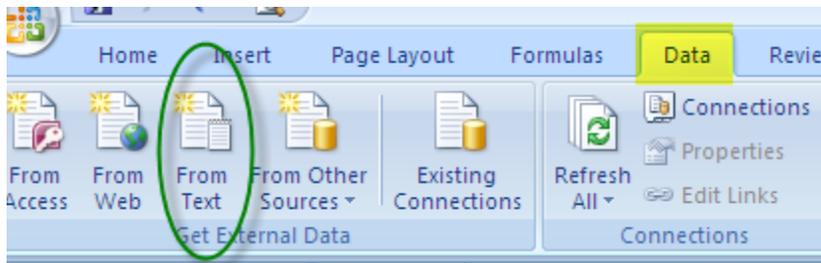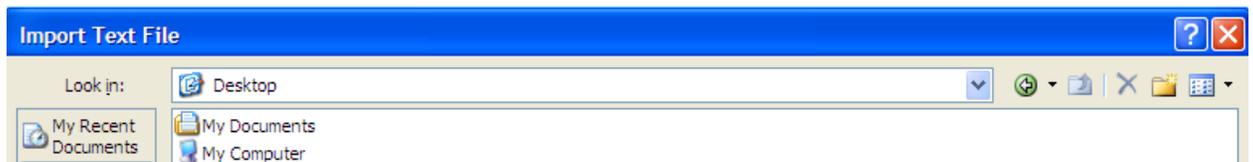# Excel Import of CSV File

The following steps will walk you through the process of opening a comma separated value (csv) file in Excel in order to retain numeric values with lead zeros. If a csv file is opened in Excel without first formatting the file, any leading zeros will not be displayed. If the file is then saved in the Excel format, the lead zeros will be lost.

You can utilize the Import functionality of the Excel to retain the leading zeroes in CSV files.
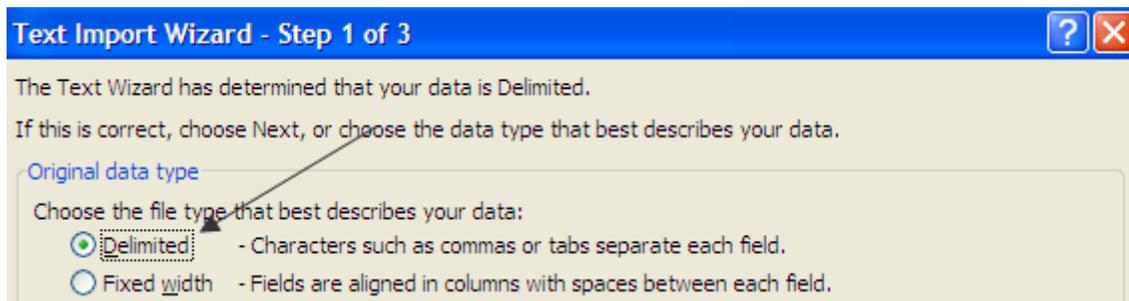
    1. Open a blank Excel Spreadsheet.

    2. From the Data tab, click on "From Text"
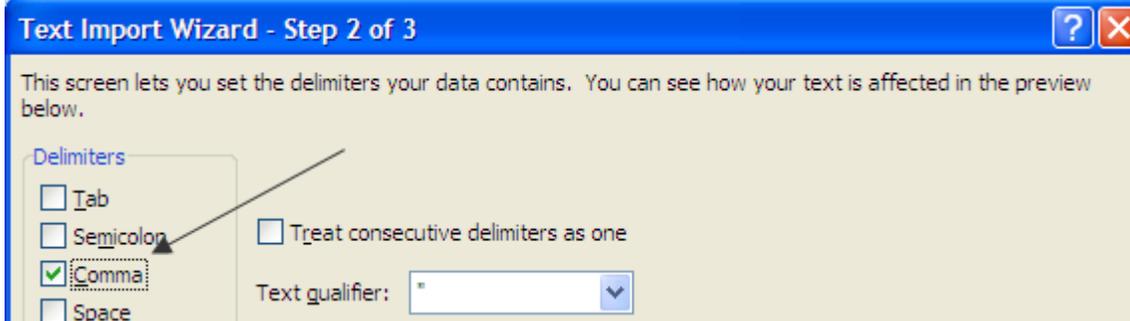

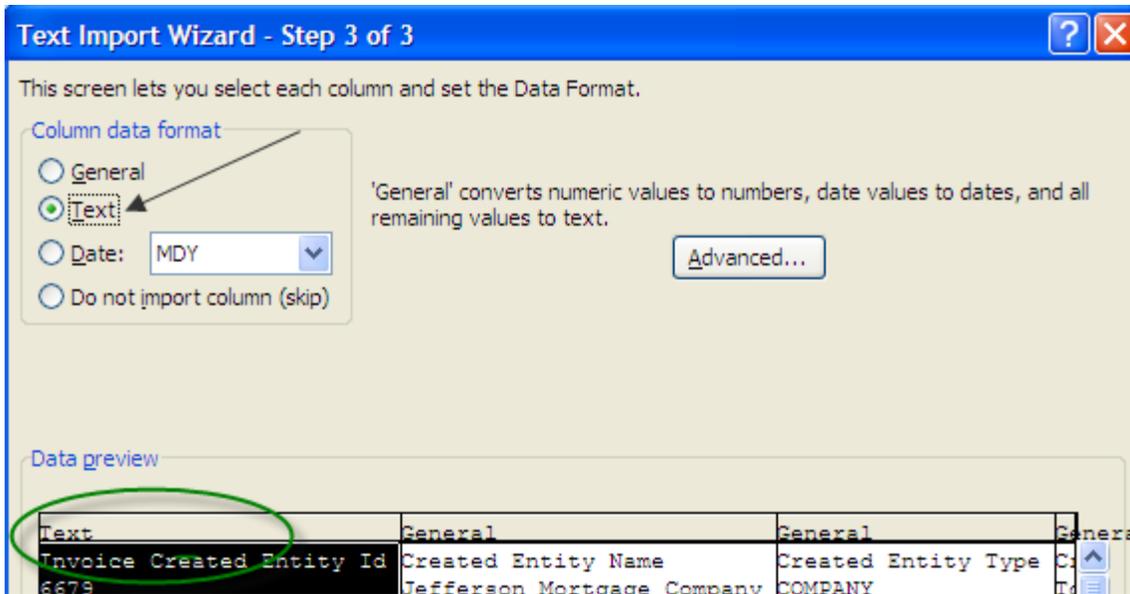   3. Select the .CSV file.

    4. Choose the file type as "Delimited"

5. Choose "Comma" as the Delimiters

6. Select the column that should retain the zeroes and choose "Text" from the "Column Data Format" section.

7. Click on Finish.

8. Select the first cell in the spreadsheet and click on OK. The Excel spreadsheet will be populated with the csv data.