

Converting .csv files to .xlsx files

When files are downloaded from MyLIASA, it is downloaded in .csv format. Some computers are set to automatically convert it to an Excel file, while in other cases it needs to be done manually. If you open your file and all the information is in one line, and not in columns, then you need to convert the file.

From this:

The screenshot shows an Excel spreadsheet with a single line of CSV data for each row. The data is as follows:

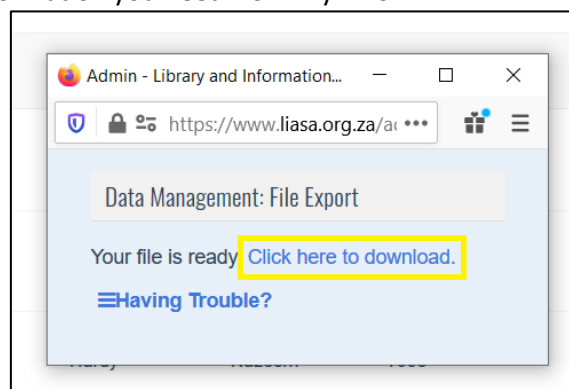
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First_Name,"	Last_Name","	Nickname","	Constituent_ID","	Date_Membership_Expires","	Employer_Name","	Primary_Group","	Approved_Site_Member"							
2	Nicolette,"	Crowster","	Nikki","	2389","	2020-12-31 00:00:00","	University of Cape Town","	Branch: Western Cape","	Yes"							
3	Annamarie,"	Goosen","	Annamarie","	907","	2020-12-31 00:00:00","	LIASA","	Branch: Gauteng North","	Yes"							
4	Naziem,"	Hardy","	Nazeem","	1603","	2020-12-31 00:00:00","	Cape Town Libraries","	Branch: Western Cape","	Yes"							
5	Nohra,"	Moerat","	Nohra","	343","	2021-12-31 00:00:00","	Retired","	Branch: Western Cape","	Yes"							
6	Steve N,"	Mokhabukhi","	Steve","	1412","	2020-12-31 00:00:00","	Ba-Phalaborwa Municipal Libraries","	Branch: Limpopo","	Yes"							
7	Teboho,"	Morajane","	Teboho","	3365","	2020-12-31 00:00:00","	Dept Education North West","	Branch: North West","	Yes"							
8	Linda,"	Ntaka","	Linda","	4087","	2019-12-31 00:00:00","	Cape Town Libraries","	Branch: Western Cape","	Yes"							
9	Mokgadi,"	Senyolo","	Rebecca","	1647","	2021-12-31 00:00:00","	UNISA","	Branch: Gauteng North","	Yes"							
10	Wynand,"	Van der Walt","	Wynand","	1583","	2020-12-31 00:00:00","	Rhodes University","	Branch: Eastern Cape","	Yes"							
11	Senovia,"	Welman","	Senovia","	2537","	2020-12-31 00:00:00","	University of the Free State","	Branch: Free State","	Yes"							

To this:

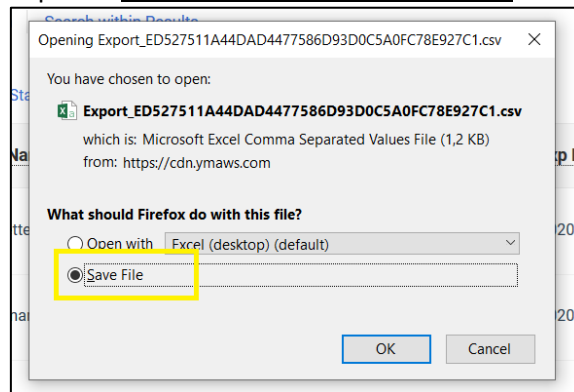
The screenshot shows an Excel spreadsheet with the CSV data converted into columns. The data is as follows:

	A	B	C	D	E	F	G
1	First_Name	Last_Name	Nickname	Date_Membership_Expires	Employer_Name	Primary_Group	Approved_Site_Member
2	Nicolette	Crowster	Nikki	2020-12-31 00:00:00	University of Cape Town	Branch: Western Cape	Yes
3	Annamarie	Goosen	Annamarie	2020-12-31 00:00:00	LIASA	Branch: Gauteng North	Yes
4	Naziem	Hardy	Nazeem	2020-12-31 00:00:00	Cape Town Libraries	Branch: Western Cape	Yes
5	Nohra	Moerat	Nohra	2021-12-31 00:00:00	Retired	Branch: Western Cape	Yes
6	Steve N	Mokhabukhi	Steve	2020-12-31 00:00:00	Ba-Phalaborwa Municipal Libraries	Branch: Limpopo	Yes
7	Teboho	Morajane	Teboho	2020-12-31 00:00:00	Dept Education North West	Branch: North West	Yes
8	Linda	Ntaka	Linda	2020-12-31 00:00:00	Cape Town Libraries	Branch: Western Cape	Yes
9	Mokgadi	Senyolo	Rebecca	2021-12-31 00:00:00	UNISA	Branch: Gauteng North	Yes
10	Wynand	Van der Walt	Wynand	2020-12-31 00:00:00	Rhodes University	Branch: Eastern Cape	Yes
11	Senovia	Welman	Senovia	2020-12-31 00:00:00	University of the Free State	Branch: Free State	Yes

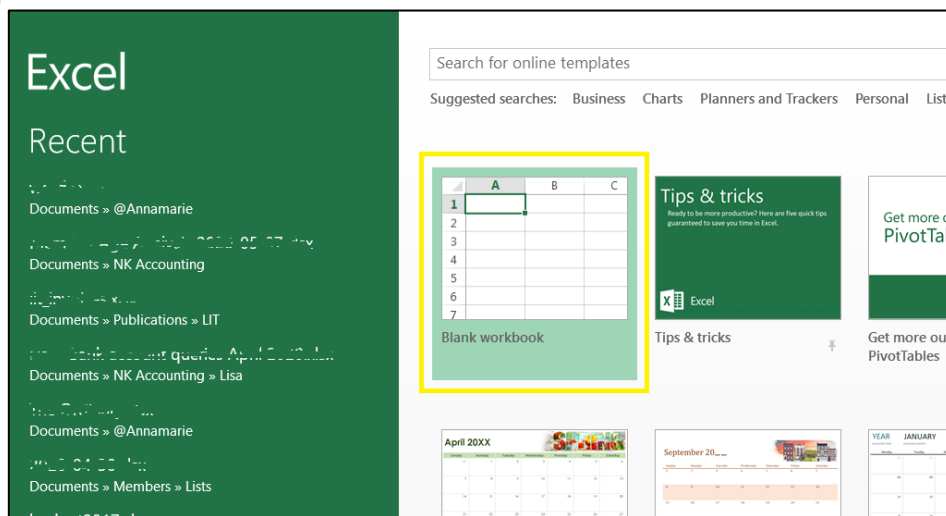
1. Download the information you need from My LIASA



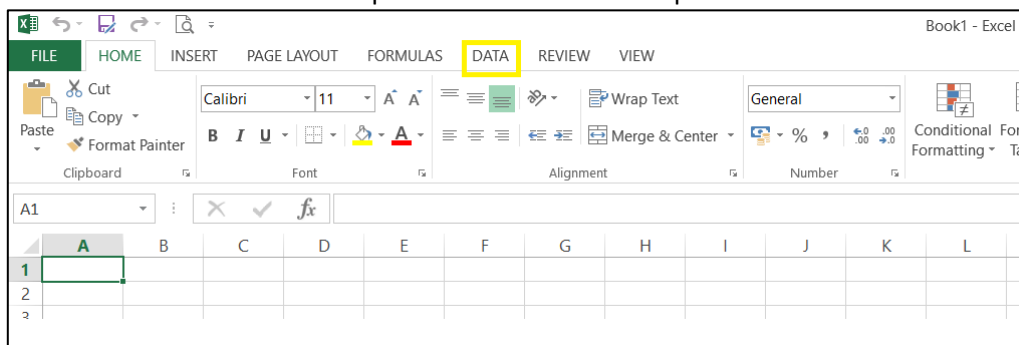
- Once downloaded you'll be presented with the options to either open or save it. Select the option to **Save File** option. Do take note of where it is saved.



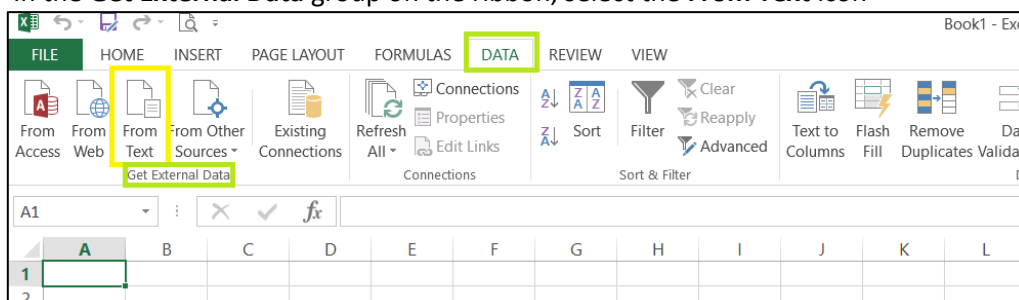
- Open a new Excel workbook



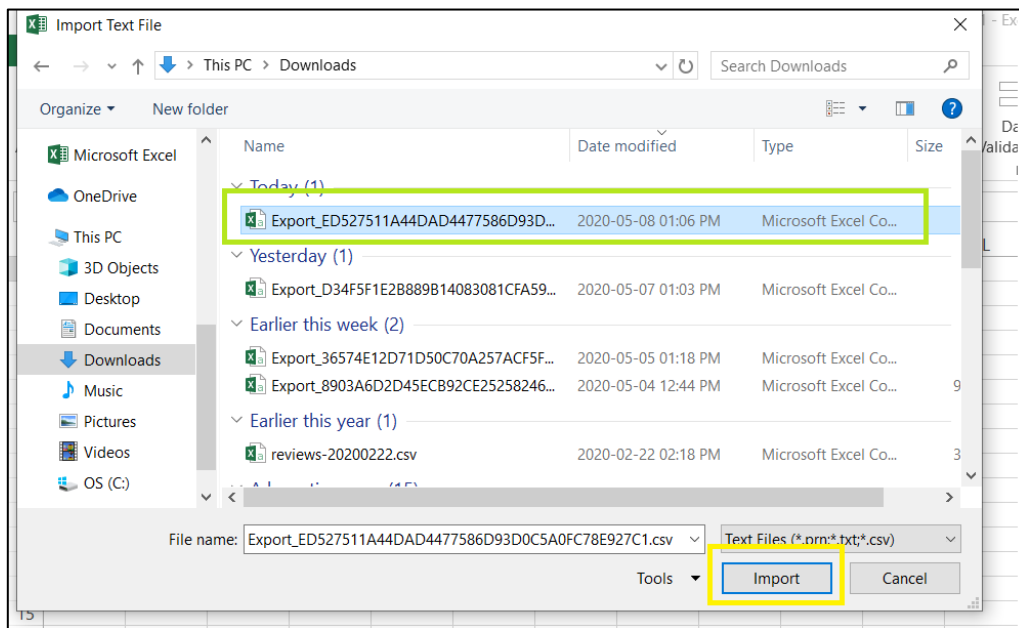
- Click on the **Data** tab at the top for the data ribbon to open.



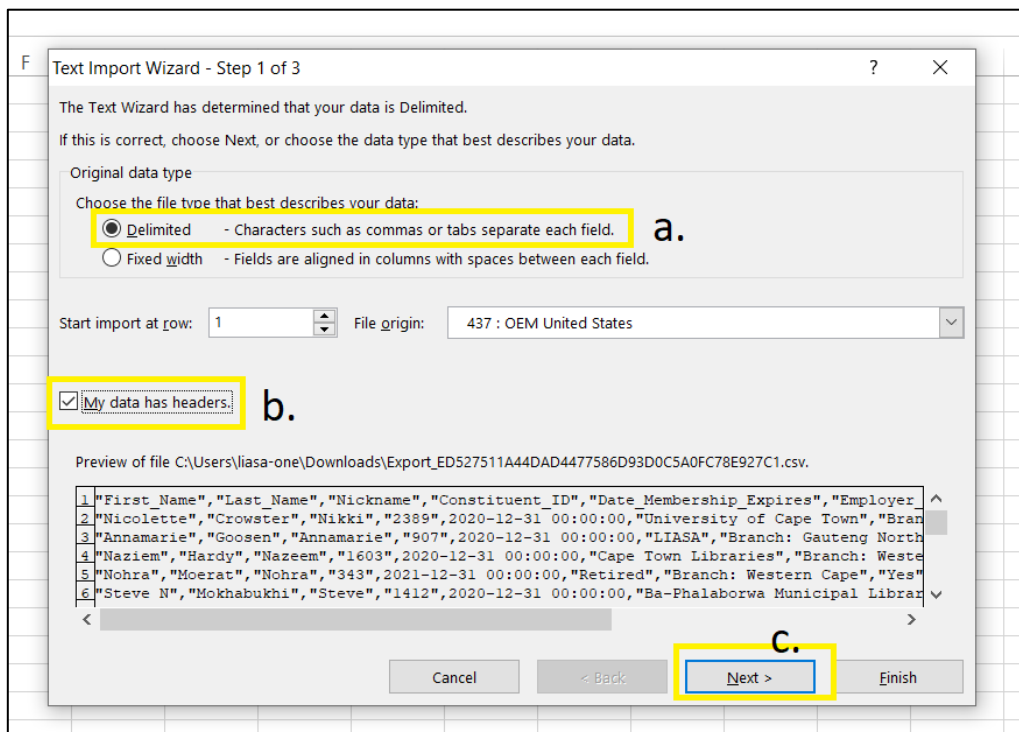
- In the **Get External Data** group on the ribbon, select the **From Text** icon



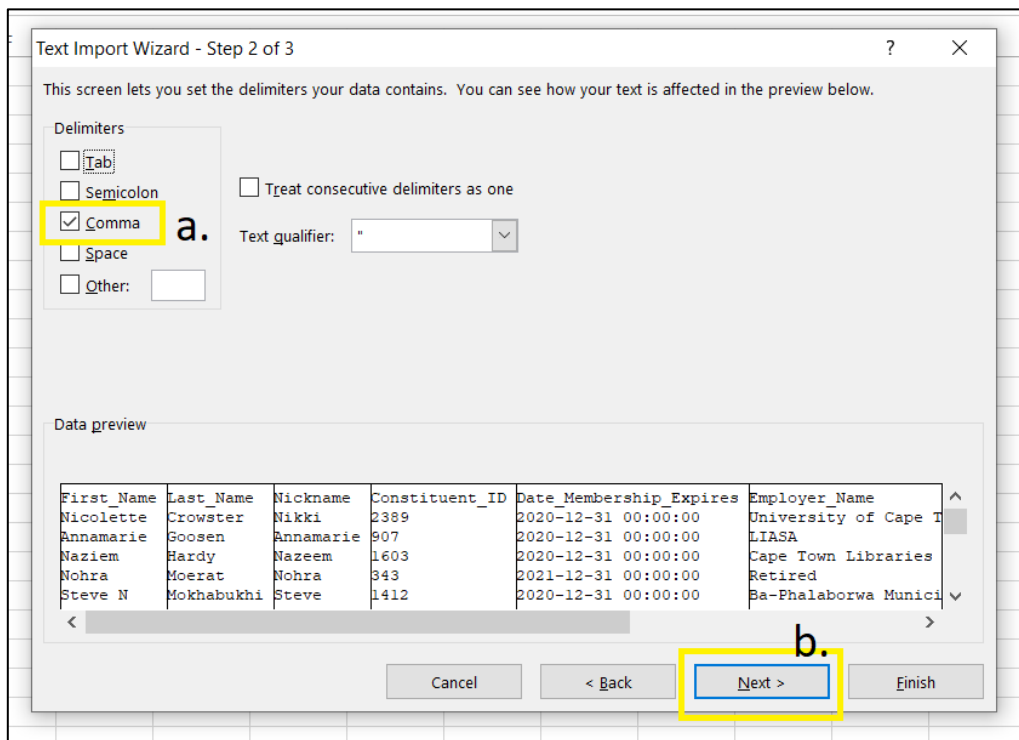
6. This will open the Import Text file textbox. Search for the document where you saved it, and import it.



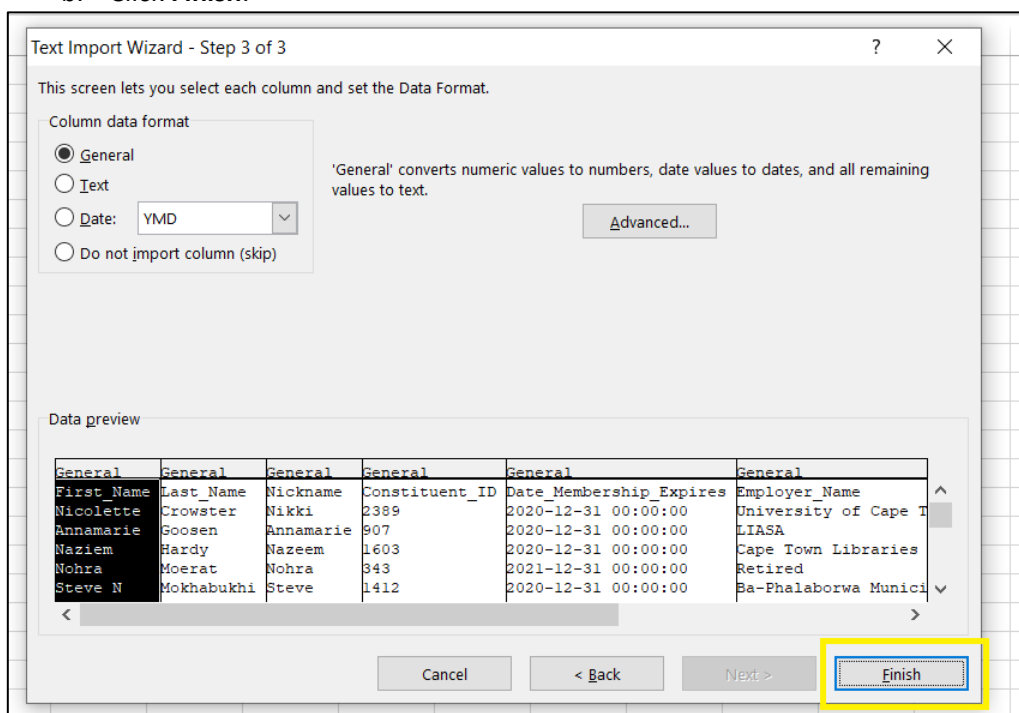
7. The Text Import Wizard – Step 1 of 3 will open.
 - a. In the Original Data Type, select the **Delimited** radio button.
 - b. Next check the box next to **My Data Has Headers**.
 - c. Click the **Next** button.



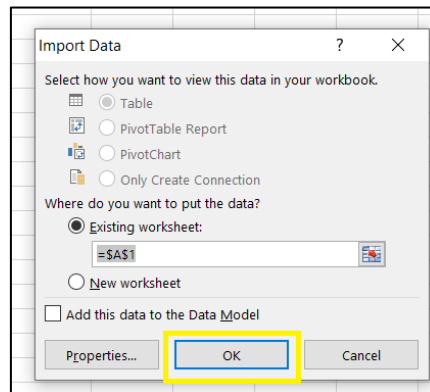
8. The Text Import Wizard – Step 2 of 3 will now open.
 - a. In the Delimiters box select the option **Comma**. You will see the information in the preview box below jump into the columns.
 - b. Click the **Next** button.



9. The Text Import Wizard – Step 3 of 3 will now open.
 - a. If any of the information in the columns need to be in a different format than what it is now, you can select a different option than the default of General. If for instance you need ID numbers or telephone numbers you might change those columns to e.g. Text. Contact the LNO if you need instruction on this step.
 - b. Click **Finish**.



10. The Import Data text box will open.
 - a. You can leave all the fields as it is, and just ..
 - b. Click **OK**.



11. The spreadsheet will be populated with the information in columns that is much more user friendly than the CSV files.

	A	B	C	D	E	F	G
1	First_Name	Last_Name	Nickname	Date_Membership_Expires	Employer_Name	Primary_Group	Approved_Site_Member
2	Nicolette	Crowster	Nikki	2020-12-31 00:00	University of Cape Town	Branch: Western Cape	Yes
3	Annamarie	Goosen	Annamarie	2020-12-31 00:00	LIASA	Branch: Gauteng North	Yes
4	Naziem	Hardy	Nazeem	2020-12-31 00:00	Cape Town Libraries	Branch: Western Cape	Yes
5	Nohra	Moerat	Nohra	2021-12-31 00:00	Retired	Branch: Western Cape	Yes
6	Steve N	Mokhabukhi	Steve	2020-12-31 00:00	Ba-Phalaborwa Municipal Libraries	Branch: Limpopo	Yes
7	Teboho	Morajane	Teboho	2020-12-31 00:00	Dept Education North West	Branch: North West	Yes
8	Linda	Ntaka	Linda	2020-12-31 00:00	Cape Town Libraries	Branch: Western Cape	Yes
9	Mokgadi	Senyolo	Rebecca	2021-12-31 00:00	UNISA	Branch: Gauteng North	Yes
10	Wynand	Van der Walt	Wynand	2020-12-31 00:00	Rhodes University	Branch: Eastern Cape	Yes
11	Senovia	Welman	Senovia	2020-12-31 00:00	University of the Free State	Branch: Free State	Yes