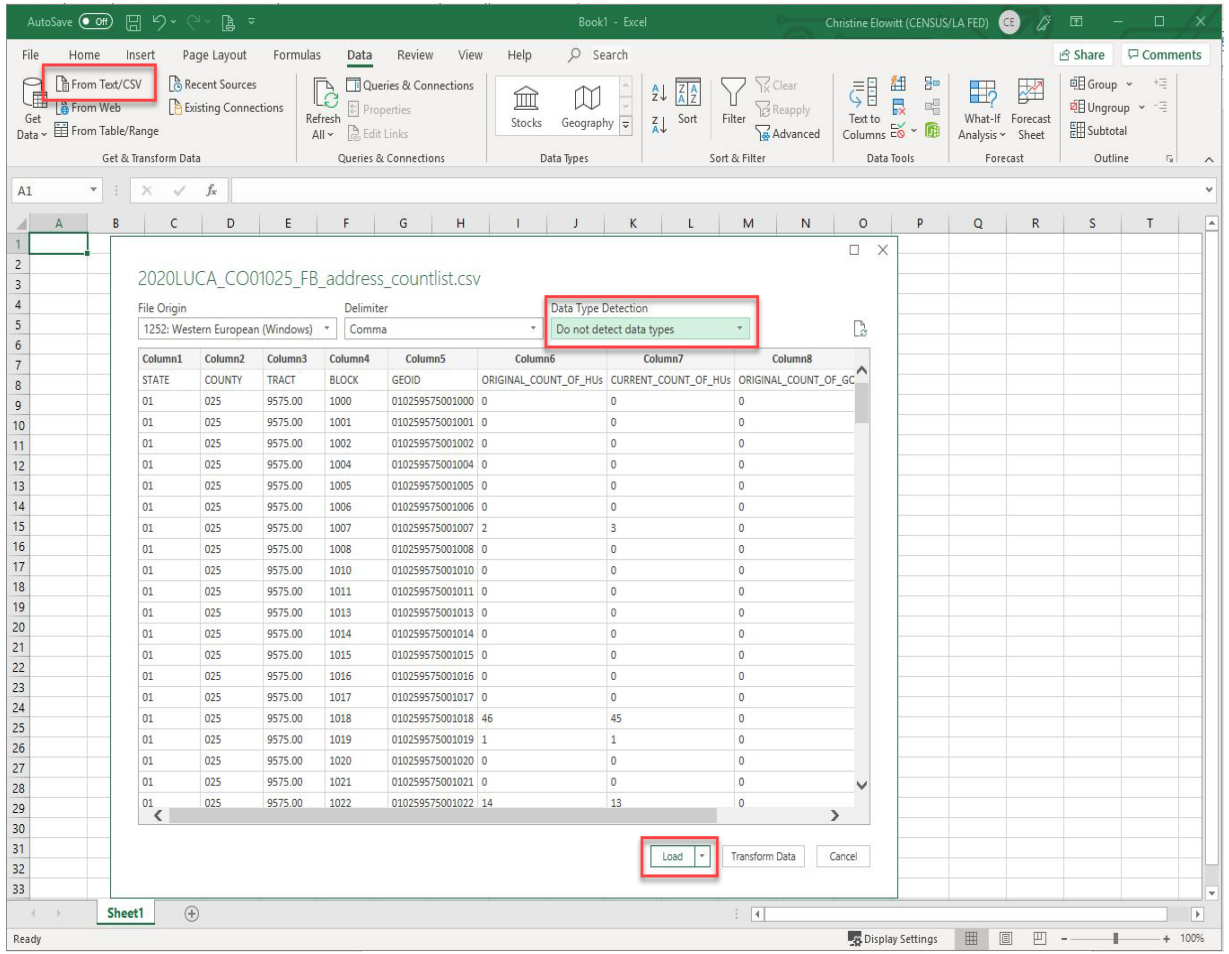
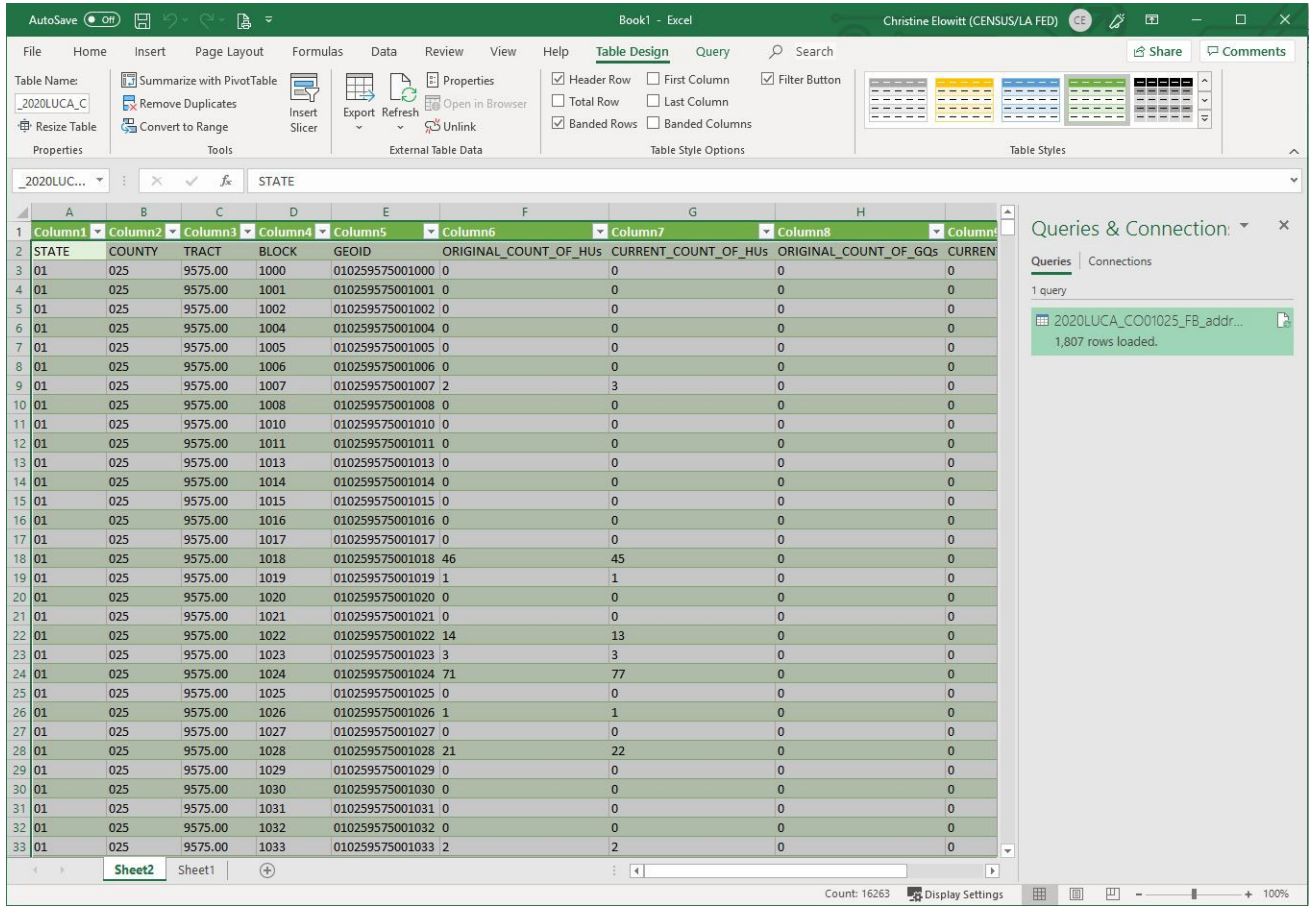
Opening .csv files in Microsoft Excel – Microsoft Office 365:

- Launch Microsoft Excel and open a blank workbook.
- On the ***Data*** Menu at the top of the screen, click –***From Text/CSV.***
- Navigate to the correct file, click on it, and choose “Import”.
- Change Data Type Detection to “Do not detect data types”.
- Click “Load”.



Opening .csv files in Microsoft Excel – Microsoft Office 365:

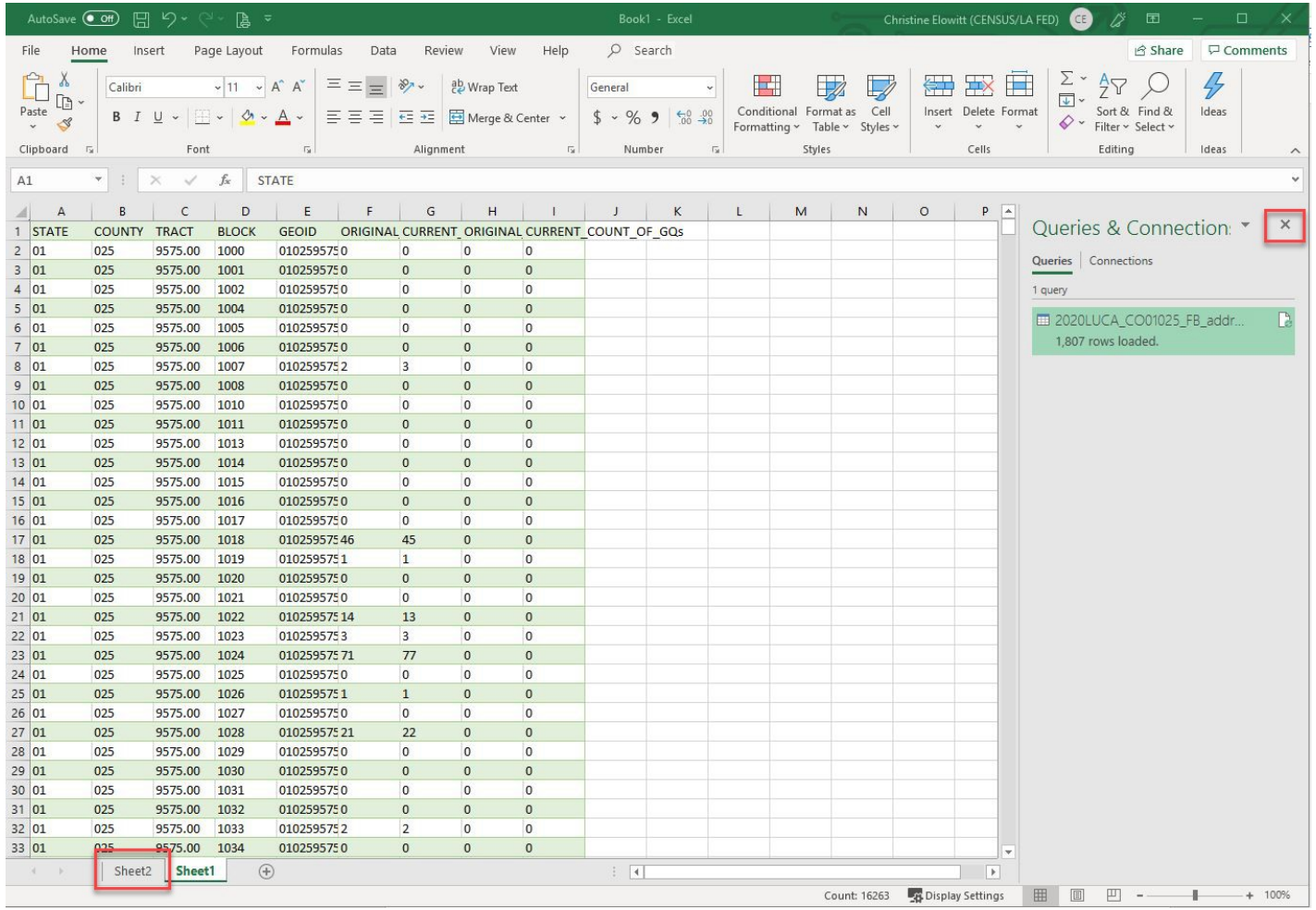
- Excel will put your data onto a new sheet as a query.
- Copy all cells starting at cell A2 all the way down and to the right.
- Return to sheet 1 and paste the cells there.



Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
STATE	COUNTY	TRACT	BLOCK	GEOID	ORIGINAL_COUNT_OF_HUs	CURRENT_COUNT_OF_HUs	ORIGINAL_COUNT_OF_GQs	CURREN
01	025	9575.00	1000	010259575001000	0	0	0	0
01	025	9575.00	1001	010259575001001	0	0	0	0
01	025	9575.00	1002	010259575001002	0	0	0	0
01	025	9575.00	1004	010259575001004	0	0	0	0
01	025	9575.00	1005	010259575001005	0	0	0	0
01	025	9575.00	1006	010259575001006	0	0	0	0
01	025	9575.00	1007	010259575001007	2	3	0	0
01	025	9575.00	1008	010259575001008	0	0	0	0
01	025	9575.00	1010	010259575001010	0	0	0	0
01	025	9575.00	1011	010259575001011	0	0	0	0
01	025	9575.00	1013	010259575001013	0	0	0	0
01	025	9575.00	1014	010259575001014	0	0	0	0
01	025	9575.00	1015	010259575001015	0	0	0	0
01	025	9575.00	1016	010259575001016	0	0	0	0
01	025	9575.00	1017	010259575001017	0	0	0	0
01	025	9575.00	1018	010259575001018	46	45	0	0
01	025	9575.00	1019	010259575001019	1	1	0	0
01	025	9575.00	1020	010259575001020	0	0	0	0
01	025	9575.00	1021	010259575001021	0	0	0	0
01	025	9575.00	1022	010259575001022	14	13	0	0
01	025	9575.00	1023	010259575001023	3	3	0	0
01	025	9575.00	1024	010259575001024	71	77	0	0
01	025	9575.00	1025	010259575001025	0	0	0	0
01	025	9575.00	1026	010259575001026	1	1	0	0
01	025	9575.00	1027	010259575001027	0	0	0	0
01	025	9575.00	1028	010259575001028	21	22	0	0
01	025	9575.00	1029	010259575001029	0	0	0	0
01	025	9575.00	1030	010259575001030	0	0	0	0
01	025	9575.00	1031	010259575001031	0	0	0	0
01	025	9575.00	1032	010259575001032	0	0	0	0
01	025	9575.00	1033	010259575001033	2	2	0	0

Opening .csv files in Microsoft Excel – Microsoft Office 365:

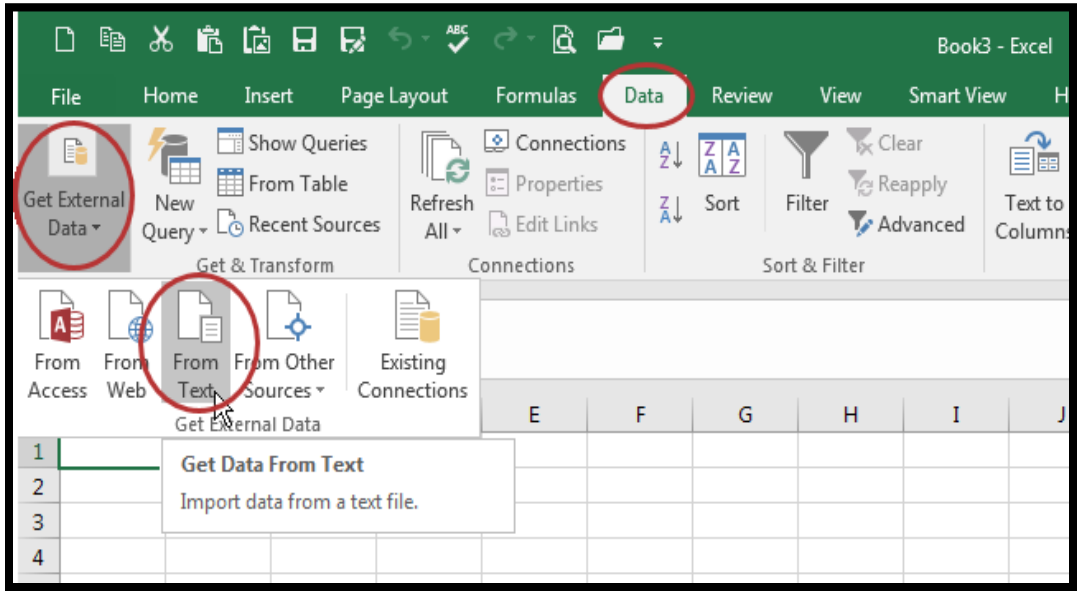
- You can now close the Queries & Connections window.
- Delete Sheet 2
- Save as an Excel file



Opening .csv files in older versions of Microsoft Excel:

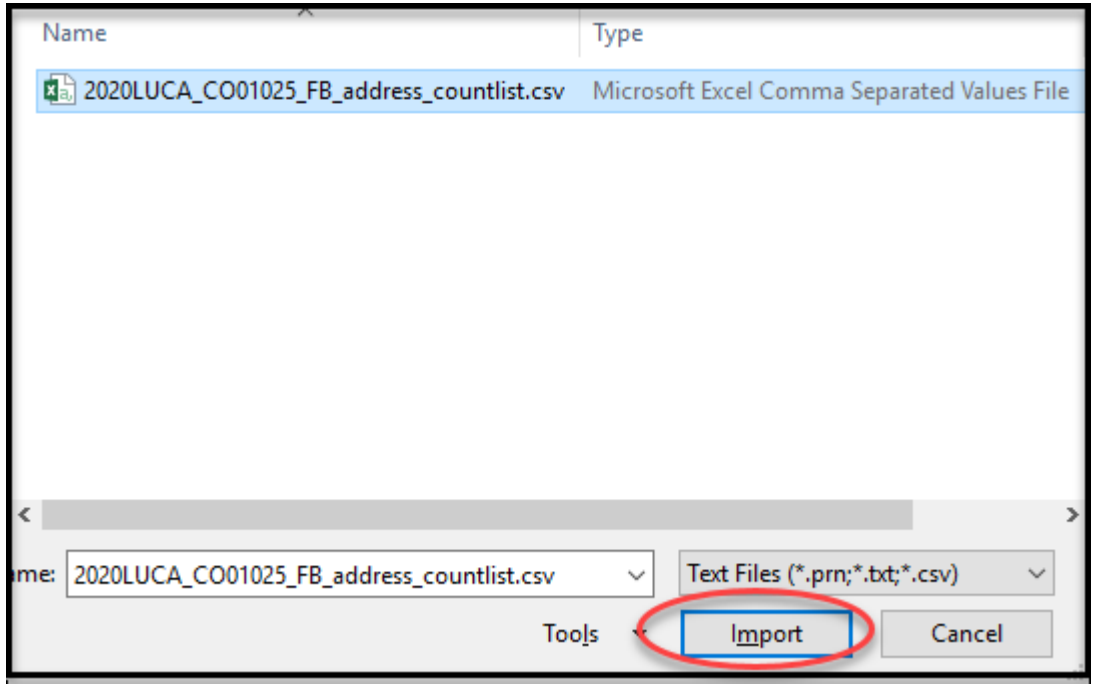
Data – Get External Data – From Text

- Launch Microsoft Excel and open a blank workbook.
- Choose ***Data – Get External Data – From Text.***

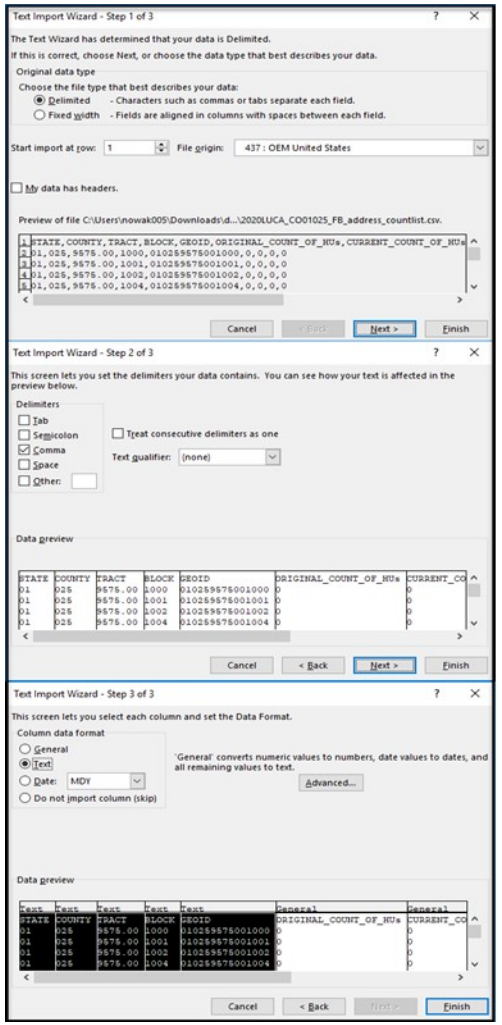
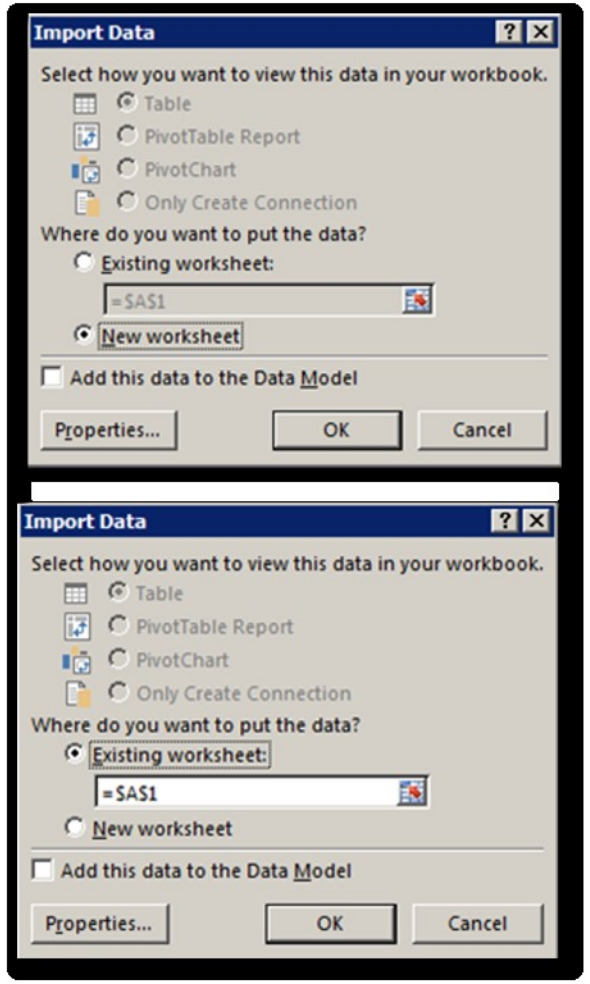


Opening .csv files in Microsoft Excel:
Navigate – Import

- Navigate to the “2020LUCA” folder, choose the .csv and then choose ***Import.***



Opening .csv files in Microsoft Excel:

Text Import Wizard

- Text Import Wizard appears.
  - Step 1 of 3 (Original data type=***Delimited*** and choose ***Next***).
  - Step 2 of 3 (Change Delimiters from Tab to ***Comma*** and choose ***Next***).
  - Step 3 of 3 (Select all fields in Data preview, Change the Column data format to ***Text*** and choose ***Finish***).
- Import Data choose ***New worksheet*** and ***OK.***