Using csv files in Excel

The advantage of a csv file is there is no page width restriction to the amount of information that can be included (pedigree, indexes, breeding values, accuracies, remarks). The information, when converted into an excel spreadsheet, can be sorted and re-sorted, and can also be used to inform other applications, such as weigh scales.

Opening CVS files in Excel

Some csv files are available on the SIL website (e.g. Leader lists) or you may have requested a csv report in addition to or instead of a normal report from your bureau. It can be very helpful in csv files to add birth year and numeric birth tag as additional columns, as they can make sorting the file easier.

When you receive an email with report and CSV attached save the attachment to a folder of your choice.

Open Excel, click on "File", then on "open" and go to the folder in which you saved the csv file. The file you want will not show as the default setting only shows Excel file.

In the bottom right corner of the screen there will be a box, usually showing "Excel Files". Click on the downward arrow and select the "All Files" option

•	All Files	•
Tools 🔻	Open	Cancel

This will then show all file types, including pdf and csv files. Find the file/report you want to open and double click on that file name.

A text box will open. A csv file is a "delimited" file. Check this option has a blue dot and press Next>

				to Mr.
The Text Wizard has determin	ed that your data is Del	rvited.		
f this is correct, choose Next,	or choose the data type	that best describes your da	ts.	
Original data type				
Choose the file type that be	t describes your data:			
· Detmited · Char	ecters such as commax	or tabs separate each field.		
Fixed width - Field	s are aligned in columns	with spaces between each	field.	
	and the second second			10
itart import at row:	File grigin:	MS-DOS (PC-8)		
Preview of file Cl/Usero/Sho 1 DF1k, 31rs, DF1k, 004 2 D004, 1464711, 3004, 3 D004, 1239711, 3003, 4 D00, 270710, 009, 227 5 D004, 1039712, 3638,	, Flock, Id, Wameric 2631/10, 3004, 1983 1114/10, 3003, 1421 09, 608, 181/12, 181	Birth Tag, Birth Yee /12, 1989, 2012, 2131, /13, 1421, 2013, 2041, .2012, 2005, 09, 3, 51	r,* HITN, scc4, rank, 89,1, 67,71, 1143,5 91,2, 87,74, 1267,5 ,77, 1345,35, 639,5	* 155,80 * 44, 921,8 36, 107,1 19,9+11 5
1 DF1k, 31rs, 0F1k, 0ss 2 0004, 1644/11, 9014, 3 0004, 1239/11, 3003, 4 050, 270/10, 050, 22/ 1 0004, 1923/12, 3638, 4 0005, 1187/11, 3003	, Flock, Id, Wameric 2601/10, 2004, 1983 1114/10, 2003, 1421 09, 608, 181/12, 181 2066/12, 3650, 1870	Birth Tag,Birth Yee /12,1989,2012, 2181, /13,1421,2013, 2041, /13,1421,2005,09,3, 51 /15,1870,2015, 2002,	r,* HITN, mort, rank, 89,1, 67,71, 1140, 91,2, 87,74, 1267,5 ,77, 1245,35, 609,5 76,4, 27,47, 1129,5	* 155,44 * 44, 921,4 95, 107,1 15,9511 1 14, 546,2

A new Dialogue box comes up. Now click the Comma box and the Next> button

This screen lets you s	et the delimiters your data contains. You can
Delimiters	\sim
Tab	
Semicolon	Treat consecutive delimiters as one
Comma	Text gualifier:
Space	rext <u>q</u> uainer.
Other:	

This arranges the data into the correct columns with headings. Some columns contain text information and some contain numbers or a combination of numbers and symbols.

A new dialogue box appears (below) this box allows you to format the different columns. Columns, such as tags or dates, containing a "/" can reformat unless you change the column format from General to Text. Click in the header and then select the "Text" option, which will set the format to Text for that column. Drag the grey bar at the base along at the bottom to access more columns to reformat if required. Do this on as many columns as you need to and then click on "Finish".

Column Ger Ic Do	een lets you n data form neral ot te: DMY not import	at	•		l' converts i	Format. numeric val	_	mber dvano	_	values 1	to døtes,		rema	sinin
0			(
Data gr			L		L									1
Gener	Text	Gener		Genera		General	Birth T	_	Genera		Genera) • NZTW	_	_	
Gener SF1k	Text Sire	DF1k	Dam	Flock	Id	General Numeric	Birth T	Fag				acc%	_	•
Gener SF1k 3004	Sire 1646/11	DF1k	Dam	Flock 3004	Id	Numerio 1983	Birth I	Tag	Birth		 NZTW 	acc%	e an a	•
Gener SF1k 3004 3004	Sire 1646/11	DF1k 3004	Dam 2631/10	Flock 8004 8003	Id 1983/12 1421/13	Numerio 1983	Birth I	Tag	Birth 2012		• NZTW 2131	acc% 89	ran 2 2	
Gener SF1k 3004 3004	Text 51re 1646/11 1239/11	DF1k 3004 3003 699	Dam 2631/10 1114/10 22/09	Flock 3004 3003 699 3655	Id 1983/12 1421/13 181/12 1870/15	Numeric 1983 1421 181 1870	Birth 1	Tag	Birth 2012 2013		NZTW 2131 2061	acc% 89 91	ran 2 2	1
Gener 3F1k 3004 3004 699 3004	Sire 1646/11 1239/11 270/10	DF1k 3004 3003 699 3658	Dam 2631/10 1114/10 22/09 3066/12	Flock 3004 3003 699 3655	Id 1983/12 1421/13 181/12	Numeric 1983 1421 181 1870	Birth T	Tag	Birth 2012 2013 2012		 NZTW 2131 2061 2005 	acc% 89 91 89	e an a	•

After you press Finish and the data will open as an Excel spreadsheet.

Saving the file in Excel format

IMPORTANT – the file is still a text file not an excel file at this stage. To save the file as an Excel file under File, select 'Save As' and select the location where you want the file saved to, if different from the current location. When 'Save As' tab opens change the 'Save as type' using the down arrow at the end of the Save as Type box and select the Excel workbook option. – This is generally the first option in the list.

	•	٩		
File name:	NZGE042017_Index_NZTW	File name:	NZGE042017_Index_NZTW	
Save as type:	Text (Tab delimited)	Save as type:	Excel Workbook	

You can also rename the file something more recognisable or meaningful to you. Type the filename you wish to use into the 'File name' box.

Click on Save.

Other helpful Excel information once you have opened your file in Excel

Freeze top row

This means you can scroll through your file and the headers stay at the top so you can see which column is which.

On the View tab, select Freeze Panes, Select Freeze Top Row.

x		5	ڪ -	Ŧ										c	leer bv che
	FILE	но	ME I	NSERT	PAGE LAYOUT	FORM	ULAS D	ATA F	EVIEW	VIEW					
				I	🗹 Ruler	✓ Formula	Bar C		Q				Split Hide	C View Side by Side	
No	ormal	Page Br Previe		Custom t Views	✓ Gridlines	✓ Heading	_{Is} Zoo	m 100%	Zoom to Selection	New Window	Arrange All	Freeze Panes *	Unhide	Reset Window Position	Switch Window:
А	B14		ook Views	XV	fx	Show		Zoom						Panes rows and columns to scroll e entire worksheet.	-
														p <u>R</u> ow pp row visible while scrolling e rest of the worksheet.	
		A	В	С	D	E	F	G	н	I		8TH	Freeze Firs	-	C
1	Obs	1	tuid	CWBV	FATBV		LEANBV -1.0012	LEANYBV -0.10756		EMAcE		#/U0/		rst column visible while rough the rest of the workshe	

To sort the spreadsheet

/

It is easy to get tags and columns out of alignment in excel. It is important when sorting an excel spreadsheet to sort the whole spreadsheet.

Click on the small triangle in left corner of the spreadsheet to select the whole worksheet. The entire spreadsheet should become highlighted

	/						
	А	В	С	D	E	F	
1	Birth Herd	Birth Tag	Current Ta	No. Proger	W12eBV	W12acc%	C٧
2	Ashley Rive	Y801/08	Y801	6	8.6	63	
3	Clachanbu	BL04004/0	KINGSON	15	2.5	77	

To sort -Click on Data and then on the sort icon

K						_
Data	Revie	W	View	Develop	ber	PDF
Di Conne	ections	A↓	AZA		\mathbb{K}	Clear
🚰 Prope	rties			U.	$\widetilde{\mathcal{X}}_{p}$	Reapply
📟 Edit L	inks	Z↓	Sort	Filter	Y	Advanced
onnections			S	ort & Filt	ter	

A box asking what columns to sort on will open – it is important to check that the "My data has headers" is ticked otherwise the top row gets sorted with the other columns

°µ Add Level X Deleb	- A A	Qptions ☑ My data	nes Deoders
Column	Sort On	Order	
ort by • NZTW	 Values 	 Largest to Smallest 	•
		ОК	Cancel

Then click on the "sort by" down arrow and choose which column you want to sort on and then choose on order smallest to largest or largest to smallest. In the example above the spreadsheet will be sorted on NZTW from highest to lowest.

IMPORTANT you must have <u>highlighted the whole spreadsheet</u> so all the data gets sorted or you can get columns out of sync and mess it all up!

You can sort on any column e.g. Sire tag, tag order, any BV or index.

You can have several stacked sorts. Say you want the animals sorted by Sire ID and then by LW8eBV merit as you want to keep the best ones for each sire to maintain diversity.

Click on Sort by and choose the Sire Tag Column, click on "Add Level" and then choose LW8eBv and change the order button to Largest to smallest.

Advanced sorting using filters

Sorting on multiple columns simultaneously by using filters. The good thing about filters is it sorts the whole spreadsheet so the chance of getting the spreadsheet mixed up is lower.

Click on Data then on the filter icon



The spreadsheet will become highlighted and small down arrow appear on each column

	A B		С	D	E	
1	Birth He 💌	Birth Ta 🔻	Current 💌	No. Pro 🔻	W12eB' 👻	
2	Ashley Rive	Y801/08	Y801	6	8.6	

Click on a down arrow for a column of interest and it will sort based on what criteria you choose

You can do simple sorts – highest to lowest etc.

Or choose Number filters

You can then choose to set criteria such as "greater than or equal to – and type in a number.

You can have several filters going at the same time – it will reduce the spreadsheet data to the animals that meet your criteria.

The small filter icons on the header will change to show which columns have active filters.

In this example the W12eBV column was sorted on from highest to lowest (small down arrow) and the W12acc column was sorted on 75% accuracy and above.

	E	F	G
¥	W12eB'⊸↓	W12aco 🔻	CWe E
6	18.7	83	

Removing filters

You can clear filters by clicking on the small icon in the column header which will open the dialogue box. You can adjust or clear the filter from this box.