

# SIL Web Note

## 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.

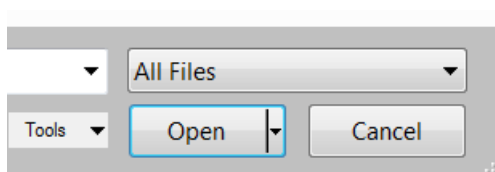
### Opening CVS files in Excel

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.

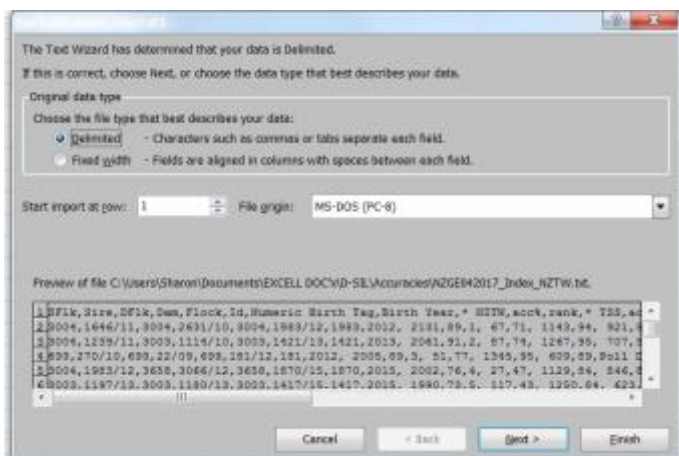
Open Excel, click on “File”, then on “open” and go to the folder in which you saved the csv file. The file you want will not show as the default setting only shows Excel file.

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

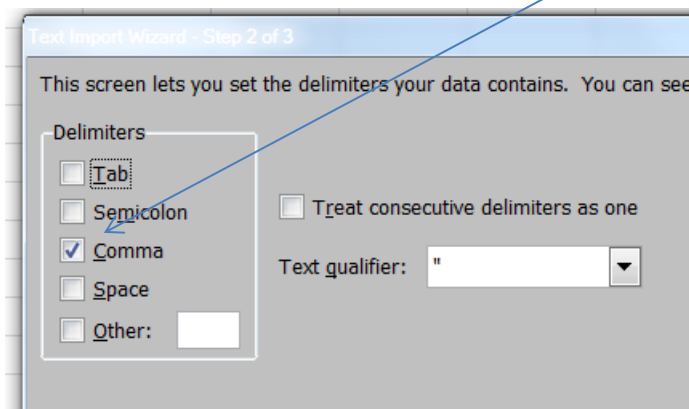


This will then show all file types, including pdf and csv files. Find the file/report you want to open and double click on that file name.

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

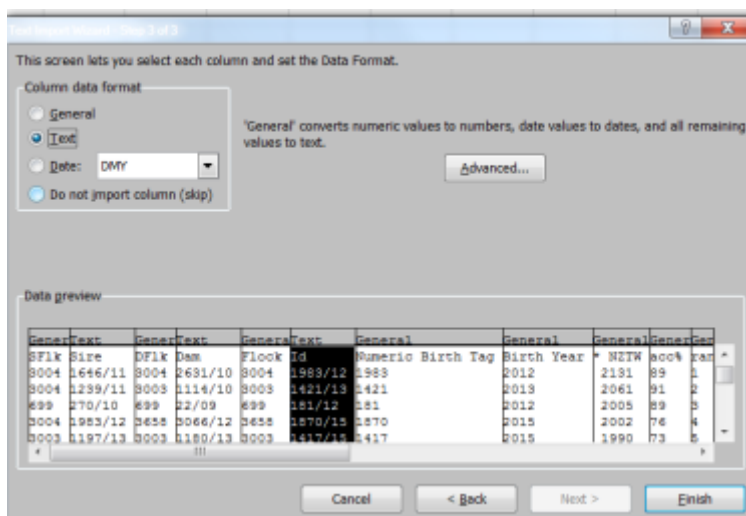


A new Dialogue box comes up. Now click the Comma box and the Next> button



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.

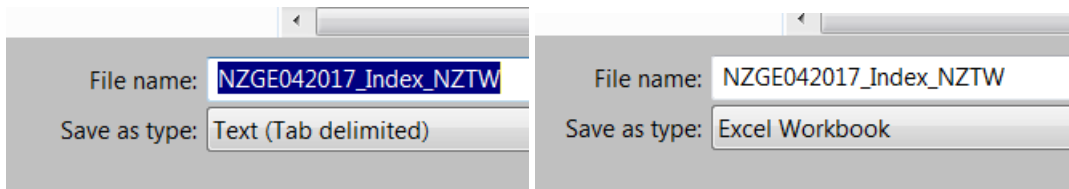
A new dialogue box appears (below) this box allows you to format the different columns. Columns, such as tags or dates, containing a “/” can reformat unless you change the column format from General to Text. Click in the header and then select the “Text” option, which will set the format to Text for 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”.



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.



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.

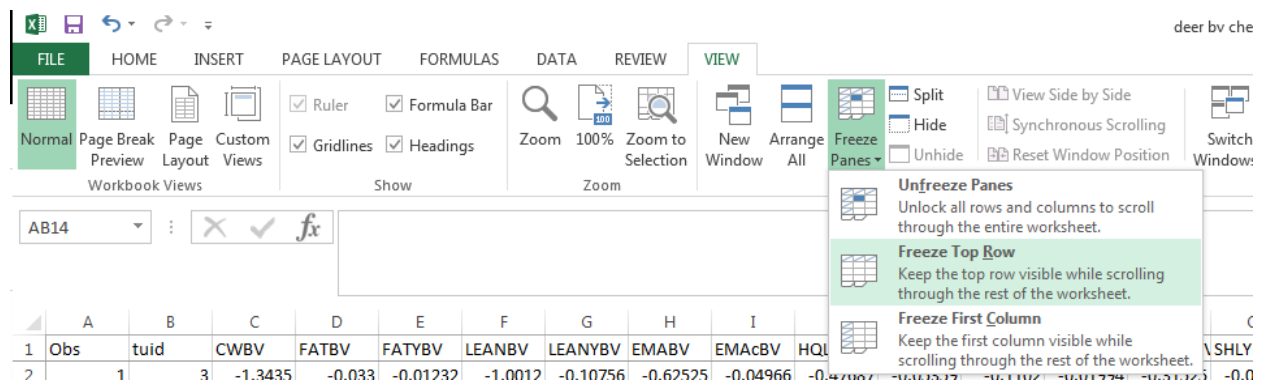
Click on Save.

## 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.



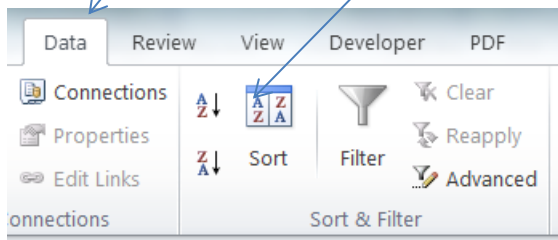
### To sort the spreadsheet

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.

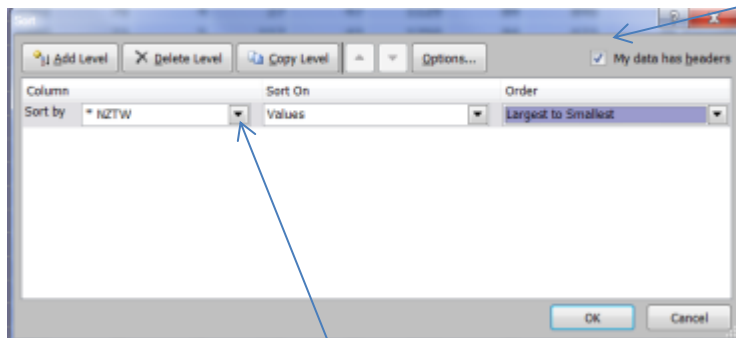
Click on the small triangle in left corner of the spreadsheet to select the whole worksheet. The entire spreadsheet should become highlighted

	A	B	C	D	E	F
1	Birth Herd	Birth Tag	Current Ta No.	Progei	W12eBV	W12acc% CV
2	Ashley Riv	Y801/08	Y801	6	8.6	63
3	Clachanbu	BL04004/C	KINGSON	15	2.5	77

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



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



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 N2TW from highest to lowest.

IMPORTANT you must have highlighted the whole spreadsheet 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.

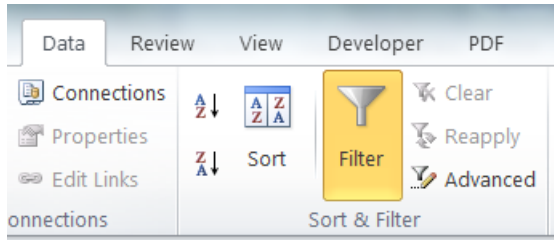
You can have several stacked sorts. Say you want the animals sorted by Sire ID and then by LW8eBV merit as you want to keep the best ones for each sire to maintain diversity.

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	C	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	W12acc	CWeE
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.