

Turn your Excel document into a .csv File

Csv files are used by two of the DataBasic web tools : ASKcsv and ConnectTheDots. ASKcsv lets you analyse tables of data. ConnectTheDots shows you how the data in your csv file is connected by analysing it as a network. You can either use one of our sample datasets or upload your own data. To upload your own, it must be saved as a csv file. Below we'll show you how to create a csv file and upload it to ASKcsv. The same process applies to ConnectTheDots.

What is a .csv file?

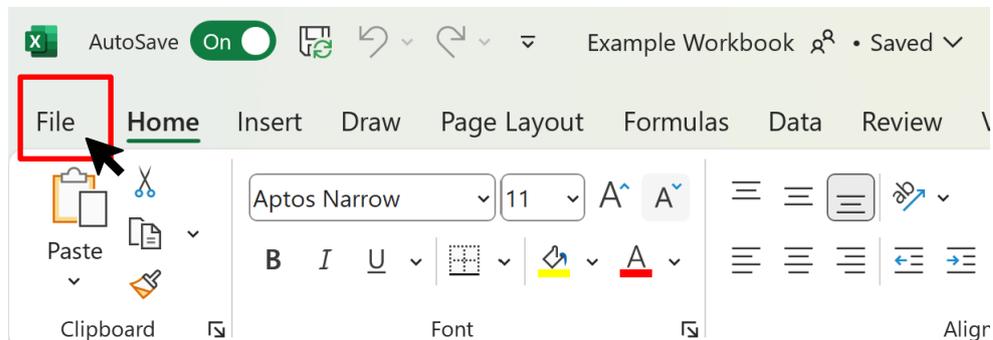
.csv files are a type of file commonly used to store tables of data. Csv stands for Comma Separated Value. In a .csv file, the values within your text file are separated by a comma ',' and a new line or line-break is used to separate records.

.csv files are used by coders and organisations all over the world. However, you might be more familiar with .xlsx, .xls or .ods files, which is, a spreadsheet or Excel document.

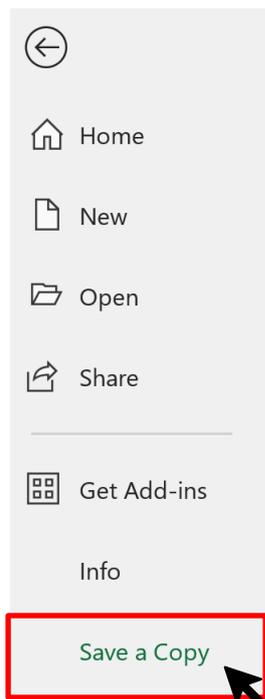
How can I turn my Excel data into a .csv file?

Here's how to turn your Excel document into a .csv file to enable you to run your data through the ASKcsv web tool.

1. Click on 'File' in the top left-hand side of the tool bar



2. From the drop-down menu, click 'Save a Copy'

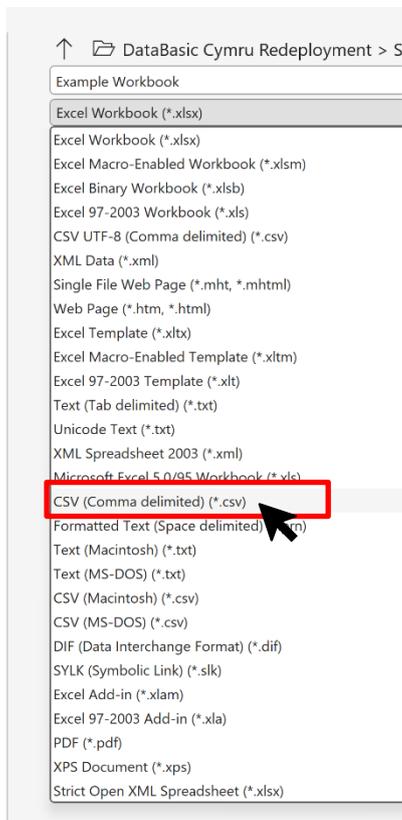


3. You'll see a display similar to this (with your document name, rather than our example)



Click on the drop-down menu in the second box

4. A long menu will appear, with options to save your file in a variety of formats. There are several .csv file options you can choose but we recommend the "CSV – Comma delimited" option

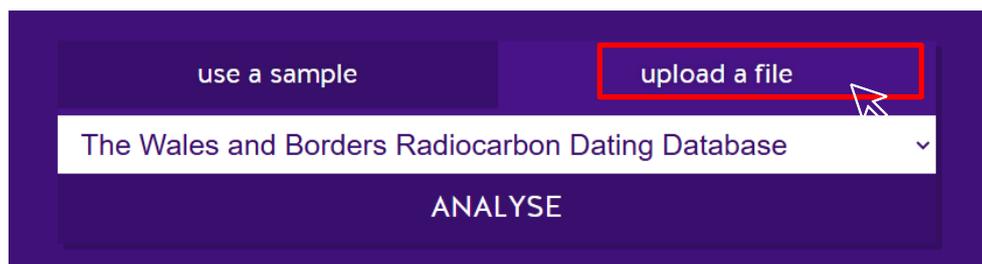


5. Check you've selected the right option, choose a new file name if you wish, and click Save

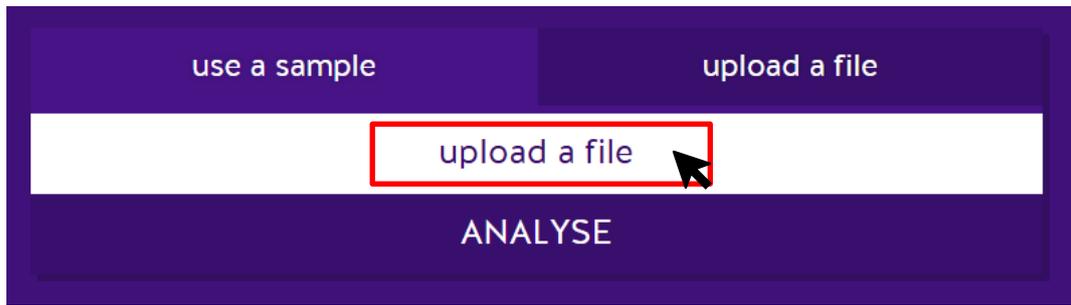


Now, your file is ready to be uploaded!

6. Navigate to the web tool you want to use. The below images show the ASKcsv webtool as an example. Click on the 'upload a file' button.



7. This image should appear, click 'upload a file' again and you'll see a pop-up where you can find your new .csv file! Once you've selected your file – click Analyse.

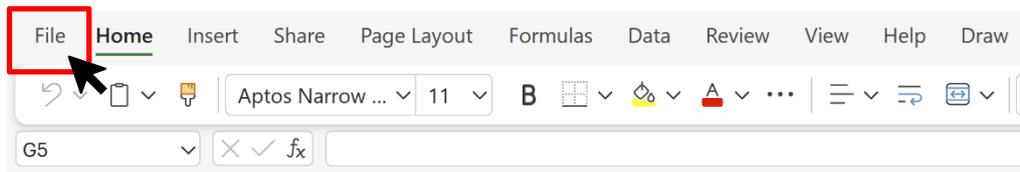


The web tool will now analyse your .csv file – go ahead and view the charts and start asking good questions!

What if I don't have Excel?

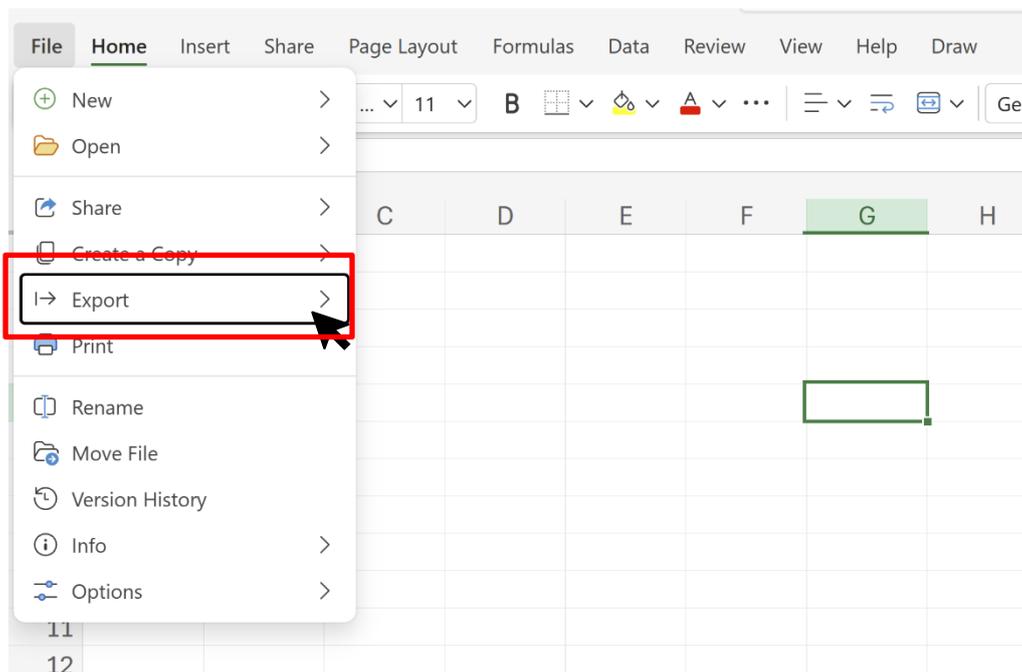
If you don't have access to Excel, you can follow these instructions using Microsoft 365 apps for free on the web. Use [this link](#) to sign up and then follow these steps to create a .csv document:

1. Click on 'File' in the top left-hand side of the tool bar

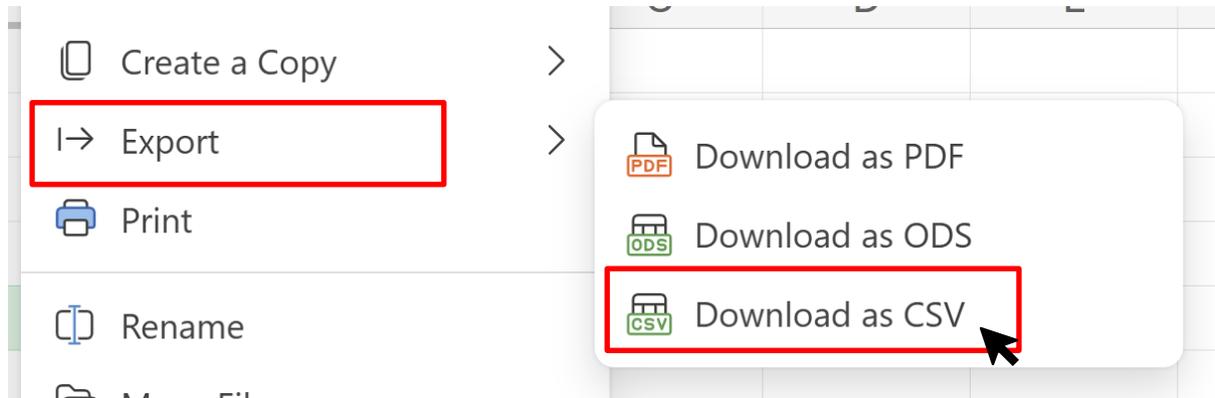


2. Add your dataset into the spreadsheet.

3. From the drop-down menu, click 'Export'



4. Click on 'Export' and then the click "Download as CSV" option.



The .csv file will appear in your computer's 'Downloads' folder.