The following instructions are for manually importing .csv files into Microsoft Access and Excel 2016 (may be applicable to other versions). It is also possible to automate this process and import multiple files using a scripting language like PowerShell, or Visual Basic for Applications (VBA).

# Import .csv Files Into Access Database (2016)

1. In Microsoft Access, click the **External Data** tab, then **New Data Source** -> **From File** -> **Text File**.



1. In the window that opens, click **Browse** and select a .csv file to import, then click **OK**.



1. In the next window, keep the default **Delimited** option selected, and click **Next**.



1. Keep the default option of **Comma** selected, choose **“** (double-quote) from the **Text Qualifier** drop-down list, select the **First Row Contains Field Names** checkbox. Click **Finish**.



# Import .csv Files Into Excel Workbook (2016)

1. In Microsoft Excel, click the **Data** tab, click **From Text/CSV**, and select a .csv file to import.



1. In the next window, select “Based on entire dataset” from the **Data Type Detection** drop-down (this may take some time). Click **Load**.

