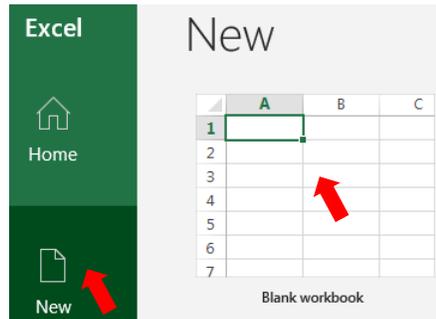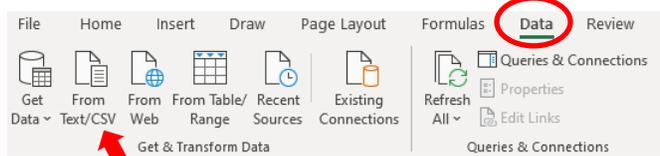# How to Convert a CSV file to an MS EXCEL Pivot Table
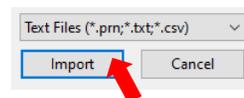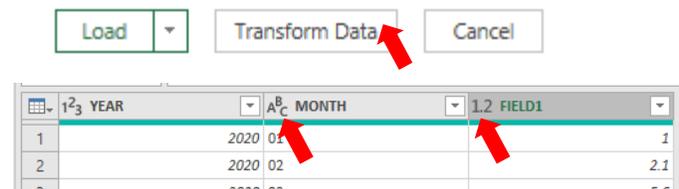
Step 1. Create a new blank Excel workbook.

Step 2. From the "Data" menu use "From Text/CSV" to select the CSV file (with headers) you would like to convert to a Pivot Table.

Select "Import"

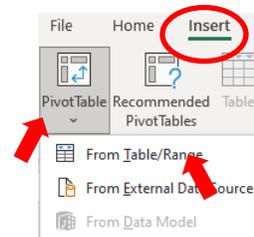Select "Transform Data" in the lower right corner of the window.

Confirm, or change analysis field(s) to "Decimal Number." To import numbers with leading zeros change to "Text."

Select "Close & Load" in the upper left corner. The loading may take some time depending on the size of the CSV file. When the process is complete, an Excel Table with Headers is loaded.

Step 3. From the "Insert" menu use "Pivot Table" "From Table/Range" option to create a Pivot Table.

Select "New Worksheet" and "OK" to create the Pivot Table in a new worksheet.