Conseils sur l'utilisation des fichiers de téléchargement CSV dans Excel

Les Compendia, outil Horizon Scanning et outil PRA utilisent des fichiers CSV pour les téléchargements de listes. Il s'agit d'un format générique de texte uniquement dans lequel des virgules sont utilisées pour séparer les champs. Pour afficher les données et appliquer des filtres et des champs supplémentaires, vous souhaiterez convertir au format excel classique

CSV du l'outil Horizon Scanning Tool en format text:

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Il existe différentes options pour gérer cela qui dépendront de votre navigateur Internet, de votre système d'exploitation, de votre tableur et de votre version, mais ce qui suit montre des méthodes courantes pour travailler avec des fichiers CSV dans Excel. Cela nécessite que Microsoft Excel soit chargé sur l'appareil que vous utilisez.

Une fois que vous avez ouvert dans Excel, vous pouvez mieux organiser les colonnes pour lire le contenu et ajouter un filtre en sélectionnant la première ligne des données tabulaires (dans l'outil d'analyse d'horizon, il s'agit de la ligne 7) et en sélectionnant Filtre.

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1. Ouvrir avec (open with) Excel dans votre navigateur internet

Lorsque vous cliquez sur télécharger CSV, vous pouvez avoir la possibilité d'ouvrir avec..., sélectionnez Excel. Si vous souhaitez ensuite enregistrer le fichier, il peut toujours être défini sur le type de fichier texte Unicode (*.txt), mais vous devez plutôt l'enregistrer en tant que classeur Excel (*.xlsx). Vous devrez peut-être également le faire pour activer les filtres dans votre barre d'outils Excel.

Cet exemple utilisant le navigateur Firefox à partir de l'outil Horizon scanning vous permet de le définir comme valeur par défaut.

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2. Mettez à jour l'association de fichiers pour CSV vers Excel dans vos paramètres Windows

Si votre navigateur ne propose pas d'option pour ouvrir le fichier, vous devrez peut-être configurer votre ordinateur pour qu'il ouvre automatiquement les fichiers .csv dans Excel. Recherchez "Associations de fichiers" dans Windows qui se trouve sous Paramètres système> Choisissez les applications par défaut par type de fichier et recherchez .csv dans la liste des extensions de fichier, puis choisissez Excel par défaut.

Comme ci-dessus, si vous souhaitez ensuite enregistrer le fichier, il peut toujours être défini sur le type de fichier .txt, mais vous devez plutôt l'enregistrer en tant que .xlsx

← Settings		-	×
	ps by file type		
.csa CSA File	+ Choose a default		
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. csv Microsoft Excel Comma Separated Values.			
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	1		

3. Ouvril le CSV avec Excel

Si vous avez enregistré le fichier .csv sur votre ordinateur, vous pouvez ouvrir manuellement dans Excel et "Enregistrer sous" un fichier .xlsx comme suit :

Ouvrez Excel, puis accédez à Fichier> Ouvrir et accédez à votre dossier Téléchargements. La valeur par défaut est de rechercher des fichiers Excel, vous devrez donc passer aux fichiers texte (après le nom du fichier) pour révéler les fichiers .csv :



Sélectionnez le fichier : par ex. Horizon Scanning_2021*.csv et cliquez sur Ouvrir et cochez la case « Mes données ont des en-têtes » :

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Après avoir vérifié que la "virgule" est cochée (ci-dessous), vous pouvez aller directement à "Terminer" et les données s'afficheront dans des colonnes. Puis 'Enregistrer sous' *.xlsx pour conserver cette modification.

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below. Delimiters Treat consecutive delimiters as one Text gualifier: Data greview	
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Data <u>p</u> review	
Search results from the CABI Horizon Scanning Tool <2021-10-12>],
Area at risk: Congo, Democratic Republic of the ; Source Areas: Angola, Bur Citation: <cabi, 2021.="" compendium.="" crop="" horizon="" protection="" scanning="" tool.="" w<br="">Search Url: https://www.cabi.org/HorizonScanningTool/Country/SearchResult?g For terms and conditions see: https://www.cabi.org/terms-and-conditions/</cabi,>	