

Excel Settings - Regional settings for list separator

When opening standard CSV (Comma Separated Values) files using Excel (Office 2010 or Office 365), you may find that Excel does not recognize the fields and simply displays all data in the first column. Please follow the steps listed below to resolve the problem.

	A	B	C	D	E	F	G	H	I	J
1	Emplid	Campus ID Name	Term	Class Nbr	Subject	Catalog Nl	Acad Prog	Grade		
2	143	MB02	ACMGA	1904	Adams, Jayden Thomas	1101	2906	085	6000W	MB054
3	137	6301	ACDCH	1905	Adams, Christabel Ann	1101	2906	085	6000W	MB054
4	136	6106	AKKNA	1905	Akoo, Nansen	1101	2906	085	6000W	MB054
5	145	4305	ALLUM	1905	Allies, Brandon Charles	1101	2906	085	6000W	MB054
6	144	9026	ALLUM	1905	Allison, Aimee Christy	1101	2906	085	6000W	MB054
7	143	7721	AMDCZ	1905	Amoxi, Zachary	1101	2906	085	6000W	MB054
8	146	9403	APPGC	1905	Appadoo, Geetanjane Dhye	1101	2906	085	6000W	MB054
9	143	9056	BCKDA	1905	Backwell, David Ian	1101	2906	085	6000W	MB054
10	143	1242	BGLM	1905	Bagula, Mukoko Fortunat	1101	2906	085	6000W	MB054
11	140	9025	BILFL	1905	Ballfour, Layla Tambo	1101	2906	085	6000W	MB054
12	139	4877	BMKXK	1905	Bam, Khanyisile Constance	1101	2906	085	6000W	MB054
13	143	1748	BCKRCH	1905	Becker, Roxanne	1101	2906	085	6000W	MB054
14	141	1133	BRKUN	1905	Bern, Ursula	1101	2906	085	6000W	MB054
15	143	1204	BRNNK	1905	Benny Wangheo, Neethu	1101	2906	085	6000W	MB054
16	143	1217	BRNCS	1905	Bingela, Sibulele	1101	2906	085	6000W	MB054
17	143	1226	BRNLC	1905	Biyela, Nomzebo Kufledzongwe Nosigho	1101	2906	085	6000W	MB054
18	145	1042	BRNKA	1905	Bloemberg, Justice Genali	1101	2906	085	6000W	MB054
19	142	9029	BRTHK	1905	Bolton, Nicole Michaela	1101	2906	085	6000W	MB054
20	136	9840	BRPHL	1905	Bookholane, Mphahlele Letha Lethu	1101	2906	085	6000W	MB054
21	143	7781	BRTHA	1905	Booth, Amy	1101	2906	085	6000W	MB054
22	141	1380	BRNUN	1905	Bramel, Janine Rochelle	1101	2906	085	6000W	MB054
23	143	1286	BRZKA	1905	Brasier, Katie Grace	1101	2906	085	6000W	MB054
24	130	9020	BRDLA	1905	Broderick, Lara Jane	1101	2906	085	6000W	MB054
25	139	7902	BRNFM	1905	Brombacher, Michael Lance	1101	2906	085	6000W	MB054
26	143	1256	BRNJA	1905	Carney, Liam Andrew	1101	2906	085	6000W	MB054
27	137	7341	CBKSP	1905	Cebekhulu, Siphelile	1101	2906	085	6000W	MB054
28	137	9051	CLBAU	1905	Celis, Siphuthile Gwemeth Nontokeliso	1101	2906	085	6000W	MB054

- Go to **Start | Settings | Time & language | Region & language**
- Click **Additional date, time & regional settings**
- Click **Region**
- Click **Additional settings**
- For **Decimal Symbol**, enter a dot/full-stop “.”
- For **List Separator**, enter a comma “,”
- Click **Apply**
- Click **OK**

