

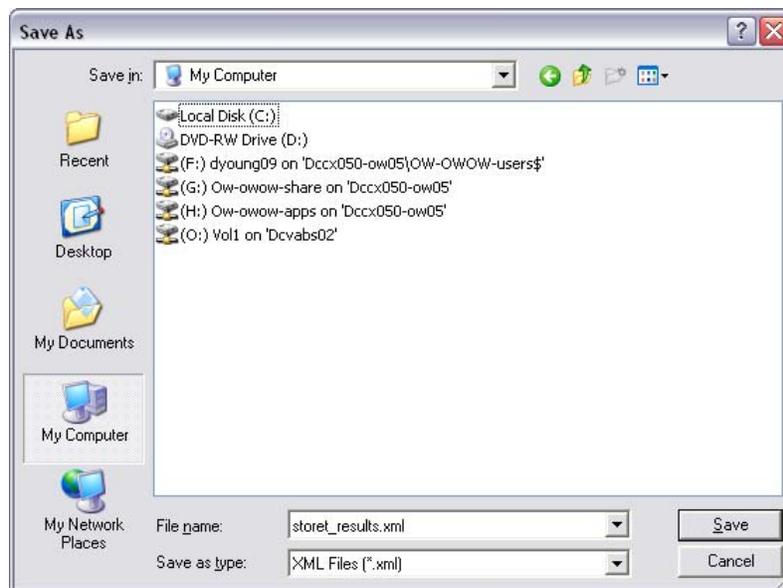
# Importing XML data into Microsoft Excel

## Introduction:

This document explains how to take XML data and load that data into Microsoft Excel. These instructions were created using Internet Explorer 7.0 and Microsoft Excel 2003. If you are using different versions of either internet browser or spreadsheet software, your experience may differ slightly from what is described in this document.

## Step 1. Save the XML file to your local computer

In your Internet Browser, choose File: Save As, a window should display as follows:

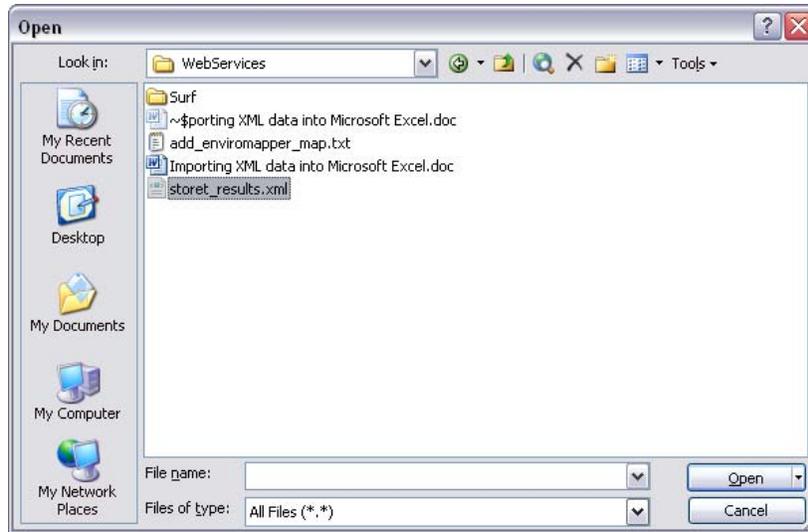


Navigate to a location where you'd like to save the file. Make sure you choose 'XML' as the file type. You can name the file whatever you want, so long as it ends in .xml. Make sure that you remember the location where you saved the file so that you can find it for the subsequent steps.

## Step 2. Open the data in Microsoft Excel

Within windows, navigate to the location where you saved the file. At this point, you have two options for how to open the file. You can either:

- A. Right-click on the file, and choose: Open With: Microsoft Excel  
If Microsoft Excel doesn't show up in your list of choices, then select:  
Open With: Choose Program. Excel will be a choice in the list
- B. Use Excel to navigate to, and open the file. To do this, first open Excel, then in the menu, choose File: Open. The following window will display.



You may need to navigate to the location of the file. **It is also very important that you change the 'Files of type' to be 'All Files (\*.\*)'**. Once you find and select your downloaded file, click 'Open'.

### Step 3. Step through the prompts

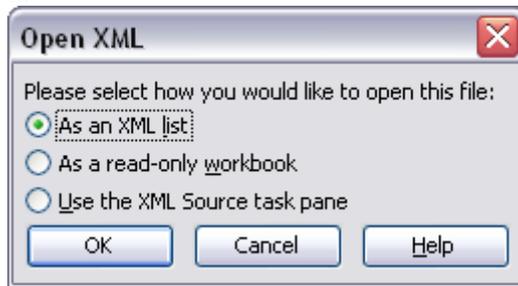
Whether you chose option A or option B above, the next steps will be the same. Excel will prompt you with some questions as it opens the XML file. In most cases you just need to click 'OK'. In most cases, the screens you will see will be as follows, and in this order:

1.



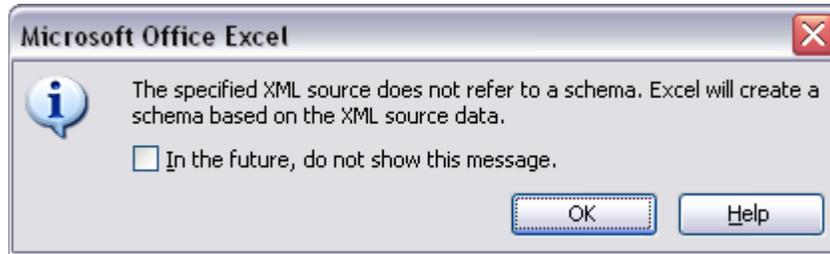
You don't have a stylesheet, so leaving it to the default is fine (as you see in this graphic). Click 'OK'.

2.



In most cases, you will want to open this file as an XML List. The XML Source task pane allows you to define the exact columns that you want (otherwise you get everything). Only choose the third option if you're feeling adventurous. In most cases, you'd probably leave this as the default. Click 'OK'.

3.



This just tells you that you haven't specified a schema. This doesn't really matter for the purposes of looking at the data. Click 'OK'.

After clicking on this last 'OK', your data will be loaded into Excel. If you followed the default instructions outlined here, you will have an extra column at the beginning that looks like an internet link. You don't need to worry about this link. It is just part of the XML file that encapsulates the raw data. Clicking on this link won't do anything.