

Changing Regional Settings in Windows to enable CSV file import and export to and from eFundi

This document explains how to change the Regional Settings in Windows to enable CSV file (Excel 2016) import and export to and from eFundi.

What is a CSV file?

A CSV is a comma separated values file or spreadsheet. Normally it take the form of a spreadsheet or text file containing information separated by commas.

Relevance to eFundi

Some of the functionalities in eFundi e.g. the Gradebook and Markbook (Gradebook classic), and the Manage Groups option (in Site info) use CSV files as a format for import or exporting spreadsheets. Excel is another well know spreadsheet format used.

You can easily create a CSV spreadsheet. Create the spreadsheet in Excel and save it as a CSV file using the Save as function in excel.

Sometimes (e.g. in the 2016 Office version) the CSV file places all the text in one column separated by e.g. commas, instead of separate columns.

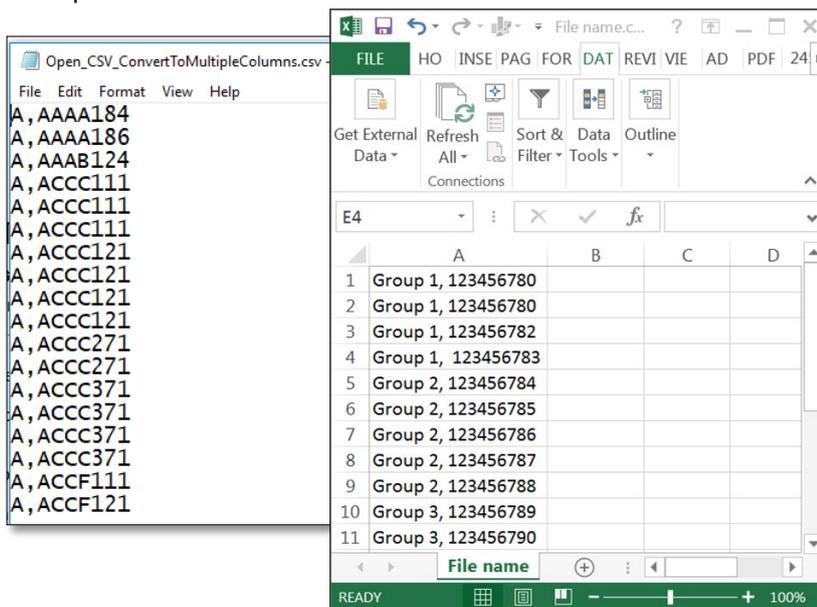
Index

This tutorial will address the following topics:

Changing Regional Settings in Windows

[Converting an Excel spreadsheet to CSV format](#)

Example of CSV text:

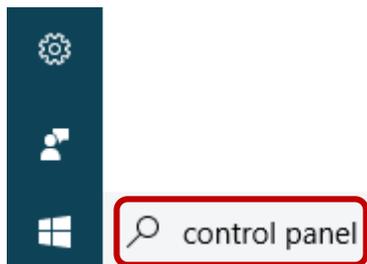


A CSV is a comma separated values file. Normally it takes the form of a text file containing information separated by commas

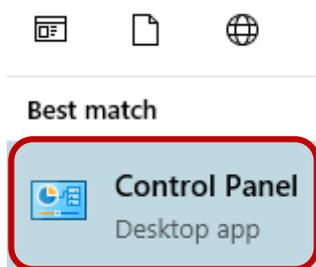
Changing Regional Settings in Windows

[\(back to index\)](#)

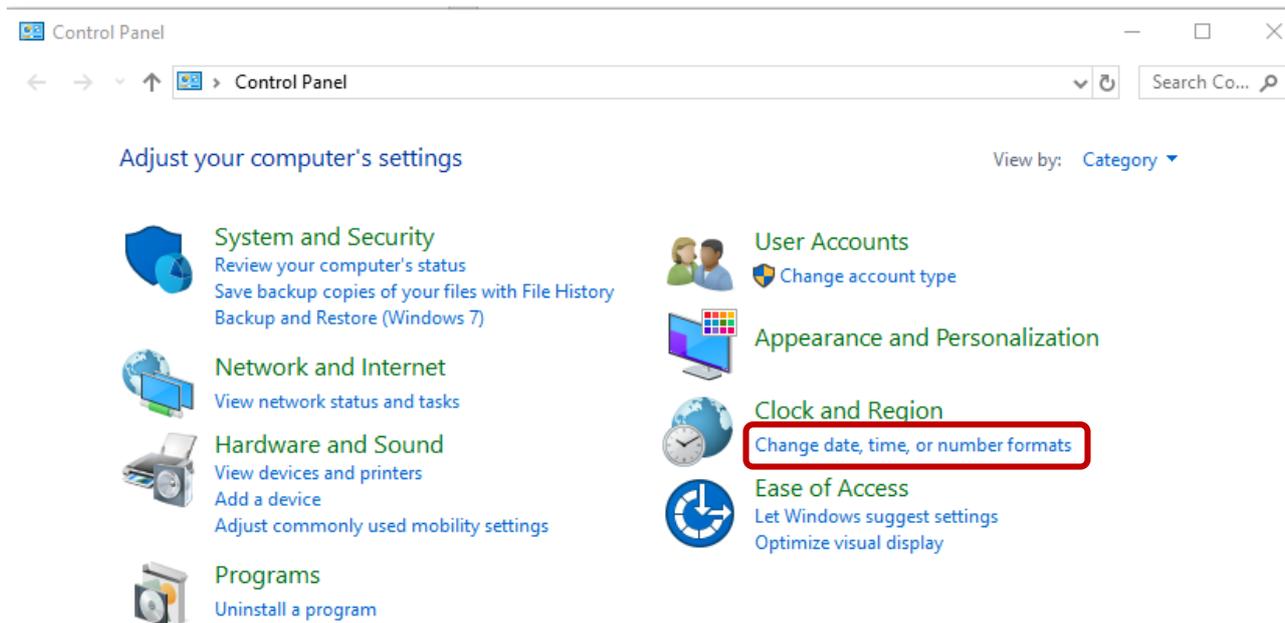
In Windows 10 (and all other Windows versions), click or tap inside the search box on the taskbar.



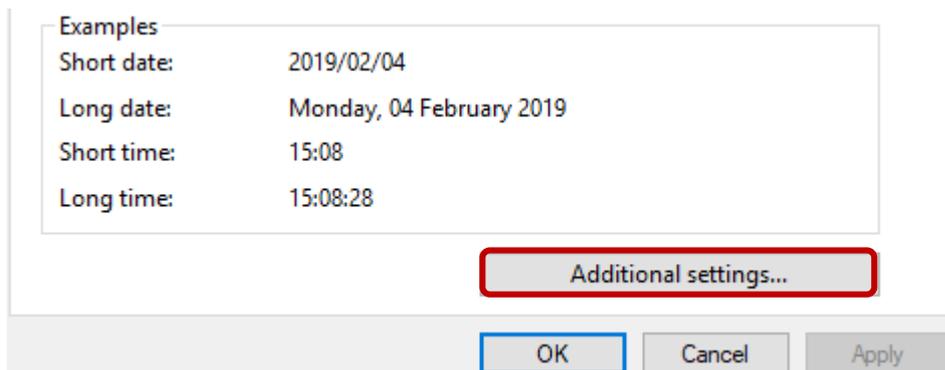
Then type **Control Panel** and click or tap the **Control Panel** search result.



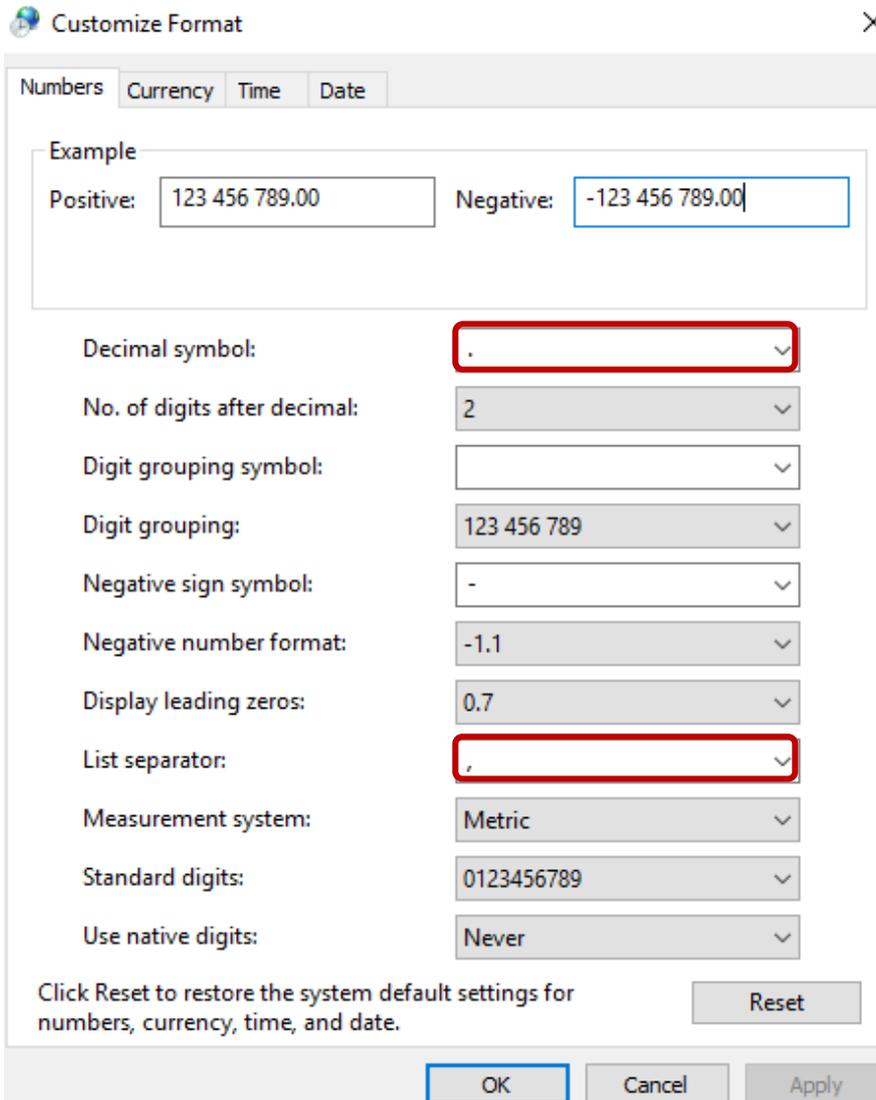
Below the settings for **Clock and Region**, click on the link to **Change date, time or number formats**



Click on **Additional Settings**.



Change the **Decimal symbol** from a comma (,) to a full stop (.).



The List separator should be displayed as a comma (,).

Then click on **Apply** then **Ok**. You may now test the Excel import again.

Converting an Excel spreadsheet to CSV format

[\(back to index\)](#)

Open your Excel spreadsheet in Excel

After completing all the values in the columns save the file as an Excel file.

To convert to CSV format click on **SAVE AS** and in the dropdown list next to Save as type: select **CSV (Command delimited) (*.csv)**

