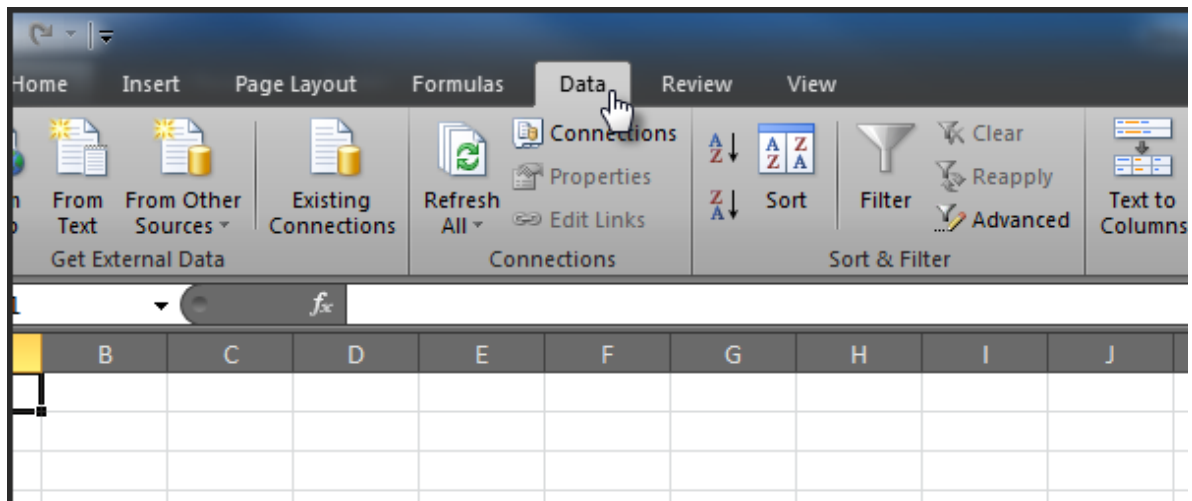


Working with credit card numbers in excel

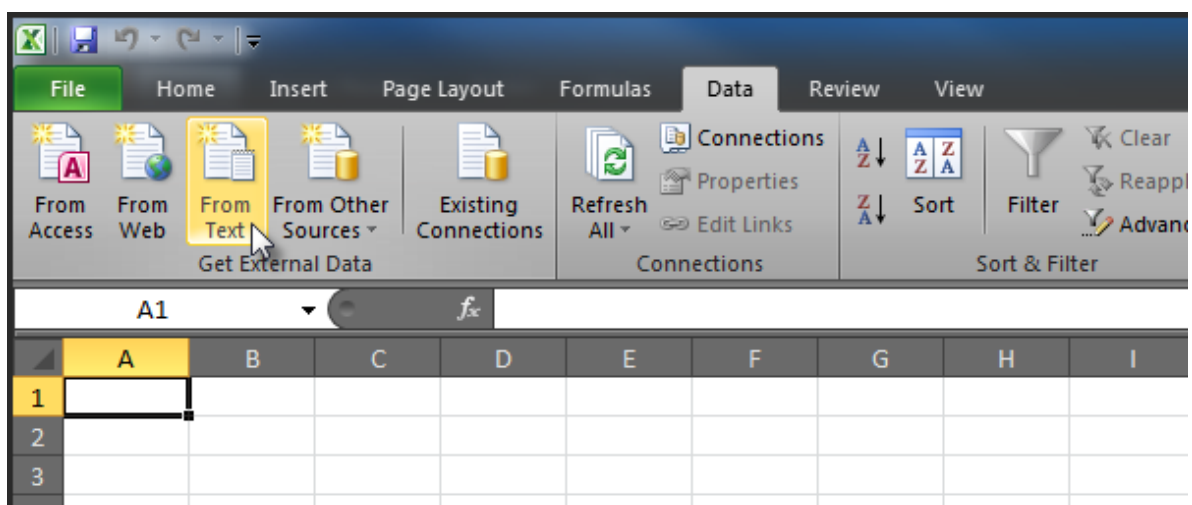
If you work with credit card data (or any other data that is stored as a long string of digits in Excel), you've probably noticed that Excel converts these long strings of digits into scientific notation. Excel will always convert a long series of digits into scientific notation when you open the source data in Excel (double-clicking the file and opening it in Excel.)

To get around the scientific notation conversion, you will need to import your CSV file into Excel and define the column of digits as "Text" so that Excel will not convert it to scientific notation.

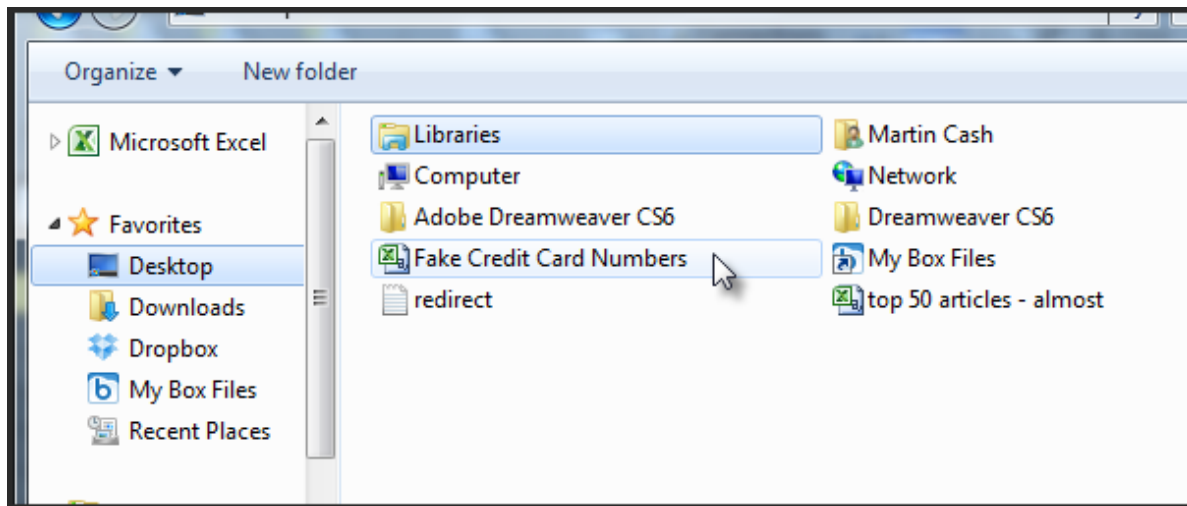
1. Open Microsoft Excel
2. Click the **Data** tab



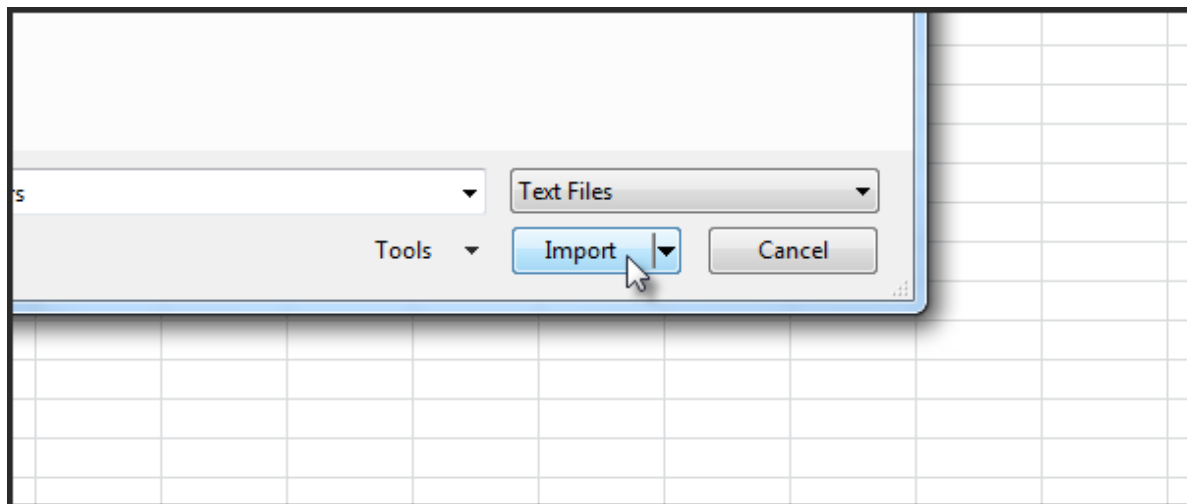
3. Click the **From Text** button



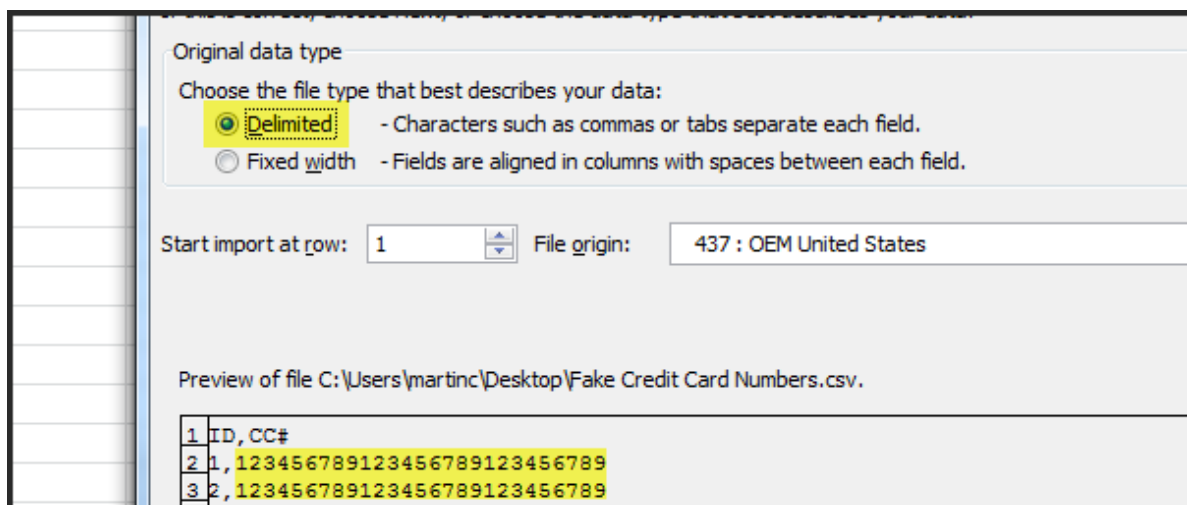
4. Locate and click on your CSV file



5. Click the **Import** button



6. Make sure **Delimited** is selected and verify the file contains the credit card source data. If your source data is already scientific notation, you will have to reacquire the source data



7. Click **Next**

8. Make sure **Comma** is the only option selected

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☐ Tab
- ☐ Semicolon
- ☒ **Comma**
- ☐ Space
- ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

ID	CC#
1	123456789123456789123456789
2	123456789123456789123456789
3	123456789123456789123456789
4	123456789123456789123456789

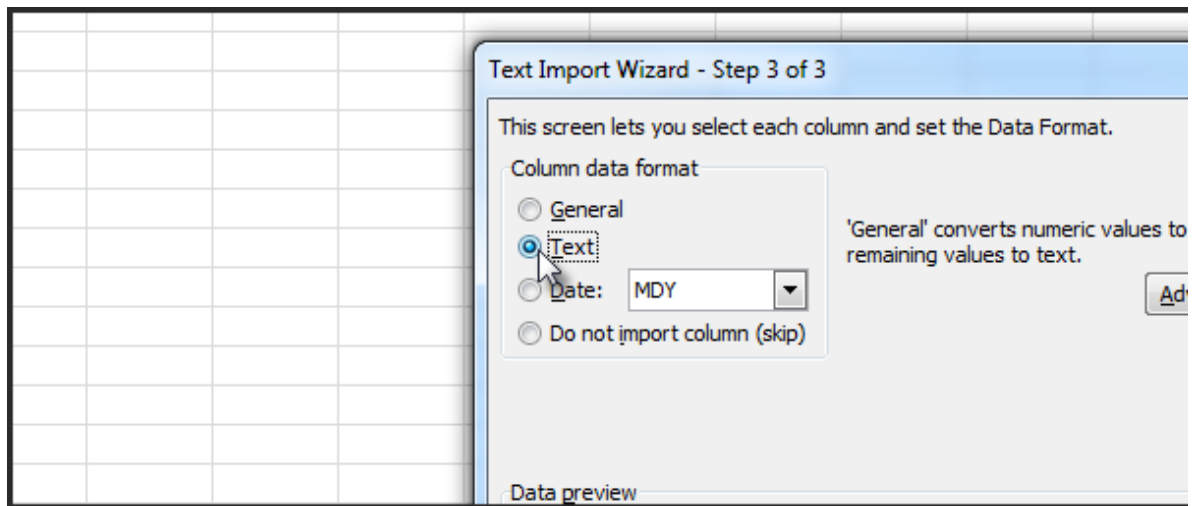
9. Take a look at the Data preview window and make sure it looks accurate
10. Click **Next**
11. Select the column of data in the Data preview window that contains the credit card numbers

Data preview

ID	CC#
1	123456789123456789123456789
2	123456789123456789123456789
3	123456789123456789123456789
4	123456789123456789123456789

Buttons: Cancel, < Back, Next >, Finish

12. Change the data format to **Text** for that column



13. Click **Finish**, then **OK**

	A	B	C	D	E	F	G	H
2	1	123456789123456789123456789						
3	2	123456789123456789123456789						
4	3	123456789123456789123456789						
5	4	123456789123456789123456789						
6	5	123456789123456789123456789						
7	6	123456789123456789123456789						
8	7	123456789123456789123456789						
9	8	123456789123456789123456789						
10	9	123456789123456789123456789						
11	10	123456789123456789123456789						
12								

