

# **I'm using Microsoft Office Excel/ WPS Number software to open a CSV file, but there are scrambled characters in it/ long number displayed in scientific notation/ 0 before text format number got removed, what should I do?**

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1. Disadvantages when using Microsoft Excel

- Special characters cannot be shown correctly  
eg, Germany letter ä will be scrambled in excel
- Long numbers displayed in scientific notation  
eg, 6230000000000 being displayed as 6.23E+12
- 0 before text format number got removed  
eg, New Jersey has a zip code of 08201. Microsoft excel tends to remove the "0" in the front automatically, and makes it a useless number "8201"

2. How to open and edit csv file correctly

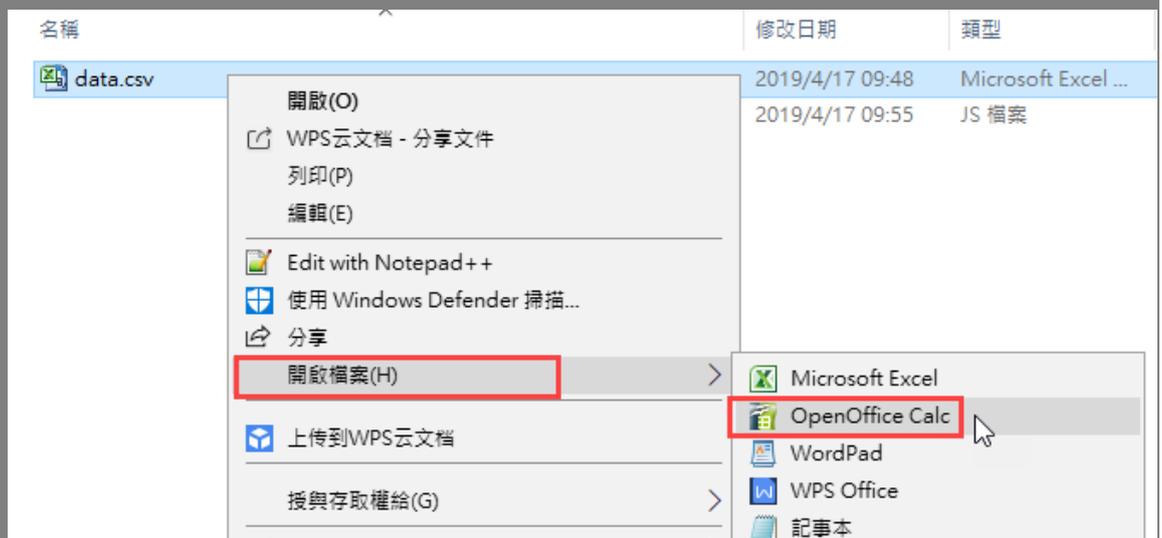
- Download and install Apache OpenOffice set/ LibreOffice set  
Please go to the official website to download and install

<https://www.openoffice.org/download/>

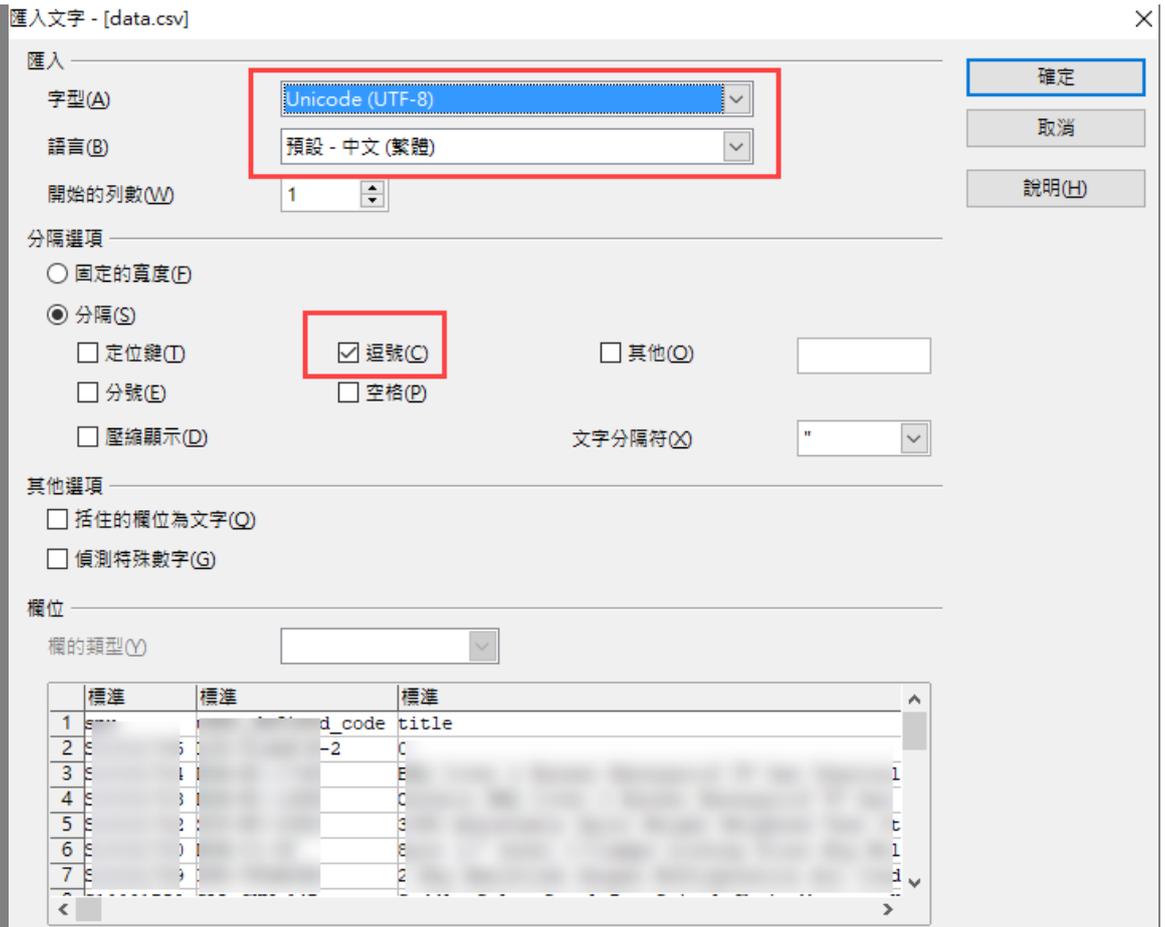
<https://www.libreoffice.org/download/download/>

- Use OpenOffice Calc/ LibreOffice Calc to csv file

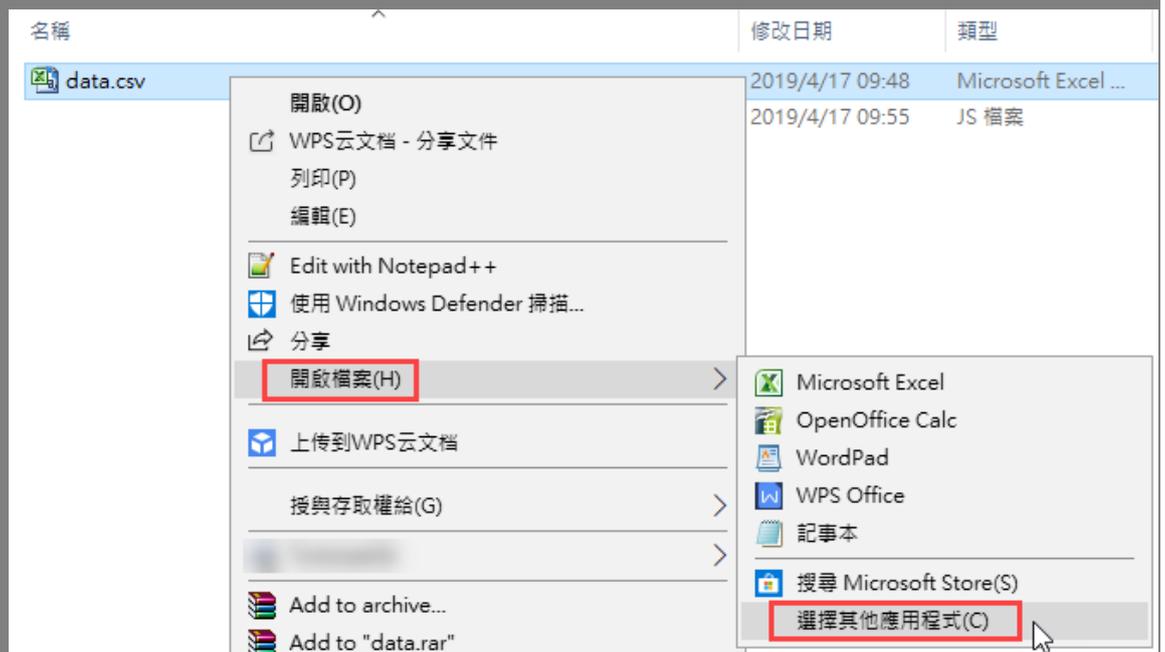
Right click on the csv file, select "open file" section, select "OpenOffice Calc"



Every time OpenOffice Calc/ LibreOffice Calc opens a csv file, it will ask how you want to process the csv file, if the csv file is downloaded from SoldEasy, please use the settings like below



- Set OpenOffice Calc/ LibreOffice Calc as default software to open a csv file  
Right click on csv file, choose "open file" section, then choose "other softwares"



Select "OpenOffice Calc"/ "LibreOffice Calc" as the software used to open file and

check the "open all .csv files with this program" and confirm

您要如何開啟此檔案?

繼續使用此應用程式



Microsoft Excel

其他選項



OpenOffice Calc



記事本



在 Microsoft Store 中尋找應用程式



一律使用此應用程式來開啟 .csv 檔案

確定

\*\*\*Fin\*\*\*

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