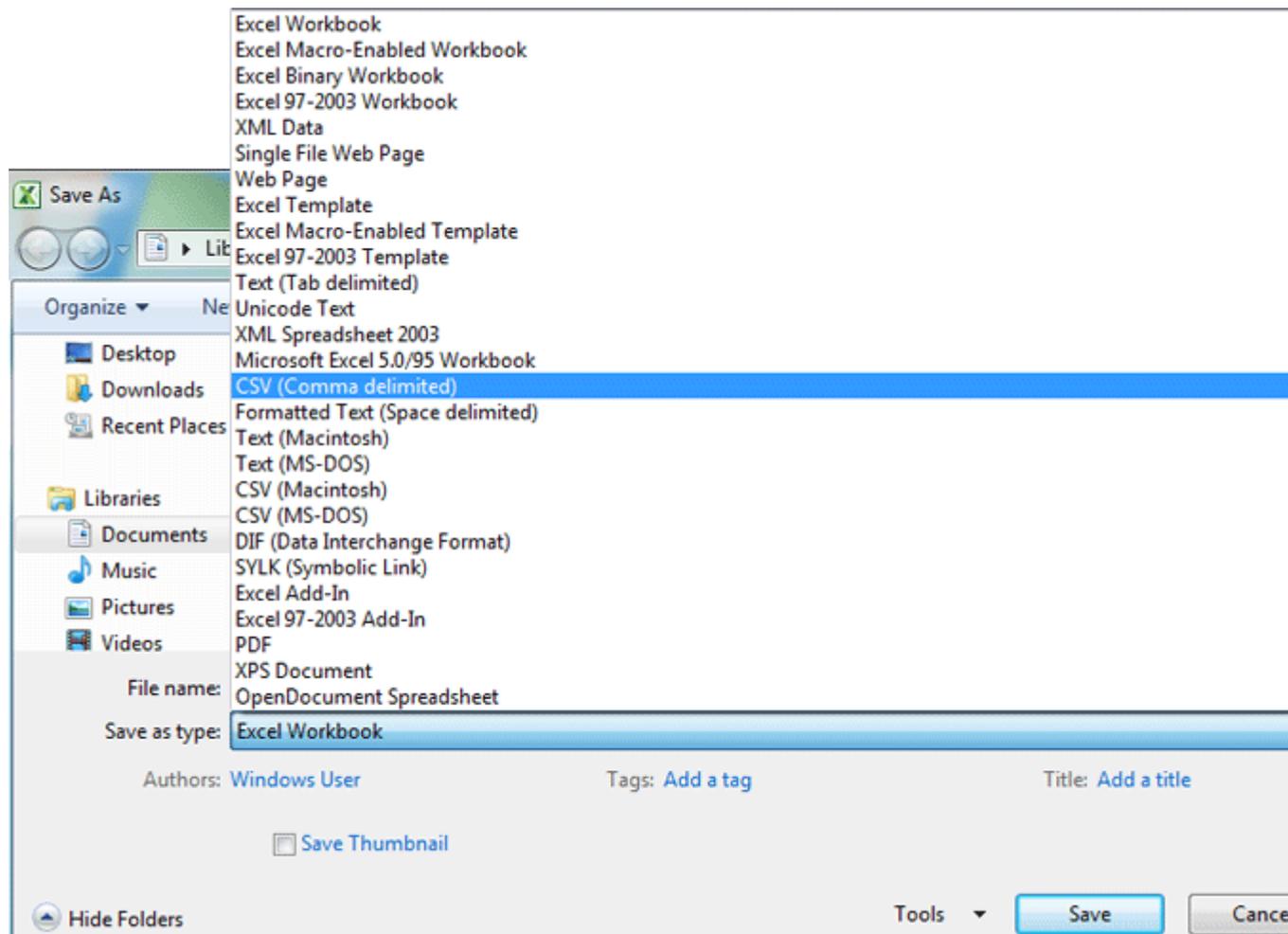# How to export Excel data to CSV files in Excel?

By default, the Excel workbook will be saved in the format of *.xlsx*. If you need to export the data of active worksheet to a CSV file, you can use the **Save As** command with the following steps:

Step 1: Activate the worksheet you want to export or save as a CSV file, and click the **Save as** button under the **File tab** in Excel 2010, it shows the **Save as** dialog box. In Excel 2007, click **Office Button** and **Save As** button to open it.

Step 2: Type the Name for the CSV file, and select the folder where it will be saved in.

Step 3: Then in the **Save as type** area, select **CSV (Comma Delimited)** from the drop down list. See screenshot:

Step 4: Click the **Save** button in the **Save As** dialog box.

Step 5: It shows a warning dialog box comes out asking you to leave out any incompatible features with a CSV file, click **Yes**. See screenshot: