## 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:

Microsoft Excel	
1	Data to CSV 1.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workb • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help.
	Yes No Help