



## **Downloading Queries to Excel and CSV Files**

### **Concept**

When you run a query from Query Manager or Query Viewer, the results display in a new browser window. From there, you can download Query results to an Excel spreadsheet, or to a CSV text file. Then, you can use the features of Excel and CSV format files to format, summarize, and transfer data.

In this topic, you will download the DEGREES query results to an Excel spreadsheet, and then, you will save the results to your desktop as a CSV file.

# Process Document

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### Procedure

DEGREES- General info about degrees.

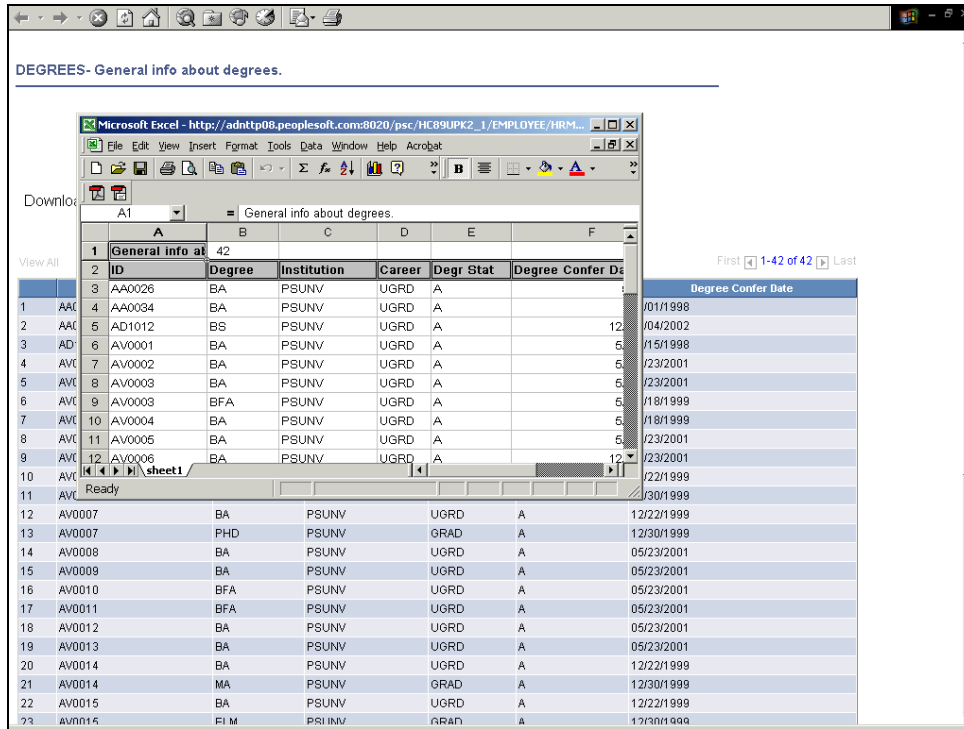
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (3 kb)

View All First  Last


	ID	Degree	Institution	Career	Degr Stat	Degree Confer Date
1	AA0026	BA	PSUNV	UGRD	A	05/01/1998
2	AA0034	BA	PSUNV	UGRD	A	01/04/2002
3	AD1012	BS	PSUNV	UGRD	A	12/15/1998
4	AV0001	BA	PSUNV	UGRD	A	05/23/2001
5	AV0002	BA	PSUNV	UGRD	A	05/23/2001
6	AV0003	BA	PSUNV	UGRD	A	05/18/1999
7	AV0003	BFA	PSUNV	UGRD	A	05/18/1999
8	AV0004	BA	PSUNV	UGRD	A	05/23/2001
9	AV0005	BA	PSUNV	UGRD	A	05/23/2001
10	AV0006	BA	PSUNV	UGRD	A	12/22/1999
11	AV0006	PHD	PSUNV	GRAD	A	12/30/1999
12	AV0007	BA	PSUNV	UGRD	A	12/22/1999
13	AV0007	PHD	PSUNV	GRAD	A	12/30/1999
14	AV0008	BA	PSUNV	UGRD	A	05/23/2001
15	AV0009	BA	PSUNV	UGRD	A	05/23/2001
16	AV0010	BFA	PSUNV	UGRD	A	05/23/2001
17	AV0011	BFA	PSUNV	UGRD	A	05/23/2001
18	AV0012	BA	PSUNV	UGRD	A	05/23/2001
19	AV0013	BA	PSUNV	UGRD	A	05/23/2001
20	AV0014	BA	PSUNV	UGRD	A	12/22/1999
21	AV0014	MA	PSUNV	GRAD	A	12/30/1999
22	AV0015	BA	PSUNV	UGRD	A	12/22/1999
23	AV0015	ELM	PSUNV	GRAD	A	12/30/1999

Step	Action
1.	<p>The DEGREES query results are displayed in the browser window. You have the choice of downloading query results in an Excel spreadsheet or a CSV text file. Excel 2000 or later is preferred. For Excel 97, select the <b>CSV Text File</b> link for downloading large result sets. Click the <b>Excel Spreadsheet</b> link.</p> <p><a href="#">Excel Spreadsheet</a></p>

DEGREES- General info about degrees.



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4	AA0034	BA	PSUNV	UGRD	A	01/11/1998
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6	AV0001	BA	PSUNV	UGRD	A	05/23/1998
7	AV0002	BA	PSUNV	UGRD	A	05/23/2001
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18	AV0011	BFA	PSUNV	UGRD	A	05/23/2001
19	AV0012	BA	PSUNV	UGRD	A	05/23/2001
20	AV0013	BA	PSUNV	UGRD	A	05/23/2001
21	AV0014	BA	PSUNV	UGRD	A	12/22/1999
22	AV0014	MA	PSUNV	GRAD	A	12/30/1999
23	AV0015	BA	PSUNV	UGRD	A	12/22/1999
24	AV0015	FI M	PRINIV	GRAD	A	12/30/1999

Step	Action
2.	<p>The results of the query are now displayed in an Excel spreadsheet. You can save this spreadsheet as a file on your local hard drive by choosing File, Save. Click the <b>Close</b> button.</p> 

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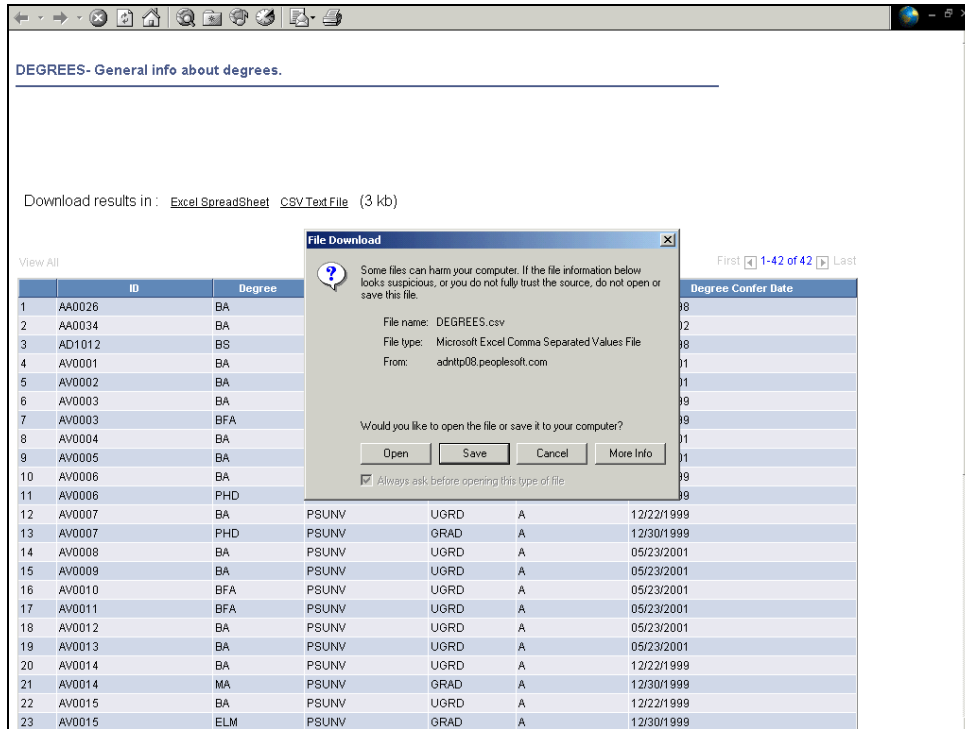
DEGREES- General info about degrees.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (3 kb)

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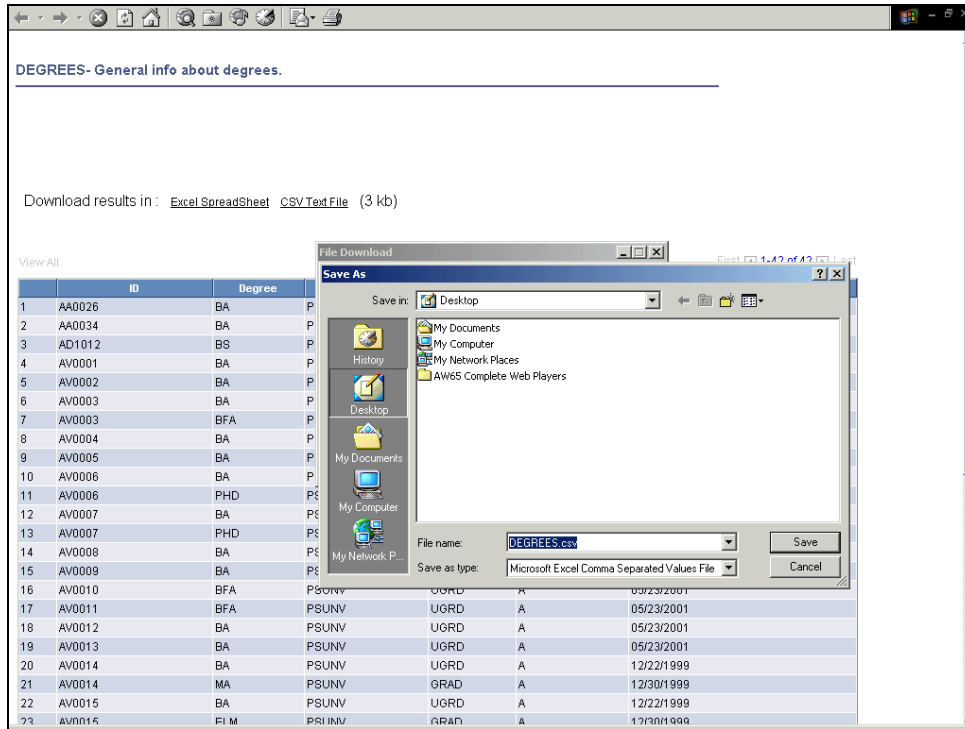
Step	Action
3.	<p>You downloaded the query results in an Excel file.</p> <p>Now, save the results to your desktop as a CSV text file. Click the <b>CSV Text File</b> link.</p> <p><a href="#">CSV Text File</a></p>



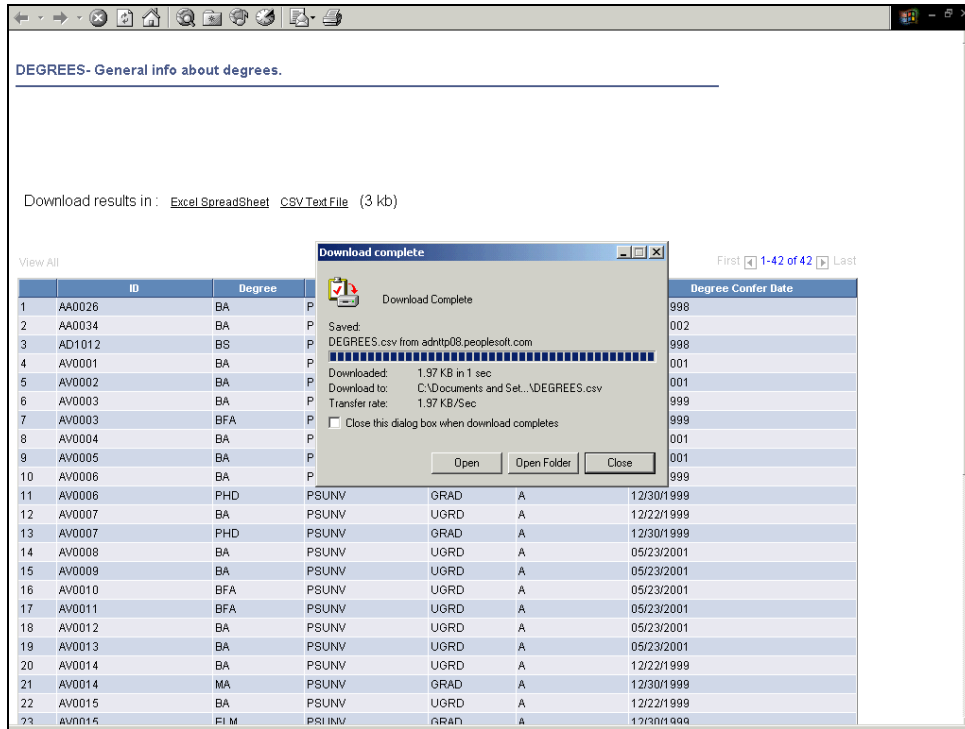
Step	Action
4.	<p>The <b>File Download</b> window provides you the option of opening the file or saving it to disk. Choose the <b>Save</b> option.</p> <p>Click the <b>Save</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">Save</div>

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Step	Action
5.	Click the <b>Open</b> button.
	<input type="button" value="Save"/>



Step	Action
6.	<p>You are notified that the download is complete. Close the <b>File Download</b> window to return to PeopleSoft.</p> <p>Click the <b>Close</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Close</div>
7.	<p>In summary, you can download query results from the browser window to an Excel spreadsheet, or to a CSV text file.</p> <p><b>End of Procedure.</b></p>