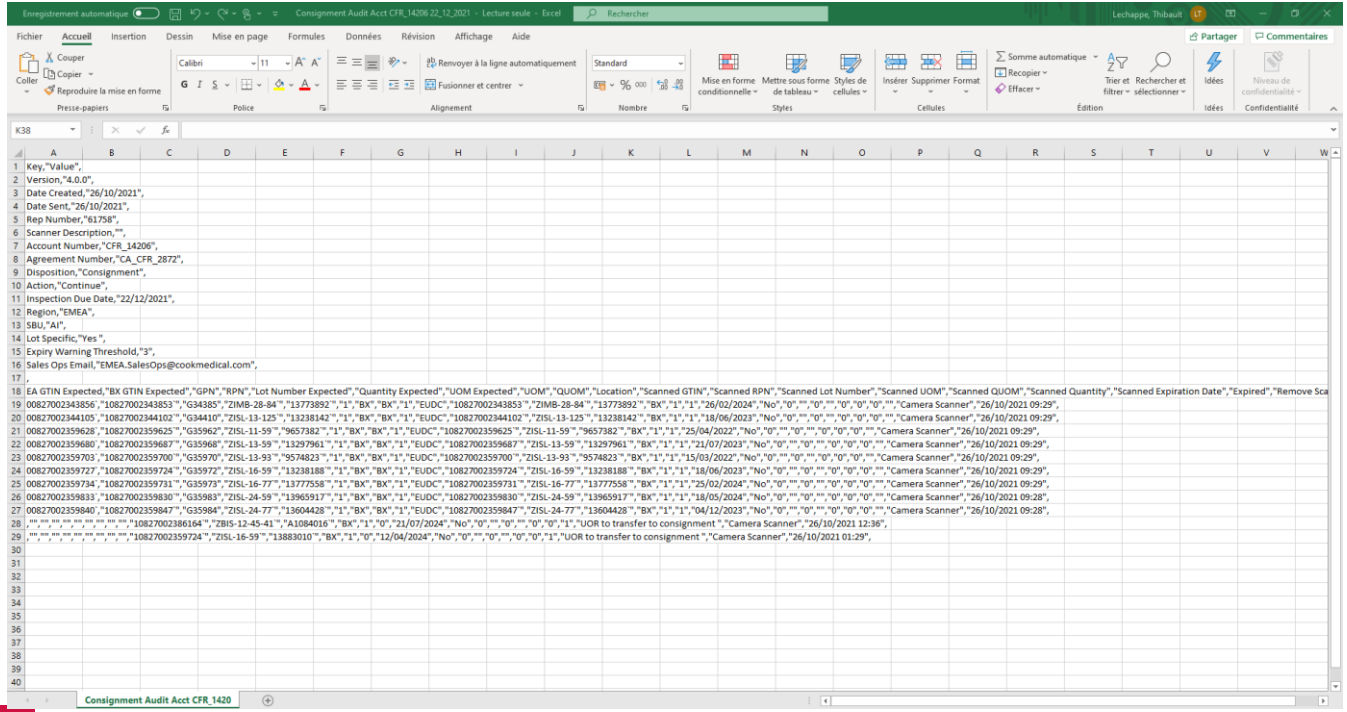
Tuto Excel

Convertir un fichier “illisible” .csv en format “lisible” .xls

COMPANY CONFIDENTIAL. DO NOT COPY. NOT FOR EXTERNAL DISTRIBUTION.

Ouvrir le fichier .csv avec Excel


Consignment Audit Acct CFR_14206 22_12_2021 - Lecture seule - Excel
Rechercher
Lechappe, Thibault
Fichier
Accueil
Insertion
Dessin
Mise en page
Formules
Données
Révision
Affichage
Aide
Partager
Commentaires
Coller
Couper
Copier
Reproduire la mise en forme
Presse-papiers
Calibri
11
Police
Renvoyer à la ligne automatiquement
Fusionner et centrer
Alignement
Standard
Nombre
Mise en forme conditionnelle
Mettre sous forme de tableau
Styles de cellules
Styles
Insérer
Supprimer
Format
Cellules
Somme automatique
Recopier
Effacer
Trier et filtrer
Rechercher et sélectionner
Édition
Idées
Niveau de confidentialité
Confidentialité
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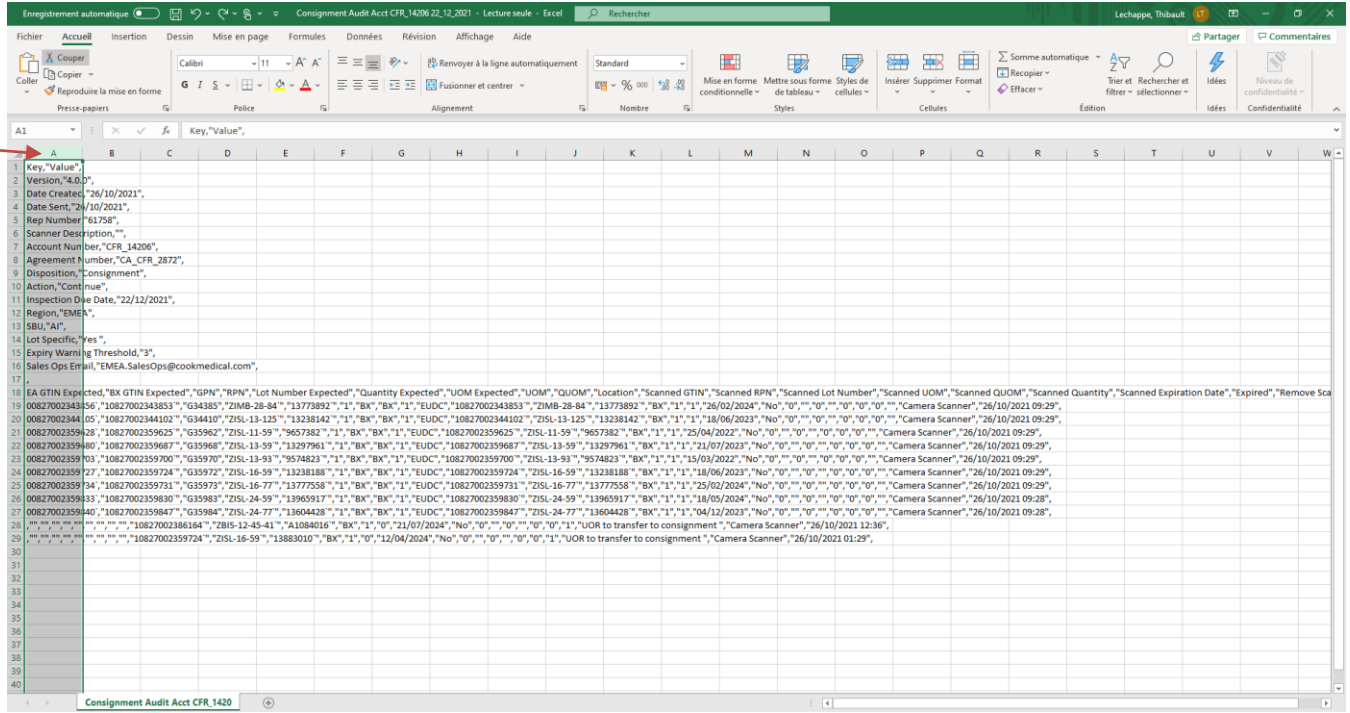
Sélectionner la colonne A

En cliquant dessus


Enregistrement automatique
Consignment Audit Acct CFR_14206 22_12_2021 - Lecture seule - Excel
Rechercher
Lechappe, Thibault
Fichier
Accueil
Insertion
Dessin
Mise en page
Formules
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11
Police
Renvoyer à la ligne automatiquement
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Styles de cellules
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Cellules
Somme automatique
Recopier
Effacer
Trier et filtrer
Rechercher et sélectionner
Édition
Idées
Niveau de confidentialité
Confidentialité
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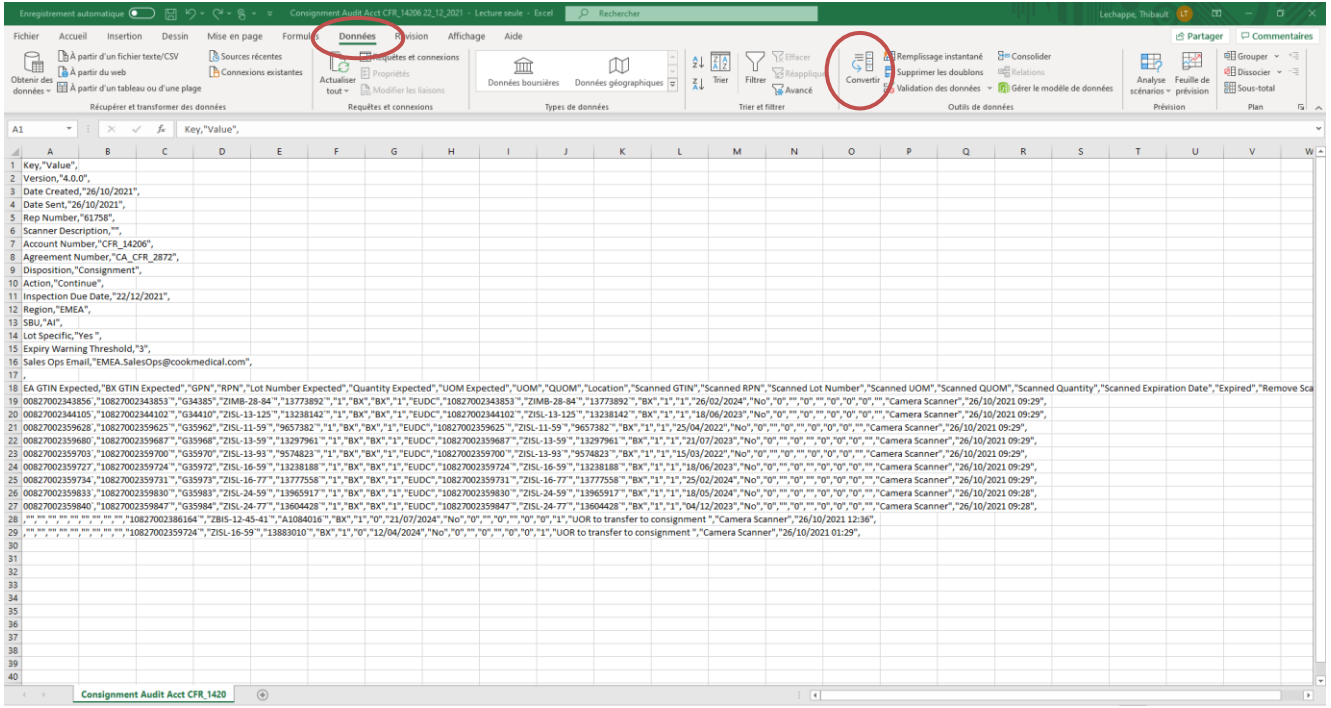
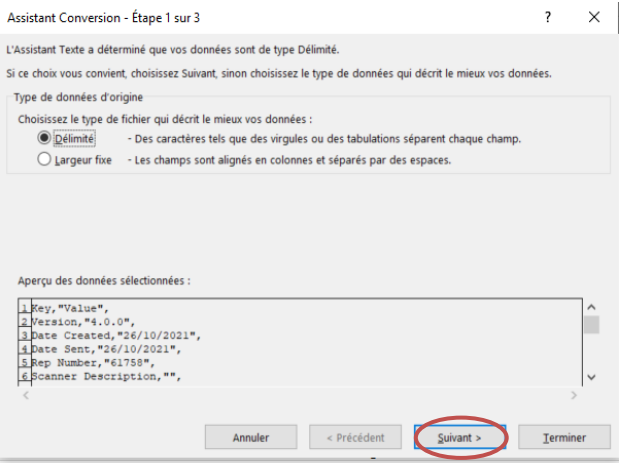
Dans l'onglet "Données" cliquer sur Convertir



Dans l'Assistant Conversion :



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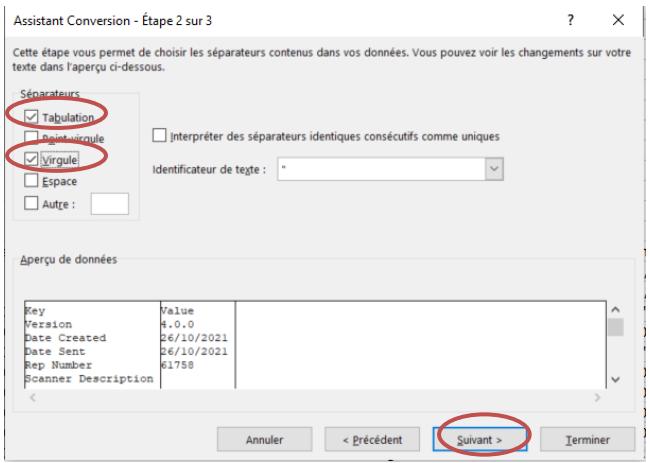
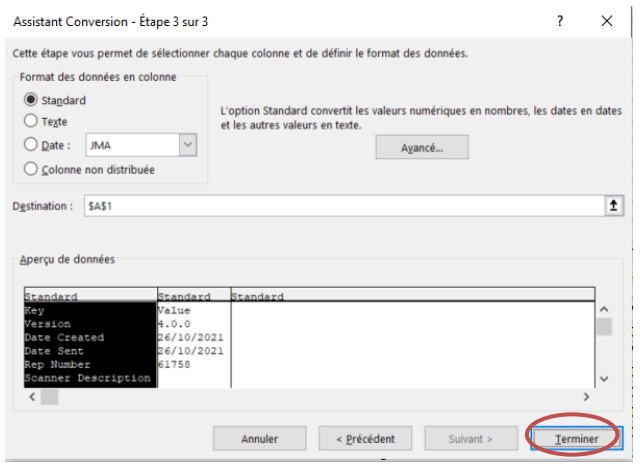


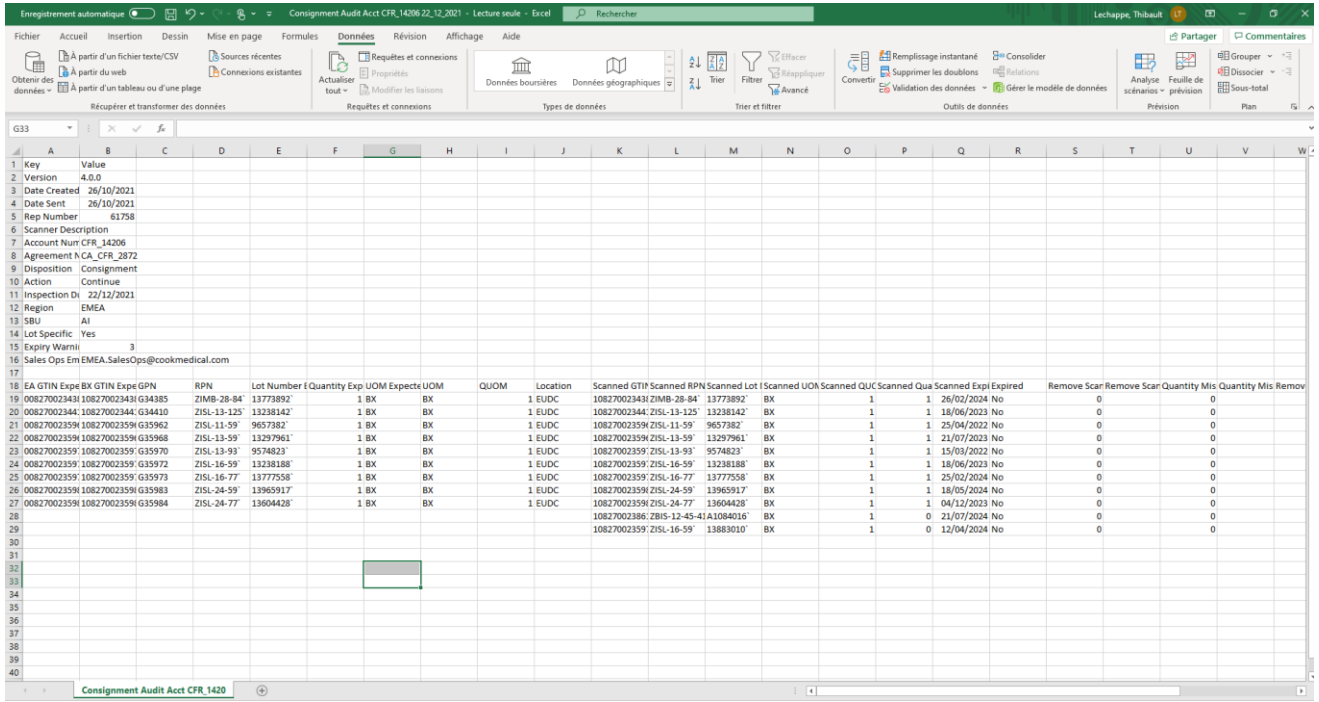
2) Vérifier que «Tabulation» et « Virgule » sont bien coché

3) Cliquer sur suivant



4) Cliquer sur Terminer

Vous obtiendez un fichier lisible classé par colonne



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3	Date Created	26/10/2021																					
4	Date Sent	26/10/2021																					
5	Rep Number	61758																					
6	Scanner Description																						
7	Account Num	CFR_14206																					
8	Agreement N	CA_CFR_2872																					
9	Disposition	Consignment																					
10	Action	Continue																					
11	Inspection D	22/12/2021																					
12	Region	EMEA																					
13	SBU	AI																					
14	Lot Specific	Yes																					
15	Expiry Warni	3																					
16	Sales Ops Em	EMEA.SalesOps@cookmedical.com																					
17																							
18	EA GTIN Expe	BX GTIN Expe	GPN	RPN	Lot Number E	Quantity Exp	UOM Expecte	UOM	QUOM	Location	Scanned GTI	Scanned RPN	Scanned Lot I	Scanned UOI	Scanned QUC	Scanned Qua	Scanned Expi	Expired	Remove Scar	Remove Scar	Quantity Mis	Quantity Mis	Remov
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30																							
31																							
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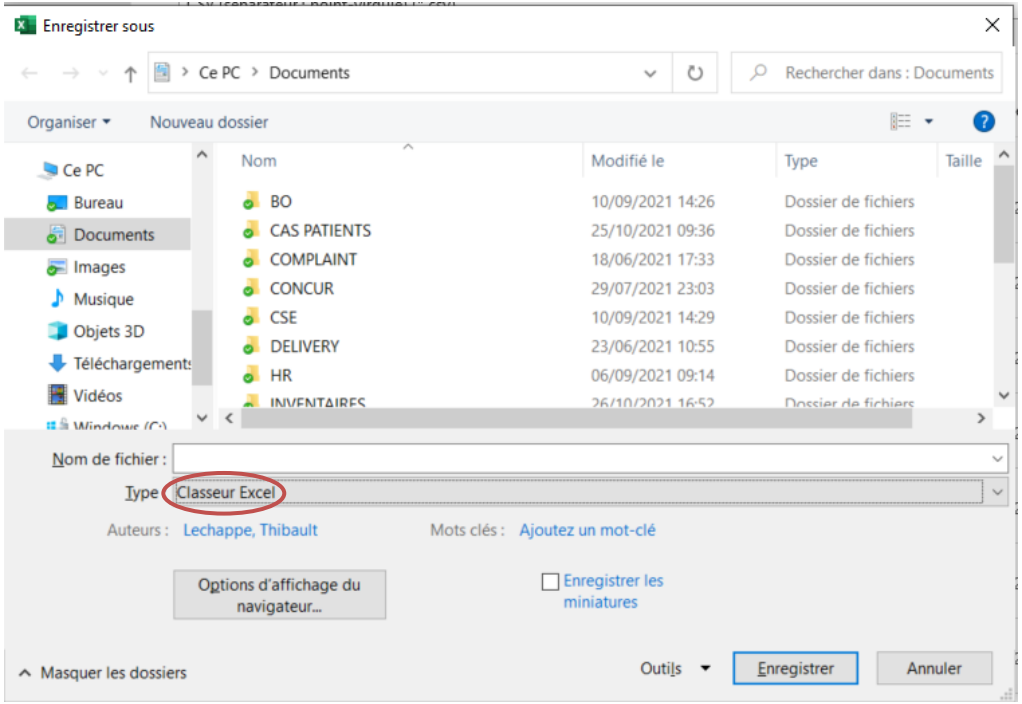
Enregistrer sous au format Excel (.xls)