**How to Open a .CSV File and Insert a Scatter Chart in Google Sheets and Microsoft Excel**

# **Google Sheet Users:**

## **Open a. csv file in Google Sheets**

1. First, you must enable “Convert Uploads” in Google Drive settings. To do so, go to [drive.google.com/drive/settings](https://drive.google.com/drive/settings) and log in to your account. Next, in the pop-up window, check the box next to “Convert uploaded files to Google Docs editor format,” and then click Done.



1. To open a .csv file, simply open Google Drive and drag-and-drop a .csv file to the page.

## **Insert a Scatter Chart in Google Sheets**

To map out the statistics in Google Sheets, select Insert > Chart… and choose Scatter under the Chart Types tab in Chart Editor.

  

# **Microsoft Excel Users:**

## **Open a. csv file in Microsoft Excel**

To open a .csv file in Microsoft Excel is easy. Simply open Microsoft Excel and drag-and-drop a .csv file to the page.

## **Insert a Scatter Chart in Microsoft Excel**

To map out the statistics in Microsoft Excel, select Insert > Chart and choose Scatter.

