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Author Finansinspektionen

Finansinspektionen
Box 7821
SE-103 97 Stockholm
[Brunnsgatan 3]
Tel +46 8 408 980 00
Fax +46 8 24 13 35
finansinspektionen@fi.se
www.fi.se

Instructions for opening fund holdings in Excel

1. Click on the quarter for fund holdings you are interested in and save the folder to your computer.
2. The fund holdings are saved as a compressed folder (zipped folder) at the location you have chosen. Right-click on the folder, select a zip program, and then click *Extract all*. All fund holdings are then unzipped as XML files at your chosen location.
3. To open the XML files in Excel, start by opening Excel on your computer.
4. Click *File – Open* and then choose one of the XML files you downloaded.
5. A pop-up box will ask how you want to open the XML file. Choose *As an XML table*.
6. You should now be able to see all holdings for the selected fund and period in Excel.