

Data sources and access

Importing and exporting data in Sheets

Importing data from files

Importing is the process of **transferring data from an existing file** into Google Sheets. This way, we do not have to manually input already available data.

Why import data?

- View or inspect the data.
- Manipulate or analyse the data in various ways.
- Supplement data with what is already available.
- Export the data in a different format.

We can import data from the following file formats:

- Microsoft Excel formats (**.xls**, **.xlsx**, **.xlsm**, **.xlt**, **.xltx**)
- Comma Separated Values (**.csv**)
- Tab Separated Values (**.tsv**)
- Text files (**.txt**)
- OpenOffice/LibreOffice (**.ods**)
- MapInfo (**.tab**)

Import options

Depending on the file format we are trying to import, we will have all or some of the following import options:

Create new spreadsheet:

Use the imported data to create a new spreadsheet file (workbook) in a different browser tab.

Replace current sheet:

Replace only the current sheet with the data from the imported file.

Insert new sheet(s):

Add a new sheet with the imported data in the current workbook.

Append to current sheet:

Add the imported data to the current sheet, starting from the first empty row.

Replace spreadsheet:

Replace all data in the current workbook with the data from the imported file.

Replace data at selected cell:

Replace data at the selected cell in the current sheet with the imported data.

Choosing a separator

This step is only necessary if we are **importing a plain text file**, i.e., a .csv, .tsv, or .txt. Here, we will be required to choose a separator character that will be used as the delimiter for our data.



Tab

A tab separator will be used.



Comma

A comma separator will be used.



Detect

The separator will be determined automatically based on the data.



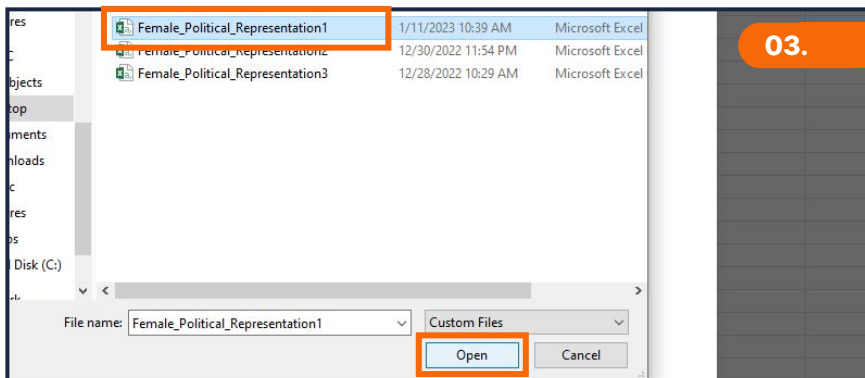
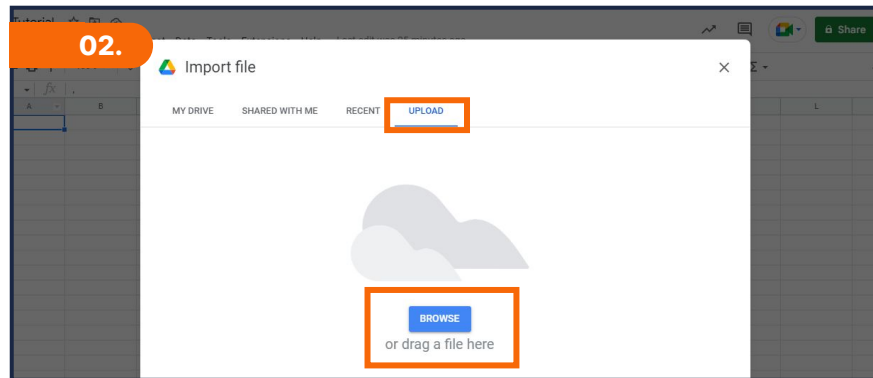
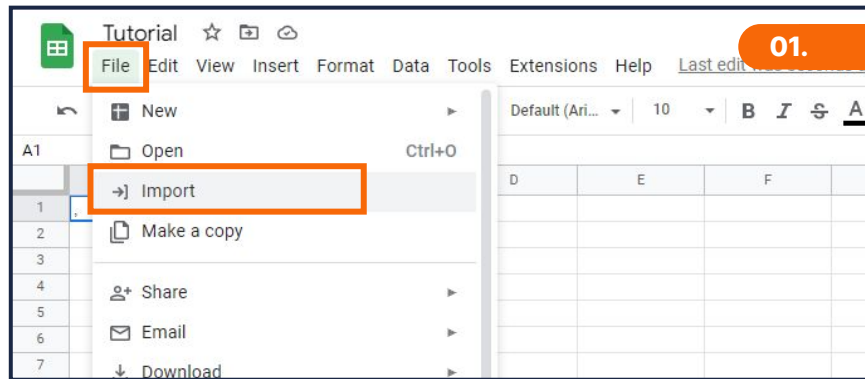
Custom

A custom separator of choice will be used.

Steps for importing a dataset

From a local machine:

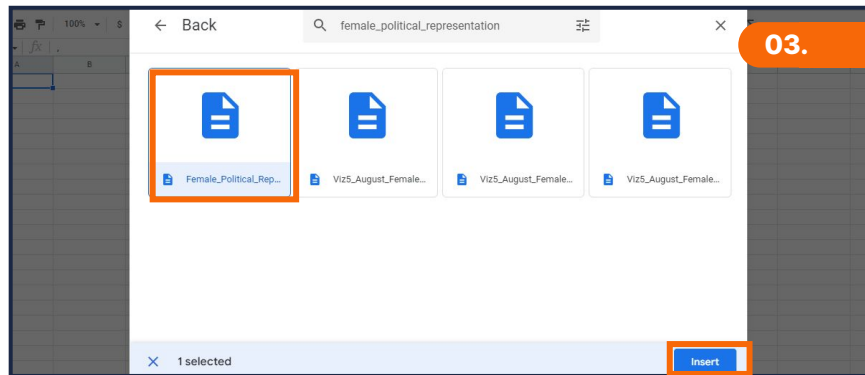
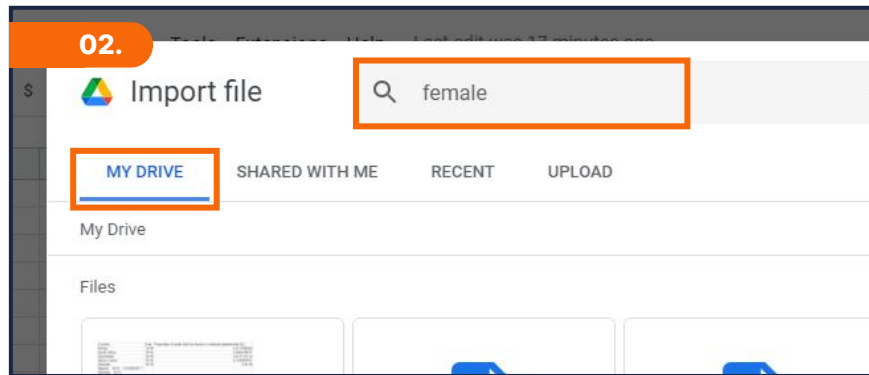
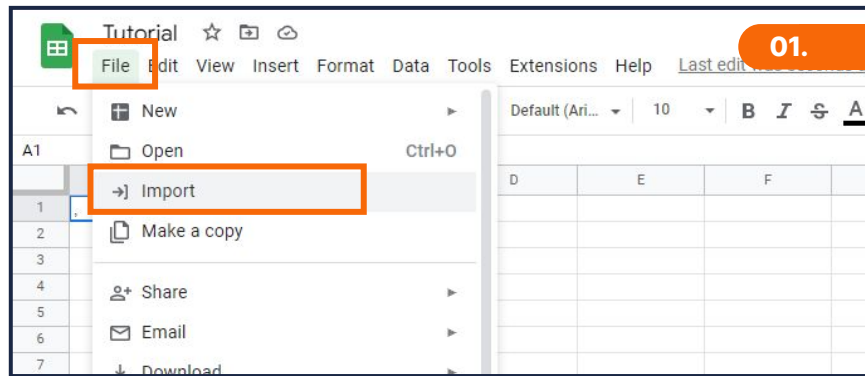
- 01.** On the Google Sheets interface, click **File** > **Import**.
- 02.** Click on **Upload** > **drag and drop** the file.
- 03.** Or **Browse** for the file on your device > select the file > click **Open**.



Steps for importing a dataset

From Google Drive:

- 01.** On the Google Sheets interface, click **File** > **Import**.
- 02.** Click **My Drive** > search for the file in the drive.
- 03.** Select the file > click **Insert**.



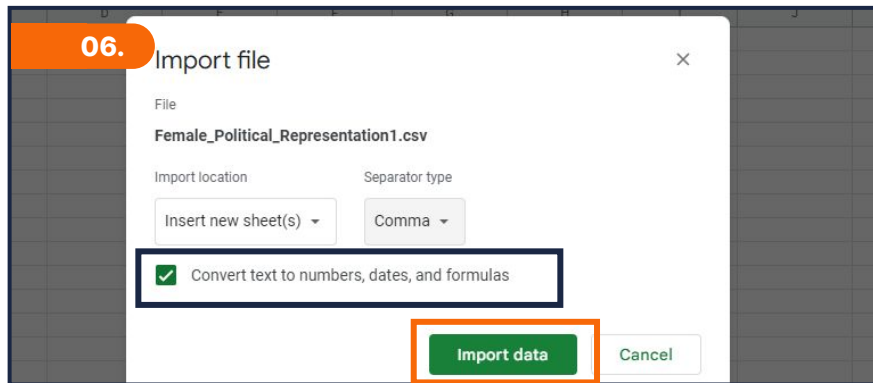
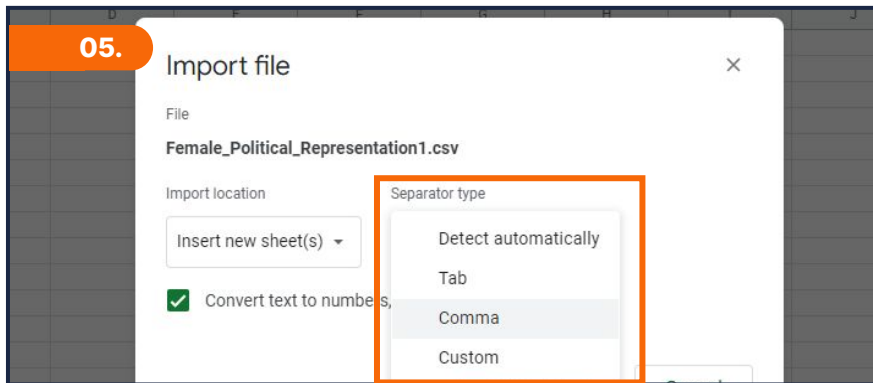
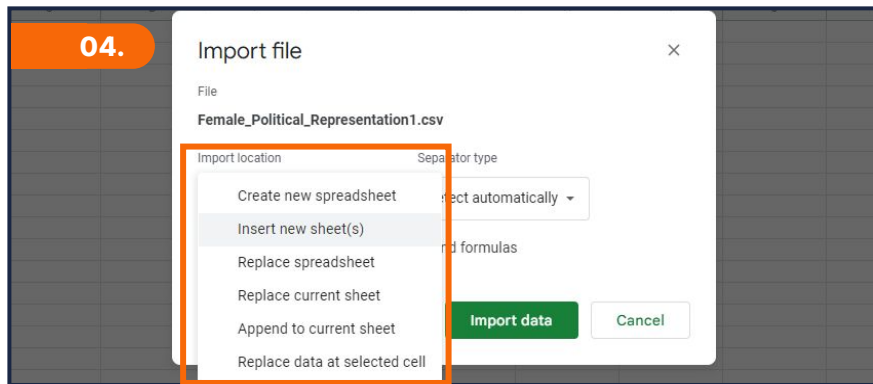
Steps for importing a dataset

04. Select the preferred **import location** option.

05. Pick a suitable **separator type**.

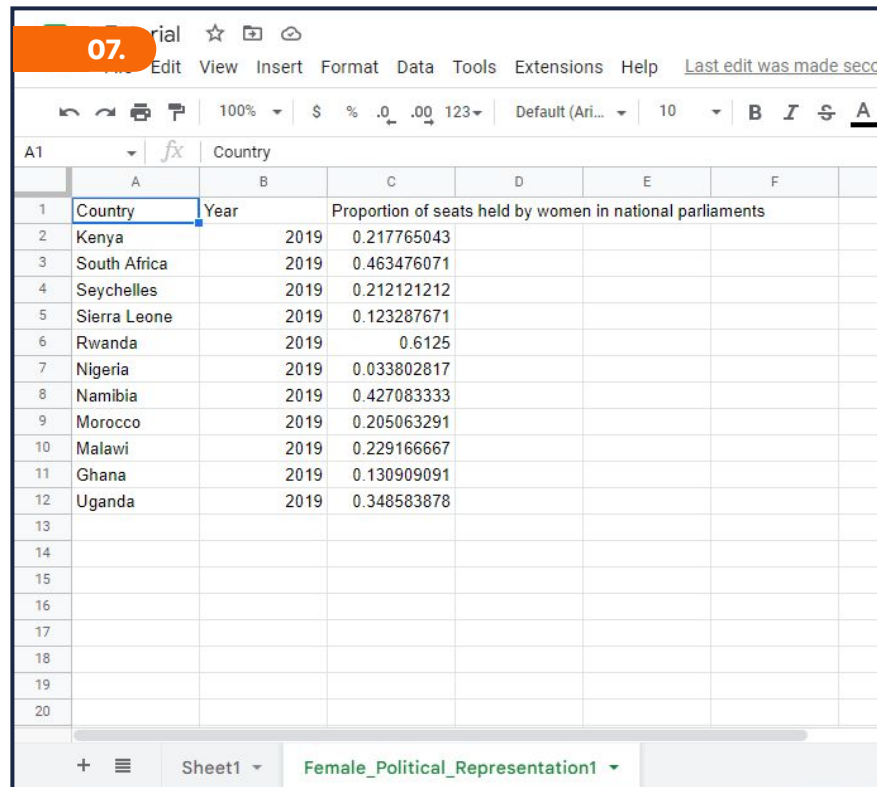
06. Click on **Import data**.

Note: When the checkbox is ticked, text data in recognisable formats are automatically converted into numerical values, date values, or formulas.



Steps for importing a dataset

07. Our file is now imported and the data will appear on the Sheet.



07. Our file is now imported and the data will appear on the Sheet.

	A	B	C	D	E	F
1	Country	Year	Proportion of seats held by women in national parliaments			
2	Kenya	2019	0.217765043			
3	South Africa	2019	0.463476071			
4	Seychelles	2019	0.212121212			
5	Sierra Leone	2019	0.123287671			
6	Rwanda	2019	0.6125			
7	Nigeria	2019	0.033802817			
8	Namibia	2019	0.427083333			
9	Morocco	2019	0.205063291			
10	Malawi	2019	0.229166667			
11	Ghana	2019	0.130909091			
12	Uganda	2019	0.348583878			
13						
14						
15						
16						
17						
18						
19						
20						

Exporting data from Google Sheets

Exporting is the process of **downloading data from Google Sheets** into a different file format.

Why export data?

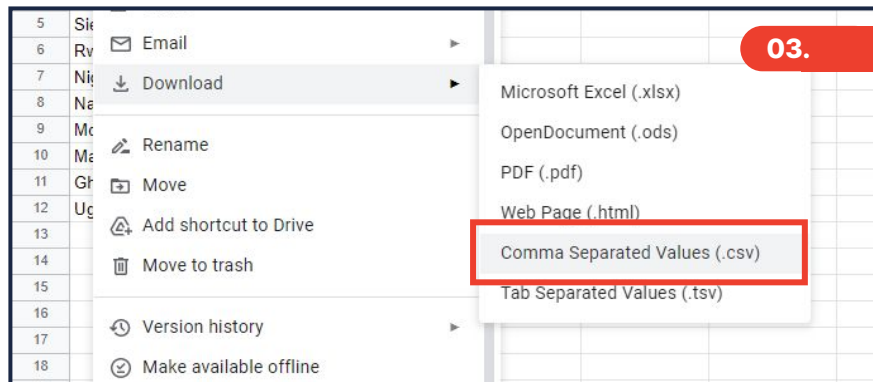
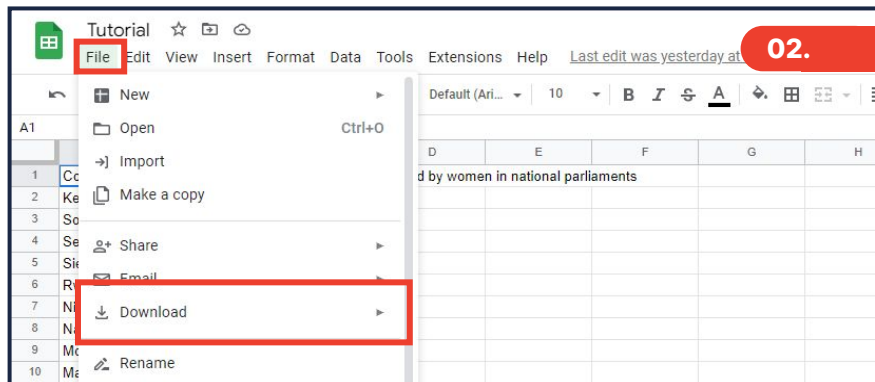
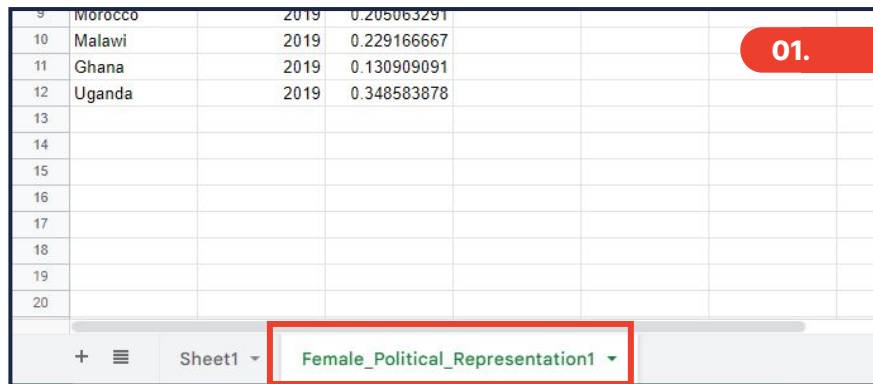
- Open and edit data in other programs.
- Store data in a particular file format.
- Share data with others.

We can export data into the following formats:

- Microsoft Excel (**.xlsx**)
- OpenDocument (**.ods**)
- Comma Separated Values (**.csv**)
- Tab Separated Values (**.tsv**)
- PDF (**.pdf**)
- Web page (**.html**)

Steps for exporting data to a CSV

- 01.** On the workbook, click on the **worksheet tab** with the data that need to be exported as a CSV.
- 02.** Go to **File > Download**.
- 03.** Select **Comma Separated Values (.csv)**.



Steps for exporting data to a CSV

04. The file will be **downloaded** onto the local machine > check the default **Downloads** folder.

The screenshot shows a Google Sheet with data for Malawi, Ghana, and Uganda. A red box highlights the 'File' menu, and a red circle highlights the 'Download' option, indicating the next step in the export process.

10	Malawi	2019	0.229166667			
11	Ghana	2019	0.130909091			
12	Uganda	2019	0.348583878			
13						
14						
15						
16						
17						
18						

Sheet1 Female_Political_Representation1

Tutorial - Female_P....csv

Things to note when exporting to a CSV:

- **Only one tab** can be exported at a time. CSV does not support multiple tab exports.
- **Additional information** such as formatting, visualisations, functions, etc. will be **lost**.
- Data will be exported with **comma separators** by default.