



Data sources and access

Importing and exporting data in Sheets

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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 analyze 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.

Insert new sheet(s):

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

Replace spreadsheet:

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

Replace current sheet:

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

Append to current sheet:

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

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.



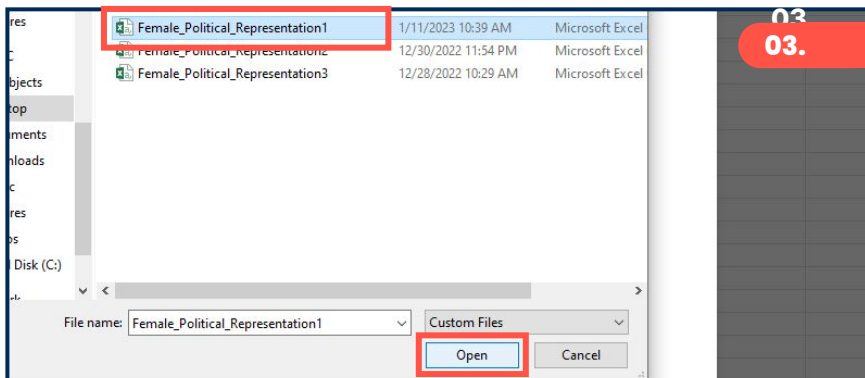
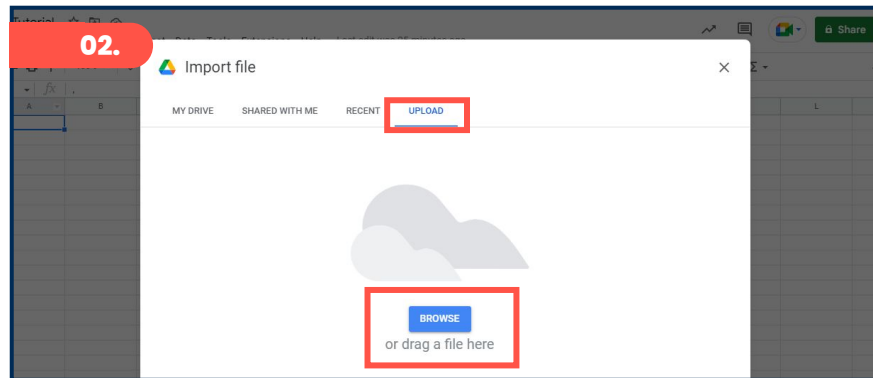
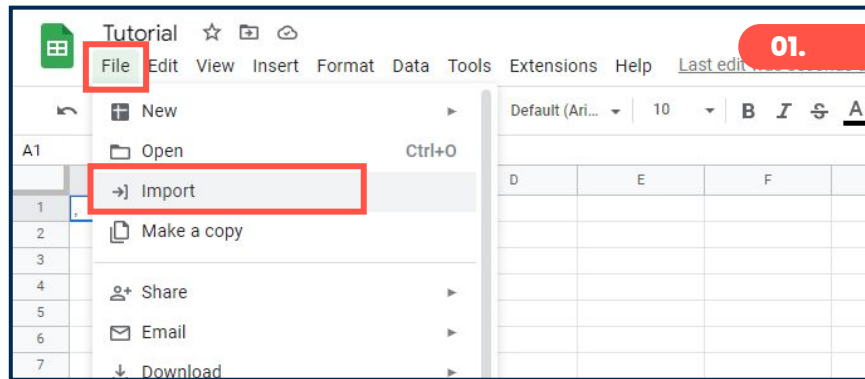
Custom

A custom separator of choice will be used.

Steps for importing a dataset

From a local machine:

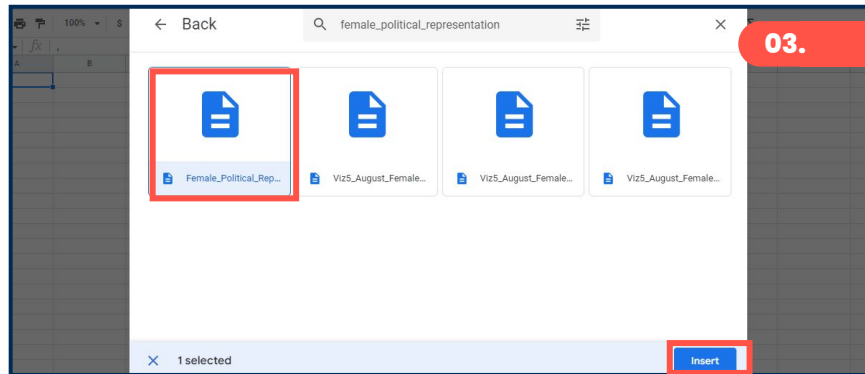
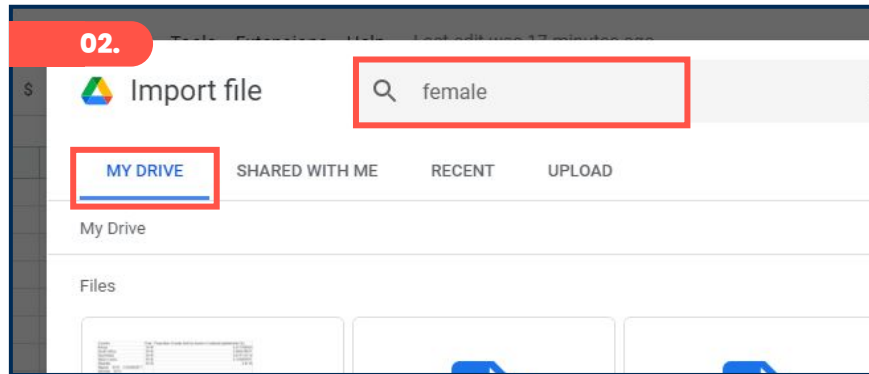
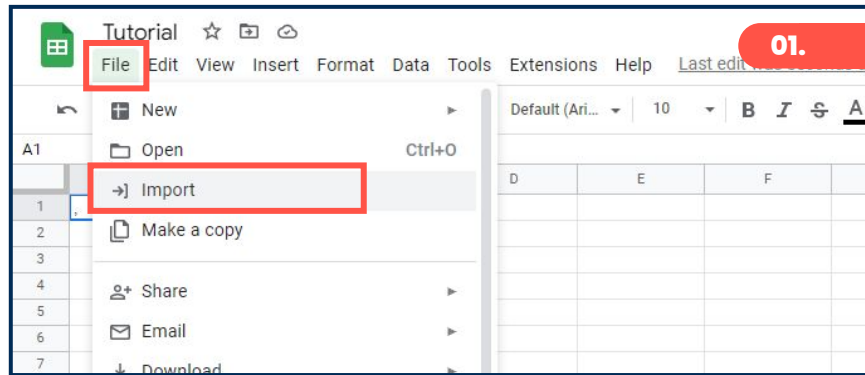
- 01.** On the Google Sheets interface, click **File** > **Import**.
- 02.** Click on **Upload** > **Drag and drop** the file.
- 03.** Or **Browse** for the file on your device > Select the file > click **Open**.



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**.



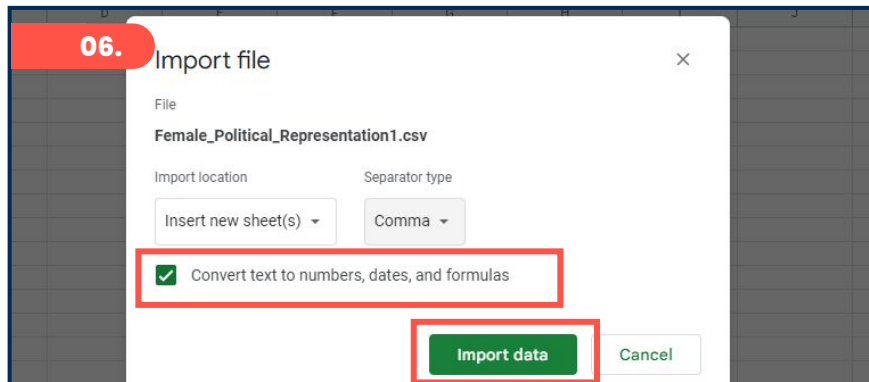
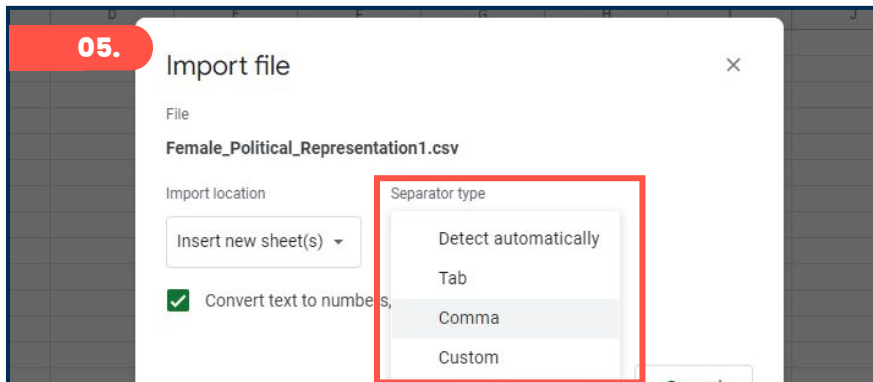
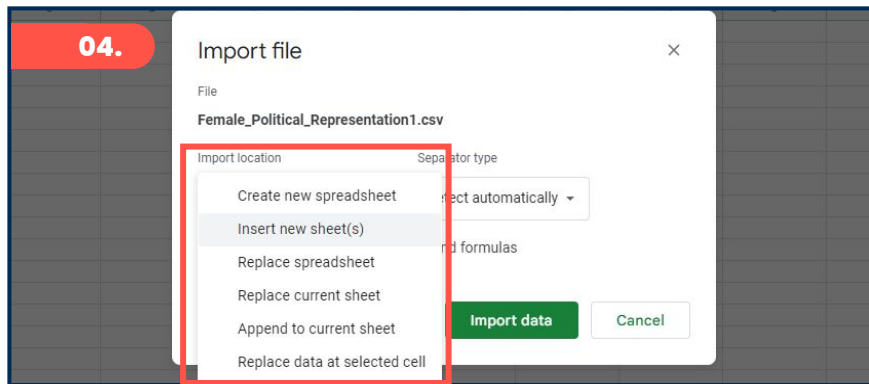
Steps for importing a dataset

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

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

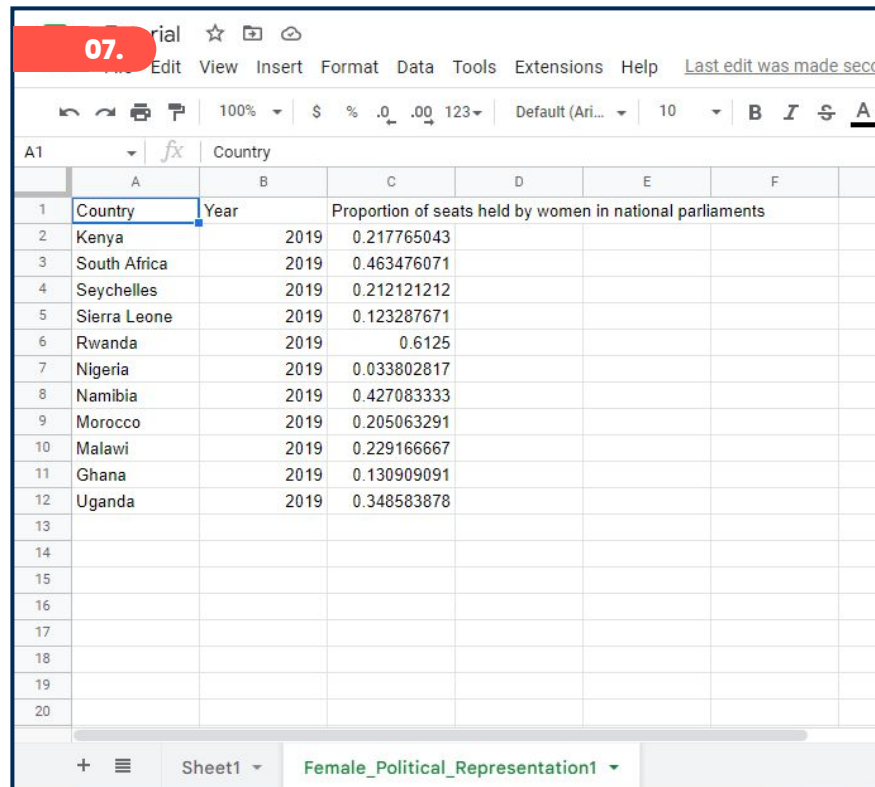
06. Click on **Import data**.

Note: When the checkbox is ticked, text data in recognizable 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.



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| | 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:

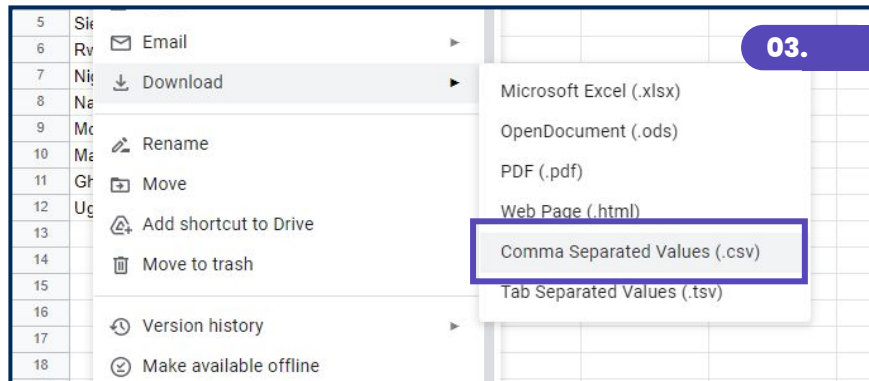
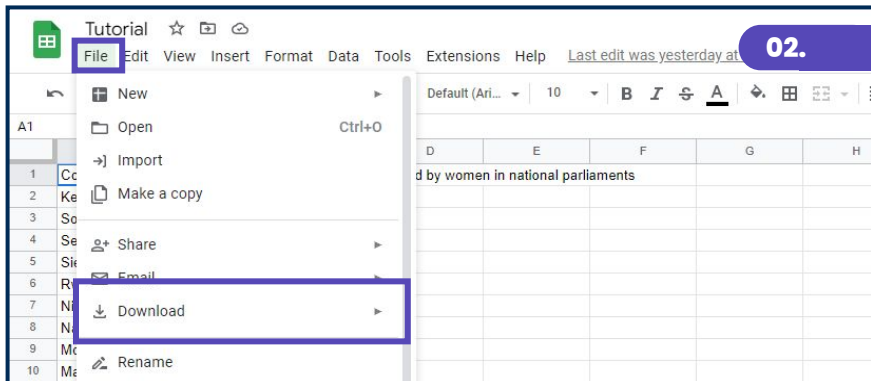
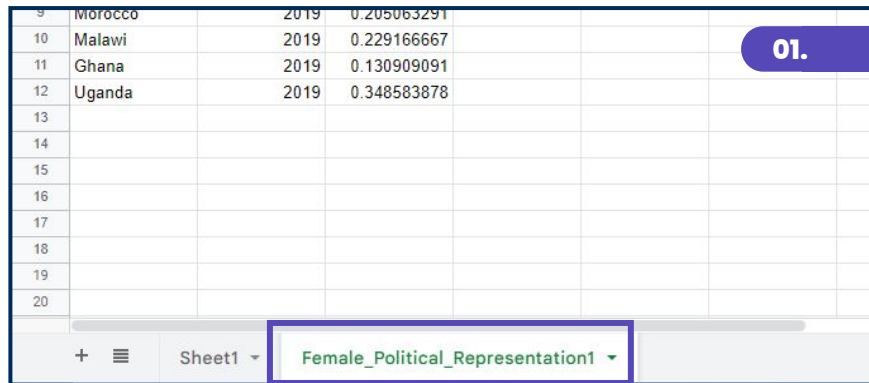
- Microsoft Excel (**.xlsx**)
- OpenDocument (**.ods**)
- Comma Separated Values (**.csv**)
- Tab Separated Values (**.tsv**)
- PDF (**.pdf**)
- Web page (**.html**)

Steps for exporting data to a CSV

01. On the workbook, click on the **worksheet tab** with the data that needs to be exported as a CSV.

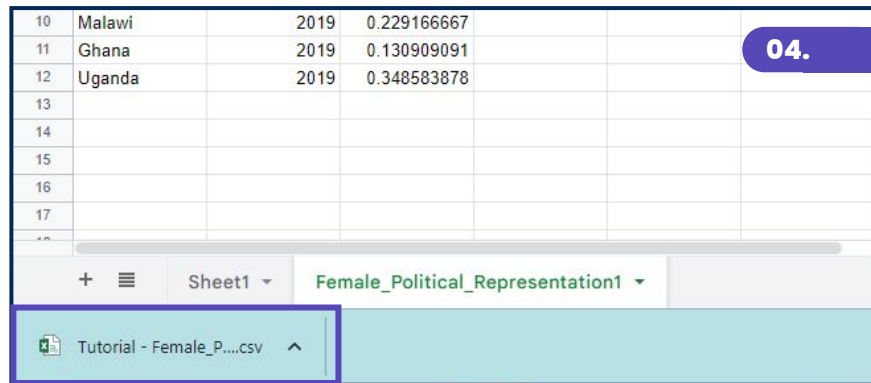
02. Go to **File > Download**.

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 Sheets spreadsheet with data for Malawi, Ghana, and Uganda. A purple box highlights the 'File' menu, and another purple box highlights the 'Download' option, indicating the steps to export the data as a CSV file. A purple badge with the number '04.' is in the top right corner.

| | | | | | | |
|----|--------|------|-------------|--|--|--|
| 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, visualizations, functions, etc. will be **lost**.
- Data will be exported with **comma separators** by default.