EXPLORE AI ACADEMY

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.

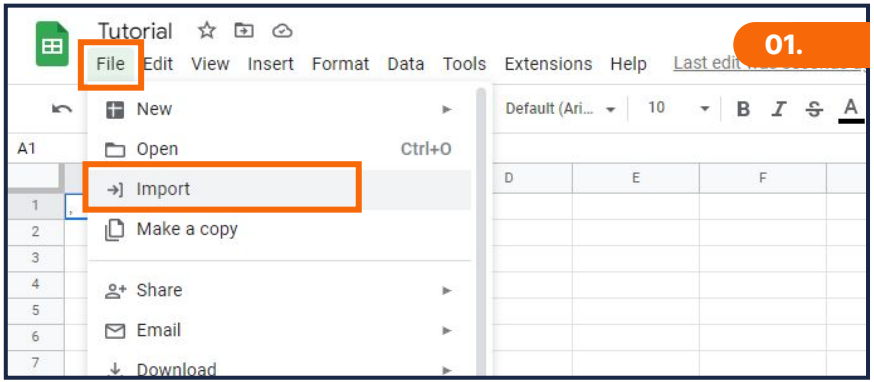
Steps for importing a dataset

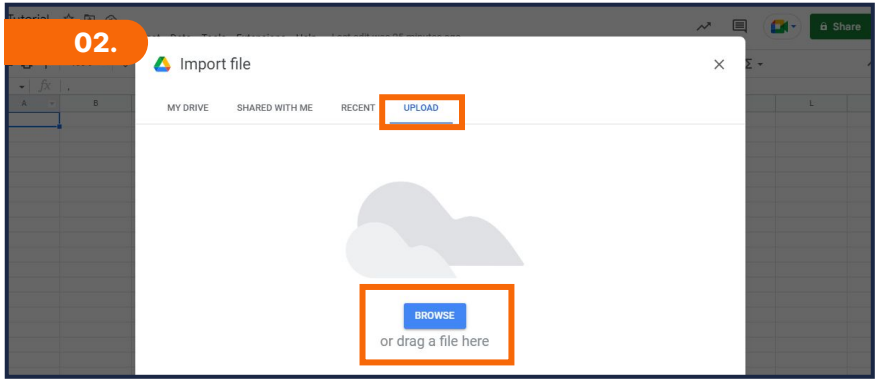
From a local machine:

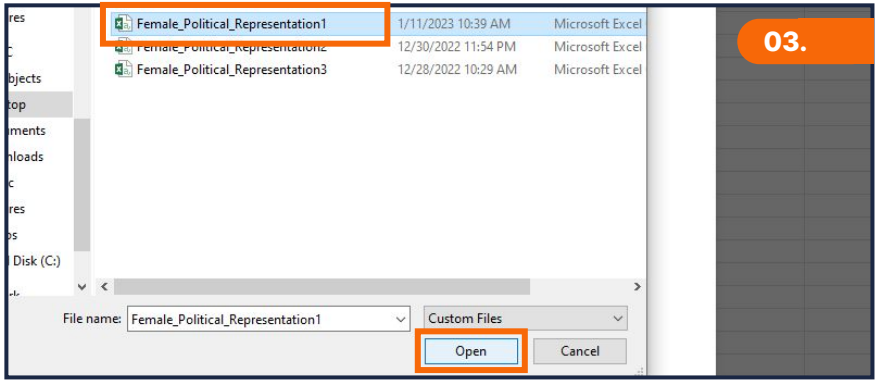
01. On the Google Sheets interface, click **File** > **Import**.

02. Click on **Upload** > **drag and drop** the file.

03. Or **Browse** for the file on your device > select the file > click **Open**.







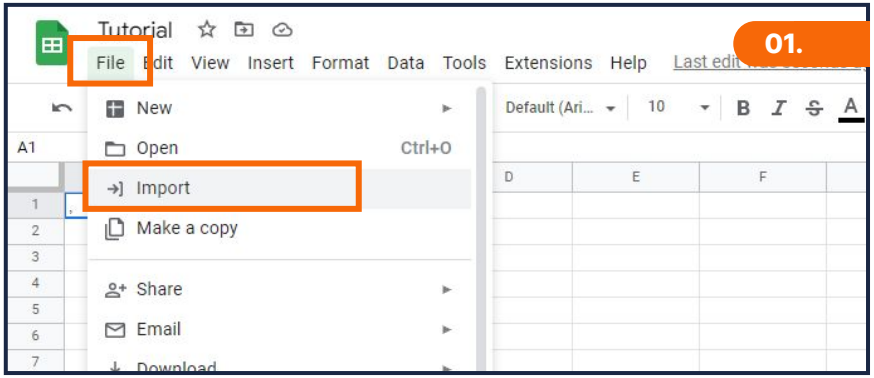
Steps for importing a dataset

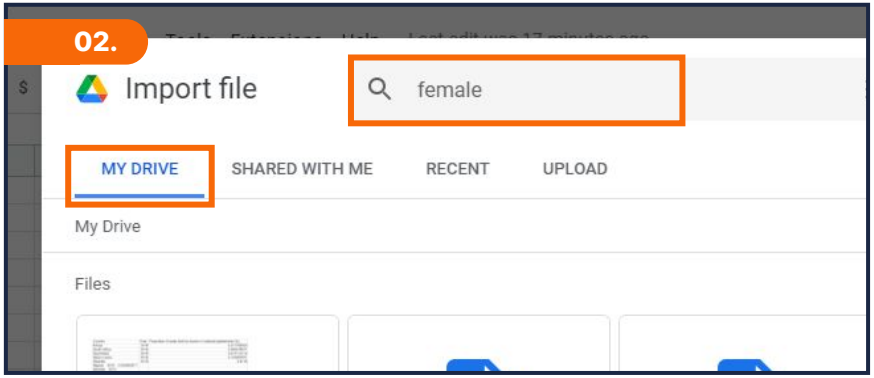
From Google Drive:

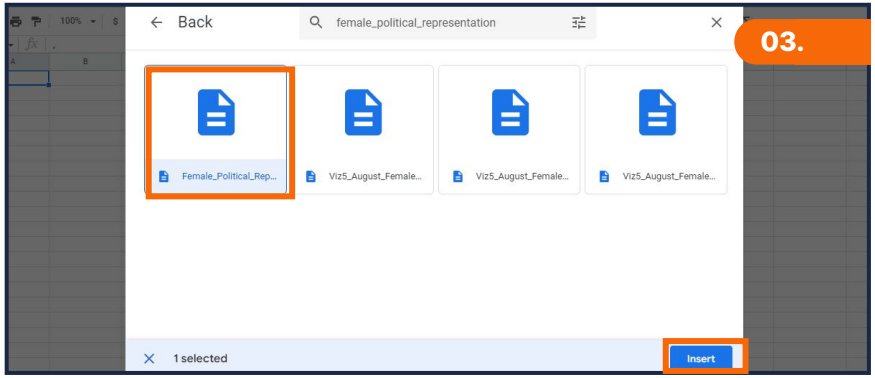
01. On the Google Sheets interface, click **File** > **Import**.

02. Click **My Drive** > search for the file in the drive.

03. Select the file > click **Insert**.







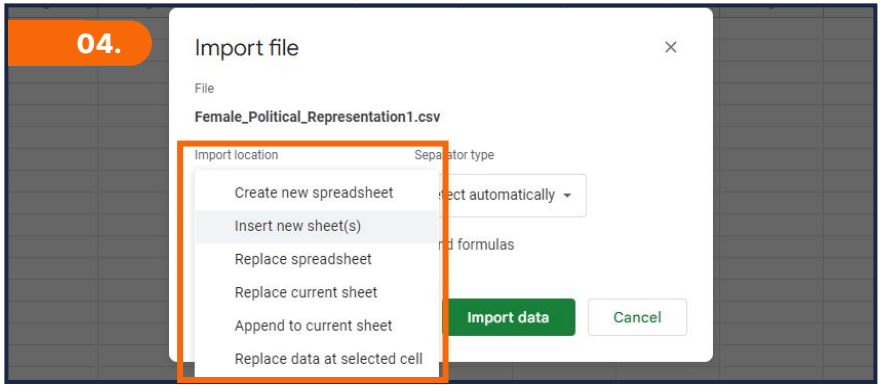
Steps for importing a dataset

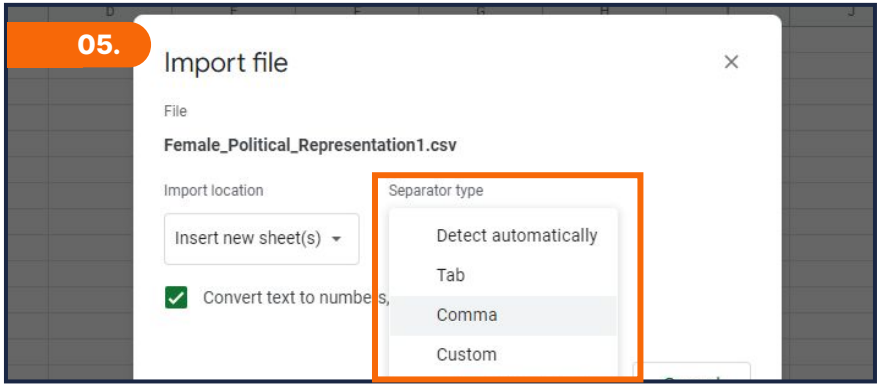
04. Select the preferred **import location option**.

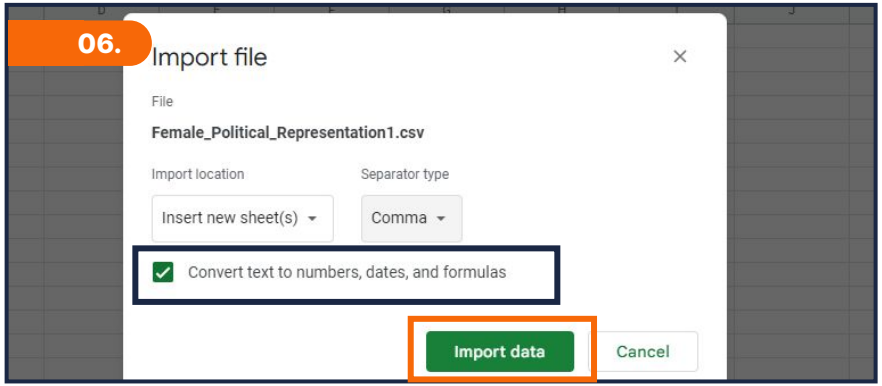
05. Pick a suitable **separator type**.

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.

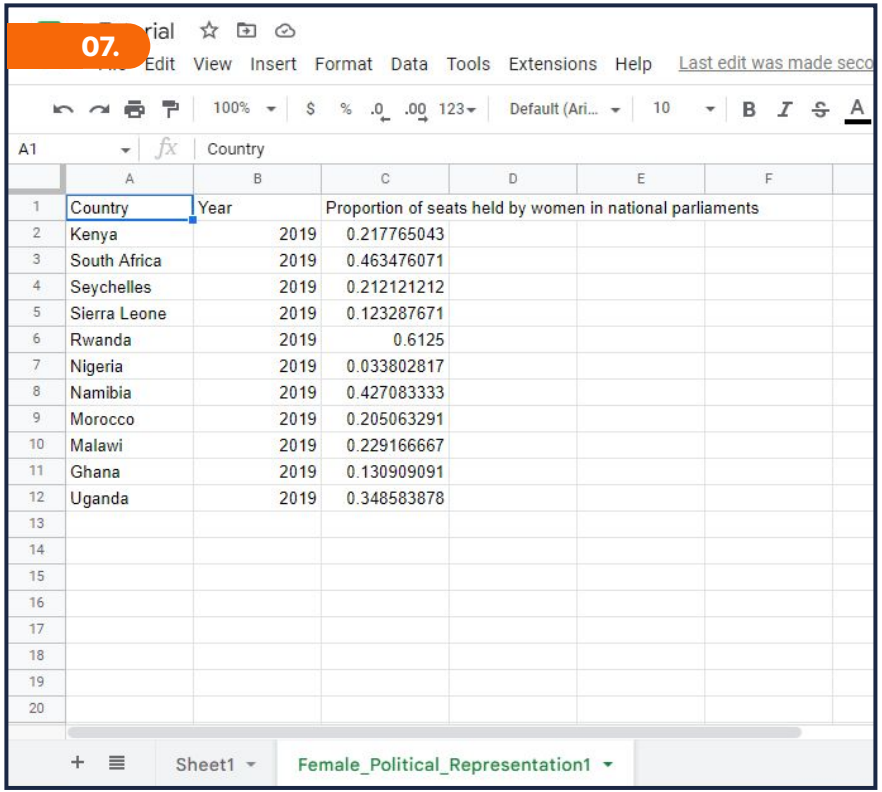






Steps for importing a dataset

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



	A	B	C
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

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:

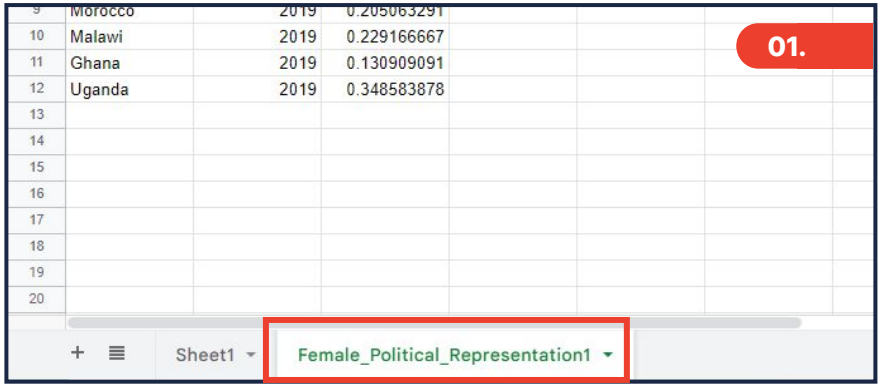
- Microsoft Excel (**.xlsx**)
- OpenDocument (**.ods**)
- Comma Separated Values (**.csv**)
- Tab Separated Values (**.tsv**)
- PDF (**.pdf**)
- Web page (**.html**)

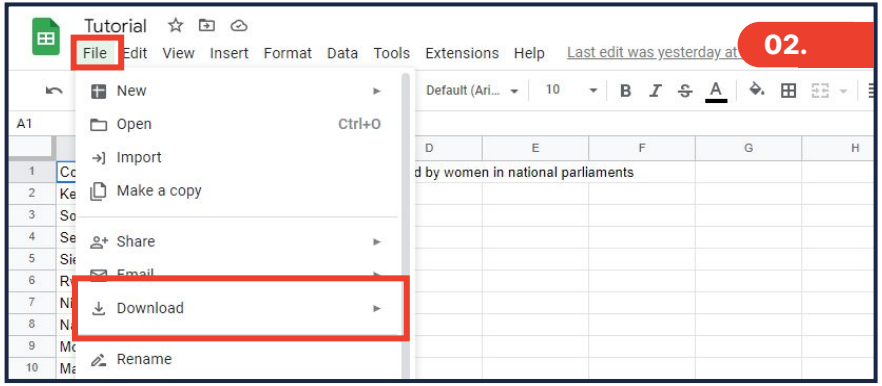
Steps for exporting data to a CSV

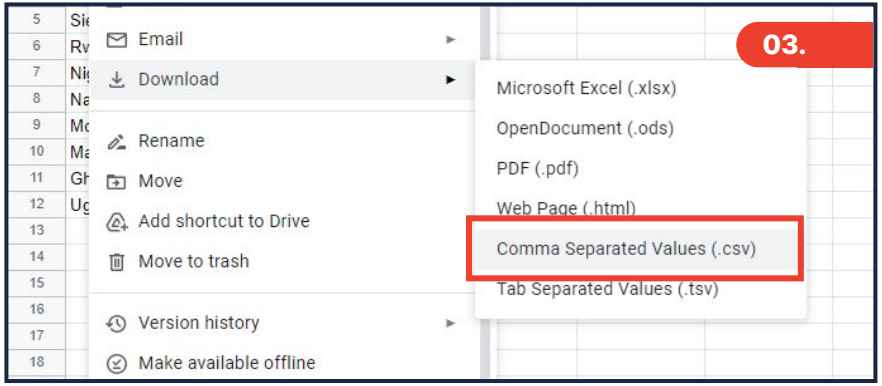
01. On the workbook, click on the **worksheet tab** with the data that need to be exported as a CSV.

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

03. Select **Comma Separated Values (.csv)**.

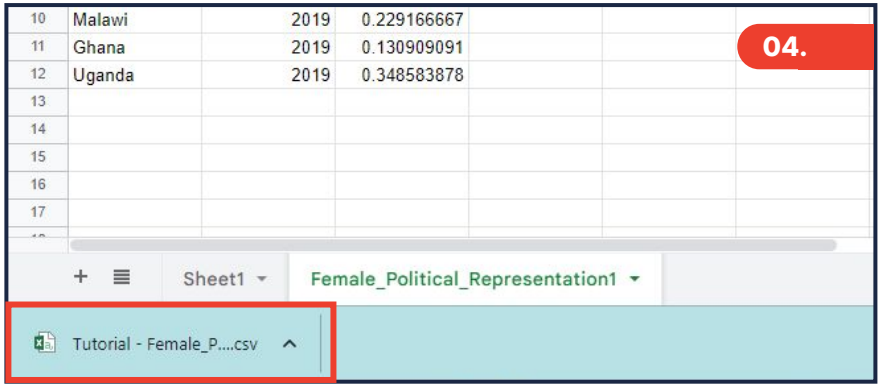






Steps for exporting data to a CSV

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



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.