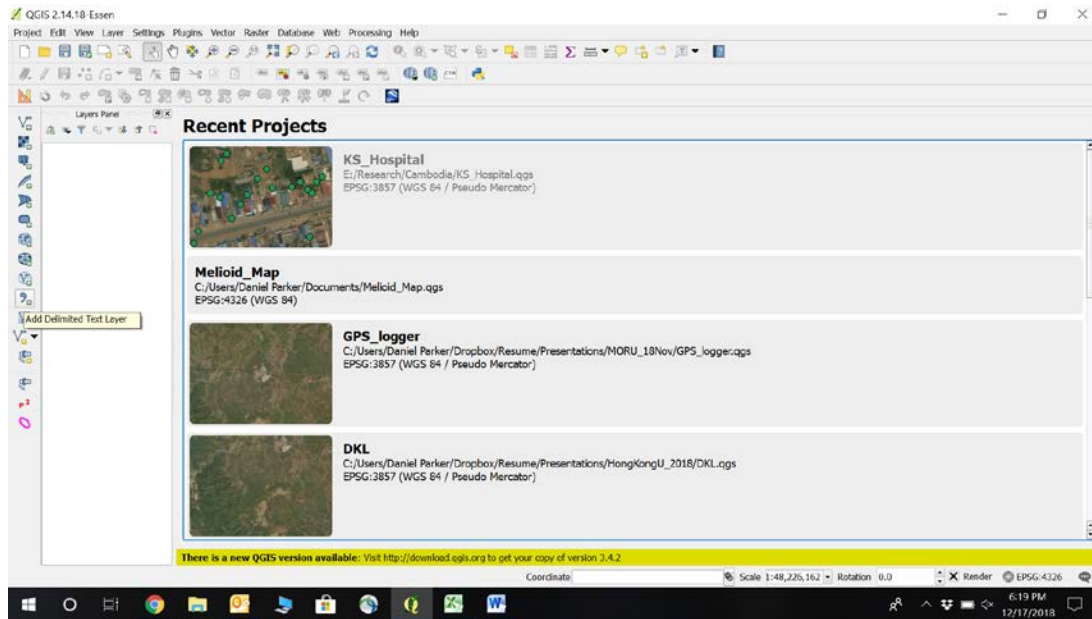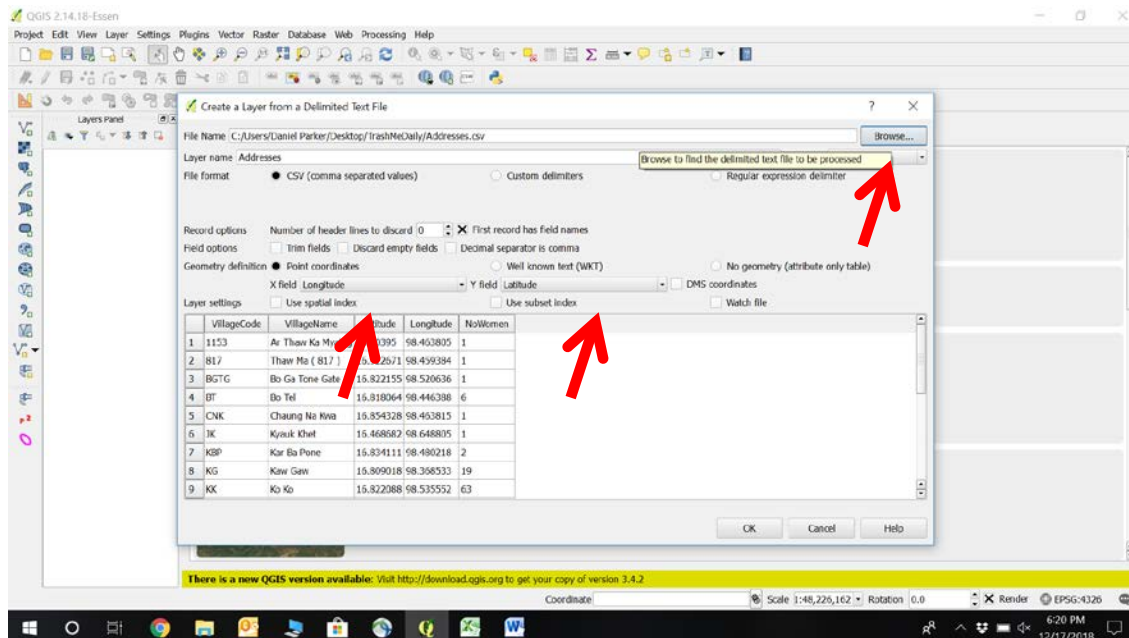Save the address file as a .csv

Open QGIS desktop
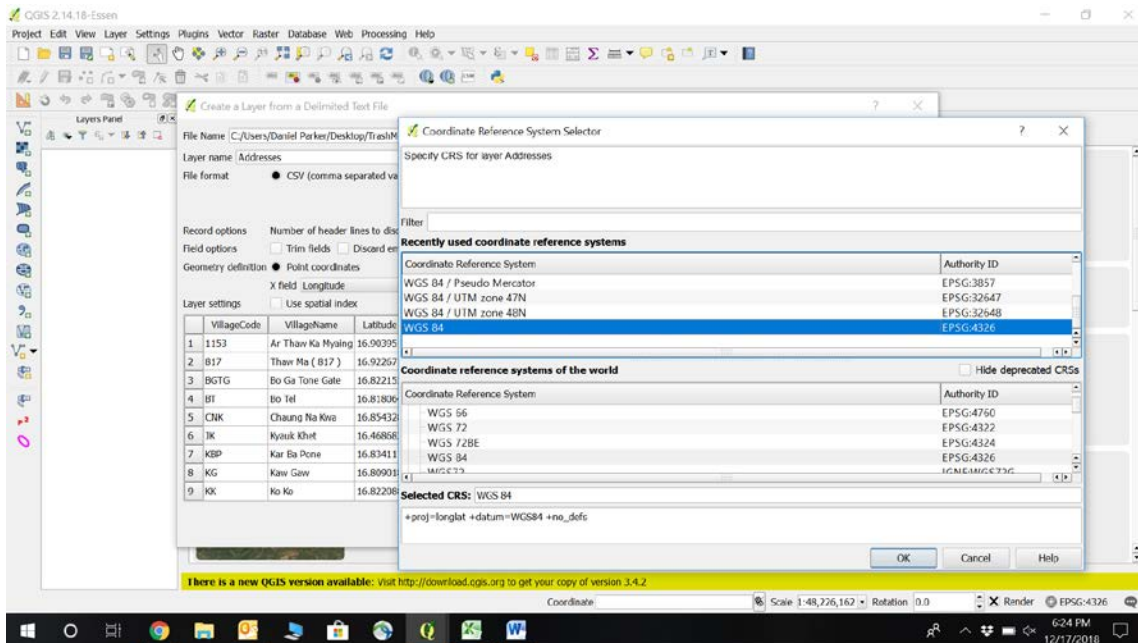
On the left hand side, click on the icon that looks like a comma (for "add delimited text layer")

This will open a new window. Click on "Browse" tab on the top right and navigate to where you saved the .csv file. Make sure that it has recognized that the x field is longitude and the y field is latitude. If it has not, you may have to change which columns are selected. Then select "OK".
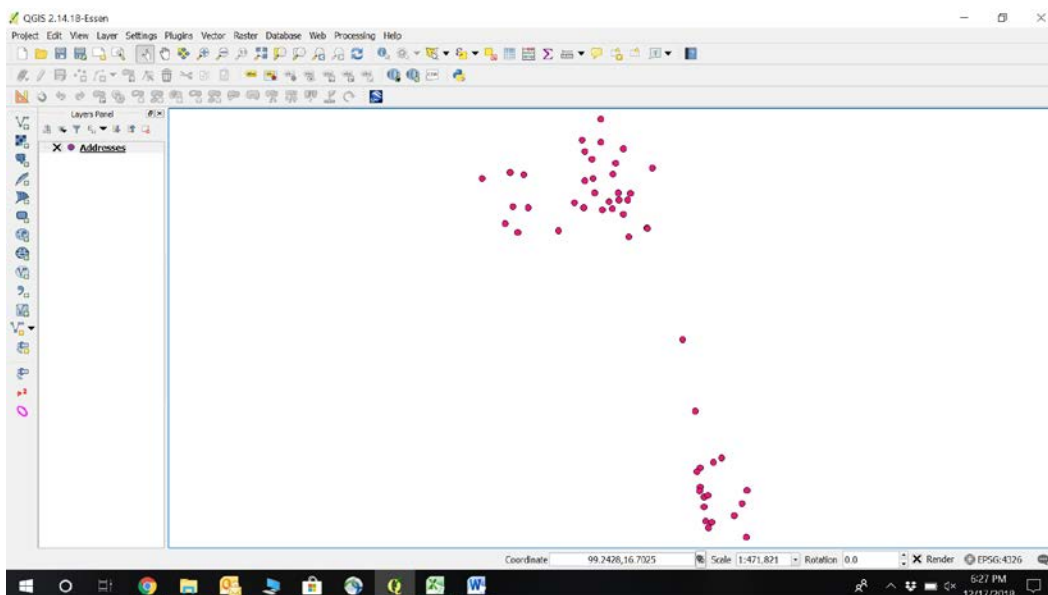
You'll then see another window asking for the "Coordinate Reference System". In this case it is WGS 84. Essentially any time you're using normal latitude and longitude it will be WGS 84. Select "OK"
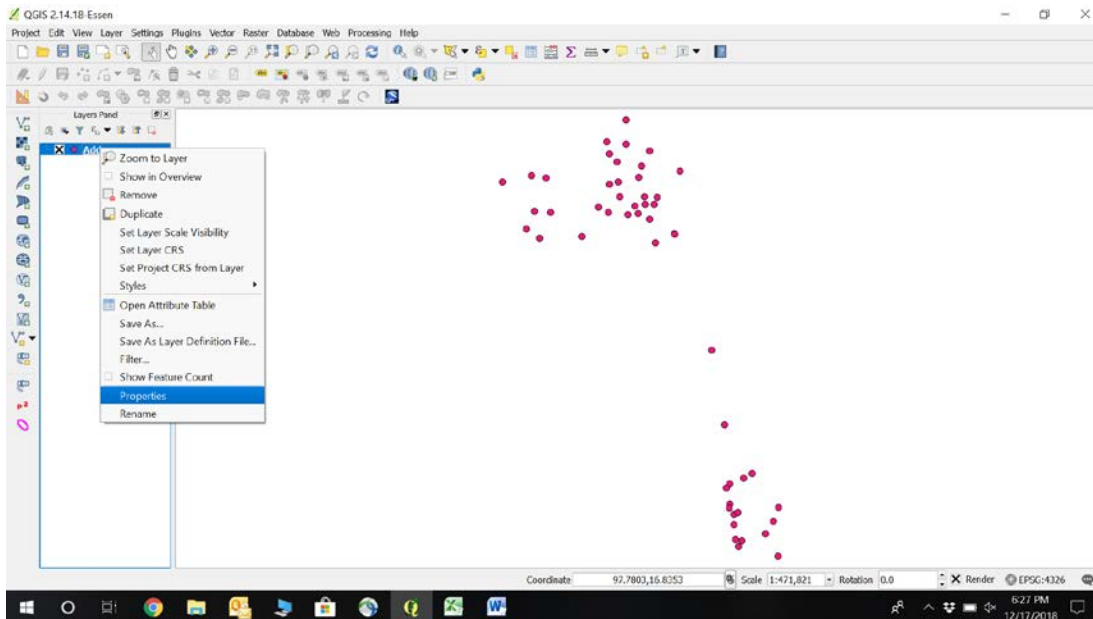

You should now see the point data. You'll need to add other layers for the international boundaries etc. For now I'm just getting you started with the point data and setting up a basic GIS for you. There are excellent tutorials online (probably in Deutsche too) for QGIS at: https://www.qgistutorials.com/de/
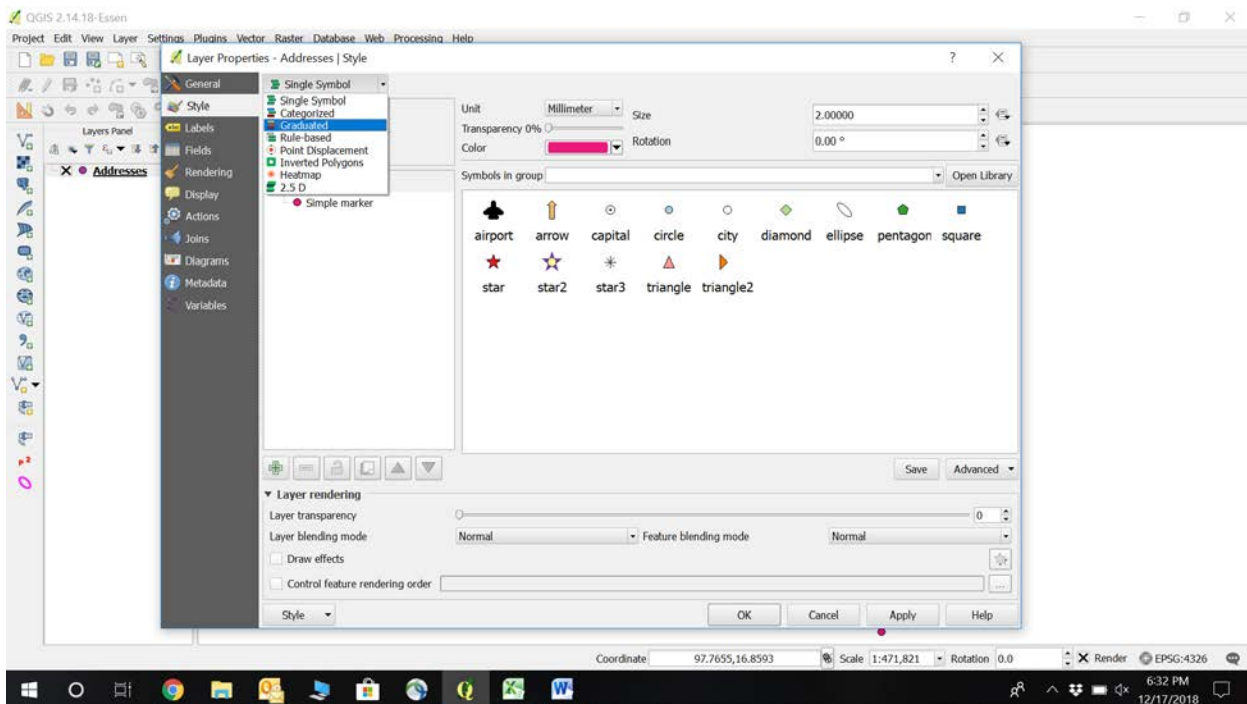
For the administrative unit layers I suggest going to DIVA-GIS to get free spatial data: http://www.diva-gis.org/gdata
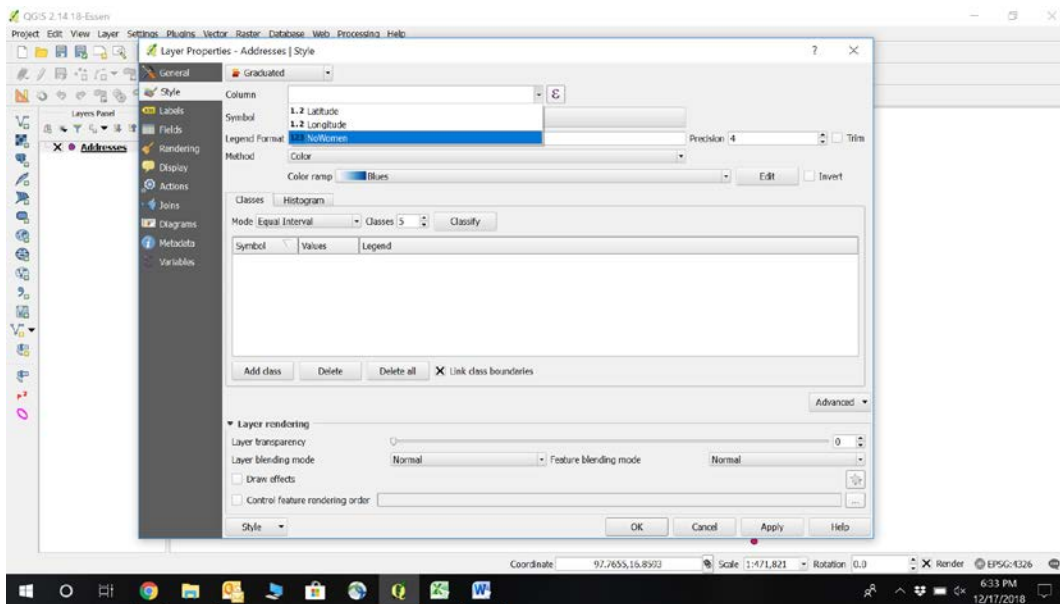
Right click on the points layer that you've added (left hand side) and select "Properties"
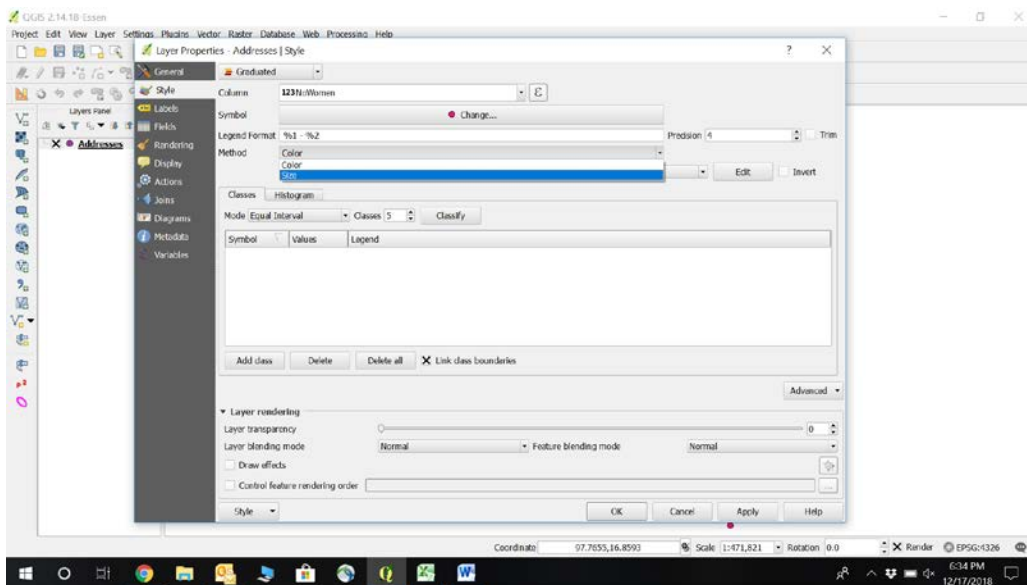

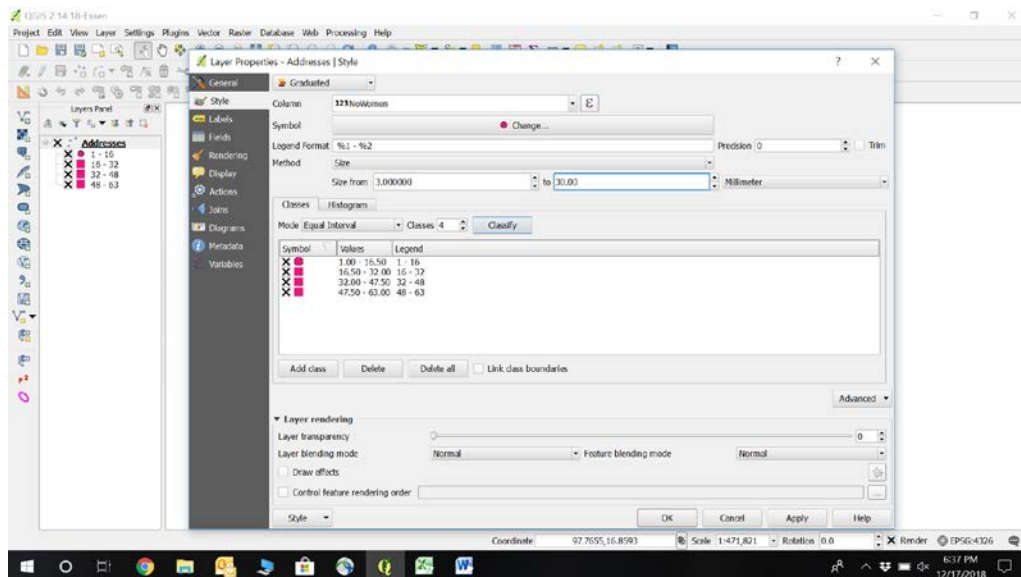You should see the following window pop up. On the top left change "Single Symbol" to "Graduated"

Change the "Column" to the column in the dataset that you want the symbol size based on ("NoWoman")
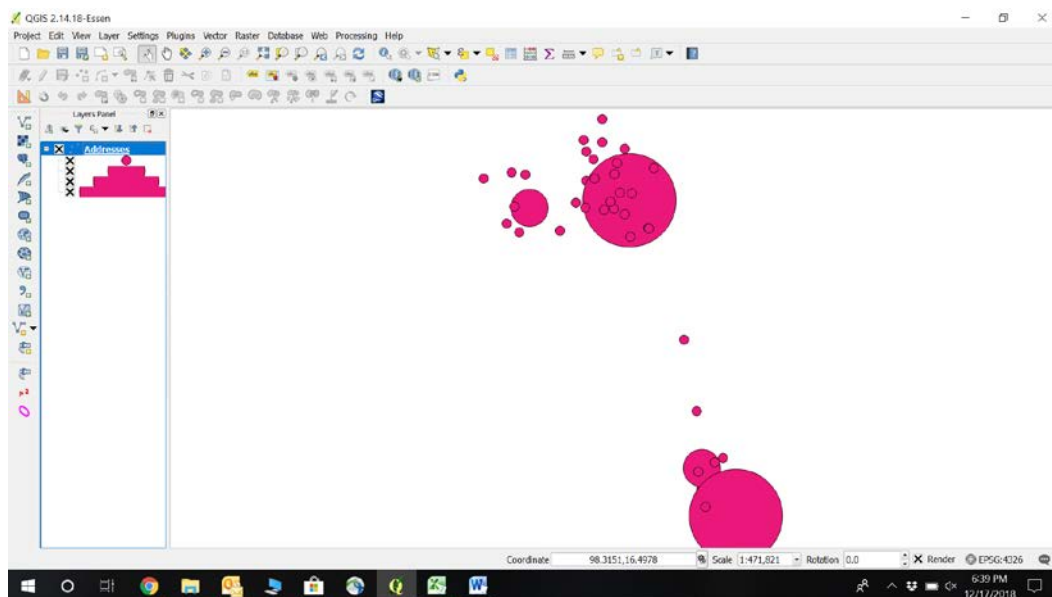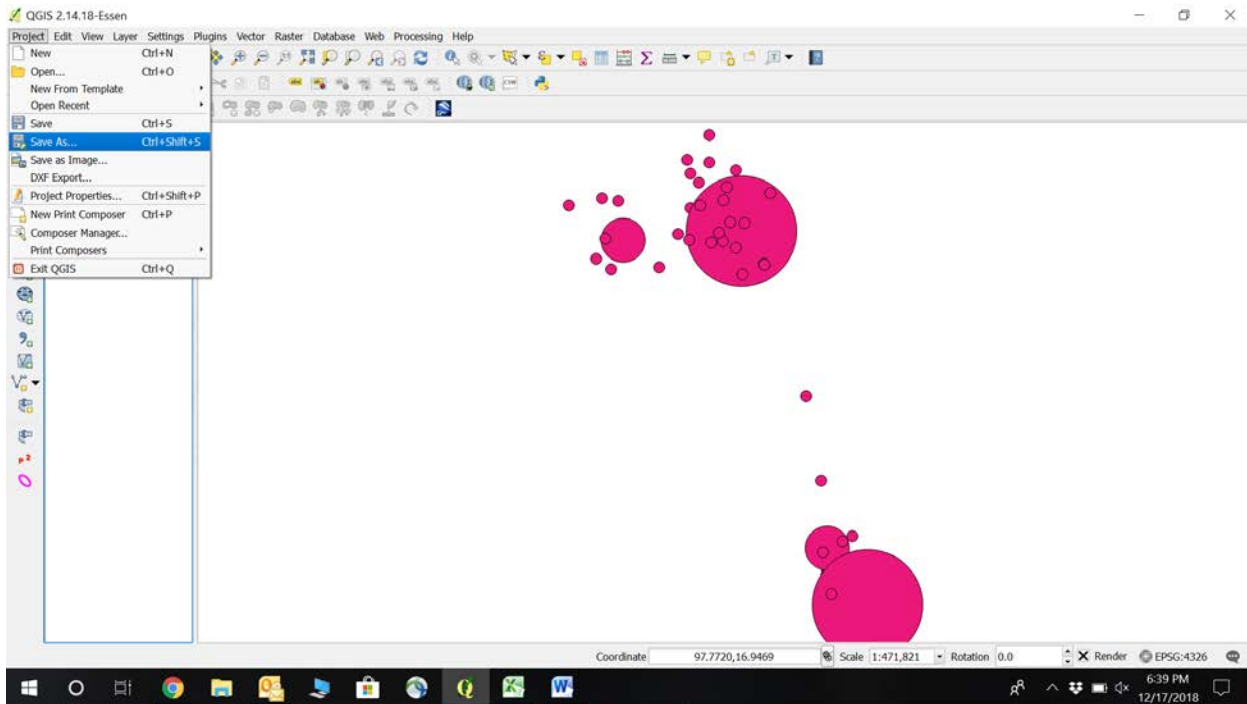

Change the "Method" to "Size"

Change the size from something like 3.00 to 30.00 (see below). Then select "Classify". You can manually change the number of bins (called "Classes"). Here I have them set to 4, but it could be any number.

Select "Apply" at the bottom and you should see a map similar to this:

Now save the template you've created. On the top right select "Project" and "Save As"

Give it an intuitive name and remember where you've saved it. You'll need to keep the .csv file in the exact same folder and directory or it will not know when to find it the next time you open it. BUT – you can update that .csv file now (before opening the QGIS project) and it will automatically be updated in QGIS when you open the desktop software. Next you should add some other layers to the data and then learn how to create and export a map using "Print Composer".