

How to Import Data from .csv Files

Microsoft Excel - p. 1

Google Sheets - p. 3

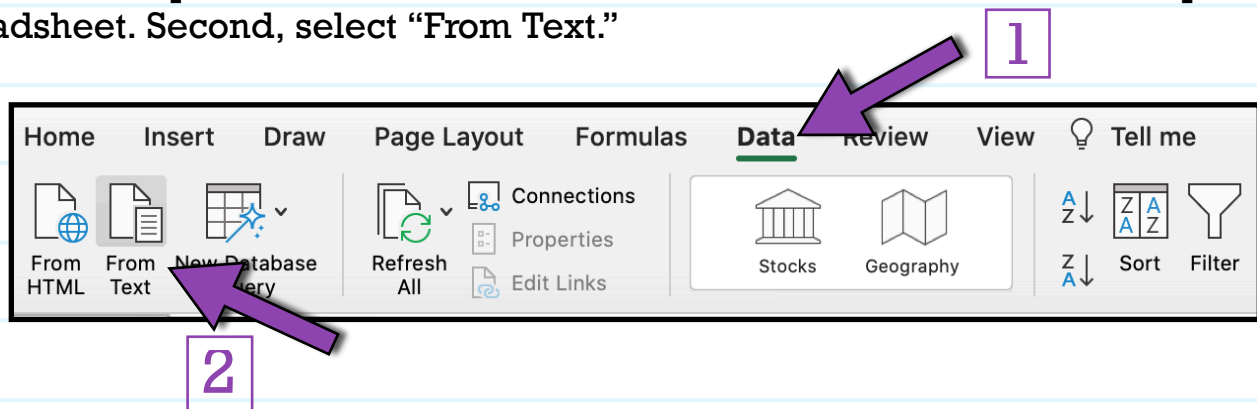
Apple Numbers - p. 4

Microsoft Excel

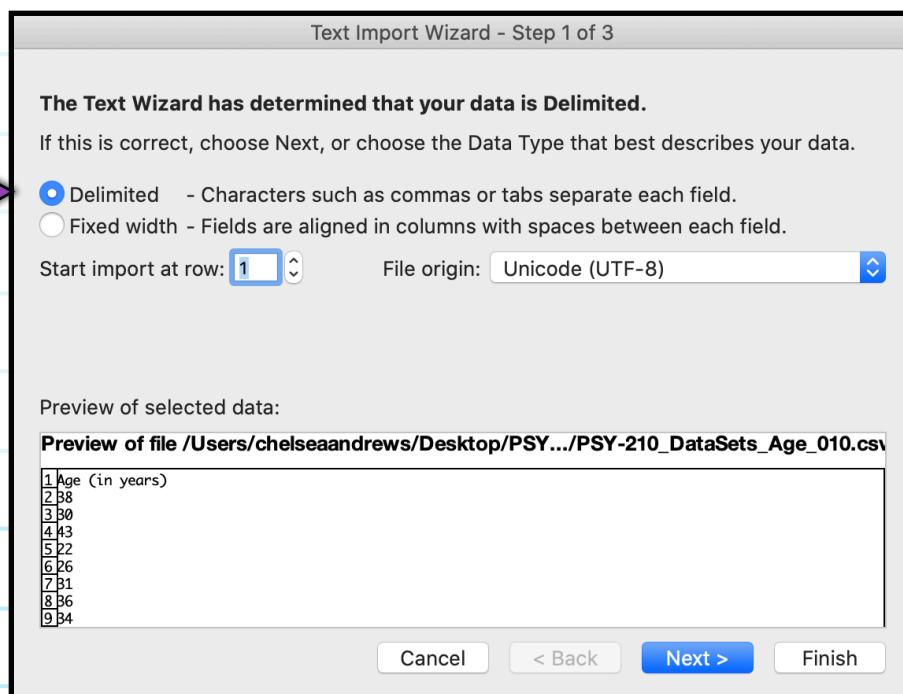
Begin by downloading and saving your .csv file to your chosen location.

Next, open a blank spreadsheet, which is where you will import your data.

In your blank spreadsheet, first, click the "Data" tab in the ribbon at the top of your spreadsheet. Second, select "From Text."



You've now opened a new Explorer window (Windows) or new Finder window (Mac). Use that new Explorer or Finder window to browse your computer and find where you previously saved the .csv file you would like to import data from.



After selecting the .csv file, a Text Import Wizard window will appear.

Select "Delimited." Don't worry about any of the other settings yet, and click "Next."

For **Delimiters**, select **ONLY** “Comma” and click “Next.”

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains.

Delimiters

Tab Treat consecutive delimiters as one

Semicolon

Comma ←

Space

Other:

Text qualifier: " ▾

Preview of selected data:

Age (in years)

38

30

43

22

26

31

36

34

Cancel < Back Next > Finish

For **Column data format**, select only “General” and click “Finish.”

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General ←

Text

Date: MDY ▾

Do not import column (Skip)

Advanced...

Preview of selected data:

General

Age (in years)

38

30

43

22

26

31

36

34

Cancel < Back Next > Finish

Finally, you may be asked **Where do you want to put the data?** If prompted, choose “Existing sheet” and the formula “=\$A\$1,” which is the default and which will place the data in the first cell of your blank spreadsheet.

Import Data

Where do you want to put the data?

Existing sheet: =\$A\$1

New sheet

PivotTable

Properties... Parameters... Cancel OK

You’ve now imported data from a .csv into Excel!

Google Sheets

Begin by downloading and saving your .csv file to your chosen location.

Next, open a blank spreadsheet, which is where you will import your data.

In your blank spreadsheet, go to the top menu elect “File” and pull down to “Import.”

You’ve now opened a new Explorer window (Windows) or Finder window (Mac). Use that new Explorer or Finder window to browse your computer and find where you previously saved the .csv file you would like to import data from.

After selecting the .csv file in Explorer or Finder, a new **Import File** window will open.

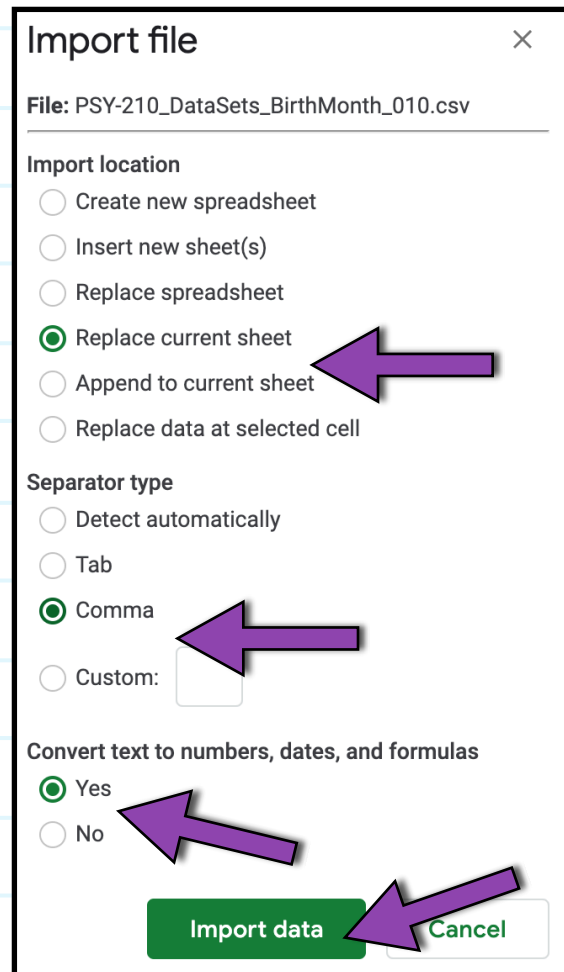
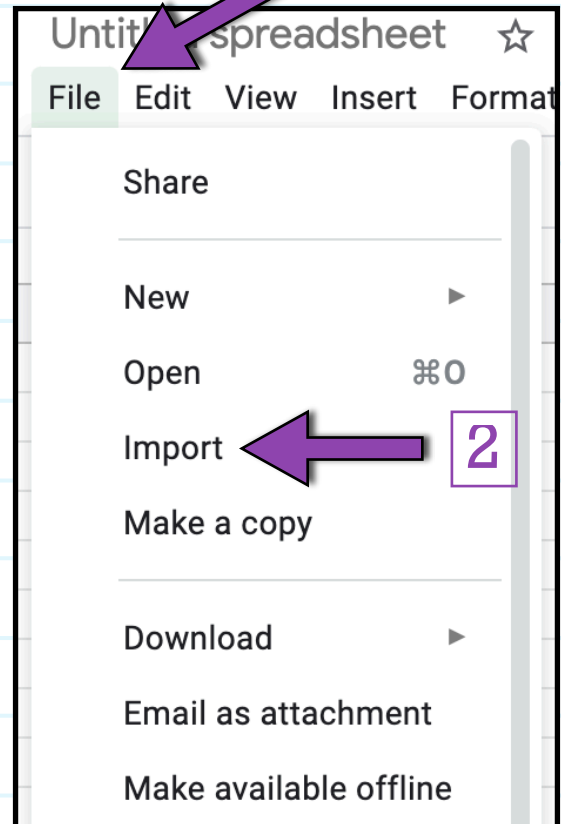
For **Import Location** select “Replace current sheet.”

For **Separator Type** “Comma.”

For **Convert text to numbers, dates, and formulas** select “Yes.”

Then, click “Import Data.”

You’ve now imported data from a .csv into Google Sheets!



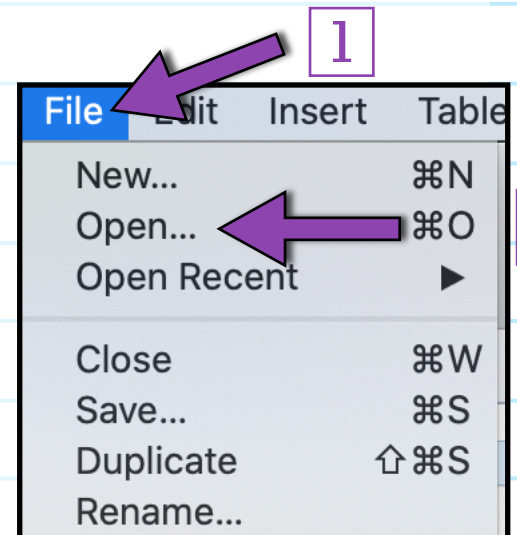
Apple Numbers

Begin by downloading and saving your .csv file to your chosen location.

Next, open a blank spreadsheet, which is where you will import your data.

In your blank spreadsheet, go to the top menu “File” and pull down to “Open.”

You’ve now opened a new Finder window. Use that new Finder window to browse your computer and find where you previously saved the .csv file you would like to import data from.

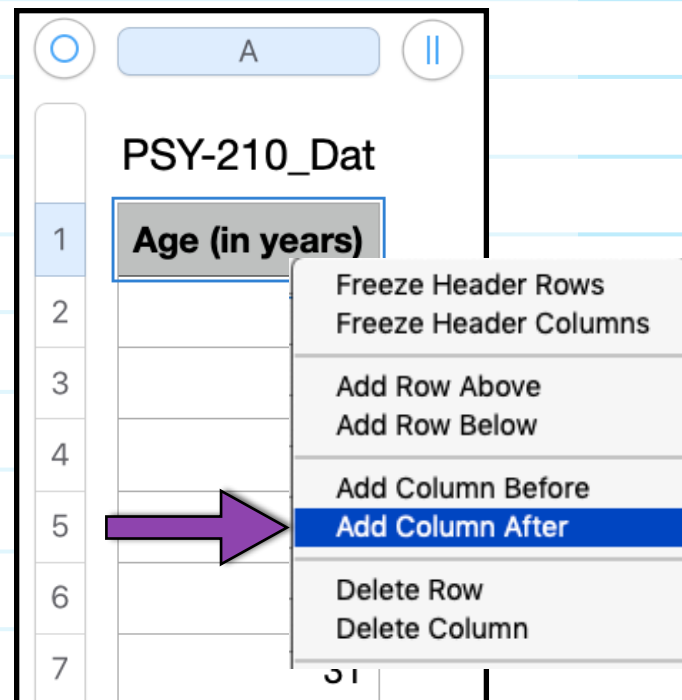


After selecting the .csv file in Finder, a new spreadsheet will open with your .csv file data imported into it!

Note that your new spreadsheet only has the number of rows and columns that are already filled with data.

To add more columns to your spreadsheet, right-click on any cell and select “Add Column Before” or “Add Column After.”

Similarly, to add more rows to your spreadsheet, right-click on any cell and select “Add Row Above” or “Add Row Below.”



You’ve now imported data from a .csv into Apple Numbers!