

How to Import Data from .csv Files

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Microsoft Excel

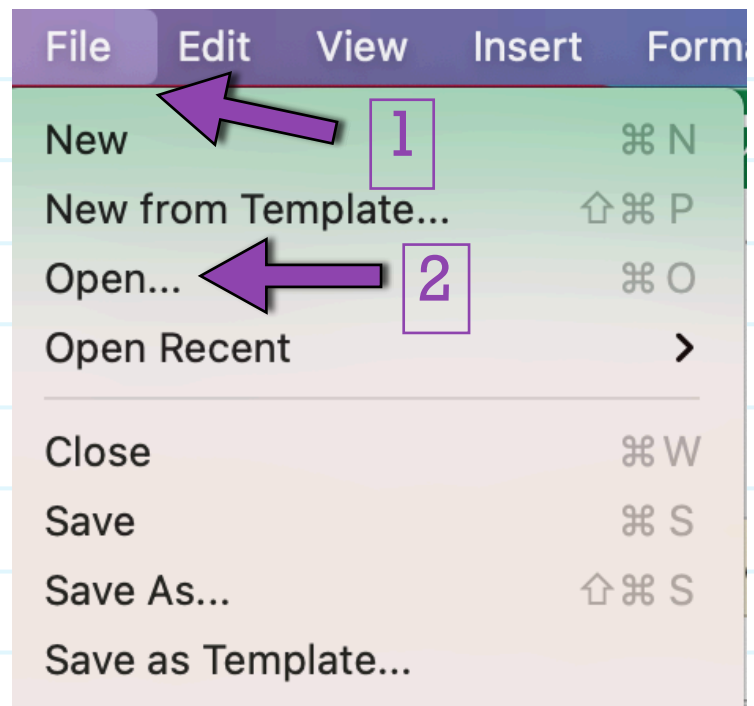
Begin by downloading and saving your .csv file to your chosen location.

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

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

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



You’ve now imported data from a .csv into Microsoft 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.

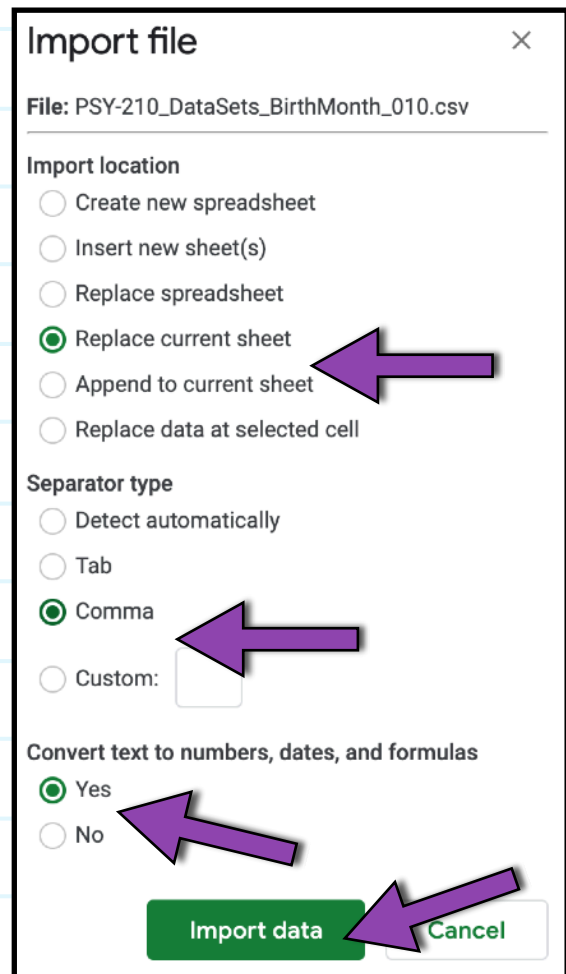
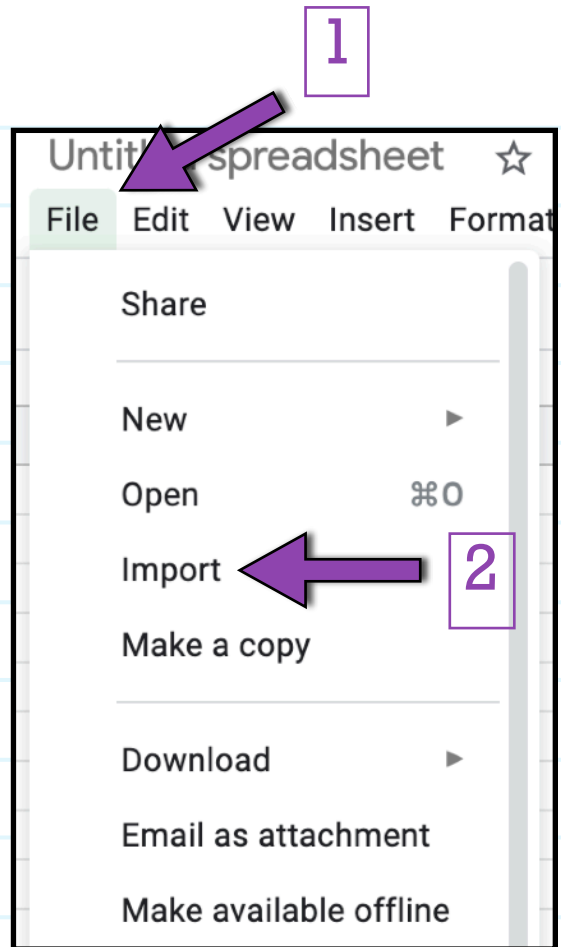
For **Import Location** select “Replace current sheet.”

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.”

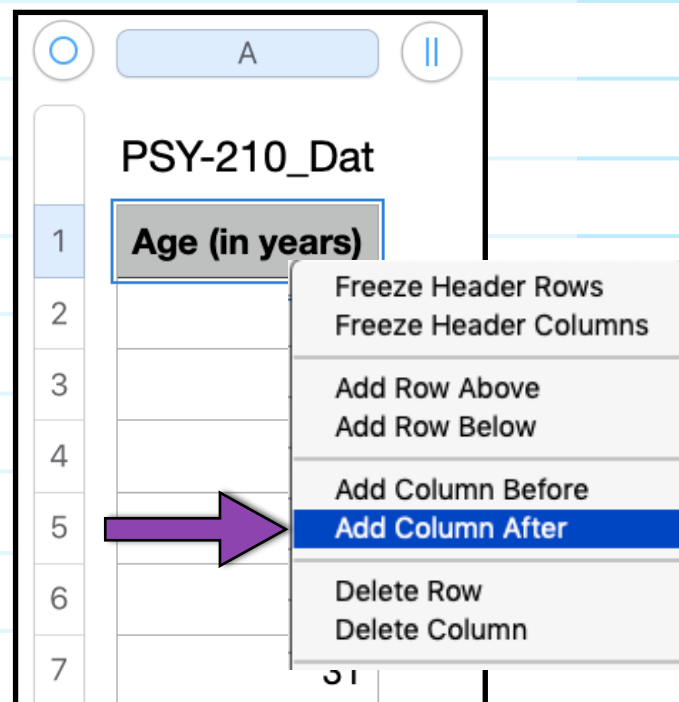
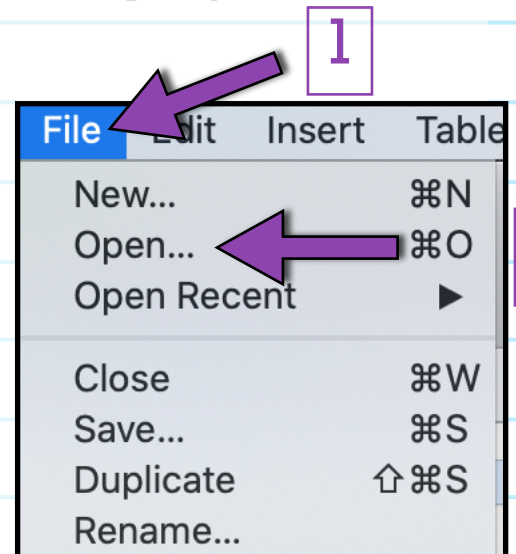
You’ve now opened a new Finder window. Use that new Finder window to browse your computer and find where you previously saved the .csv file you would like to import data from.

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!