

# How to convert images to text in Google Sheets

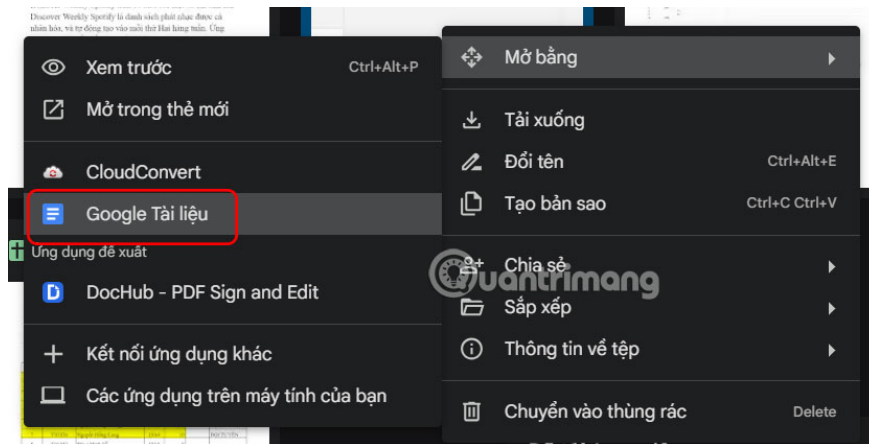
Copying data from an image into Google Sheets manually can be time-consuming, but you can extract the information into a spreadsheet in just a few simple steps using the OCR tool in Google Drive.

Copying data from an image into Google Sheets manually can be time-consuming and sometimes prone to data errors. If so, you can extract the information into a spreadsheet in just a few simple steps using the OCR tool in Google Drive . Here are the detailed instructions.

## Instructions for converting images to text in Google Sheets

### Step 1:

First, you **upload a photo of the data table to Google Drive** . Then you **right-click** on the photo, **select Open with** and **select Google Docs** .



### Step 2:

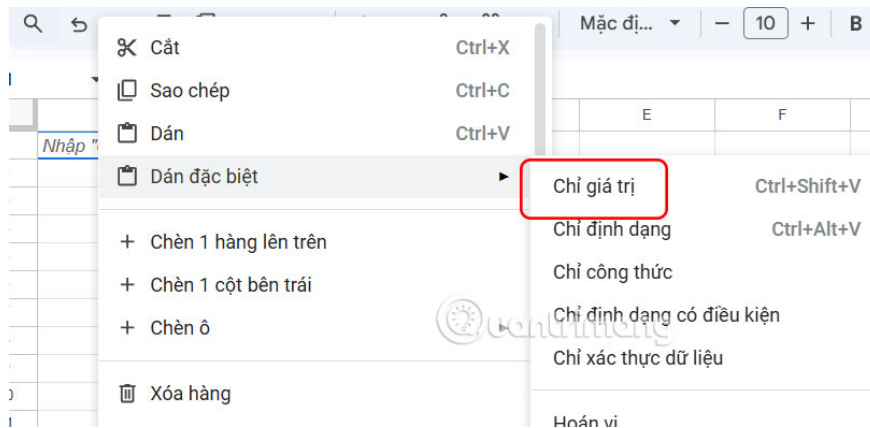
Google Docs will now open in a new tab, with the original image at the top of the document and **the extracted data** below. We check the content again to see if it has been extracted correctly. In general, the quality of exporting text in images using Google Drive is relatively stable.

Note, you should delete the column headers and edit them later, it will be easier, then edit the content to match the table.

Địa lý	16,5
<b>Chuyên</b>	
<b>Mức điểm đăng ký xét tuyển bổ sung</b>	
<b>Toán</b>	
<b>Tin (thi bằng Toán)</b>	
<b>18</b>	
<b>19</b>	
<b>Tin (thi bằng Tin)</b>	
<b>15</b>	
<b>Vật lý</b>	
<b>18</b>	
<b>Hóa học</b>	
<b>18,25</b>	
<b>Sinh học</b>	
<b>16</b>	

### Step 3:

Now you need to copy all this data, **right-click and select Copy** in the displayed menu. In **the Google Sheets interface**, we right-click on a cell, **select Paste Special** and **select Values Only** or press the key combination **Ctrl + Shift + V**.



Pasting data as value only removes all formatting, including any line spacing properties automatically applied by Google Docs, so you can work with a clean data set.

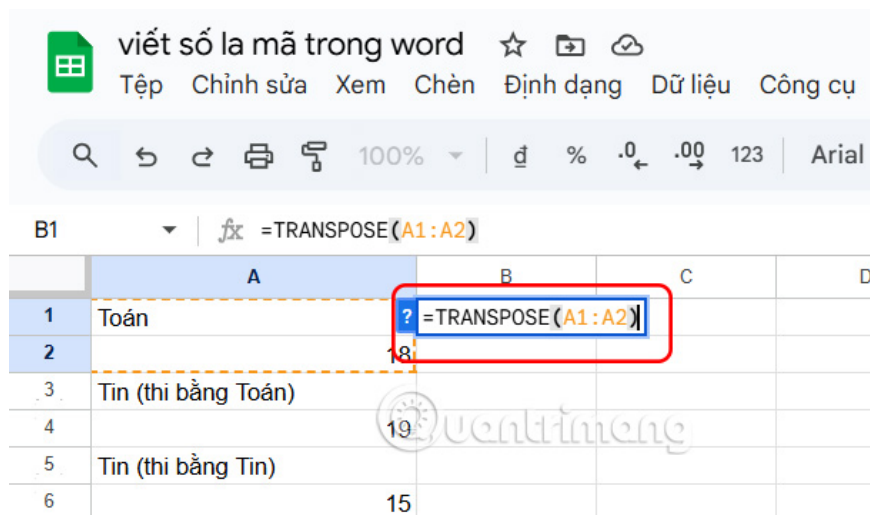
Now we get the data extracted from the image in Google Sheets as shown below.

D9    ▾    |    fx

	A	B
1	Toán	
2		18
3	Tin (thi bằng Toán)	
4		19
5	Tin (thi bằng Tin)	
6		15
7	Vật lý	
8		18
9	Hóa học	
10		18,25
11	Sinh học	
12		16
13	Ngữ văn	
14		19
15	Tiếng Anh	
16		19
17	Địa lý	
18		16,5
19		

**Step 4:**

Next, we use **the TRANSPOSE function** to convert horizontal data into vertical data and vice versa. In this example, the subject name is in one column and the score is in another column.



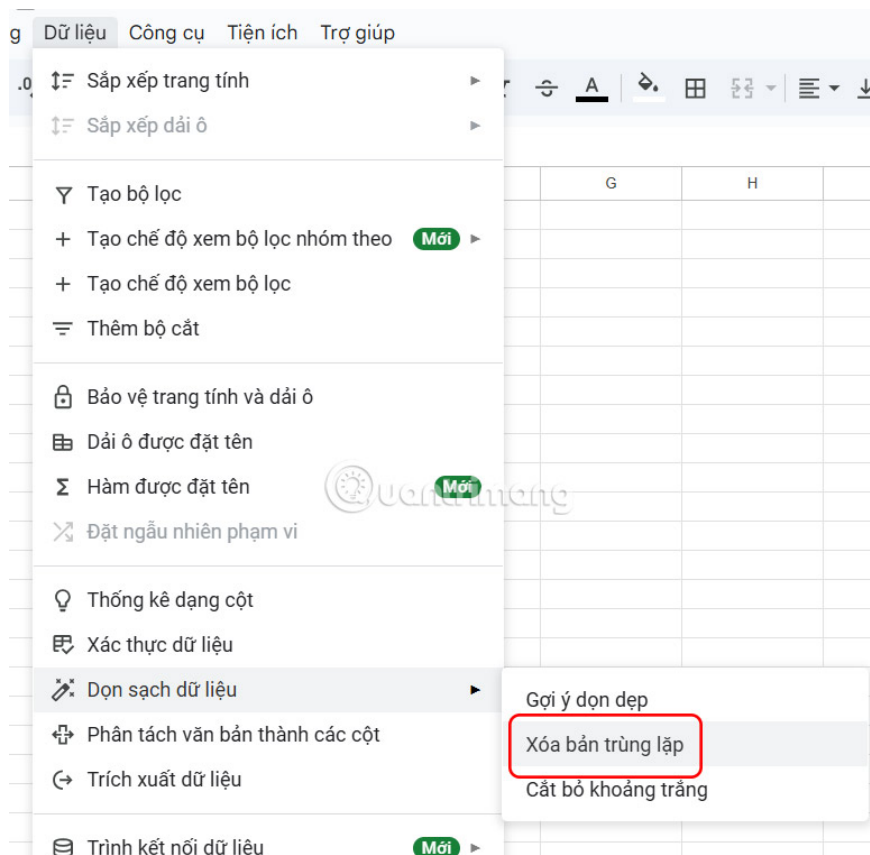
Then, select cells **B1 to B2** and **double-click the plus icon** to copy the **TRANSPOSE** formula in the relevant cells in column **B**. The result is as shown below. Delete the first column to leave the table content.

B1:B2 | fx =TRANSPOSE(A1:A2)

	A	B	C
1	Toán	Toán	18
2	18		
3	Tin (thi bằng Toán)	Tin (thi bằng Toán)	19
4	19		
5	Tin (thi bằng Tin)	Tin (thi bằng Tin)	15
6	15		
7	Vật lý	Vật lý	18
8	18		
9	Hóa học	Hóa học	18,25
10	18,25		
11	Sinh học	Sinh học	16
12	16		
13	Ngữ văn	Ngữ văn	19
14	19		
15	Tiếng Anh	Tiếng Anh	19
16	19		
17	Địa lý	Địa lý	16,5
18	16,5		

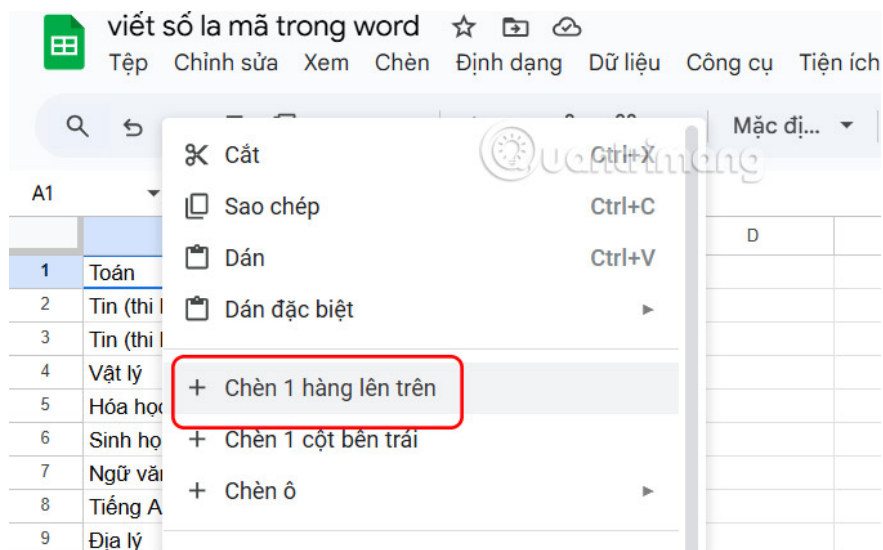
### Step 5:

Next, tap the entire table content and select **Data > Clean Up Data > Remove Duplicates**. This will delete the blank rows in the data table.

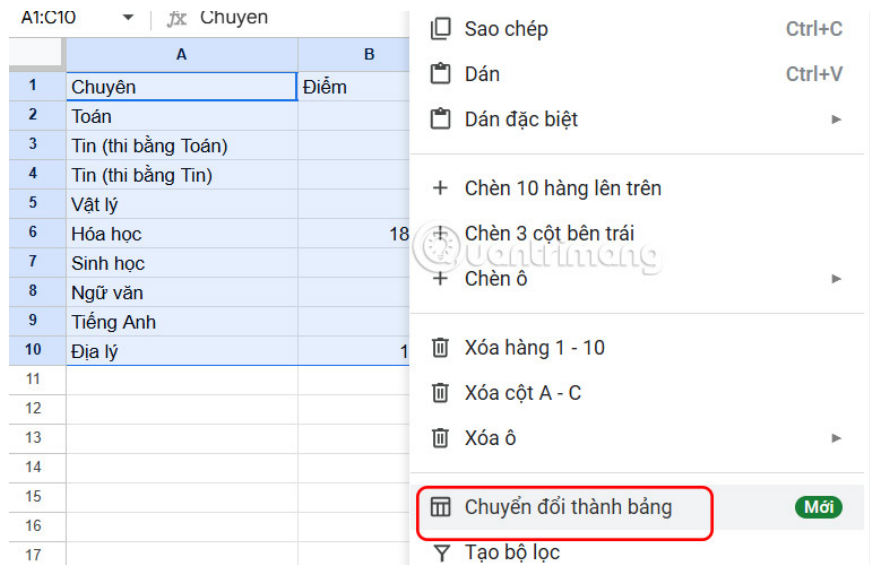


### Step 6:

To re-insert column headers , right-click any cell in row 1, click **Insert 1 row above** , and then type a column header name.



Finally, highlight all the content, right-click and select **Convert to table** .



As a result, you have a complete data table in Google Sheets as shown below.

The screenshot shows the final converted table in Google Sheets. The table toolbar is visible at the top, and the table data is as follows:

	A	B	C
1	Chuyên	Điểm	
2	Toán	18	
3	Tin (thi bằng Toán)	19	
4	Tin (thi bằng Tin)	15	
5	Vật lý	18	
6	Hóa học	18,25	
7	Sinh học	16	
8	Ngữ văn	19	
9	Tiếng Anh	19	
10	Địa lý	16,5	

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