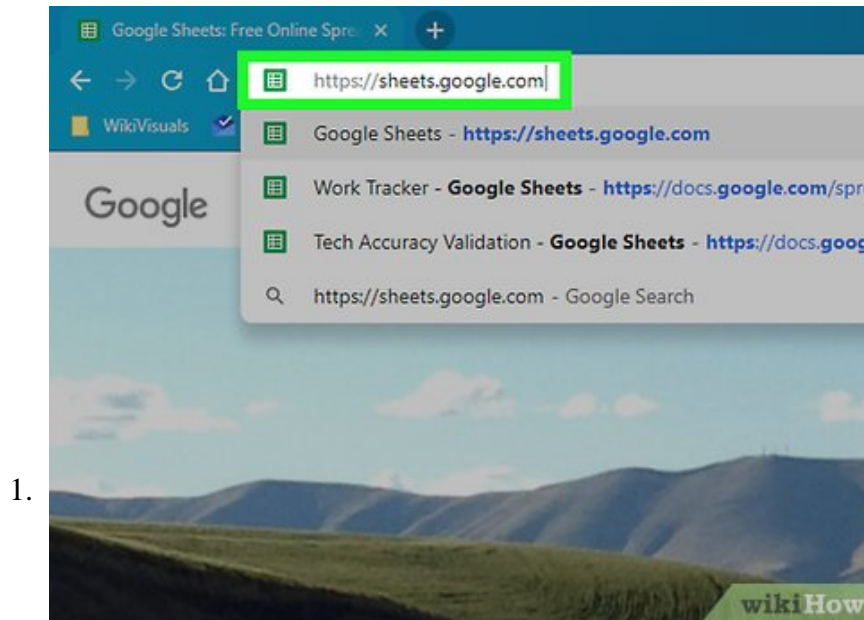


How to Use Importrange on Google Sheets on PC or Mac

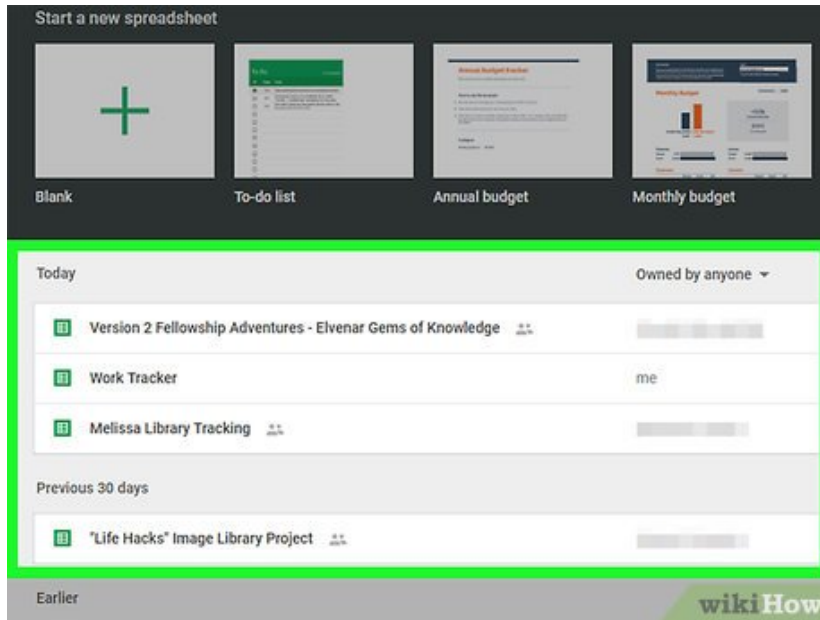
This wikiHow teaches you how to use the IMPORTRANGE function in the web version of Google Sheets to import data from another spreadsheet. Go to <https://sheets.google.com> in a web browser. If you're not already signed in to your Google...

Part 1 of 2:

Getting a Link to the Data



Go to <https://sheets.google.com> in a web browser. If you're not already signed in to your Google account, sign in now.



2.

Click the file you want to import data from. This opens the workbook.

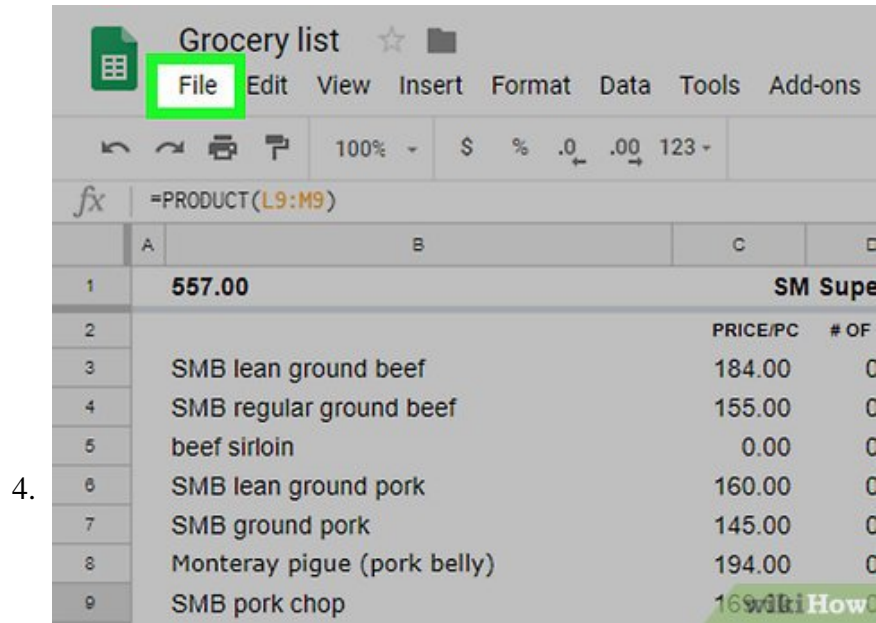
19	CDO cheese dog (250g)	48.00	1
20	Tuding's tocino	38.00	3
21	Tuding's skinless chorizo	46.00	2
22	Tuding's skinless longganisa	46.00	0
23	CDO Ulam Burger (cheese)	47.00	1
24	SM Bonus mixed vegetables	23.00	1
25	french fries	0.00	0
26	chicken nuggets	0.00	0
27	ice cream	0.00	0
28			

Add 1000 more rows at bottom.

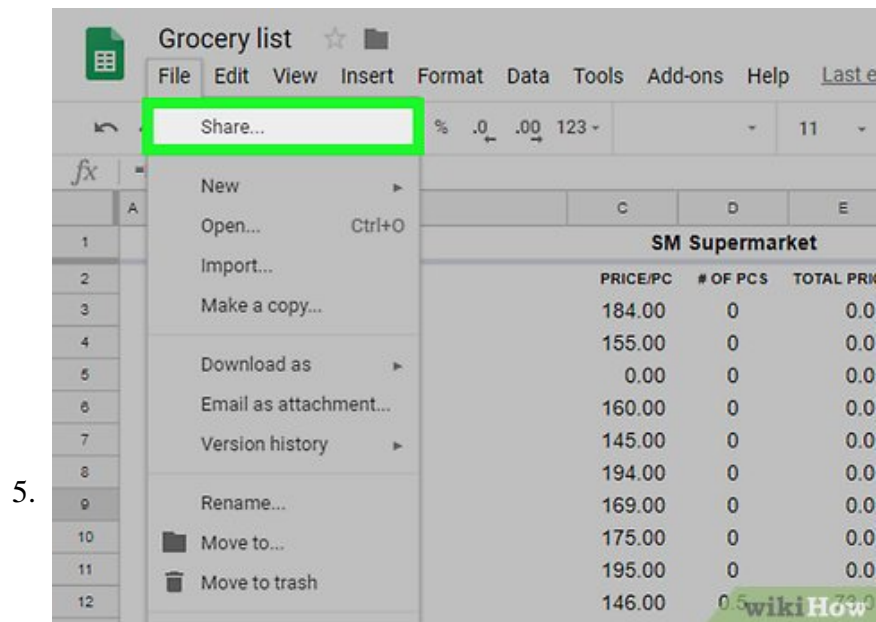
+ ≡ Total Freezer meat Perishables Nonperishables wikiHow

3.

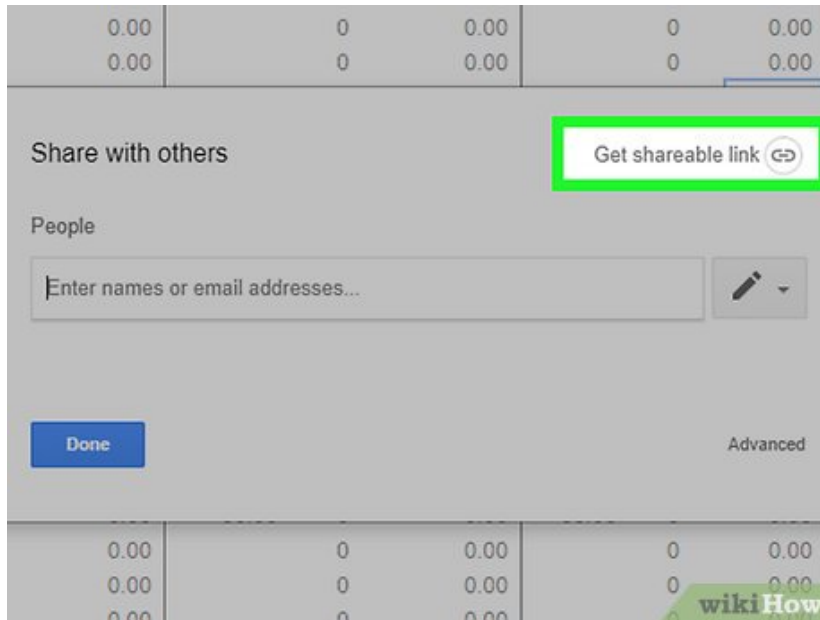
Make note of the sheet name and range of the data you want to import. The sheets in the file are listed along the bottom of the screen. Click the sheet name that contains the data, then write down or memorize the range (e.g. A2:D11). You'll need this information for the IMPORTRANGE formula.^[1]



Click the **File** menu. It's near the top-left corner of the screen.

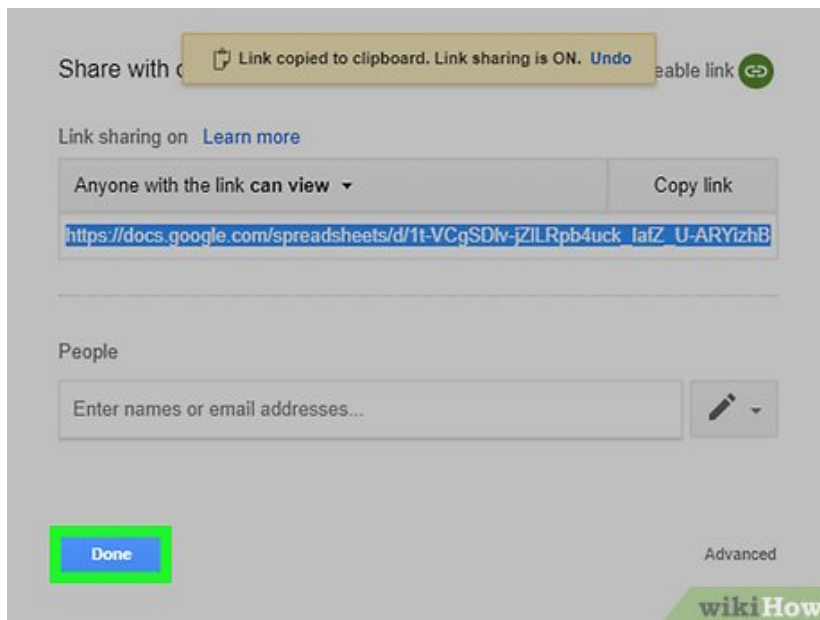


Click **Share...**.



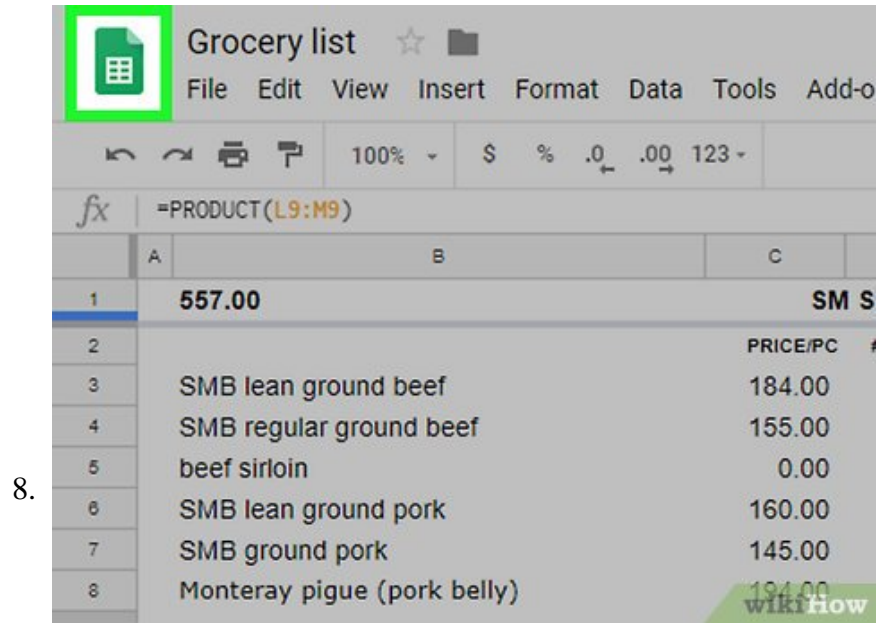
6.

Click **Get shareable link**. A link to the spreadsheet is now copied to the clipboard.



7.

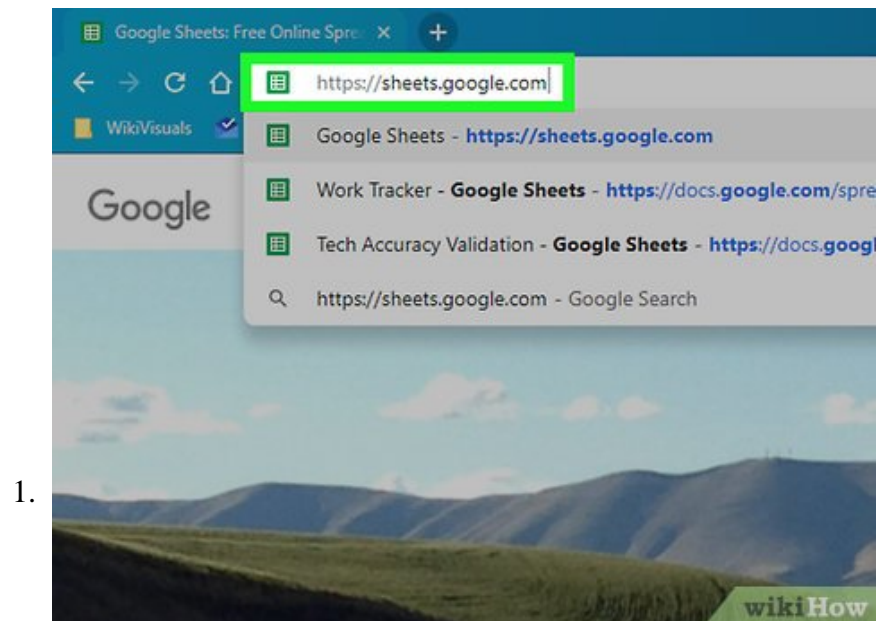
Click **Done**.



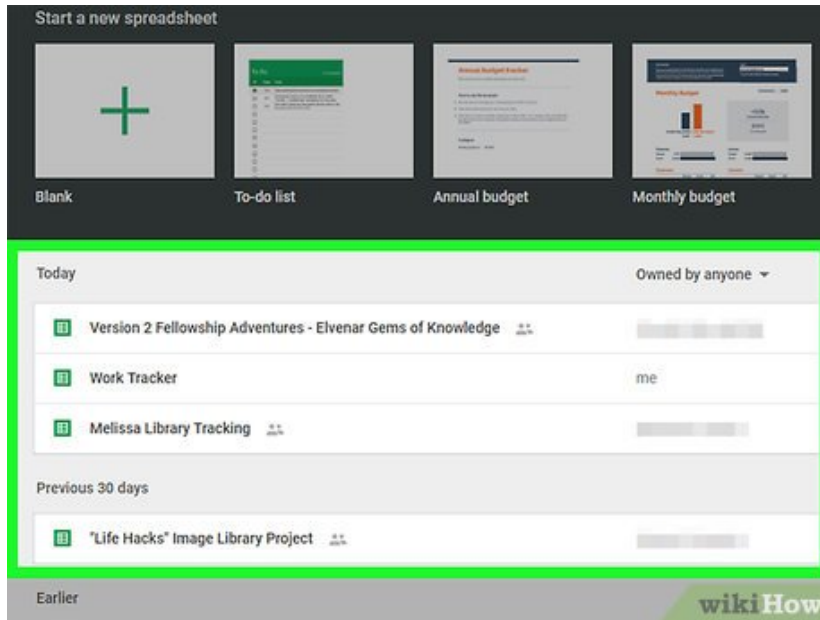
Click the Google Sheets home icon. It's the green button with a white table at the top-left corner of the screen. Now that you've copied the link, it's time to add it to a formula in the sheet where you want the data to appear.

Part 2 of 2:

Importing the Data

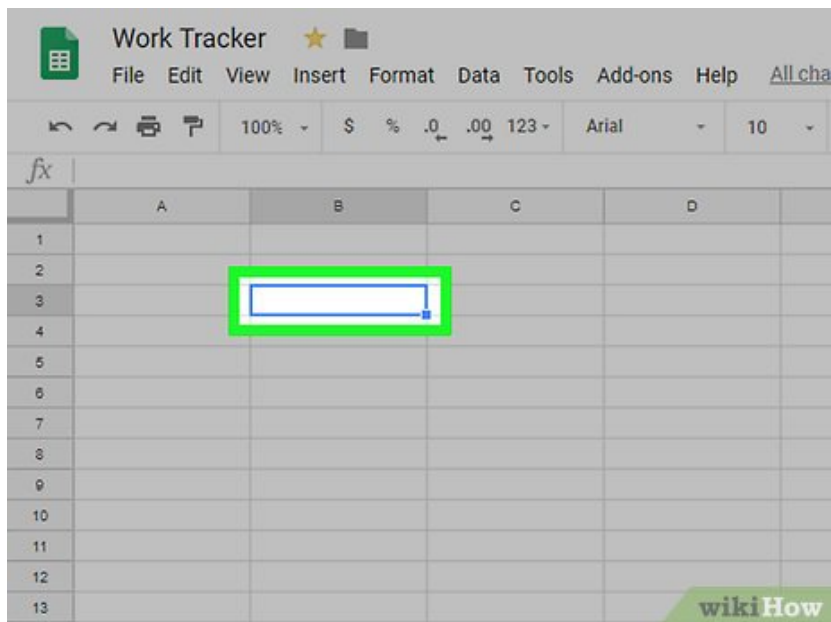


Go to <https://sheets.google.com> in a web browser. If you already see a list of your files, you can skip this step.



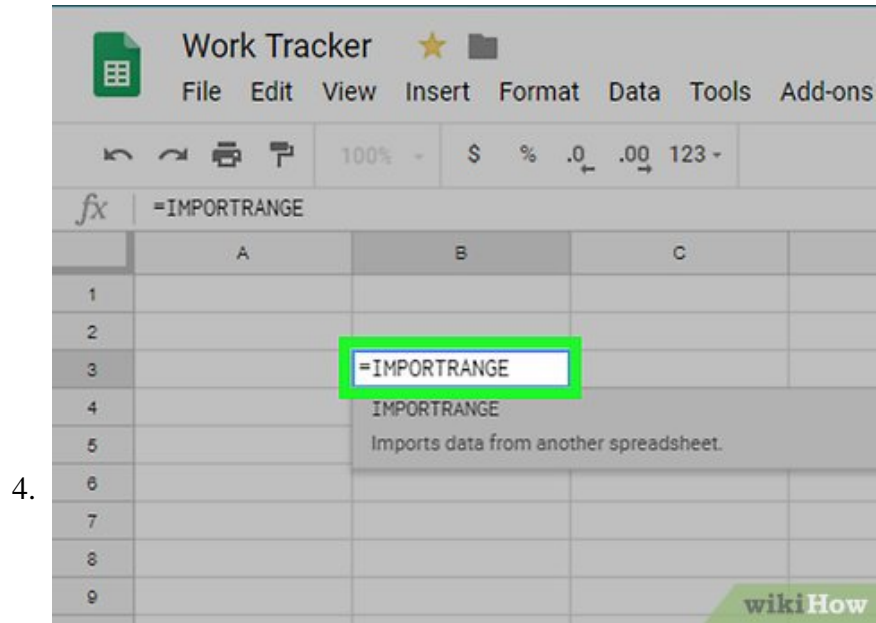
2.

Click the file where you want the data to appear. You'll be entering the formula on this spreadsheet.

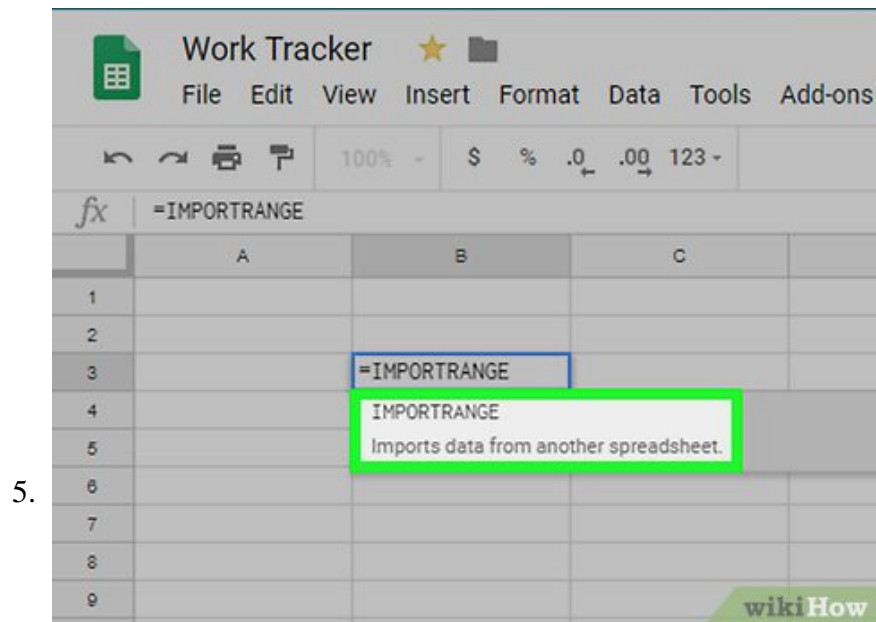


3.

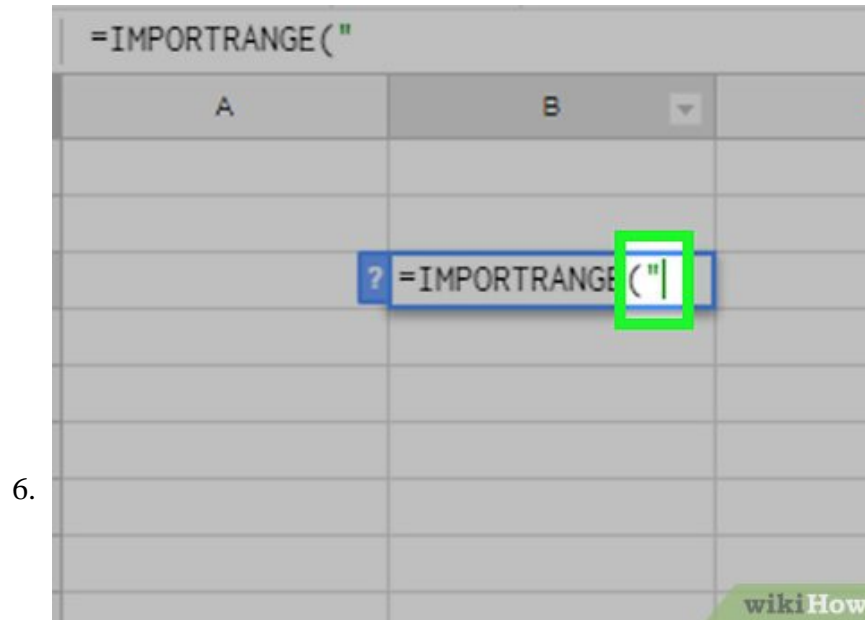
Click the cell where you want the range to appear.



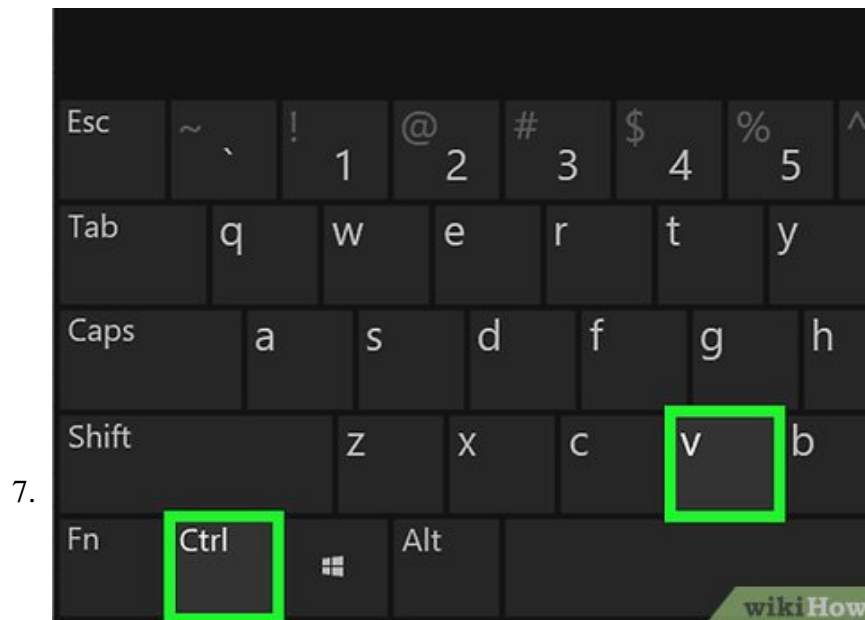
Type `=IMPORTRANGE` . A list of matching functions will appear.



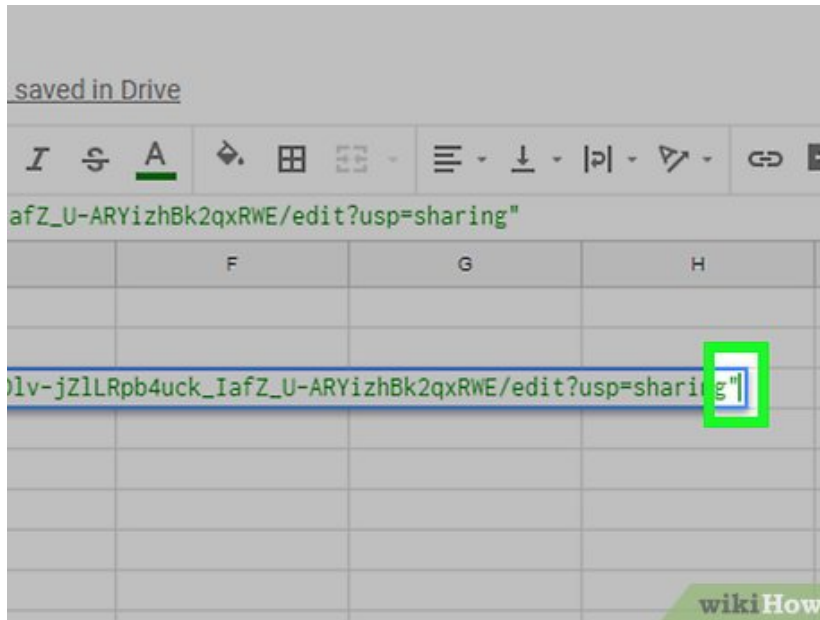
Click `IMPORTRANGE` . The cell now reads `=IMPORTRANGE(`.



Type a " .

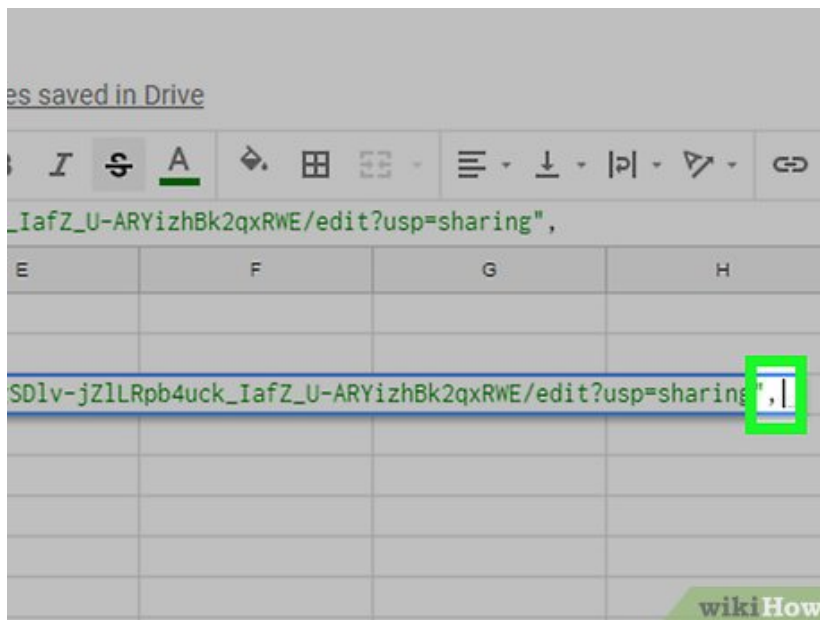


Press **Ctrl + V** (Windows) or **Cmd + V** (macOS). This pastes the link to the other spreadsheet into the blank.



8.

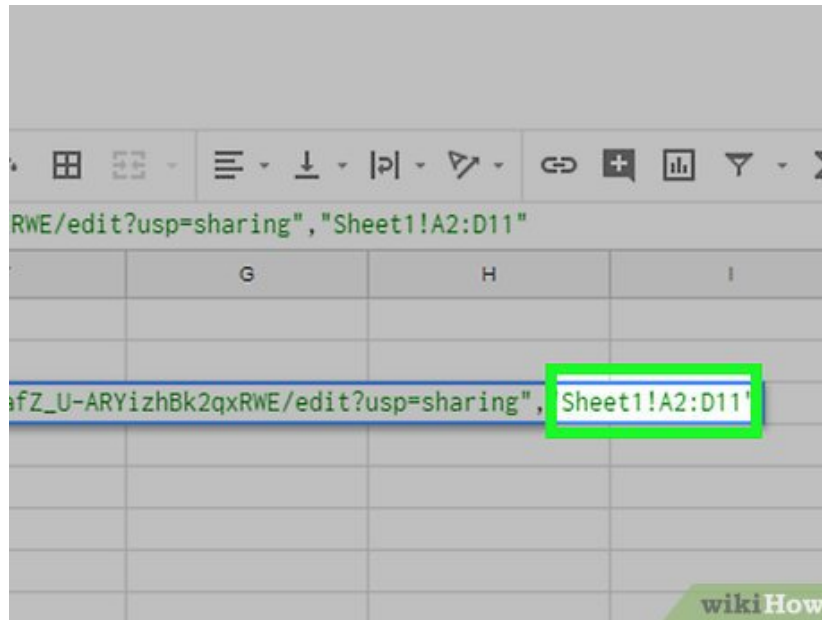
Type another **"**.



9.

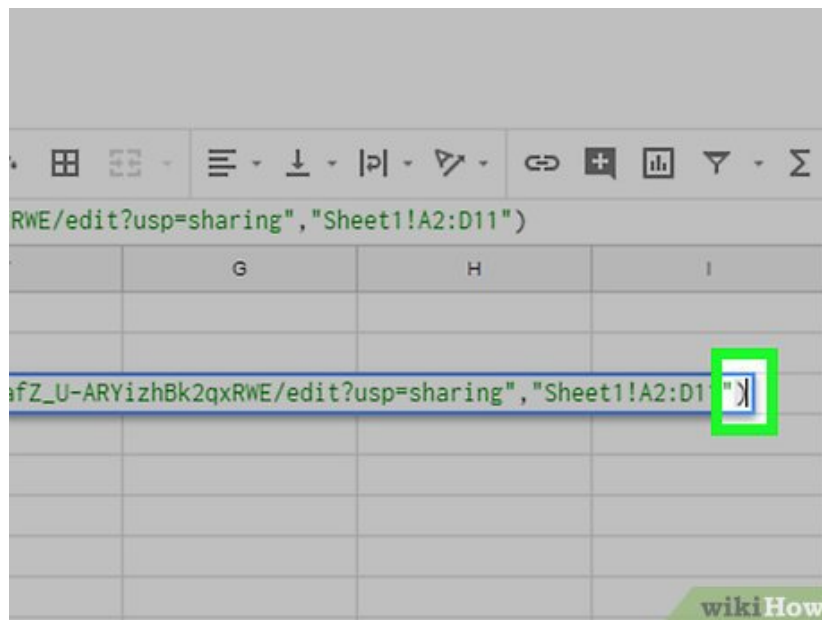
Type a comma **,**.

10.



Type the path to the data between quotes ("). For example, if the data in the first spreadsheet is on a sheet called Sheet1 and the range is A2:D11, type `"Sheet1!A2:D11"`.

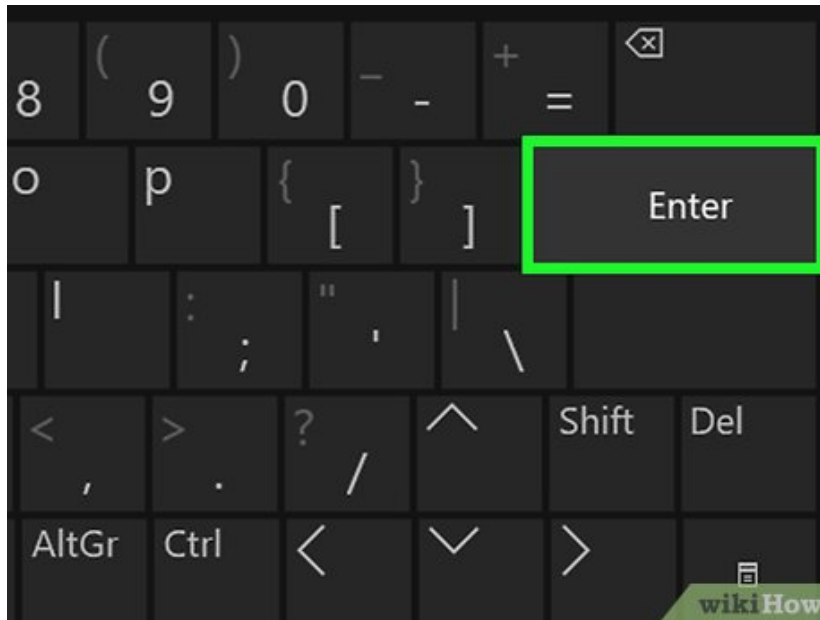
11.



Type `)`. You should now see something like this:

- `=IMPORTRANGE('https://docs.google.com/spreadsheets/test', 'Sheet1!A2:D11')`.

12.



Press **? Enter** or **? Return**. The IMPORTRANGE formula will import the data. Once the import is complete, the data from the first spreadsheet will appear in the second.

You finished reading the article "**How to Use Importrange on Google Sheets on PC or Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.