

Click to verify



pull data from one sheet to another in Google Sheets using the QUERY function, follow these steps: Open the Google Sheets file that contains the sheet and the range of cells that contain the data you want to pull. In this example, we want to pull data from the range A1:F101 in a sheet labeled Sheet1. Open the destination sheet where you want to display the pulled data. Click on the cell in the destination sheet where you want the queried data to begin. This cell will serve as the top-left corner of the imported data range. Enter the QUERY function formula. The basic syntax of the QUERY function is =QUERY(data, query, [headers]). In this example, data is the range of cells that contain the data you want to query query is the query you want to run on this data written in Google Visualization API Query Language [headers] is an optional argument specifying the number of header rows at the top of the data. Specify the data range in the formula. Next, write your query within quotation marks. To select all columns in the source range, we'll use the query "SELECT *" Close the formula with a parenthesis and press Enter. Since we used "SELECT *" as the query, this function returns the entire source range into the new sheet. To pull data from one Google Sheet to another using the IMPORTRANGE function, follow these steps: Open the Google Sheet where you want to import the data. This is your destination sheet. Locate the URL of the source Google Sheet (the sheet from which you want to import data). You can find this in the address bar of your web browser when the source sheet is open. Decide on the range of cells in the source sheet that you want to import. In our example, we want to pull the data in the cell range A1:F26 in the sheet named Data. Click on the cell in your destination sheet where you want the imported data to begin. This cell will serve as the top-left cell of the imported data. Type in the IMPORTRANGE formula. The syntax for IMPORTRANGE is =IMPORTRANGE("spreadsheet_url", "range_string"). Here, "spreadsheet_url" is the URL of the source sheet and "range_string" is the range of cells you noted in Step 3, in the format 'sheet_name!range'. Replace "spreadsheet_url" in the formula with the actual URL of your source sheet. Make sure to keep the URL within double quotes. Replace "range_string" with the actual range of cells you want to import, ensuring it's within double quotes and correctly formatted. For instance, if you're importing cells A1 to F26 from a sheet named "Sheet1", the range string would be "Sheet1!A1:F26". Press Enter to apply the formula. The first time you use IMPORTRANGE from a new source sheet, Google Sheets will prompt you to connect these sheets. Click "Allow access" to permit the connection. After allowing these sheets to connect, you'll now see the data pulled from the other spreadsheet. Pulling data from another sheet in Google Sheets using linked cells is a straightforward process. Here are the steps to do it: Open the Google Sheets file that contains the source sheet (the sheet you want to pull data from). Navigate to the source sheet and identify the range of cells you want to link. For this example, we want to pull data from the range A1:F101. Type the range you want to pull data from. Ensure that you mention the sheet name in the cell reference. Enclose this range with curly braces to let Google Sheets know you want to return an array. Google Sheets should now return an array corresponding to the provided range in the formula. Yes, multiple users can edit a Google Sheets document at the same time. For this to be possible, each user must have edit permissions for that particular document. When multiple users are editing the same sheet, each user is assigned a random color. Whenever a user selects a cell, other users will be able to see their selection highlighted with their assigned color. The Share button in Google Sheets is typically located in the top-right corner of the screen. It is represented by a button with the word "Share" or as an icon resembling a person with a '+' symbol. You can hover your mouse over the Share button to see at a glance who has access to the document. When you click the Share button, a new pop-up dialog box will open, allowing you to add people by their email addresses or to copy a shareable link to the document. You can also access the share dialog box by clicking File > Share > Share with others. If you can't share a Google Sheet, there are several potential reasons: If the spreadsheet was created by another user, you might not have the necessary permissions to share it with others. Only owners or users with editing rights can share Google Sheets. If your account belongs to a Google Workspace (formerly G Suite), your organization's administrator might have restricted sharing settings. Some organizations limit sharing outside their domain or completely disable sharing for security purposes. Ensure that your device has a stable Internet connection. A poor or unstable internet connection can prevent the sharing options from loading correctly. There are some cases where browser-related problems can interfere with Google Sheets' functionality. It may also be possible that an add-on or browser extension may be causing this issue. Trying a different browser, incognito mode, or clearing the cache might resolve this. There are rare occasions where the issue might be on Google's end, with their servers experiencing downtime or technical difficulties. When sharing Google Sheets documents, users can grant specific users or groups permission levels which affect what the user is able to do with the document. Currently, there are four primary permission levels: By default, users who create a file are given the Owner role for that document. Owners have full access to view and edit documents that they own. The owner also has control over the sharing settings of the document. While the creator of the spreadsheet is automatically ownership can be transferred to another user if needed. Viewers can only see the spreadsheet. They cannot make any changes to the content or structure of the sheet. This level is ideal for when you need to share information without the risk of it being altered. Commenters can also view the document But they can also have the ability to add and reply to comments. This is useful for collaborators who need to provide feedback or input without altering the actual data in the spreadsheet. Editors have full access to the spreadsheet. They can add, modify, and delete content, including changing the structure of the sheet (like adding or removing rows and columns), modifying formulas, and changing formatting. This level of access should be reserved for trusted collaborators who need to actively work on the spreadsheet. By default, editors also have the ability to change permissions and share the workbook with others. However, owners can adjust the Share settings to prevent editors from being able to edit permission levels themselves. Yes, it's possible to restrict access to a spreadsheet or certain parts of a spreadsheet in Google Sheets. Here's some of the methods you can use to restrict access in Google Sheets: A straightforward way to restrict access in Google Sheets is by adjusting the document's sharing settings. By adjusting these settings, document owners can restrict access to a select group of people or make the sheet accessible only to those with a specific link. Users can be given different levels of permission, such as viewing, commenting, or editing. You can access the Share settings by clicking File > Share > Share with others or through the Share button on the top-right corner of the Google Sheets interface. Within your Google Sheet, you can also protect specific ranges or entire sheets. You can access this feature by clicking Data > Protect sheets and ranges. This feature allows you to restrict users from changing data in certain cells or sheets while leaving other parts of the document open for editing. For example, a budget spreadsheet might have protected cells for salary information, ensuring only authorized personnel can modify these figures. To give everyone access to a Google Sheet, you can adjust the sharing settings to allow anyone with the link to view, comment on, or edit the sheet. Here's how to do it: First, open the Google Sheet you want to share. In the top-right corner of the sheet, click on the "Share" button. This is typically represented by a button labeled "Share" or an icon that looks like a person with a '+' symbol. You may also select File > Share > Share with others. In the sharing settings window, select "Anyone with the link." This option will make the sheet accessible to anyone who has the link. Choose the access level you prefer for the document: Viewer: People can view the sheet but cannot make any edits. Commenter: People can view and comment but cannot make edits. Editor: People can view, comment, and make edits to the sheet. In this example, we'll set the access level to "Viewer". This means that everyone with the link can view the entire document but not make edits Click on Copy link to copy a shareable link of the document to your clipboard You can now share the copied link through email, messaging, or any other means of communication. Anyone with this link can access the sheet based on the permissions you've set. Which users can access your Google Sheets depends on the sharing settings you have configured for each document Your document's sharing settings is likely to be set to either one of the following options: Restricted to the Owner - If you haven't shared the sheet with anyone else and General access is set to Restricted, only you can access the document with your Google account. Restricted to Specific People: If you have shared the sheet with specific people, only those with whom you have shared the sheet (via their email addresses) and assigned specific roles (viewer, commenter, or editor) can access it. Anyone with the Link: If you set the sheet to be accessible by "anyone with the link," then anyone who has the link can access the sheet. This includes people who don't have a Google account. The level of access (view, comment, or edit) depends on the permissions you have set. Domain Restrictions: If you are using a Google Workspace account, your Google administrator can set domain-level restrictions for files made with an account underthat workspace. Typically, only people within your organization might be able to access the document Public on the Web: In some cases, a Google Sheets document can be made public on the web, meaning anyone can find and access it without needing a specific link. This option can be accessed through File > Share > Publish to web. FAQs (about sharing & collaborating in spreadsheets) Got questions? Here's some frequently asked questions related to sharing in Google Sheets: Can multiple users edit Google Sheets at the same time? At any time, a Google Sheet can only be edited by 100 open tabs or devices. How many users can use Google Sheet? Up to 100 people with view, edit, or comment permissions can work on a Google Sheets at the same time. This limit also applies to Docs, Sheets, and Slides files. What is collaborators in Google Sheets? Viewer—People can view the file, but not edit or add comments. Commenter—Can add comments, but not edit content. Editor—Can add content, edit and add comments. (this is the one to pick if you want team members to update the file themselves). Click the "Share" button in the top-right corner of your sheet. Select on "Get link" and then "Anyone with the link". Copy the link and share it with the non-Google account user. Optional step: tell them to stop being silly and get a Gmail account © Click the Share button and then Anyone with the link. In a shocking turn of events, selecting this will cause your spreadsheet to be... shared with Anyone with the link Just be sure to set the the level of access that you want to give. If you allow access to anyone with the link, your folder won't restrict who can access it. Can 2 owners have one Google spreadsheet? You can give someone else (with their own Google Account) access to your files and folders. You can't give someone with a work or school account permission to use your files or folders. For the move to go through, the person you want to own the file or folder must accept your request. By default, Google Sheets are set to be private. This setting lets only the people you give permission to in. If you're working in a Google Apps area where documents aren't private by default, or if you'd like to make a document private, click the Share button. Summary Hopefully this guide has given you an overview of collaboration in Google Sheets. Explore some of the other useful resources on Sheets for Marketers: