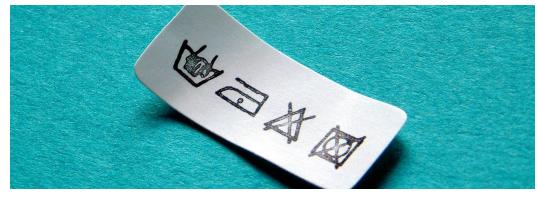


# **Excel Tips**



Biodiversity Data Mobilization - Data Cleaning Exercise

Picture from Marcel Hol, obtained via http://www.freeimages.com/photo/laundry-1522596

#### **Mac instructions**

#### 1. Open a text file

#### 1.1. Solution 1 : with Excel tools

Open Excel with Mac

On the tab *Data*, then choose *From text*.

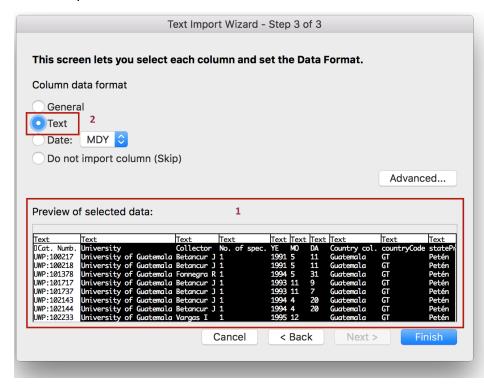
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On the Text Import Wizard - Step 1 of 3, select **Delimited (1)**, and choose **Unicode (UTF-8) (2)** as File origin encoding then click **Next** 

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On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click Next



On the Text Import Wizard - Step 3 of 3, select all the column (1) (by click on shift and slide the cursor to the right) and put them as *Text* to avoid any format errors due to Excel.



On the Import Data last window, choose *Existing sheet* and click on *Ok* 

### 1.2. Solution 1 : after opening a Text file (.txt, .csv, .etc) or on Excel

Double click on the CSV file (.csv).

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UWP:10744: 38 92055;-89 72	058103;San granja	Montelindo;	);WGS84;282	20;Betancur J	l.;;Plantae;M	agnoliop	hyta;Equisetops	ida;Poales;Bi	omeliaceae;C	latopsis;ses	siliflora;;Cato	opsis sessili	flora;Species;	(Ruiz & Pav.)	Mez;		
	056627;Flores;Cerr	o San José;14	5;WGS84;17	71;Betancur	J.;;Plantae;N	1agnoliop	phyta;Equisetop	sida;Poales;B	romeliaceae;0	Guzmania;li	ngulata;;Gu	mania ling	ulata;Species	(L.) Mez;			
UWP:10812( 65 69118:-89 60	275;Flores; parqu	de Bello y C	opacabana;17	70;WGS84;1	745;Betancu	r J.;;Plant	tae;Magnolioph	yta;Equisetor	sida;Poales;B	sromeliacea	e;Catopsis;n	utans;;Cato	psis nutans;S	pecies;(Sw.) (	Griseb.;		
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UWP:1150897783778;90 84	84424953;San Andro	s;Hacienda S	an Diego;292	2;WGS84;533	2;Callejas R.;	;;Plantae	;Magnoliophyta	;Equisetopsic	a;Poales;Bror	meliaceae;G	3reigia;danie	lii;;Greigia (	danielii;Specie	s;L.B. Sm.;			
UWP:11538: 7795212;-90 10	066629;Andressan	Hacienda Sar	ulián;292;V	NGS84;5332;	Morales J.;;P	lantae;N	Aagnoliophyta;E	quisetopsida	Poales;Brome	eliaceae;Gu:	zmania;coric	stachya;;G	uzmania corio	stachya;Spec	ies;(Griseb.)	Mez;	
UWP:11538; 788847;-90 01	136721;San Anders	;Hacienda Sa	nta María Ite;	;292;WGS84	;5332;Moral	es J.;;Pla	ntae;Magnoliopl	hyta;Equiseto	psida;Poales;	;Bromeliace	ae;Guzmani	a;coriostacl	nya;;Guzmani	a coriostachy	a;Species;(Gr	iseb.) Mez;	
UWP:11561; 3098632;-89 78	846692;San Jose;Ir	spección El C	apricho;100;\	WGS84;1530	Betancur J.;	Plantae;	Magnoliophyta;	Equisetopsid	a;Poales;Bron	neliaceae;A	echmea;dac	ylina;;Aech	mea dactylin	a;Species;Bal	(er;		
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Select the entire first column, then on the tab *Data*, choose *Text to Columns* and follow the *Import Text Wizard* (like solution 1.1).



### 2. Add a filter

Open the Excel spreadsheet.

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UWP:100218 University of Guatemala Betancur J	1	1991 5	5 11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad	Club El Rodeo
UWP:101378 University of Guatemala Fonnegra R	1	1994 5	31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose	Inspección El Capricho
UWP:101717 University of Guatemala Betancur J	1	1993 1	1 9	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores	Páramo de El Tábano, ce
UWP:101737 University of Guatemala Betancur J	1	1993 1	1 7	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose	Sitio Tinajas, afluente de
UWP:102143 University of Guatemala Betancur J	1	1994 4	20	) Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La	Barrio Oneti margen izqu
UWP:102144 University of Guatemala Betancur J	1	1994 4	20	) Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad	Barrio Policarpa
UWP:102233 University of Guatemala Vargas I	1	1995 1	2	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	Cerca de Yuto
UWP:103108 University of Guatemala Cardona F	1	1996 4	1 3	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres	Río Claro, lado del camir
1 UWP:104139 University of Guatemala Fonnegra R	1	1996 5	5 15	i Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose	Las Acacias
2 UWP:104512 University of Guatemala Callejas R	1	1995 7	21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores	Barrio El Silencio
3 UWP:105292 University of Guatemala Acevedo P	1	1994	7	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose	Santagueda, granja Mon
UWP:106768 University of Guatemala Vargas I	1	1997 4	18	Guatemala	GT	Petén	17,661,793	-894,056,627	Flores	Cerro San José
5 UWP:107441 University of Guatemala González F	1	1993 4	19	Guatemala	GT	Petén	173,892,055	-897,275	Flores	Autopista norte, parque
5 UWP:108120 University of Guatemala Vargas I	1	1997 4	18	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores	Cerro Quitasol
7 UWP:108607 University of Guatemala Fonnegra R	1	1997 1	1 12	Guatemala	GT	Petén	175,094,837	-902,983,051	San Andres	Finca Maizopolis, below
3 UWP:108631 University of Guatemala Fonnegra R	1	1997 1	1 10	) Guatemala	GT	Petén	174,863,769	-905,676,366	SanAndres	Finca en cercanías de Be
UWP:108632 University of Guatemala Fonnegra R	1	1997 1	1 10	) Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres	Finca Los Cedros
UWP:110071 University of Guatemala Vargas I	1	1997 4	20	) Guatemala	GT	Petén	176,674,466	-893,494,615	Flores	Cerros de Suba
1 UWP:111004 University of Guatemala Idárraga A	1	1996	1 3	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres	Hacienda Berlín
2 UWP:111383 University of Guatemala Betancur J	1	1997 1	.0 7	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose	Cerca de Santander de C
3 UWP:113512 University of Guatemala Vargas I	1	1998	12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores	Cerro El Capiro
UWP:115089 University of Guatemala Callejas R	1	1999 8	6	Guatemala	GT	Petén	177,783,778	9,084,424,953	San Andres	Hacienda San Diego
5 UWP:115381 University of Guatemala Callejas R	1	1999 8	6	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan	Hacienda San Julián
6 UWP:115382 University of Guatemala Callejas R	1	1999 8	6	Guatemala	GT	Petén	17,788,847	-900,136,721	San Anders	Hacienda Santa María It
7 UWP:11561 University of Guatemala Vargas I	1	1979 1	. 12	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose	Inspección El Capricho
8 UWP:11571 University of Guatemala Vargas I	1	1979 1	. 11	Guatemala	GT	Petén	175,995,834	-89,169,355	Melchor de M	lencos Bosque de El Ocaso
9 UWP:115953 University of Guatemala Vargas I	1	1996 4	18	Guatemala	GT	Petén	176,636,186	-909,257,567	San Andres	Granja de Chinchiná
0 UWP:11599 University of Guatemala Vargas I	1	1979 1	. 11	Guatemala	GT	Petén	176,719,406	-892,924,027	Melchor de M	lencos Bosque de San Rafael, ce
1 UWP:11638 University of Guatemala Mercado J	1	1978	17	Guatemala	GT	Petén	172,446,118	-892,133,292	Mencos de Me	elchor Confluencia Caño Perdic
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								⊞	<b>—</b>	

On the tab Data (1), choose Filter (2). You can click on the small down arrow (3) of the column you want to filter.

On the filter menu, you will be able to make *ascending or descending sorting* (4), *select or deselect all filters* (5), choose *specific data to filter* (6) and *clear your filters* (7).

Sort 4	<b>2</b> ↓ Trier de <u>A</u> à Z <b>4</b> <b>4</b>	
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<ul> <li>Arbeláez M</li> <li>Arbeláez M; Restrepo D</li> </ul>	Sélectionner tout) 5	^
Benavides A	Alzate F.	
Betancur H Betancur J	Arango A. 6	
Betancur J; González J Betancur J; Jaramillo L; Mosquer	Arbeláez M. 7	~
7 Clear Filter	OK An	nuler

With Mac (left) and Windows (right)



#### 3. Merge column

Open the Excel spreadsheet. The new column *eventDate* will be the result of the merging of column *YE* (column E), *MO* (column F) and *DA* (column G).

Create the eventDate on the right of DA (right click on the column then insert). The new column will be column H.

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A         B         C         D         E         F         G         H         I         J         K         L         M           Cat. Numb.         University of Guatemala         Collector         No. of seev. YE         MO         Do         country-Cole         country-Cole         country-Cole         stateProvince         it         it         mode         -906,072,072         10.005,072         -906,072,072         10.005,072         -906,072,072         10.005,072,072         -906,072,072         10.005,072,072         -906,072,072         10.005,072,072         -906,072,072         10.005,072,072         -906,072,072         10.005,072,072         10.005,072,072         -906,072,072         10.005,072,072         -906,072,072,072         10.005,072,072         -906,072,072,072         10.105,072,072         -906,072,072,072         -906,072,072,072         -906,072,072,072         -906,072,072,072         -906,072,072,072         -906,072,072,072         -906,072,072,072         -906,073,072,072         -906,073,072,072         -906,072,072,072,073         -906,072,072,073,072         -906,072,072,073,072         -906,072,072,073,073         -906,072,072,073,073         -906,072,072,073,073         -906,072,072,073,073         -906,072,072,073,073,072,073,072         -907,472,012,012,072,073,073,072,073,072,072,073,072,072,072,073,0724,072,072,073,072,072,073,0724,072,072,072,072,072,072,072,072			e Refresh All	Edit Links	Sort	Filter	Advanced	ł				Group Ungro	up Subtotal 😑	Hide Detail	
Cat. Numb.       University       Collector       No. of spec.       YE       MO       DA       presthate       Country Coll       stateProvince       at       on       Country         UWP-100218       University of Gautemala       GT       Petén       172,388,000       -906,602,972       La Liberat         UWP-100218       University of Gautemala       Betancur J       1       1991.5       11       1991.55.11       Statemala       GT       Petén       172,388,000       -906,602,972       La Liberat         UWP-101218       University of Gautemala       Betancur J       1       1993.51       Gautemala       GT       Petén       172,388,00       -907,602,137 Li Liberat       -907,602,137 Li Liberat       -907,601,317 Li Liberat       -907,613,12 Liberat       -907,601,317 Li Liberat       -907,613,12 Liberat       -907,613,12 Liberat       -907,613,12 Liberat       -907,613,12 Liberat       -907,613,12 Liberat       -907,613,12 Liberat </td <td>NCATE 🌲</td> <td>× ✓ fx   =E28</td> <td>"-"&amp;F2&amp;"-"&amp;G2</td> <td></td>	NCATE 🌲	× ✓ fx   =E28	"-"&F2&"-"&G2												
UWP:100217       University of Guatemala       Betanur J       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1931       1       1       1931       1       1       1331       1       1       1331       1       1       1331       1       1       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       1       9       1333       14       13934       2       1994       20       Guatemala       GT       Petén       17,39,88       4080,80,893       10       10       9       7       13944       20       1994-420       Guatemala       GT       Petén       17,39,183       Na <na< td="">       Na<na< td=""> <t< td=""><td>A</td><td>В</td><td></td><td>С</td><td></td><td>D</td><td>E F</td><td>G</td><td>н</td><td>I</td><td>J</td><td>К</td><td>L</td><td>М</td><td>N</td></t<></na<></na<></na<></na<></na<></na<></na<></na<>	A	В		С		D	E F	G	н	I	J	К	L	М	N
UWP:100218       University of Guatemala       Benarur J       1       1991       5       1       1994       5       31       1994       93       1       1       17       Perén       17,28,954       9-905,705,137 (a Libera)         UVP:101717       University of Guatemala       Betancur J       1       1993       11       9       1993       11       9       1993       1993       1993       1993       1993       1993       1993       1993       1993       1993       1993       1994       1993       1993       1994       20       1994       20       1994       20       Guatemala       GT       Petén       17,23,289       906,206,289       Ubersity of Guatemala       Betancur J       1       1994       20       1994.420       Guatemala       GT       Petén       17,122,124       -907,340,080       laibersity of University of Guatemala       GT       Petén       17,122,124       -907,340,080       laibersity of University of Guatemala       GT       Petén       17,122,124       -907,340,081       laibersity of University of Guatemala       GT       Petén       17,122,124       -907,340,081       laibersity of University of Guatemala       GT       Petén       17,125,1024       -907,340,383       san Aoe       UVP:1030	Cat. Numb.	University	Collector			No. of spec	c. YE MO	DA	eventDate	Country col.	countryCo	de stateProvince	lat	lon	County
UWP:101379       University of Guatemala       Grademala       GT       Petén       172,008,632       897,246,632       Sensor         UWP:101377       University of Guatemala       Betancur J       1       1993       11       9       Guatemala       GT       Petén       172,527,08       898,017,39       Flores         UWP:101271       University of Guatemala       Betancur J       1       1994       20       1994.4:20       Guatemala       GT       Petén       173,527,08       -898,017,34,61       San Jose         UWP:102141       University of Guatemala       Betancur J       1       1994       20       1994.4:20       Guatemala       GT       Petén       173,82,08       -990,743,088       Lablentz         UWP:103101       University of Guatemala       Carages       1       1995       12       1995-12       Guatemala       GT       Petén       173,609,00       -997,71,283       San Jose         UWP:104210       University of Guatemala       Calegia R       1       1995       7       15       1995-125       Guatemala       GT       Petén       173,608,00       -997,71,283       San Jose         UWP:104210       University of Guatemala       Acreed P       1       1995       7	UWP:100217	University of Guatemala	Betancur J			1	1991 5	11	=E2&"-"&F2&"-"&G2	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
UWP:101717       University of Guatemala       GT       Petén       17, 559,118       886,001,739       Fineso         UWP:101737       University of Guatemala       Betancur J       1       199       19       1994-120       Guatemala       GT       Petén       173,373,389       -996,868,289       Librati         UWP:102143       University of Guatemala       Betancur J       1       1994       20       1994-420       Guatemala       GT       Petén       171,733,889       -996,868,289       Librati         UWP:102133       University of Guatemala       GT       Petén       171,733,889       -996,868,289       Librati       Forder       171,753,889       -996,868,289       Librati       Forder       171,753,889       -996,868,289       Librati       Forder       171,753,889       -996,868,289       Librati       Forder       171,753,889       -996,868,289       Librati       Forder       172,762,054       Forder       172,762,054       Forder       172,762,054       Forder       172,763,859       Forder       172,762,054       Sole,113,283	UWP:100218	University of Guatemala	Betancur J			1	1991 5	11	1991-5-11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad
UWP:1012737       University of Guatemala       Betancur J       1       1993       11       7       1993-11-7       Guatemala       GT       Petén       175,327,108       9898,173,641       son lose         UWP:102144       University of Guatemala       Betancur J       1       1994       4       20       1994-4-20       Guatemala       GT       Petén       171,783,889       3008,008.088       betandu         UWP:102144       University of Guatemala       GT       Petén       173,782,7108       784 '18' W       Fores         UWP:102130       University of Guatemala       Cardona F       1       1995       12       1995-4.3       Guatemala       GT       Petén       175,720,744       398,435,411       Son Jose         UWP:104130       University of Guatemala       Cardona F       1       1995       15       1995-515       Guatemala       GT       Petén       177,508,007       397,571,283       Son Jose         UWP:105220       University of Guatemala       Acceedo P       1       1997       7       1994-9.7       Guatemala       GT       Petén       173,187,987       899,058,103       Son Jose         UWP:10520       University of Guatemala       Cargas I       1997       18       19	UWP:101378	University of Guatemala	Fonnegra R			1	1994 5	31	1994-5-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
UWP-102143       University of Guatemala       Betancur J       1       1994       4       20       1994-4-20       Guatemala       GT       Petén       171,793,889       -907,831,088 (Libertal         UWP-102233       University of Guatemala       Grademala       GT       Petén       171,291,89       -907,831,088 (Libertal         UWP-10233       University of Guatemala       Grademala       GT       Petén       175,260,944       -908,431,838 (Libertal         UWP-103310       University of Guatemala       Grademala       GT       Petén       175,260,944       -908,431,838 (Libertal         UWP-104512       University of Guatemala       Grademala       GT       Petén       177,200,807       -908,751,283 (San Andr         UWP-106512       University of Guatemala       Grademala       GT       Petén       177,200,355       +993,519,010 (San Andr         UWP-1056212       University of Guatemala       Grademala       GT       Petén       176,61,793       +994,056,277 Fores         UWP-105620       University of Guatemala       Grazemala       GT       Petén       173,982,055       +897,271 Fores         UWP-106820       University of Guatemala       Grazemala       GT       Petén       176,561,183       +990,563,217 Fores	UWP:101717	University of Guatemala	Betancur J			1	1993 11	9	1993-11-9	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
UWP:102144       University of Guatemala       Betancur J       1       1994       20       1994-4-20       Guatemala       GT       Petén       173,821,024       -907,431,008 La Libertz         UWP:102330       University of Guatemala       Vargas I       1       1995 L2       Guatemala       GT       Petén       57 35 12*       N       75* 46 18*       W Flores         UWP:103100       University of Guatemala       Fonegra A       1       1996 5       15       1995-515       Guatemala       GT       Petén       177,200,355       493,513 (0.01 Points)       177,200,355       493,513 (0.01 Points)       493,513 (0.01 Points)       177,200,355       493,513 (0.01 Points)       173,803,765       173,	UWP:101737	University of Guatemala	Betancur J			1	1993 11	7	1993-11-7	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
UWP:102233       University of Guatemala       Cardona F       1       1995       12       995-12-       Guatemala       GT       Petén       5* 35* 12" N       75* 46* 18" W       Flores         UWP:103120       University of Guatemala       Cardona F       1       1996       5       15       1996-5-15       Guatemala       GT       Petén       177;268,00;44       -980;513;28: San Andre         UWP:104512       University of Guatemala       Callejas R       1       1997       7       1949-57-21       Guatemala       GT       Petén       177;208,00;7       499;505;30: San Jose         UWP:106726       University of Guatemala       Conzelemala       Cardenala       González F       1       1997       4       18       1997-418       Guatemala       GT       Petén       177;608,00;7       499;053; San Jose         UWP:106726       University of Guatemala       González F       1       1997       4       18       1997-418       Guatemala       GT       Petén       17,569;10;18       499;053; San Andre         UWP:106720       University of Guatemala       González F       1       1997<11	UWP:102143	University of Guatemala	Betancur J			1	1994 4	20	1994-4-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
UWP:103108       University of Guatemala       Cardona F       1       1996       4       3       1996.4.3       Guatemala       GT       Petén       175,260,944       -908,413,581       San Andru         UWP:104130       University of Guatemala       Fonnegra R       1       1995       5       15       1995-5-15       Guatemala       GT       Petén       177,208,007       -897,571,283       San Jose         UWP:105222       University of Guatemala       Acevedo P       1       1994       9       7       1994.9-7       Guatemala       GT       Petén       177,608,007       -897,571,283       San Jose         UWP:105222       University of Guatemala       Acevedo P       1       1997       4       18       1997-4-18       Guatemala       GT       Petén       17,661,793       -899,058,103       San Jose         UWP:105021       University of Guatemala       Goratemala       GT       Petén       176,569,118       -896,056,627       Flores       UWP:10861       UWP:10861       University of Guatemala       GT       Petén       176,569,118       -890,058,013,581       Andn         UWP:108021       University of Guatemala       Fonnegra R       1       1997       11       10       1997.11.0	UWP:102144	University of Guatemala	Betancur J			1	1994 4	20	1994-4-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
UWP:104139       University of Guatemala       Fonnegra R       1       1996       5       15       1996-5-15       Guatemala       GT       Petén       177,608,007       -897,571,283       San Jose         UWP:104512       University of Guatemala       Calejas R       1       1997       7       121       1995-7-21       Guatemala       GT       Petén       177,700,355       -893,510,001       San Jose         UWP:105720       University of Guatemala       Goratemala       GT       Petén       173,8798       -899,058,103       San Jose         UWP:106768       University of Guatemala       Goratemala       Goratemala       GT       Petén       173,87987       -899,058,103       San Jose         UWP:106704       University of Guatemala       Goratemala       Goratemala       GT       Petén       176,61,793       -897,571,283       San Jose         UWP:10807       University of Guatemala       Goratemala       Goratemala       GT       Petén       177,668,007       -897,571,283       San Jose         UWP:10807       University of Guatemala       Goratemala       GT       Petén       177,661,793       -897,571,283       San Jose         UWP:10807       University of Guatemala       Fonnegra R       1 <t< td=""><td>UWP:102233</td><td>University of Guatemala</td><td>Vargas I</td><td></td><td></td><td>1</td><td>1995 12</td><td></td><td>1995-12-</td><td>Guatemala</td><td>GT</td><td>Petén</td><td>5° 35' 12" N</td><td>75° 46' 18" W</td><td>Flores</td></t<>	UWP:102233	University of Guatemala	Vargas I			1	1995 12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
UWP:104512       University of Guatemala       Callejas R       1       1995       7       21       1995-7.21       Guatemala       GT       Petén       177,200,355       .889,510,901       Flores         UWP:105232       University of Guatemala       Acevedo P       1       1994       9       7       1994-9-7       Guatemala       GT       Petén       177,287,987       R-889,055,622       Flores         UWP:105768       University of Guatemala       González F       1       1993       4       19       1993-4-19       Guatemala       GT       Petén       177,651,793       R-889,055,622       Flores         UWP:10801       University of Guatemala       González F       1       1997       18       1997-4-18       Guatemala       GT       Petén       177,561,793       R-890,0173       Flores         UWP:10802       University of Guatemala       Fonegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,882,065       -900,195,979       San Andr         UWP:10802       University of Guatemala       Idrarga A       1       1997       10       1997-14-20       Guatemala       GT       Petén       174,882,065       -900,195,979       San A	UWP:103108	University of Guatemala	Cardona F			1	1996 4	3	1996-4-3	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres
UWP:105292       University of Guatemala       Acevedo P       1       1994       9       7       1994-9-7       Guatemala       GT       Petén       173,187,987       -899,058,103       San Jose         UWP:106768       University of Guatemala       Vargas I       1       1997       4       18       1997-4-18       Guatemala       GT       Petén       17,656,173       -899,058,103       San Jose         UWP:108120       University of Guatemala       Vargas I       1       1997       4       18       1997-4-18       Guatemala       GT       Petén       17,656,173       -899,058,103       San Jose         UWP:108611       University of Guatemala       Fornegra R       1       1997       11       10       1997-11-12       Guatemala       GT       Petén       174,863,769       -900,575,865       San Andr         UWP:108632       University of Guatemala       Fornegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,863,769       -900,575,979       San Andr         UWP:10071       University of Guatemala       Fornegra R       1       1997       10       1997-11-10       Guatemala       GT       Petén       176,971,069       -900,595	UWP:104139	University of Guatemala	Fonnegra R			1	1996 5	15	1996-5-15	Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose
UWP:106768       University of Guatemala       Vargas I       1       1997       4       18       1997.4-18       Guatemala       GT       Petén       17,661,793       -894,056,627       Flores         UWP:107441       University of Guatemala       González F       1       1997       4       18       1997.4-18       Guatemala       GT       Petén       17,661,793       -894,056,627       Flores         UWP:108020       University of Guatemala       Konzález F       1       1997       4       18       1997.4-18       Guatemala       GT       Petén       17,661,793       -894,056,627       Flores         UWP:108020       University of Guatemala       Konzález F       1       1997       11       10       1997.11-12       Guatemala       GT       Petén       174,863,769       -900,983,015       San Andr         UWP:108632       University of Guatemala       Fonegra R       1       1997       11       10       1997.11-10       Guatemala       GT       Petén       174,863,769       -900,983,915       San Andr         UWP:11004       University of Guatemala       Koraga A       1       1997       4       3       1996.4-3       Guatemala       GT       Petén       177,667,466 <td< td=""><td>UWP:104512</td><td>University of Guatemala</td><td>Callejas R</td><td></td><td></td><td>1</td><td>1995 7</td><td>21</td><td>1995-7-21</td><td>Guatemala</td><td>GT</td><td>Petén</td><td>177,200,355</td><td>-893,510,901</td><td>Flores</td></td<>	UWP:104512	University of Guatemala	Callejas R			1	1995 7	21	1995-7-21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores
UWP:107441       University of Guatemala       González F       1       1993       4       19       1993 4-19       Guatemala       GT       Petén       173,892,055       897,275       Flores         UWP:108120       University of Guatemala       Vargas I       1       1997       4       18       1997-4-18       Guatemala       GT       Petén       173,892,055       897,275       Flores         UWP:108601       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-12       Guatemala       GT       Petén       173,692,083       San Andre         UWP:108621       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,882,065       -900,576,366       SanAndre         UWP:108621       University of Guatemala       Vargas I       1       1997       4       20       1997-11-10       Guatemala       GT       Petén       174,882,065       -900,195,979       San Andre         UWP:110802       University of Guatemala       Iddrraga A       1       1997       4       20       1997-4-20       Guatemala       GT       Petén       177,95,078       Os       -900,598	UWP:105292	University of Guatemala	Acevedo P			1	1994 9	7	1994-9-7	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose
UWP:108120       University of Guatemala       Vargas I       1       1997       4       18       1997.4-18       Guatemala       GT       Petén       176,569,118       -896,001,739       Flores         UWP:108607       University of Guatemala       Fonnegra R       1       1997       11       12       1997.11-12       Guatemala       GT       Petén       175,509,818       -902,983,051       SanAndre         UWP:108632       University of Guatemala       Fonnegra R       1       1997       11       10       1997.11-10       Guatemala       GT       Petén       176,674,466       -900,983,002       SanAndre         UWP:10071       University of Guatemala       Fonnegra R       1       1997       4       20       1997.4-20       Guatemala       GT       Petén       176,674,466       4893,494,615       Flores         UWP:110071       University of Guatemala       GT       Petén       176,674,466       4893,494,615       Flores       177,946,672       4988,800,209       San Andre         UWP:113183       University of Guatemala       GT       Petén       177,946,672       4988,800,209       San Andre         UWP:113512       University of Guatemala       GT       Petén       177,945,718       9,99	UWP:106768	University of Guatemala	Vargas I			1	1997 4	18	1997-4-18	Guatemala	GT	Petén	17,661,793	-894,056,627	Flores
UWP:108607       University of Guatemala       Fonnegra R       1       1997       11       12       1997-11-12       Guatemala       GT       Petén       175,094,837       -902,983,051       San Andr         UWP:108631       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       175,094,837       -902,983,051       San Andr         UWP:108632       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,863,769       -900,576,366       San Andr         UWP:10010       University of Guatemala       Vargas I       1       1997       4       3       1996-4-3       Guatemala       GT       Petén       176,974,466       893,494,615       Flores         UWP:11383       University of Guatemala       Vargas I       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,454,744       896,237,693       Flores         UWP:11388       University of Guatemala       Vargas I       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778 <td< td=""><td>UWP:107441</td><td>University of Guatemala</td><td>González F</td><td></td><td></td><td>1</td><td>1993 4</td><td>19</td><td>1993-4-19</td><td>Guatemala</td><td>GT</td><td>Petén</td><td>173,892,055</td><td>-897,275</td><td>Flores</td></td<>	UWP:107441	University of Guatemala	González F			1	1993 4	19	1993-4-19	Guatemala	GT	Petén	173,892,055	-897,275	Flores
UWP:108631       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,863,769       -905,676,366       SanAndre         UWP:108632       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,863,769       -905,676,366       SanAndre         UWP:110071       University of Guatemala       Vargas I       1       1997       4       20       1997-4-20       Guatemala       GT       Petén       176,674,466       -900,195,979       San Andre         UWP:110383       University of Guatemala       Iddarraga A       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,945,72       -898,800,209       San Andre         UWP:11383       University of Guatemala       Vargas I       1       1998       9       12       1998-9-12       Guatemala       GT       Petén       177,945,72       -898,800,209       San Andre         UWP:11383       University of Guatemala       Vargas I       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,745,778	UWP:108120	University of Guatemala	Vargas I			1	1997 4	18	1997-4-18	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
UWP:108632       University of Guatemala       Fonnegra R       1       1997       11       10       1997-11-10       Guatemala       GT       Petén       174,882,065       -900,195,979       San Andru         UWP:110071       University of Guatemala       Vargas I       1       1997       4       20       1997-4-20       Guatemala       GT       Petén       176,674,466       -893,494,615       Flores         UWP:111383       University of Guatemala       Betancur J       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,946,672       -893,800,209       San Andru         UWP:113512       University of Guatemala       Vargas I       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,945,672       -898,800,209       San Andru         UWP:115312       University of Guatemala       GT       Vargas I       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,745,778       9.904,424,953       San Andru         UWP:115381       University of Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:115382       University of Guatemal	UWP:108607	University of Guatemala	Fonnegra R			1	1997 11	12	1997-11-12	Guatemala	GT	Petén	175,094,837	-902,983,051	San Andres
UWP:110071       University of Guatemala       Vargas I       1       1997       4       20       1997.4-20       Guatemala       GT       Petén       176,674,466       .893,494,615       Flores         UWP:111004       University of Guatemala       Idirraga A       1       1996       4       3       1996-4-3       Guatemala       GT       Petén       176,674,466       .893,494,615       Flores         UWP:111383       University of Guatemala       Betancur J       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,946,672       .498,800,209       San Andre         UWP:115120       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andre         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andre         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,785,212	UWP:108631	University of Guatemala	Fonnegra R			1	1997 11	10	1997-11-10	Guatemala	GT	Petén	174,863,769	-905,676,366	SanAndres
UWP:111004       University of Guatemala       Idárraga A       1       1996       4       3       1996.4-3       Guatemala       GT       Petén       176,971,609       -906,989,102       San Andra UWP:111383         UWP:111383       University of Guatemala       Betancur J       1       1997       10       7       1997.10-7       Guatemala       GT       Petén       177,946,672       -898,800,209       San Andra UWP:113312         UWP:11381       University of Guatemala       Vargas I       1       1998       9       12       1988-9-12       Guatemala       GT       Petén       177,946,672       -898,800,209       San Andra UWP:115381         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999.8-6       Guatemala       GT       Petén       177,783,778       9,004,24,933       San Andra UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999.8-6       Guatemala       GT       Petén       177,783,778       9,004,24,933       San Andra UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999.8-6       Guatemala       GT       Petén       177,795,212       -900,1066,623 <t< td=""><td>UWP:108632</td><td>University of Guatemala</td><td>Fonnegra R</td><td></td><td></td><td>1</td><td>1997 11</td><td>10</td><td>1997-11-10</td><td>Guatemala</td><td>GT</td><td>Petén</td><td>174,882,065</td><td>-900,195,979</td><td>San Andres</td></t<>	UWP:108632	University of Guatemala	Fonnegra R			1	1997 11	10	1997-11-10	Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres
UWP:111383       University of Guatemala       Betancur J       1       1997       10       7       1997-10-7       Guatemala       GT       Petén       177,946,672       -898,800,209       San Jose         UWP:113512       University of Guatemala       Vargas I       1       1998       9       12       1998-9-12       Guatemala       GT       Petén       177,946,672       -898,800,209       San Jose         UWP:115312       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,094,642,953       San Andr         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       -900,466,629       Andressa         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,78       -900,466,629       Andressa         UWP:115312       University of Guatemala       Vargas I       1       1979       1       12       1979-1-12       Guatemala       GT       Petén       177,946,632	UWP:110071	University of Guatemala	Vargas I			1	1997 4	20	1997-4-20	Guatemala	GT	Petén	176,674,466	-893,494,615	Flores
UWP:113512       University of Guatemala       Vargas I       1       1998       9       12       1998-9-12       Guatemala       GT       Petén       174,543,448       -896,237,693       Flores         UWP:115089       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andressa         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andressa         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andressa         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,004,662,92       Andressa         UWP:11561       University of Guatemala       Vargas I       1       1979       1       12       1979-1-12       Guatemala       GT       Petén       175,995,844 </td <td>UWP:111004</td> <td>University of Guatemala</td> <td>Idárraga A</td> <td></td> <td></td> <td>1</td> <td>1996 4</td> <td>3</td> <td>1996-4-3</td> <td>Guatemala</td> <td>GT</td> <td>Petén</td> <td>176,971,609</td> <td>-906,989,102</td> <td>San Andres</td>	UWP:111004	University of Guatemala	Idárraga A			1	1996 4	3	1996-4-3	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres
UWP:115089       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andru         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andru         UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andru         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,084,424,953       San Andru         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,783,778       9,008,622       San Andru         UWP:11571       University of Guatemala       Vargas I       1       1979       1       1       1979-1-12       Guatemala       GT       Petén       176,636,186	UWP:111383	University of Guatemala	Betancur J			1	1997 10	7	1997-10-7	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose
UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:11571       University of Guatemala       Vargas I       1       1979       1       12       1979-1-12       Guatemala       GT       Petén       173,995,832       -897,846,692       San Jose         UWP:115593       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       175,636,186       -909,257,567       San Andre         UWP:11593       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,636,186 <td< td=""><td>UWP:113512</td><td>University of Guatemala</td><td>Vargas I</td><td></td><td></td><td>1</td><td>1998 9</td><td>12</td><td>1998-9-12</td><td>Guatemala</td><td>GT</td><td>Petén</td><td>174,543,448</td><td>-896,237,693</td><td>Flores</td></td<>	UWP:113512	University of Guatemala	Vargas I			1	1998 9	12	1998-9-12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores
UWP:115381       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:115382       University of Guatemala       Callejas R       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,795,212       -901,066,629       Andressa         UWP:11571       University of Guatemala       Vargas I       1       1999       8       6       1999-8-6       Guatemala       GT       Petén       177,995,212       -901,066,629       Andressa         UWP:11571       University of Guatemala       Vargas I       1       1979       1       11       1979-1-12       Guatemala       GT       Petén       175,955,834       -89,169,355       Melchord         UWP:11595       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,719,406       -892	UWP:115089	University of Guatemala	Calleias R			1	1999 8	6	1999-8-6	Guatemala	GT	Petén	177,783,778	9.084.424.953	San Andres
UWP:11561       University of Guatemala       Vargas I       1       1979       1       12       1979-1-12       Guatemala       GT       Petén       173,098,632       -897,846,692       San Jose         UWP:11571       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       173,098,632       -897,846,692       San Jose         UWP:11573       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       175,995,834       -891,693,55       Mechor         UWP:11593       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,719,406       -990,227,657       San Andre         UWP:11508       University of Guatemala       Vargas I       1       1979       1       1979-1-11       Guatemala       GT       Petén       176,719,406       892,924,027       Mechor         UWP:11508       University of Guatemala       Mercado J       1       1978       17       1978-3-17       Guatemala       GT       Petén       172,446,118       -892,133,292       Mencodo	UWP:115381	University of Guatemala	Callejas R			1	1999 8	6	1999-8-6	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan
UWP:11561       University of Guatemala       Vargas I       1       1979       1       12       1979-1-12       Guatemala       GT       Petén       173,098,632       -897,846,692       San Jose         UWP:11571       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       173,098,632       -897,846,692       San Jose         UWP:11573       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       175,995,843       -891,693,555       Mechor         UWP:11593       University of Guatemala       Vargas I       1       1979       1       18       1996-4-18       Guatemala       GT       Petén       176,793,606       -990,297,627,63 an Andre         UWP:11508       University of Guatemala       Mercado J       1       1979       1       1979-1-11       Guatemala       GT       Petén       176,719,406       892,924,027       Mechor         UWP:11538       University of Guatemala       Mercado J       1       1978       17       1978-3-17       Guatemala       GT       Petén       172,446,118       -892,133,292       Mencodo	UWP:115382	University of Guatemala	Callejas R			1	1999 8	6	1999-8-6	Guatemala	GT	Petén	17,788,847	-900,136,721	San Anders
UWP:11571       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       175,995,834       -89,169,355       Melchor of UP         UWP:115953       University of Guatemala       Vargas I       1       1996       4       18       1996-4-18       Guatemala       GT       Petén       175,995,834       -89,169,355       Melchor of UP         UWP:115953       University of Guatemala       Vargas I       1       1996       4       18       1996-4-18       Guatemala       GT       Petén       176,636,186       -909,257,567       Sandard         UWP:11538       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,719,406       -909,227,027       Melchor of UP         UWP:11538       University of Guatemala       Vargas I       1       1978       3       17       1978-3-17       Guatemala       GT       Petén       176,46,118       -892,133,292       Melcor of UP         VWP:11548       University of Guatemala       Mercado J       1       1978       3       17       1978-3-17       Guatemala       GT       Petén       172,446,118 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>1979 1</td> <td>12</td> <td>1979-1-12</td> <td>Guatemala</td> <td>GT</td> <td>Petén</td> <td></td> <td></td> <td>San Jose</td>						1	1979 1	12	1979-1-12	Guatemala	GT	Petén			San Jose
UWP:115953       University of Guatemala       Vargas I       1       1996       4       18       1996-4-18       Guatemala       GT       Petén       176,636,186       -909,257,567       San Andru         UWP:11599       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,636,186       -909,257,567       San Andru         UWP:11538       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,719,406       -892,924,027       Melchord         UWP:11638       University of Guatemala       Mercado J       1       1978       3       17       1978-3-17       Guatemala       GT       Petén       172,446,118       -892,133,292       Mencodo         L       Sheet1       +       +       -						1					GT				
UWP:11599       University of Guatemala       Vargas I       1       1979       1       11       1979-1-11       Guatemala       GT       Petén       176,719,406       -892,924,027       Mekhor of UMP:11638         UWP:11638       University of Guatemala       Mercado J       1       1978       3       17       1978-3-17       Guatemala       GT       Petén       172,446,118       -892,133,292       Mencos of UMP:11638         Sheet1       +       +       -						1					GT				
UWP:11638 University of Guatemala Mercado J 1 1978 3 17 1978-3-17 Guatemala GT Petén 172,446,118 -892,133,292 Mencos d Sheet1 +		,				1	1979 1			Guatemala	GT	Petén			
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On **H2**, add this formula **=E2&"-"&F2&"-"&G2**. Select the **H2** right down corner, and a black cross will appear. While clicking on the cross, go down to the end of the column to fill H.

### 4. Split a column

To split a column, use the same mechanism than 1.2 (Text to Columns).

## 5. Convert date format

Open the Excel spreadsheet. Select the column you want to modify,

make a right click on it then choose *Format Cells*.



		Format	Cells			
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UWP:10021	7 University of Guatem	ala Betancur J				1	1991	5	11	199	1-05-11	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
UWP:10021	8 University of Guatem	ala Betancur J				1	1991	5	11	199	1-05-11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad
UWP:10137	8 University of Guater	ala Fonnegra R				1	1994	5	31	199	4-05-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
UWP:10171	7 University of Guatem	ala Betancur J				1	1993	11	9	199	3-11-09	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
UWP:10173	87 University of Guatem	ala Betancur J				1	1993	11	7	199	3-11-07	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
UWP:10214	I3 University of Guaterr	ala Betancur J				1	1994	4	20	199	4-04-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
UWP:10214	4 University of Guatem	ala Betancur J				1	1994	4	20	199	4-04-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
UWP:10223	33 University of Guaterr	ala Vargas I				1	1995	12		12//1995		Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
UWP:10310	08 University of Guatem	ala Cardona F				1	1996		3	199	6-04-03	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andre
UWP:10413	9 University of Guaterr	ala Fonnegra R				1	1996		15	199	6-05-15	Guatemala	GT	Petén	177,608,007	-897,571,283	
	2 University of Guater					1	1995		21				GT	Petén	177,200,355	-893,510,901	
	92 University of Guaterr					1	1994		7			Guatemala	GT	Petén	173,187,987	-899,058,103	
	58 University of Guaterr					1	1997		18			Guatemala	GT	Petén	17,661,793	-894,056,627	
	1 University of Guatem					1	1993		19			Guatemala	GT	Petén	173,892,055	-897,275	
	20 University of Guatem					1	1997		18			Guatemala	GT	Petén	176,569,118	-896,001,739	
	07 University of Guatem	•				1	1997		12			Guatemala	GT	Petén	175,094,837	-902,983,051	
	81 University of Guatem					1	1997		10			Guatemala	GT	Petén	174,863,769	-905,676,366	
	32 University of Guatem					1	1997		10				GT	Petén	174,882,065	-900,195,979	
	'1 University of Guatem					1	1997		20			Guatemala	GT	Petén	176,674,466	-893,494,615	
	04 University of Guatem					1	1996		3			Guatemala	GT	Petén	176,971,609	-906,989,102	
-	33 University of Guaterr					1	1997		7			Guatemala	GT	Petén	177,946,672	-898,800,209	
	2 University of Guatem					1	1998		12			Guatemala	GT	Petén	174,543,448	-896,237,693	
	9 University of Guatem					1	1999		6				GT	Petén	177,783,778	9,084,424,953	
	1 University of Guater					1	1999		6			Guatemala	GT	Petén	177,795,212	-901,066,629	
	32 University of Guatem					1	1999		6			Guatemala	GT	Petén	17,788,847	-900,136,721	
UWP:11561	,					1	1979		12 11			Guatemala	GT	Petén	173,098,632	-897,846,692	
UWP:11571	,						1979					Guatemala	GT	Petén	175,995,834	-89,169,355	
UWP:11595 UWP:11599	,	0				1	1996 1979		18 11				GT	Petén	176,636,186	-909,257,567	
UWP:11599 UWP:11638						1	1979	1	11			Guatemala	GT	Petén	176,719,406	-892,924,027	
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#### **Windows instructions**

## 1. Open a text file

### 1.1. Solution 1 : with Excel tools

Open Excel. On the tab *Data*, then choose *From text*.

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1	such as commas or tabs separate each field.
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On the Text Import Wizard - Step 1 of 3, select **Delimited (1)**, and choose **Unicode (UTF-8) (2)** as File origin encoding then click **Next** 



Text Import Wizard - Step 2 of 3	? X
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.          Delimiters         Iab         Semicolon         Comma         Space         Other:	
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On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click Next

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On the Text Import Wizard - Step 3 of 3, select all the columns (1) (by clicking on shift and sliding the cursor to the right) and put them as *Text* to avoid any format errors due to Excel.

On the Import Data last window, choose *Existing sheet* and click on *Ok*.



## **1.2. Solution 2 : after opening a txt or csv file on Excel**

Double click on the TXT (.txt) or CSV file (.csv).

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	89,169355;Melchor de Mencos;Bosque de El Ocaso;250;WGS84;6030;"Forero E.; Gentry A.";;Plantae;Magnoliophyta;Equisetopsida;Poales;	
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Select the entire first column, then on the tab *Data*, choose *Text to Columns* and follow the *Import Text Wizard* (like solution 1.1).



#### 2. Add a filter

#### Open the Excel spreadsheet.

On the tab **Data (1)**, choose **Filter (2)**. You can click on the small down arrow (3) of the column you want to filter.

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3 UWP:1002 University of Guatemala	Betancur J	1	1991	5	11		emala	GT	Petén	17,288954	-90,6705137		tac Club El Ro		WG584	3300	B
4 UWP:1013 University of Guatemala	Fonnegra R	1	1991	5	31		emala	GT	Petén	17,288954	-89,7846692		Inspecció		WGS84 WGS84	1731	Di
		1	1994	11	9			GT		17,6569118	-89,7846692		Páramo d		WGS84 WGS84	1952	B
5 UWP:1017 University of Guatemala 5 UWP:1017 University of Guatemala	Betancur J	1	1993	11	7		emala	GT	Petén Petén	17,5327108	-89,6001739		Paramo d Sitio Tinaj		WGS84 WGS84	842	B
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7 UWP:1021 University of Guatemala 8 UWP:1021 University of Guatemala	Betancur J	1	1994	4	20		emala	GT	Petén	17,1793889	-90,8080889				WGS84	9593	B
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0 UWP:1031 University of Guatemala	Cardona F	1	1996		3		emala	GT	Petén	17,5260944	-90,8413581		re: Río Claro,		WGS84	3207	B
1 UWP:1041 University of Guatemala	Fonnegra R	1	1996	5	15		emala	GT	Petén	17,7608007	-89,7571283		Las Acacia		WGS84	757	В
2 UWP:1045 University of Guatemala	Callejas R	1	1995	7	21		emala	GT	Petén	17,7200355	-89,3510901	Flores	Barrio El S		WGS84	6514	B
3 UWP:1052 University of Guatemala	Acevedo P	1	1994	9	7		emala	GT	Petén	17,3187987	-89,9058103	San Jose			WGS84	2820	B
4 UWP:1067 University of Guatemala	Vargas I	1	1997	4	18	Guat	emala	GT	Petén	17,661793	-89,4056627	Flores	Cerro San		WGS84	1771	В
5 UWP:1074 University of Guatemala	González F	1	1993	4	19	Guat	emala	GT	Petén	17,3892055	-89,7275	Flores	Autopista		WGS84	1745	B
6 UWP:1081 University of Guatemala	Vargas I	1	1997	4	18	Guat	emala	GT	Petén	17,6569118	-89,6001739	Flores	Cerro Qui		WGS84	1771	B
7 UWP:1086 University of Guatemala	Fonnegra R	1	1997	11	12	Guat	emala	GT	Petén	17,5094837	-90,2983051		re: Finca Mai		WGS84	2842	B
8 UWP:1086 University of Guatemala	Fonnegra R	1	1997	11	10	Guat	emala	GT	Petén	17,4863769	-90,5676366		es Finca en o		WGS84	2842	B
9 UWP:1086 University of Guatemala	Fonnegra R	1	1997	11	10	Guat	emala	GT	Petén	17,4882065	-90,0195979		re: Finca Los		WGS84	2842	В
0 UWP:1100 University of Guatemala	Vargas I	1	1997	4	20	Guat	emala	GT	Petén	17,6674466	-89,3494615	Flores	Cerros de	140	WGS84	1771	В
1 UWP:1110 University of Guatemala	Idárraga A	1	1996	4	3	Guat	emala	GT	Petén	17,6971609	-90,6989102	San And	re: Hacienda	340	WGS84	2606	B
2 UWP:1113 University of Guatemala	Betancur J	1	1997	10	7	Guat	emala	GT	Petén	17,7946672	-89,8800209	San Jose	e Cerca de	5118	WGS84	1163	B
3 UWP:1135 University of Guatemala	Vargas I	1	1998	9	12	Guat	emala	GT	Petén	17,4543448	-89,6237693	Flores	Cerro El C	150	WGS84	3049	D
4 UWP:1150 University of Guatemala	Callejas R	1	1999	8	6	Guat	emala	GT	Petén	17,7783778	90,84424953	San And	re: Hacienda		WGS84	5332	C
25 UWP:1153 University of Guatemala	Callejas R	1	1999	8	6	Guat	emala	GT	Petén	17,7795212	-90,1066629		an Hacienda		WGS84	5332	N
6 UWP:1153 University of Guatemala	Callejas R	1	1999	8	6		emala	GT	Petén	17,788847	-90,0136721		er: Hacienda	\$292	WGS84	5332	N
7 UWP:1156 University of Guatemala	Vargas I	1	1979	1	12		emala	GT	Petén	17,3098632	-89,7846692		Inspecció		WGS84	1530	B
8 UWP:1157 University of Guatemala	Vargas I	1	1979	1	11		emala	GT	Petén	17,5995834	-89,169355		d Bosque de		WGS84	6030	F
29 UWP:1159 University of Guatemala	Vargas I	1	1996	4	18		emala	GT	Petén	17,6636186	-90,9257567		re: Grania de		WGS84	4824	C
0 UWP:1159 University of Guatemala	Vargas I	1	1979	1	11		emala	GT	Petén	17,6719406	-89,2924027		d Bosque de		WG584	6030	8
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On the filter menu, you will be able to make *ascending or descending sorting* (4), *select or unselect all filters* (5), choose *specific data to filter* (6) and *clear your filters* (7).

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#### 3. Merge columns

Open the Excel spreadsheet. The new column *eventDate* will be the result of the merging of column *YE* (column E), *MO* (column F) and *DA* (column G).

Create the eventDate on the right of DA (right click on the column then insert). The new column will be column H.

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	y of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
	v of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
	y of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
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	y of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
	v of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17.5260944	-90.8413581	San Andres
UWP:104139 Universit	y of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
2 UWP:104512 Universit		Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
	y of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
	v of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.661793	-89,4056627	Flores
5 UWP:107441 Universit	y of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
5 UWP:108120 Universit	y of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
7 UWP:108607 Universit	y of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
3 UWP:108631 Universit	y of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
UWP:108632 Universit	y of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
UWP:110071 Universit	y of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
UWP:111004 Universit	y of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
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4 UWP:115089 Universit	y of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
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UWP:115382 Universit	y of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
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8 UWP:11571 Universit	y of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de l
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On H2, add this formula =E2&"-"&F2&"-"&G2.

Select the H2 right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H.

#### 4. Split a column

To split a column, use the same mechanism than 1.2 (Text to Columns).

#### 5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose *Format Cells*.



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Look if your format exists on the Date category, if not select the Custom Category. Confirm by clicking OK.

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UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	1991-5-1	1 Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
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UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-3	1 Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-	9 Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-	7 Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
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JWP:102233	University of Guatemala	Vargas I	1	1995	12	1	1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-	3 Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
JWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-1	5 Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
JWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-2	1 Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-	7 Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
JWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-1	8 Guatemala	GT	Petén	17,661793	-89,4056627	Flores
JWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-1	9 Guatemala	GT	Petén	17,3892055	-89,7275	Flores
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## Linux instructions for LibreOffice

### 1. Open a text file

With LibreOffice, you just have to double-click on a text or csv file for it to display the Text Import Wizard

Once you have opened a text file, click on Data > Text to column to display the LibreOffice Text Import Wizard

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## 2. Add a filter

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UWP:101378	University of Fonnegra R			31	Guatemala		Petén	17,3098632	-89,7846692		Inspección EP514	WGS84 1	
UWP:101717	University of Betancur J		93 11		Guatemala		Petén	17,6569118	-89,6001739		Páramo de El 270	WGS84 1	
UWP:101737	University of Betancur J		93 11		Guatemala		Petén	17,5327108	-89,8173641		Sitio Tinajas, +360	WGS84 8	Top 10
UWP:102143	University of Betancur J			20	Guatemala	GT	Petén	17,1793889	-90,8080889		Barrio Oneti p 150	WGS84 9	T <sub>×</sub>
UWP:102144	University of Betancur J			20	Guatemala		Petén	17,1821024	-90,7431008		Barrio Policar 150	WGS84 9	
UWP:102233		1 19			Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W		Cerca de Yute 514	WGS84 2	
UWP:103108		1 19		3	Guatemala		Petén	17,5260944	-90,8413581			WGS84 3	Not Empty
UWP:104139	University of Fonnegra R			15	Guatemala	GT	Petén	17,7608007	-89,7571283		Las Acacias 308	WGS84 7	
UWP:104512	annoing of genetation	1 19		21			Petén	17,7200355	-89,3510901		Barrio El Sile 240	WGS84 6	
UWP:105292	University of Mcevedo P	1 19		7	Guatemala	GT	Petén	17,3187987	-89,9058103		Santagueda, 10	WGS84 2	
UWP:106768		1 19		18			Petén	17,661793	-89,4056627		Cerro San Jo 145	WGS84 1	
UWP:107441	University of González F			19	Guatemala	GT	Petén	17,3892055		Flores	Autopista nor 170	WGS84 1	
UWP:108120		1 19		18	Guatemala	GT	Petén	17,6569118	-89,6001739		Cerro Quitase 143	WGS84 1	
UWP:108607	University of Fonnegra R				Guatemala	GT	Petén	17,5094837	-90,2983051		Finca Maizop 173	WGS84 2	
UWP:108631	University of Fonnegra R				Guatemala	GT	Petén	17,4863769	-90,5676366		Finca en cero 210	WGS84 2	
UWP:108632	University of Fonnegra R				Guatemala	GT	Petén	17,4882065		San Andres		WGS84 2	
UWP:110071		1 19		20	Guatemala	GT	Petén	17,6674466	-89,3494615		Cerros de Sul 140	WGS84 1	
UWP:111004		1 19		3	Guatemala	GT	Petén	17,6971609	-90,6989102		Hacienda Ber 340	WGS84 2	🖌 🗹 Acevedo P
UWP:111383	University of Betancur J					GT	Petén	17,7946672	-89,8800209		Cerca de Sar 118	WGS84 1	
UWP:113512	orarony or ranges i	1 19		12	Guatemala		Petén	17,4543448	-89,6237693		Cerro El Capi 150	WGS84 3	
UWP:115089	University of Callejas R			6	Guatemala		Petén	17,7783778	90,84424953			WGS84 5	
UWP:115381	University of Callejas R			6	Guatemala		Petén	17,7795212	-90,1066629		Hacienda Sar 292	WGS84 5	
UWP:115382	University of Callejas R			6	Guatemala	GT	Petén	17,788847	-90,0136721		Hacienda Sar 292	WGS84 5	🖌 Arbeláez M
UWP:11561	University of Vargas I		79 1	12	Guatemala		Petén	17,3098632	-89,7846692	San Jose	Inspección EP100	WGS84 1	
UWP:11571			79 1	11	Guatemala	GT	Petén	17,5995834			Bosque de El 250	WGS84 6	🖌 Arbeláez M; I
UWP:115953	and a second sec	1 19		18	Guatemala		Petén	17,6636186			Granja de Ch• 235	WGS84 4	
UWP:11599			79 1	11	Guatemala	GT	Petén	17,6719406			Bosque de Sa 250	WGS84 6	
UWP:11638	University of Mercado J		78 3	17	Guatemala		Petén	17,2446118			Confluencia 0 211	WGS84 1	Benavides A
UWP:116523		1 19			Guatemala	GT	Petén		75° 46' 18" W		Lorenzo Arrib 150	WGS84 1	
UWP:116524		1 19			Guatemala		Petén		75° 46' 18" W		Los Hornitos 150	WGS84 1	Debes surell
UWP:116525		1 19			Guatemala	GT	Petén		75° 04' 25.03		Lote en las al 150	WGS84 1	
UWP:116539		1 19					Petén	17,7783778			Hacienda Sar 30	WGS84 5	
UWP:117325	erarenty er rengen r	1 19		13	Guatemala	GT	Petén	17,6719406			De Fomegue +400	WGS84 2	
UWP:117538	University of Fonnegra R				Guatemala	GT	Petén	17,4666948	-89,9835948		Región San D 200	WGS84 2	
UWP:117539	University of Fonnegra R				Guatemala	GT	Petén	17,4696597	-90,5694044	San Andres	Ricaurte - Pie 200	WGS84 2	
UWP:117611	University of Fonnegra R	1 19	99 10	20	Guatemala	GT	Petén	17,7216042	-90,062868	San Andres	Roadside in th170	WGS84 2	OK Car



#### 3. Merge columns

Open the Excel spreadsheet. The new column *eventDate* will be the result of the merging of column *YE* (column E), *MO* (column F) and *DA* (column G).

Create the eventDate on the right of DA (right click on the column then insert). The new column will be column H.

peration Sans	• 10 • <b>B</b> <u>I</u> <u>U</u> <u>T</u>	• 🖪 • 🗐		5 0 1	<u>+</u> <u>↓</u> \$	% 00 🗐   🕂 👷 🔤 🔳 🔲	• 🔳 • 🖪 • 🗼	<b>5 5</b> 15				
v	f <sub>×</sub> × ✓ =E2&"-"&F2&"-"&	G2&""										
A	B C	D	E	F	G	н	1	J	K	L	м	N
Cat. Numb.	University Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
UWP:100217	University of Betancur J	1	1991	5	11	=E2&"-"&F2&"-"&G2&""	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
UWP:100218	University of Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
UWP:101378	University of Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
UWP:101717	University of Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
UWP:101737	University of Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
UWP:102143	University of Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
UWP:102144	University of Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT		17,1821024	-90,7431008	
UWP:102233	University of Vargas I	1	1995	12		1995-12-	Guatemala	GT		5° 35' 12" N	75° 46' 18" W	
UWP:103108	University of Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT		17,5260944	-90,8413581	
UWP:104139	University of Fonnegra R		1996	5	15	1996-5-15	Guatemala	GT		17,7608007	-89,7571283	
UWP:104512	University of Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	~~~~	17,7200355	-89,3510901	
UWP:105292	University of Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT		17,3187987	-89,9058103	
UWP:106768	University of Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT		17,661793	-89,4056627	
UWP:107441	University of González F		1993	4	19	1993-4-19	Guatemala	GT		17,3892055	-89,7275	Flores
UWP:107441	University of Vargas I	1	1995	4	19	1995-4-19	Guatemala	GT		17,6569118	-89,6001739	
				4					000000			
UWP:108607	University of Fonnegra R		1997		12	1997-11-12	Guatemala	GT		17,5094837	-90,2983051	
UWP:108631	University of Fonnegra R		1997	11	10	1997-11-10	Guatemala	GT		17,4863769	-90,5676366	
UWP:108632	University of Fonnegra R		1997	11	10	1997-11-10	Guatemala	GT	~~~~~	17,4882065	-90,0195979	
UWP:110071	University of ► Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT		17,6674466	-89,3494615	
UWP:111004	University of Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	~~~~~	17,6971609	-90,6989102	
UWP:111383	University of Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT		17,7946672		
UWP:113512	University of Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT		17,4543448	-89,6237693	
UWP:115089	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT		17,7783778	90,84424953	
UWP:115381	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT		17,7795212	-90,1066629	Andressan
UWP:115382	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
UWP:11561	University of Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
UWP:11571	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de
UWP:115953	University of Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
UWP:11599	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de
UWP:11638	University of Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17,2446118	-89,2133292	Mencos de
UWP:116523	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
UWP:116524	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
UWP:116525	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12"	>75° 04' 25.03	Flores
UWP:116539	University of Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT		17.7783778	90,84424953	
UWP:117325	University of Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	~~~~~	17,6719406	-89,2924027	
UWP:117538	University of Fonnegra R		1999	OCT	22	1999-OCT-22	Guatemala	GT		17,4666948	-89,9835948	000000000000000000000000000000000000000
UWP:117539	University of Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT		17,4696597		San Andres
UWP:117539	University of Fonnegra R		1999	10	20	1999-10-20	Guatemala	GT	000000	17,7216042	-90,062868	San Andres
OWP.11/011	oniversity of Formegra R	1	1999	10	20	1999-10-20	Guatemala		reten	11,1210042	-90,002008	San Andres

On H2, add this formula =E2&""F2&""&G2&"".

Select the H2 right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H

#### 4. Split a column

To split a column, use the same mechanism than 1. (Text to Columns).

### 5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose *Format Cells*.



Forma												
Numbers	Font	Font Effects	Alignment	Borders	Background	Cell Protection						
Category			F	ormat			Langua	Language				
Number Percent Currency Date Time Scientific Fraction Boolean Value Text			F	Fri, Dec 31, 99 Fri 31/Dec 99 Fri, December 31, 1999 Friday, December 31, 1999 12-31 99-12-31 1999-12-31 12/99 Dec 31 December				Default - English (USA)				
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48576 💌	$f_{\star} \Sigma = [eventDate]$											
A	ВС	D	E	F	G	н	1	J	K	L	M	N
at. Numb.	University Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	alat	lon	County
WP:100217	University of Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
WP:100218	University of Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
WP:101378	University of Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17.3098632	-89,7846692	San Jose
WP:101717	University of Betancur J		1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
WP:101737	University of Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17.5327108	-89.8173641	San Jose
WP:102143	University of Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
WP:102144	University of Betancur J		1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Liberta
WP:102233	University of Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
WP:103108	University of Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT		17,5260944	-90,8413581	
WP:104139	University of Fonnegra R		1996	5	15	1996-5-15	Guatemala	GT		17,7608007		
WP:104512	University of Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT		17,7200355		Flores
WP:105292	University of Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT		17.3187987	-89,9058103	
WP:106768	University of Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT		17,661793		Flores
WP:107441	University of González F		1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
WP:108120	University of Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.6569118	-89,6001739	
WP:108607	University of Fonnegra R		1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	
WP:108631	University of Fonnegra R		1997	11	10	1997-11-10	Guatemala	GT		17,4863769		
WP:108632	University of Fonnegra R		1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	
WP:110071	University of Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	
WP:111004	University of Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT		17,6971609		
WP:111383	University of Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT		17,7946672		
WP:113512	University of Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT		17,4543448		
WP:115089	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778		
WP:115381	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212		Andressar
WP:115382	University of Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT		17,788847	-90,0136721	
WP:11561	University of Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632		
WP:11571	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de
WP:115953	University of Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186		San Andre
WP:11599	University of Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17.6719406	-89.2924027	
WP:11638	University of Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17,2446118	-89,2133292	
WP:116523	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N		
WP:116524	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén		75° 46' 18" W	
WP:116525	University of Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén		>75° 04' 25.031	
WP:116539	University of Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT		17.7783778	90,84424953	
WP:117325	University of Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17,6719406		Melchor de
WP:117525	University of Fonnegra R		1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4666948	-89,9835948	
WP:117539	University of Fonnegra R		1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4696597	-90,5694044	San Andre
WP:117611	University of Fonnegra R		1999	10	20	1999-10-20	Guatemala	GT	Petén	17,7216042		San Andre
	Graversity of Frontiegra R	-	1333	10	20		Guatemala		Coten	11,1210042	55,002000	