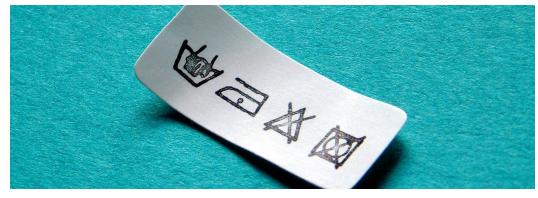


Excel Tips



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*.

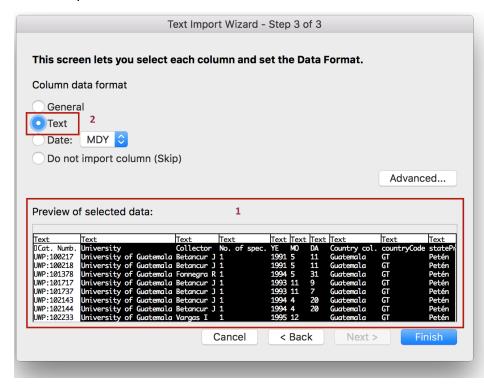
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On the Text Import Wizard - Step 1 of 3, select **Delimited (1)**, and choose **Unicode (UTF-8) (2)** as File origin encoding then click **Next**

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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;			
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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: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
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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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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).

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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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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
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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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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
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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	
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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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Preview of file C:\Users\fcaviere\Do 1 Cat. Numb.;University;Co 2 UWP:100217;University of 3 UWP:100218;University of 4 UWP:101378;University of 5 UWP:101717;University of 6 UWP:101737;University of	<pre>bllector;No. of spec.;YE;MO;DA;Country col.;countryCode;stateProvi G Guatemala;Betancur J;1;1991;5;11;Guatemala;GT;Petén;17,2388802; G Guatemala;Betancur J;1;1991;5;11;Guatemala;GT;Petén;17,3098632;- f Guatemala;Betancur J;1;1993;11;9;Guatemala ;GT;Petén;17,656911</pre>

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
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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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UWP:100 17 University of Guatemala;Betancur J;1;1991;5;11;Guatemala;GT;Petén;17,238880 UWP:1007 18 University of Guatemala;Getancur J;1;1991;5;11;Guatemala;GT;Petén;17,288860 UWP:1017 12 University of Guatemala;Getancur J;1;1993;11;9;Guatemala;GT;Petén;17,268896 UWP:1017 12 University of Guatemala;Getancur J;1;1993;11;7;Guatemala;GT;Petén;17,55691 UWP:101737 University of Guatemala;Betancur J;1;1993;4;20;Guatemala;GT;Petén;17,55291 UWP:101737 University of Guatemala;Betancur J;1;1994;4;20;Guatemala;GT;Petén;17,75388 UWP:102743 University of Guatemala;Betancur J;1;1994;4;20;Guatemala;GT;Petén;17,75388 UWP:102743 University of Guatemala;Betancur J;1;1994;4;20;Guatemala;GT;Petén;17,7528094 UWP:102333 University of Guatemala;Candna F;1;1996;5;15;Guatemala;GT;Petén;17,7608 UWP:10412 University of Guatemala;Cangera; B;1;1995;7;2;1;Guatemala;GT;Petén;17,7608 UWP:10452 University of Guatemala;Cangera; B;1;1997;4;1;B;Guatemala;GT;Petén;17,7608 UWP:10452 University of Guatemala;Cangera; B;1;1997;4;1;B;Guatemala;GT;Petén;17,78088 UWP:10452 University of Guatemala;Argers; I;11997;4;18;Guatemala;GT;Petén;17,78989 UWP:104532 University of Guatemala;GT;Petén;17,569118; UWP:105432 University o	J K L M N O P Q R S T U U Second Second Sec	omeliaceae; Vriesea; drewii; Vriesea drew ifolia; Olyra latifolia aromeliaceae; Greigia; Poales; Bromeliaceae mania; fosteriana; Gr sessiif flora; ; Catopsis Poales; Bromeliaceae coriostachya; Guzm ; michelii; Racinaea r ceae; Catopsis; sessiif ulata; Guzmania ling ales; Bromeliaceae; Catopsis; poales; Bromeliaceae; Catopsis; gustifolia; Guzmania lingulata; Guzmania ania; lingulata; Guzmania ania, swallenii; Specie elgia, danielii; Specie
	;-90,0136721;San Anders;Hacienda Santa María Ite;292;WGS84;5332;Morales J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliace 19,7846692;San Jose;Inspección El Capricho;100;WGS84;1530;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Aec	
	89,169355;Melchor de Mencos;Bosque de El Ocaso;250;WGS84;6030;"Forero E.; Gentry A.";;Plantae;Magnoliophyta;Equisetopsida;Poales;	
	5; 90,9257567; San Andres; Granja de Chinchiná; 235; WGS84; 4824; Correa E.;; Plantae; Magnoliophyta; Equisetopsida; Poales; Bromeliaceae; Gu 99, 2924027; Melchor de Mencos; Bosque de San Rafael, cerca de Parque Puracé; 250; WGS84; 6030; Betancur J.;; Plantae; Magnoliophyta; Equi	

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
	Betancur J	1	1993	4	20		emala						La Barrio On			9593	
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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UWP:1022 University of Guatemala	Vargas I	1	1995	12			emala	GT	Petén	5° 35' 12" N	75° 46' 18" W		Cerca de		WGS84		В
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
09 Data Cleaning - DATA			1515			odat	cintata	51		4	03,232-021	Weitho	a busque u		110304	5050	D

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	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
	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
	v of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1793889	-90,8080889	Libertad La
	y of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
	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
2 UWP:111383 Universit	y of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
3 UWP:113512 Universit	y of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
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
5 UWP:115381 Universit	y of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
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
9 UWP:115953 Universit	y of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
	v of Guatemala ning - DATA EX	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M

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
UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-1	1 Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
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
UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-4-2	0 Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
JWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-2	0 Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
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
JWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-1	8 Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
JWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-1	2 Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
JWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-1	0 Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-1	0 Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
JWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-2	0 Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
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JWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-	7 Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
JWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-1	2 Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
JWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-	6 Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
JWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-	6 Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
JWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-	6 Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
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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

The filter tool (AutoFiltre) is directly accessible on the main (and only) page of LibreOffice:

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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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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	
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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 💌	$f_{\star} \Sigma = [eventDate]$											
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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	