**Key points:**

* OpenRefine is ‘a tool for working with messy data’
* OpenRefine works best with data in a simple tabular format
* OpenRefine can help you split data up into more granular parts
* OpenRefine can help you match local data up to other data sets
* OpenRefine can help you enhance a data set with data from other sources
* Use the Create Project option to import data
* You can control how data imports using options on the import screen
* OpenRefine uses rows and columns to display data
* Most options to work with data in OpenRefine are accessed through a drop down menu at the top of a data column
* When you select an option in a particular column (e.g. to make a change to the data), it will effect all the cells in that column
* OpenRefine has a Records mode which links together multiple rows into a single record
* Splitting and joining multi-valued cells cleaning the individual values within them
* When creating multi-valued cells in your data, choose a separator that will not appear in the data values
* You can use facets and filters to explore your data
* You can use facets and filters work with a subset of data in OpenRefine
* You can easily correct common data issues from a Facet
* Clustering is a way of finding variant forms of the same piece of data within a dataset (e.g. different spellings of a name)
* There are a number of different Clustering algorithms that work in different ways and will produce different results
* The best clustering algorithm to use will depend on the data
* Using clustering you can replace varying forms of the same data with a single consistent value
* You can reorder, rename and remove columns in OpenRefine
* Sorting in OpenRefine always sorts all rows
* The original order of rows in OpenRefine is maintained during a sort until you use the option to Reorder Rows Permanently
* Common transformations are available through the Menu option
* You can alter data in OpenRefine based on specific instructions
* You can preview the results of your GREL expression
* You can use Undo and Redo to retrace ones’ steps
* You can save and apply a set of steps to a new set of data using the ‘Extract’ and ‘Apply’ features
* You can alter data in OpenRefine based on specific instructions
* You can expand the data editing functions that are built-in into OpenRefine by building your own
* You can export your data in a variety of formats