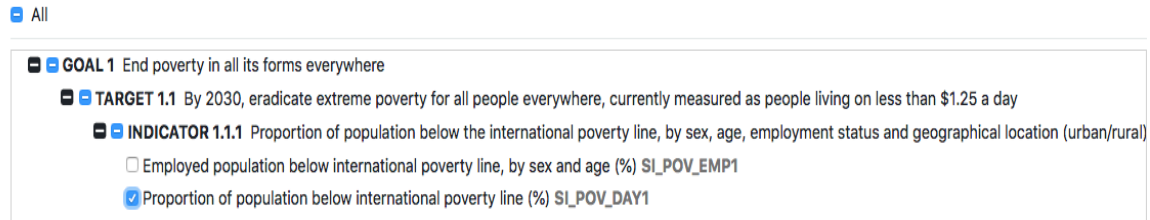
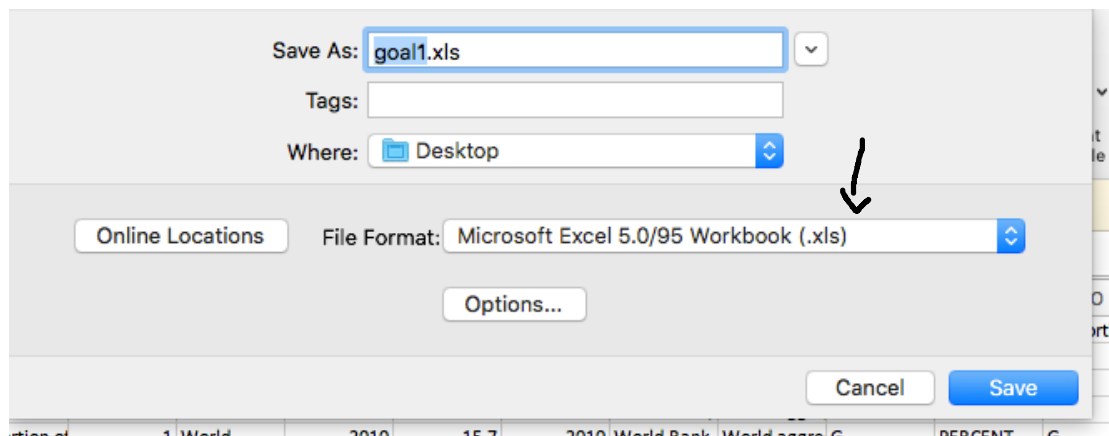


Data Cleaning in Excel: UN Sustainable Goals

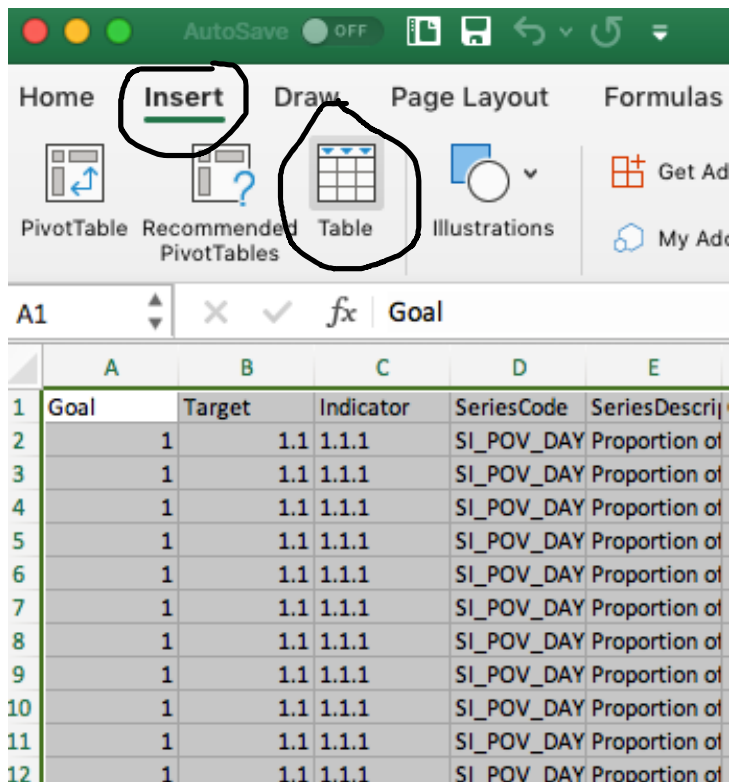
1. Go on the UN Sustainable Goals Website where the data is held:
<https://unstats.un.org/sdgs/indicators/database>
2. From here, look through which goal(s) you would like to focus on. Remember to explore the Metadata repository of which goal you chose so you understand what is in the data
3. Pick the data you want to download – **make sure to be as specific as possible**



4. Download the data by clicking the “download” button on the top right corner of the webpage
5. Once your data is downloaded, it should appear on the bottom of your web browser → click on it to open → it should then open on excel
6. The data needs to be saved as an excel file, but right now it is saved as a CSV. To do this, on excel go to File → Save as. Then name your file something you will remember and mark it as a .xls file where it says File Format



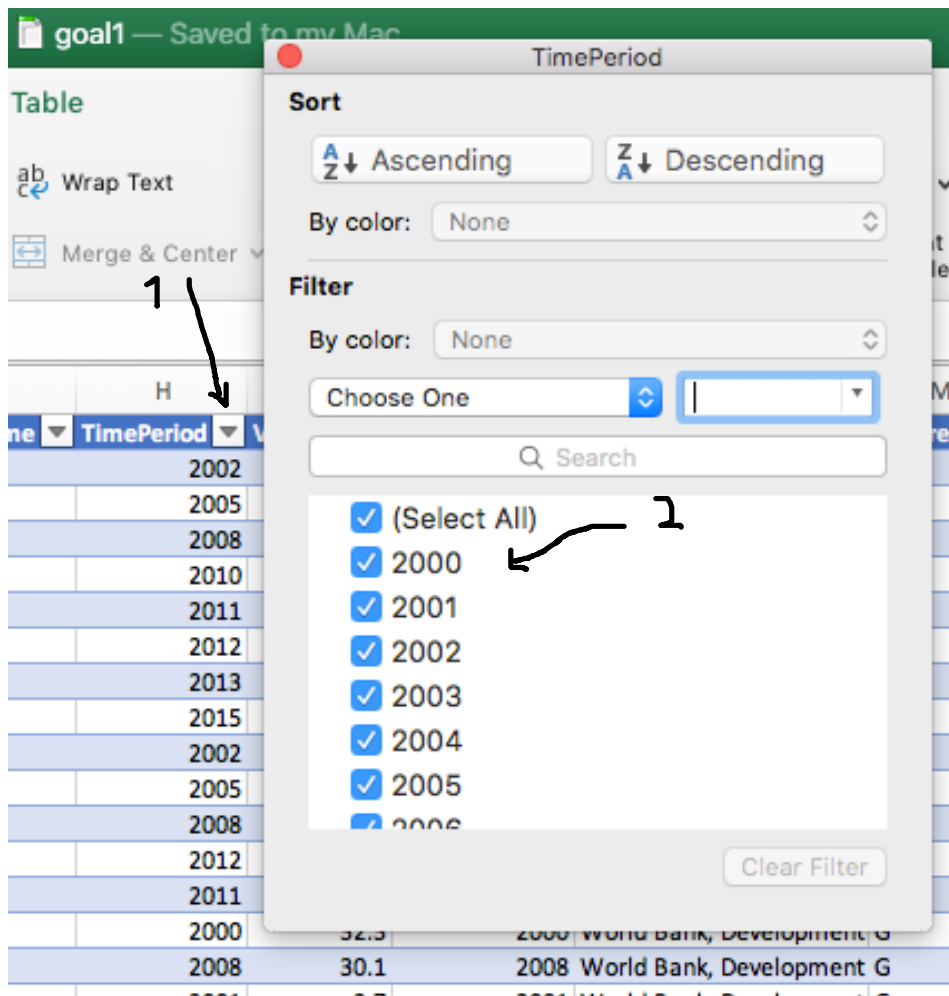
7. Now we want the data to be in Table format so that we can clean it. First, select all the data [control + a]
8. Next, we click Insert → Table → Okay



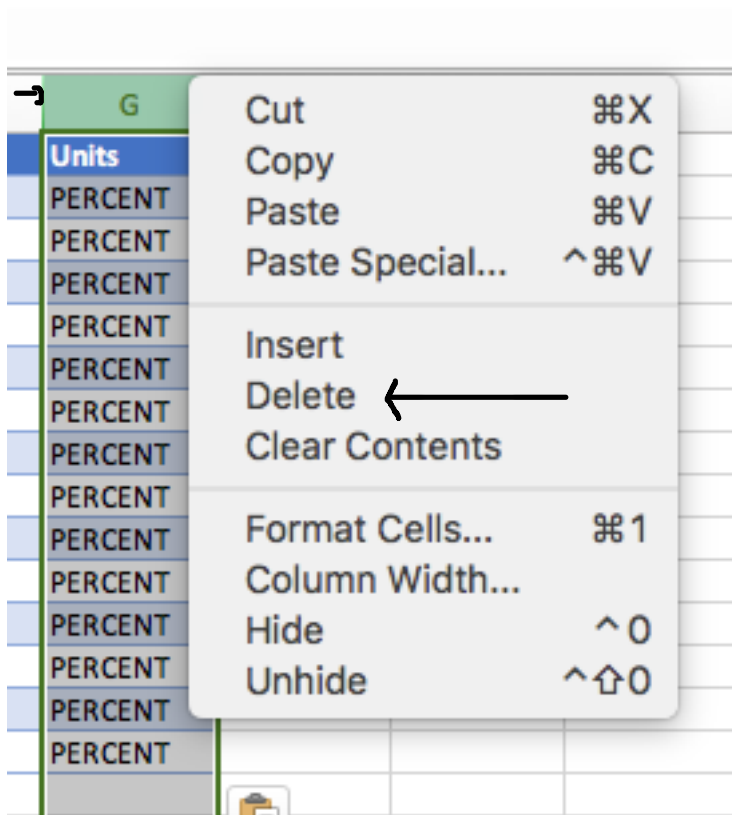
9. The file should then look similar to this in terms of format

C12							
	A	B	C	D	E	F	
1	Goal	Target	Indicator	SeriesCode	SeriesDescription	GeoAreaCode	
2	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
3	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
4	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
5	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
6	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
7	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	
8	1	1.1	1.1.1	SI_POV_DAY1	Proportion of populat	1	

10. Now you can begin cleaning the data using the different columns. Filter the data to what you would like to include by clicking the column arrows next to each variable name. Then select the data you would like to keep in your file.



11. Once we filter the data, we want to copy all of the data [control +a] + [control + c] and paste it into a new document.
12. After copying the data [control +c] → open a new excel file → File → New
13. Paste the data [control + v] into the new file and save the file as something you will remember [File → Save as]
14. We may also want to delete variables that we don't need for mapping → to do so highlight the column that you want to delete → right click → delete



15. Once you are happy with the way your file looks and it is ready for GIS the last step is to save the file as a CSV

16. File → Save as → click comma separated .csv under file format → Save

Things to note:

- Remember to always be saving your work as you go [command +s] or file → Save
- Relatedly, save your data using file names you will remember and store them in a folder you will remember later on
- When choosing how to filter your data, make sure that the data is complete
 - For example, if choosing two years (2001, 2002) make sure there is data for both dates for the countries you choose
- Make sure to double check so that your data lines up (e.g. something may be wrong if you have one year but 4 of the same country)
- To realign your format – select all [control + a] → Wrap Text