## **Summary:**

**Metadata Management:**

Metadata management refers to the process of creating, organizing, and maintaining metadata. It involves establishing standards and guidelines for how metadata is created, stored, and used, as well as ensuring that metadata is accurate and up-to-date.

Effective metadata management can be beneficial for organizations because it helps to improve the efficiency and effectiveness of information management.

By providing clear and accurate information about the content and context of data, metadata can help users to find and use the information they need more easily.

There are a number of tools and technologies available to support metadata management, including metadata management software, metadata repositories, and metadata registries. These tools can help organizations to create, store, and manage metadata in a consistent and organized way.

## **Elements of metadata**

Before looking at metadata examples, it is important to understand what type of information metadata typically provides.

### **Title and description**

What is the name of the file or website you are examining? What type of content does it contain?

### **Tags and categories**

What is the general overview of the data that you have? Is the data indexed or described in a specific way?

### **Who created it and when**

Where did the data come from, and when was it created? Is it recent, or has it existed for a long time?

### **Who last modified it and when**

Were any changes made to the data? If yes, were the modifications recent?

### **Who can access or update it**

Is this dataset public? Are special permissions needed to customize or modify the dataset?

## **Examples of metadata**

In today’s digital world, metadata is everywhere, and it is becoming a more common practice to provide metadata on a lot of media and information you interact with. Here are some real-world examples of where to find metadata:

### **Photos**

Whenever a photo is captured with a camera, metadata such as camera filename, date, time, and geolocation are gathered and saved with it.

### **Emails**

When an email is sent or received, there is lots of visible metadata such as subject line, the sender, the recipient and date and time sent. There is also hidden metadata that includes server names, IP addresses, HTML format, and software details.

### **Spreadsheets and documents**

Spreadsheets and documents are already filled with a considerable amount of data so it is no surprise that metadata would also accompany them. Titles, author, creation date, number of pages, user comments as well as names of tabs, tables, and columns are all metadata that one can find in spreadsheets and documents.

### **Websites**

Every web page has a number of standard metadata fields, such as tags and categories, site creator’s name, web page title and description, time of creation and any iconography.

### **Digital files**

Usually, if you right click on any computer file, you will see its metadata. This could consist of file name, file size, date of creation and modification, and type of file.

### **Books**

Metadata is not only digital. Every book has a number of standard metadata on the covers and inside that will inform you of its title, author’s name, a table of contents, publisher information, copyright description, index, and a brief description of the book’s contents.

**Importrange :**

Importrange is a function in Google Sheets that allows you to import data from one or more other sheets in the same or a different workbook.

To use importrange, you will need to specify the following arguments:

* The URL of the source sheet or workbook.
* The range of cells that you want to import.
* An optional range name to assign to the imported data.
* Here is an example of how to use importrange:

=importrange("link", "A1:C10")

This would import the range A1:C10 from the sheet at the specified URL.

**Importdata :**

Importdata is a function in Google Sheets that allows you to import data from a specified URL in CSV (comma-separated value) or TSV (tab-separated value) format.

To use importdata, you will need to specify the URL of the data source as the only argument.

Here is an example of how to use importdata:

=importdata("<https://example.com/data.csv>")

This would import the data from the specified URL in CSV format.

**Importhtml:**

Importhtml is a function in Google Sheets that allows you to import data from a table or a list within an HTML page.

To use importhtml, you will need to specify the following arguments:

* The URL of the HTML page.
* The table or list you want to import, specified as either "table" or "list".
* The index of the table or list on the page, with the first table or list having an index of 1.

Here is an example of how to use importhtml:

=importhtml("https://en.wikipedia.org/wiki/List\_of\_states\_and\_territories\_of\_the\_United\_States", "table", 3)

This would import the third table from the specified Wikipedia page.

Please note that importhtml can only be used to import data from a public URL. If you want to import data from a private URL or a file on your own computer, you will need to use a different function.

For performing these operations in excel go to Data> and figure out lol