Back Hands-On Activity: Cleaning data with spreadsheets
 Practice Quiz - 1h - 2 total points

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	To get started, first access the data spreadsheet.  To use the spreadsheet for this course item, click the link below and select "Use Template."  Link to data spreadsheet: <u>Cleaning with spreadsheets</u> C'  OR
	If you don't have a Google account, you can download the template directly from the attachment below.    Data Spreadsheet for Cleaning with Spreadsheets   XLSX File
	Select and remove blank cells  The first technique we'll use is to select and eliminate rows containing blank cells by using filters. To eliminate rows with blank cells:
	1. Highlight all cells in the spreadsheet. You can highlight Columns A-H by clicking on the header of Column A, holding Shift, and clicking on the header of Column H.  2. Click on the Data tab and pick the Create a filter option. In Microsoft Excel, this is called Filter.    In East Your Interferents   Data Addiess Net Lastedtens Thomas
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	3. Every column now shows a green triangle in the first row next to the column title. Click the green triangle in Column 8 to access a new menu.  4. On that new menu, click Filter by condition and open the dropdown menu to select is empty. Click OK.  File Edit View Insert Format Data Tools Add-ons Help Lastedit was seconds ago
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	In Excel, click the dropdown, then Filter then make sure only (Blanks) is checked. Click OK.  Excel:    B
	1/96   21   Sort Oldest to Newest   1/29/ 21   Sort Newest to Oldest   2/29/ 21   Custom Sort
	9/22  Date Filters   > 6/24    6/25    Filter.
	© (Gefect AM)
	You can then review a list of all the rows with blank cells in that column.  5. Select all these cells and delete the rows except the row of column headers.
	Return to the Filter by condition and return it to None. In Excel, click Clear Filter from *Column*.  Note: You will now notice that any row that had an empty cell in Column A will be removed (including the extra empty rows after the data).  Repeat this for Columns B-H.  Note: If you simply deleted the data from the row by tapping the backspace button, you will need to go a step further and defete the empty row entirely by left-clicking the row number located on the furthest left side of the
	further and delete the empty row entirely by left-clicking the row number located on the furthest left side of the screen.  I Number of Order Date Region Results them Units Unit Order Or
	4 2 17/3/19 Central Rovell Gender 50 [19.99 999.5  9. Next, right click on the highlighted row to call up the drop down window, and select the <b>Delete row</b> option.
	% Cut     Ctrl+X       □ Copy     Ctrl+C       □ Paste     Ctrl+V       □ Paste special     ▶
	+ Insert1 row above + Insert1 row below  Delete row  Clear row
	⊗ Hide row ☐ Resize row ▼ Remove filter
	☐ Conditional formatting ☐ Data validation  ☐ View more row actions  ►
	10. Continue to do this same operation for the remaining empty rows in the data set.  All the rows that had blank cells are now removed from the spreadsheet.
	Transpose the data  The second technique you will practice will help you convert the data from the current long format (more rows than columns) to the wide format (more columns than rows). This action is called <b>transposing</b> . To transpose your
	data:  1. Highlight and copy the data that you want to transpose including the column labels. You can do this by highlighting Columns A+L in Excel, highlight only the relevant cells (AL-1445) instead of the headers.  2. Right-click on cell IL. This is where you want the transposed data to start.  3. Hover over Paste Special from the right-click menu. Select the Transposed option. In Excel, select the
	Transpose icon under the paste options.
	S39.73   Paste   Ctrl+V
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	Delete > Clear Contents Sort > The Work Comment
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	You should now find the data transformed into the new wide format. At this point, you should remove the original long data from the spreadsheet.  4. Delete the previous long data. The easiest way to do this is to click on <b>Column A</b> , so the entire column is highlighted. Then, hold down the <b>Shift</b> key and click on <b>Column H</b> . You should find these columns highlighted.
	Right-click on the highlighted area and select <b>Delete Columns A - H.</b>
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