

Kincaid's Lupine Data Entry / Check

Field Biology

Much of the Kincaid's Lupine data has been entered for you (by a student assistant). However, this data needs to be checked for accuracy and duplicates. In addition, there are some data sheets that have not yet been entered. Your job today is to make sure that all of the data you collected for the Kincaid's Lupine study has been entered ONCE correctly. To accomplish this task, follow these steps:

1. Open up Microsoft Excel to create a new spreadsheet. Save this spreadsheet to your H: drive as "KL1.xls".
2. Open up the class Kincaid's Lupine data by clicking on this link:
<http://www.csd509j.net/cvhs/bregar/fb/KL051909.xls>
3. Using the filter checkbox, select data that you (and a partner) entered.
4. Select all the data that shows up on the class data – copy this and paste it into the new Excel spreadsheet. (If you entered some data alone and some data with different partners, you will create new spreadsheets for each of these data sets.)
5. Find the partner that you worked with and find the original data sheets you collected your data from.
6. Go through each data sheet line by line to make sure that all the information is entered correctly into the Excel spreadsheet. If you find duplicate lines, delete them.
7. Repeat steps 1 – 6 for each data set associated with your name. Save the additional spreadsheets as "KL2.xls", "KL3.xls", etc.
8. Find any data sheets that have NOT been entered into the class data yet. Create a new spreadsheet (using the same format as the class data) and enter this information.
9. E-mail all of the new spreadsheets you've created to Mr. Bregar at dan.bregar@corvallis.k12.or.us. Use the subject heading "per X your name KL Data".