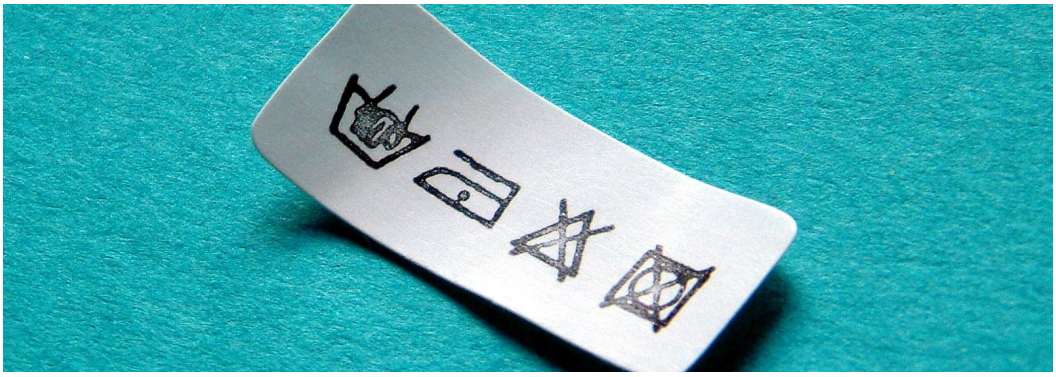
Excel Tips

Biodiversity Data Mobilization - Data Cleaning Exercise



Picture from Marcel Hol, obtained via http://www.freeimages.com/photo/laundry-1522596

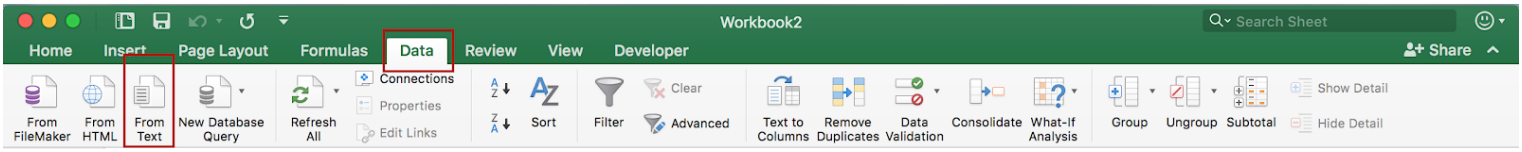
Mac instructions

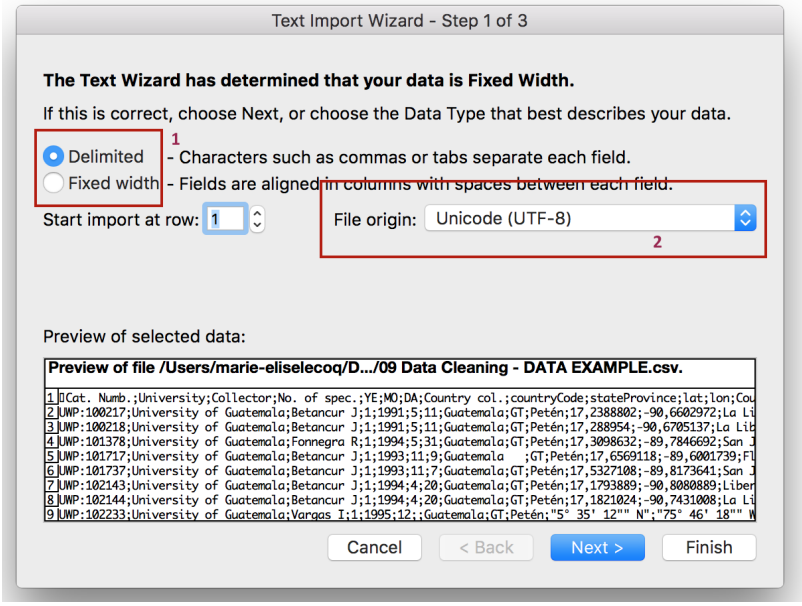
1. Open a text file

1.1. Solution 1 : with Excel tools

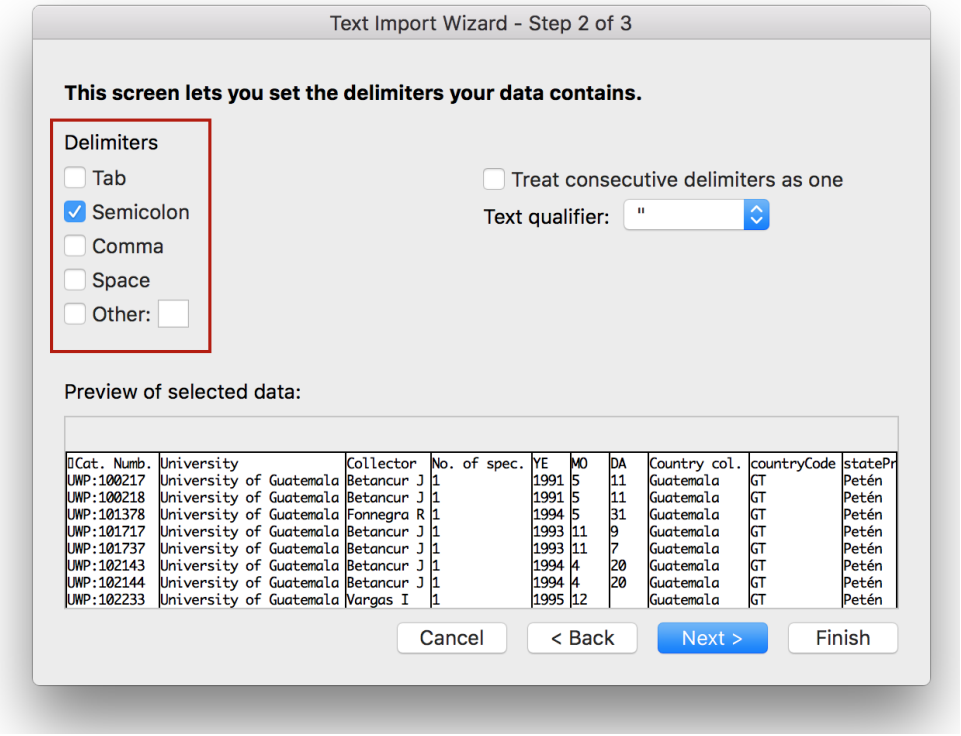
Open Excel with Mac

On the tab ***Data***, then choose ***From text***.

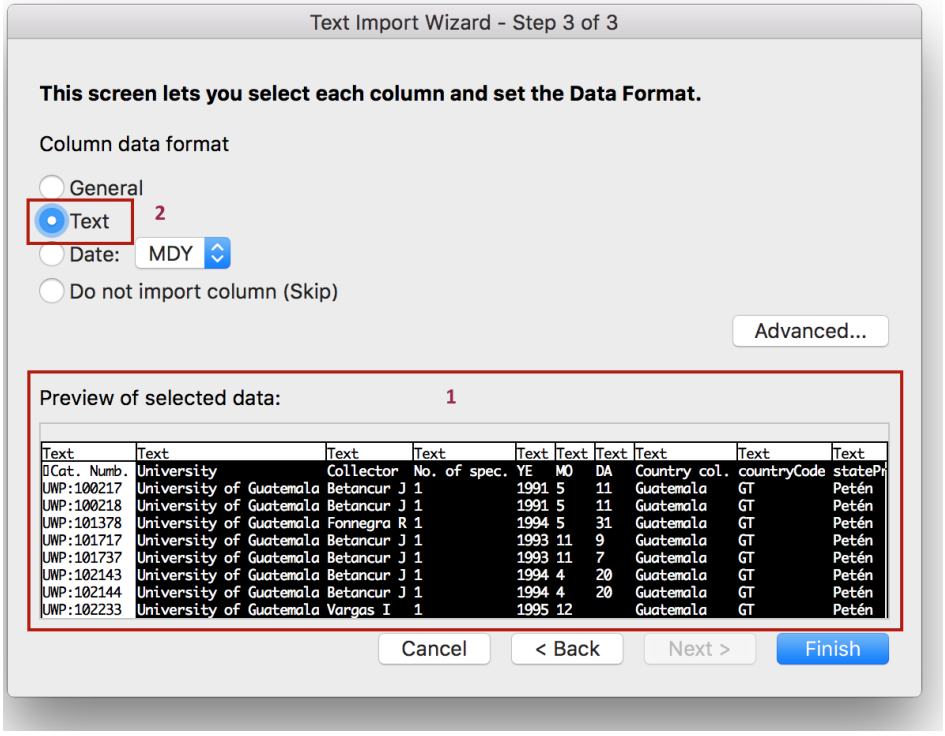




On the Text Import Wizard - Step 1 of 3, select ***Delimited (1)***, and choose ***Unicode (UTF-8) (2)*** as File origin encoding then click ***Next***



On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click ***Next***

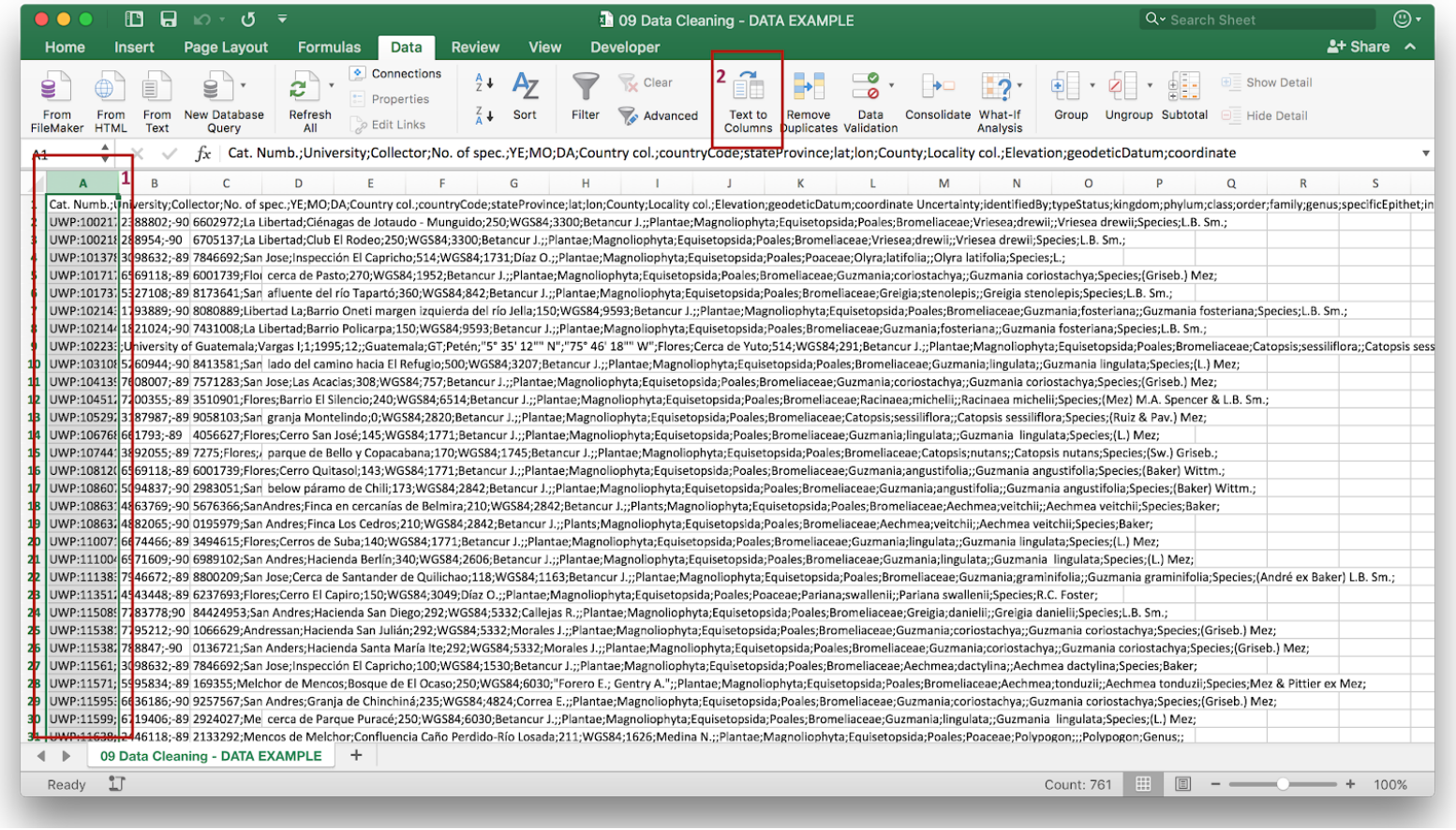


On the Text Import Wizard - Step 3 of 3, select all the column (1) (by click on shift and slide the cursor to the right) and put them as ***Text*** to avoid any format errors due to Excel.

On the Import Data last window, choose ***Existing sheet*** and click on ***Ok***

1.2. Solution 1 : after opening a Text file (.txt, .csv, .etc) or on Excel

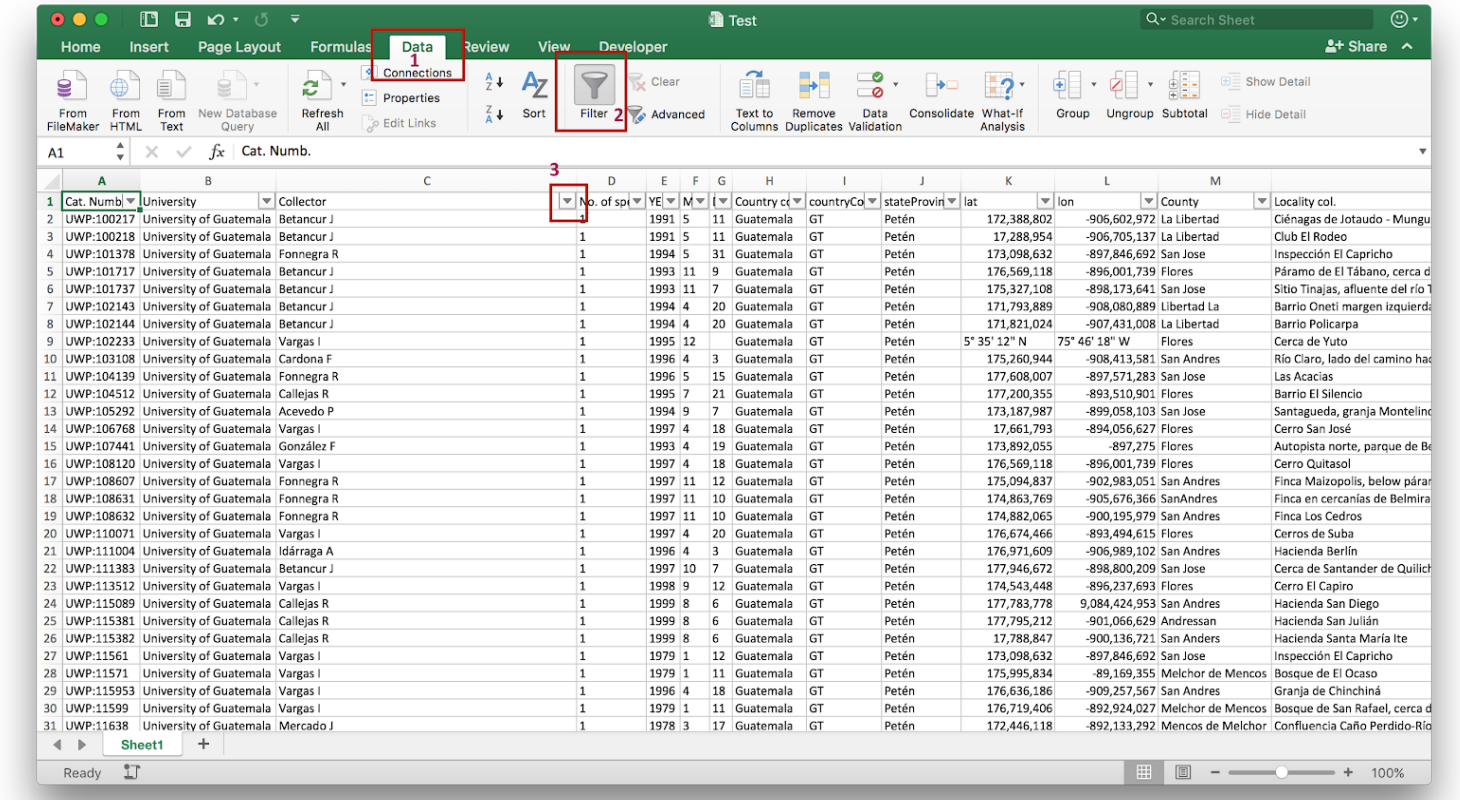
Double click on the CSV file (.csv).



Select the entire first column, then on the tab ***Data***, choose ***Text to Columns*** and follow the ***Import Text Wizard*** (like solution 1.1).

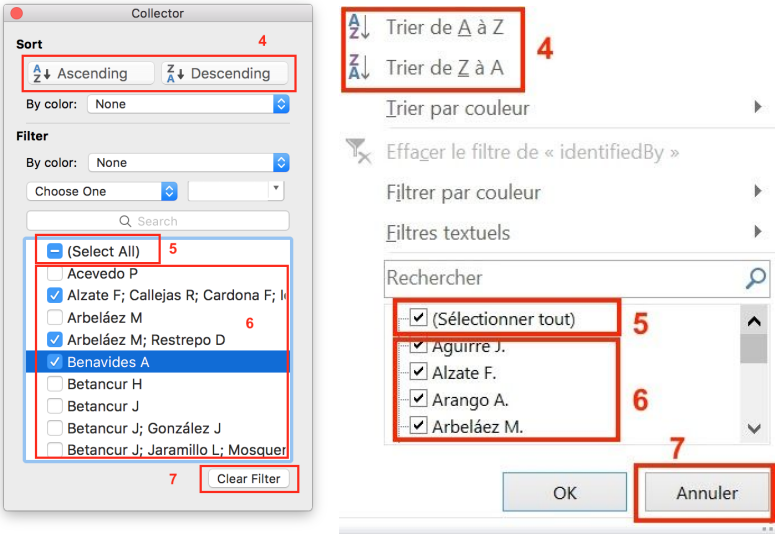
2. Add a filter

Open the Excel spreadsheet.



On the tab ***Data (1)***, choose ***Filter (2)***. You can click on the small down arrow (3) of the column you want to filter.

On the filter menu, you will be able to make ***ascending or descending sorting*** (4), ***select or deselect all filters*** (5), choose ***specific data to filter*** (6) and ***clear your filters*** (7).

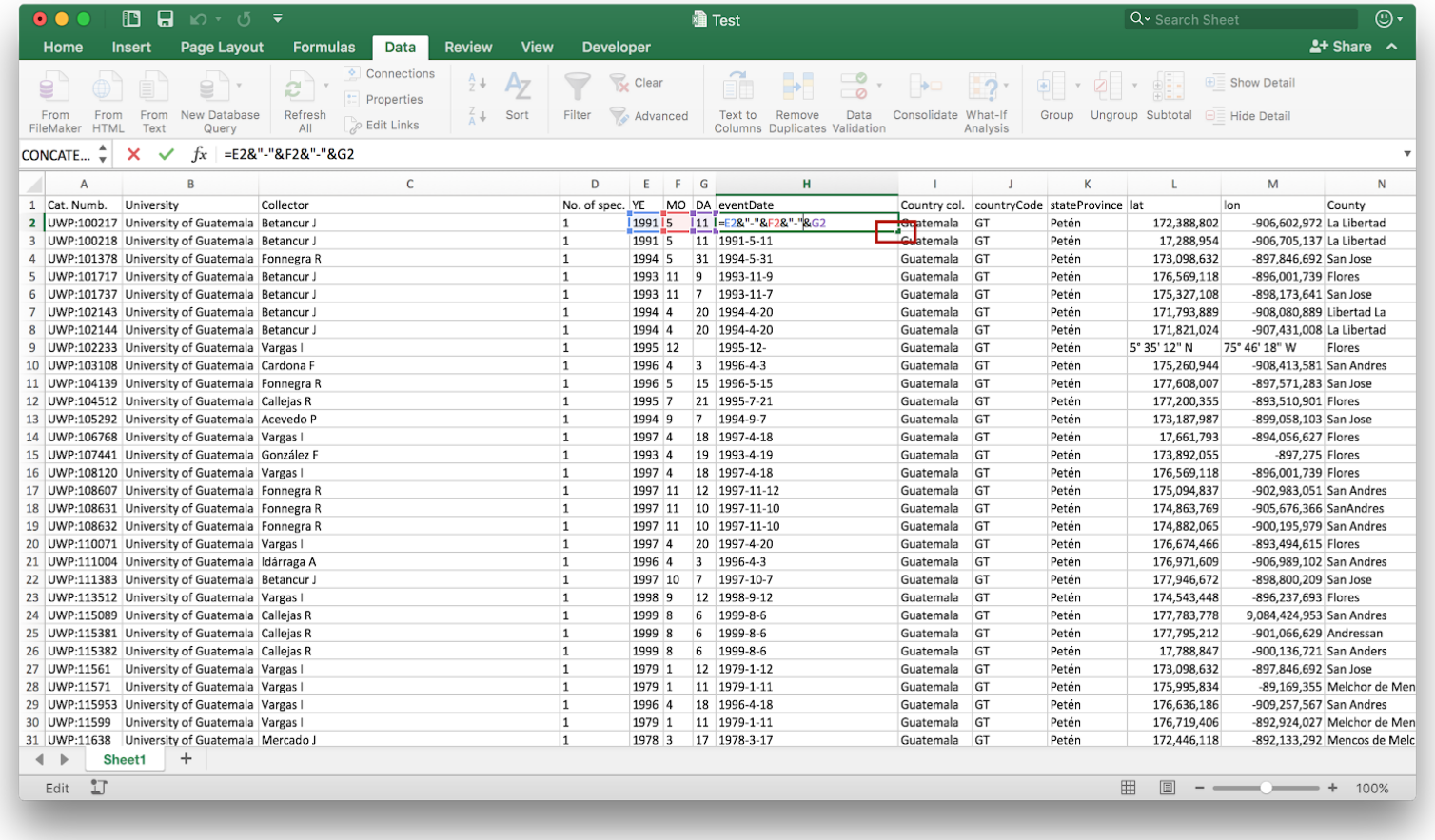


With Mac (left) and Windows (right)

3. Merge column

Open the Excel spreadsheet. The new column ***eventDate*** will be the result of the merging of column ***YE*** (column E), ***MO*** (column F) and ***DA*** (column G).

Create the ***eventDate*** on the right of ***DA*** (right click on the column then insert). The new column will be column H.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	=E2&"-"&F2&"-"&G2	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
7	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
9	UWP:102233	University of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose
12	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores
13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661,793	-894,056,627	Flores
15	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	173,892,055	-897,275	Flores
16	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
17	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	175,094,837	-902,983,051	San Andres
18	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,863,769	-905,676,366	SanAndres
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	176,674,466	-893,494,615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	177,783,778	9,084,424,953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788,847	-900,136,721	San Anders
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	175,995,834	-89,169,355	Melchor de Men
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	176,636,186	-909,257,567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	176,719,406	-892,924,027	Melchor de Men
31	UWP:11638	University of Guatemala	Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	172,446,118	-892,133,292	Mencos de Melc

On **H2**, add this formula **=E2&"-"&F2&"-"&G2.** Select the **H2** right down corner, and a black cross will appear. While clicking on the cross, go down to the end of the column to fill H.

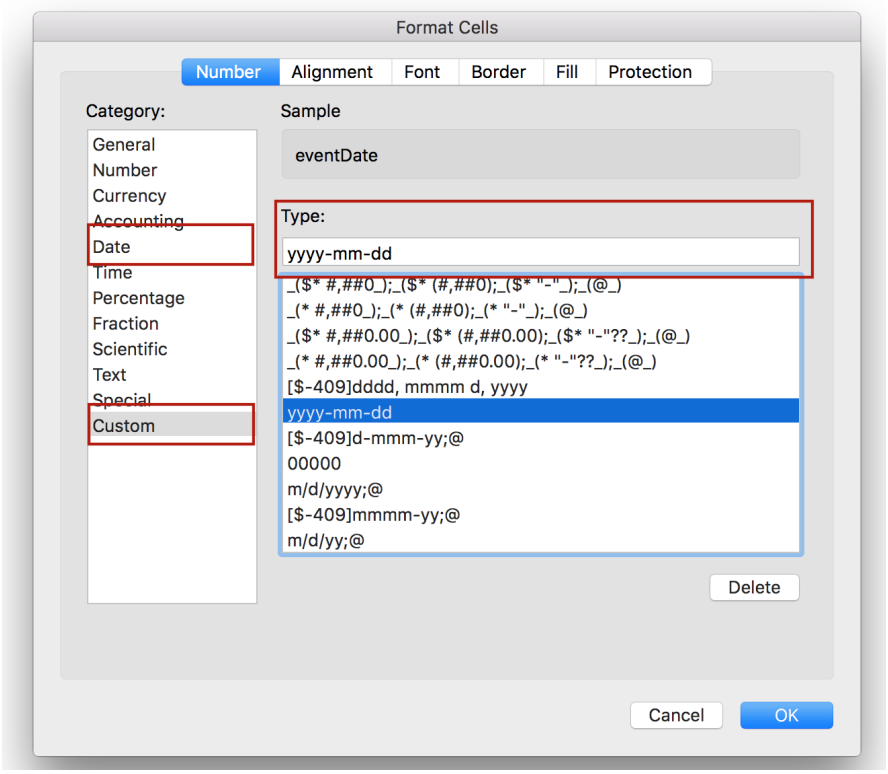
4. Split a column

To split a column, use the same mechanism than 1.2 (Text to Columns).

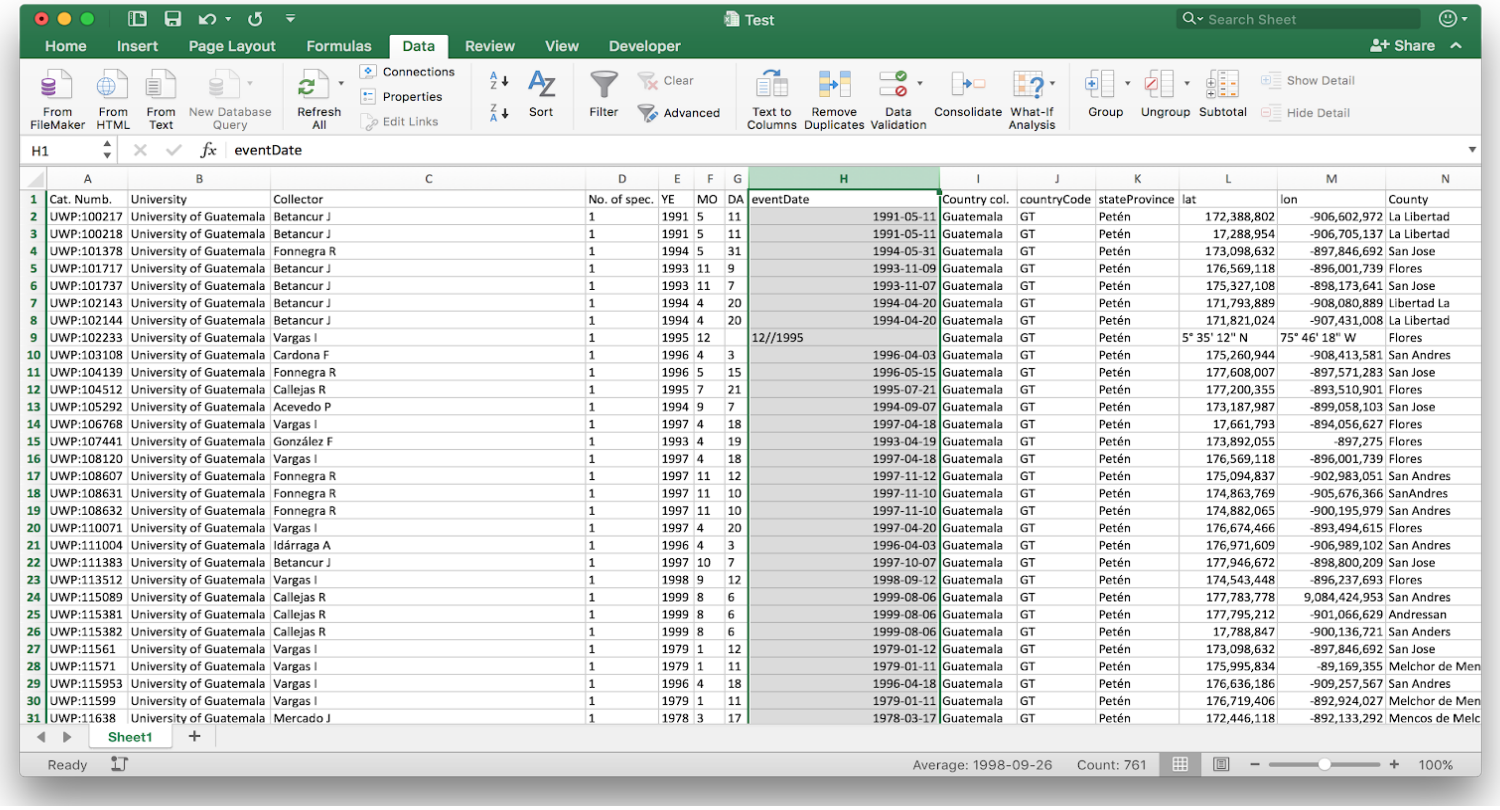
5. Convert date format

Open the Excel spreadsheet. Select the column you want to modify,

make a right click on it then choose ***Format Cells***.



Look if your format exist on the ***Date*** category, if not select ***Custom*** Category. Confirm by clicking ***OK.***



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	1991-05-11	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-05-11	Guatemala	GT	Petén	17,288,954	-906,705,137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-05-31	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-09	Guatemala	GT	Petén	176,569,118	-896,001,739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-07	Guatemala	GT	Petén	175,327,108	-898,173,641	San Jose
7	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-04-20	Guatemala	GT	Petén	171,793,889	-908,080,889	Libertad La
8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-04-20	Guatemala	GT	Petén	171,821,024	-907,431,008	La Libertad
9	UWP:102233	University of Guatemala	Vargas I	1	1995	12		12//1995	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-04-03	Guatemala	GT	Petén	175,260,944	-908,413,581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-05-15	Guatemala	GT	Petén	177,608,007	-897,571,283	San Jose
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13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-09-07	Guatemala	GT	Petén	173,187,987	-899,058,103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-04-18	Guatemala	GT	Petén	17,661,793	-894,056,627	Flores
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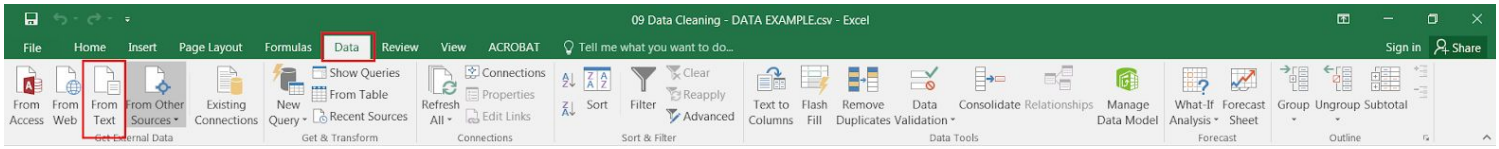
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	174,882,065	-900,195,979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-04-20	Guatemala	GT	Petén	176,674,466	-893,494,615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-04-03	Guatemala	GT	Petén	176,971,609	-906,989,102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-07	Guatemala	GT	Petén	177,946,672	-898,800,209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-09-12	Guatemala	GT	Petén	174,543,448	-896,237,693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	177,783,778	9,084,424,953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	177,795,212	-901,066,629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-08-06	Guatemala	GT	Petén	17,788,847	-900,136,721	San Anders
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-01-12	Guatemala	GT	Petén	173,098,632	-897,846,692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-01-11	Guatemala	GT	Petén	175,995,834	-89,169,355	Melchor de Men
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-04-18	Guatemala	GT	Petén	176,636,186	-909,257,567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-01-11	Guatemala	GT	Petén	176,719,406	-892,924,027	Melchor de Men
31	UWP:11638	University of Guatemala	Mercado J	1	1978	3	17	1978-03-17	Guatemala	GT	Petén	172,446,118	-892,133,292	Mencos de Melc

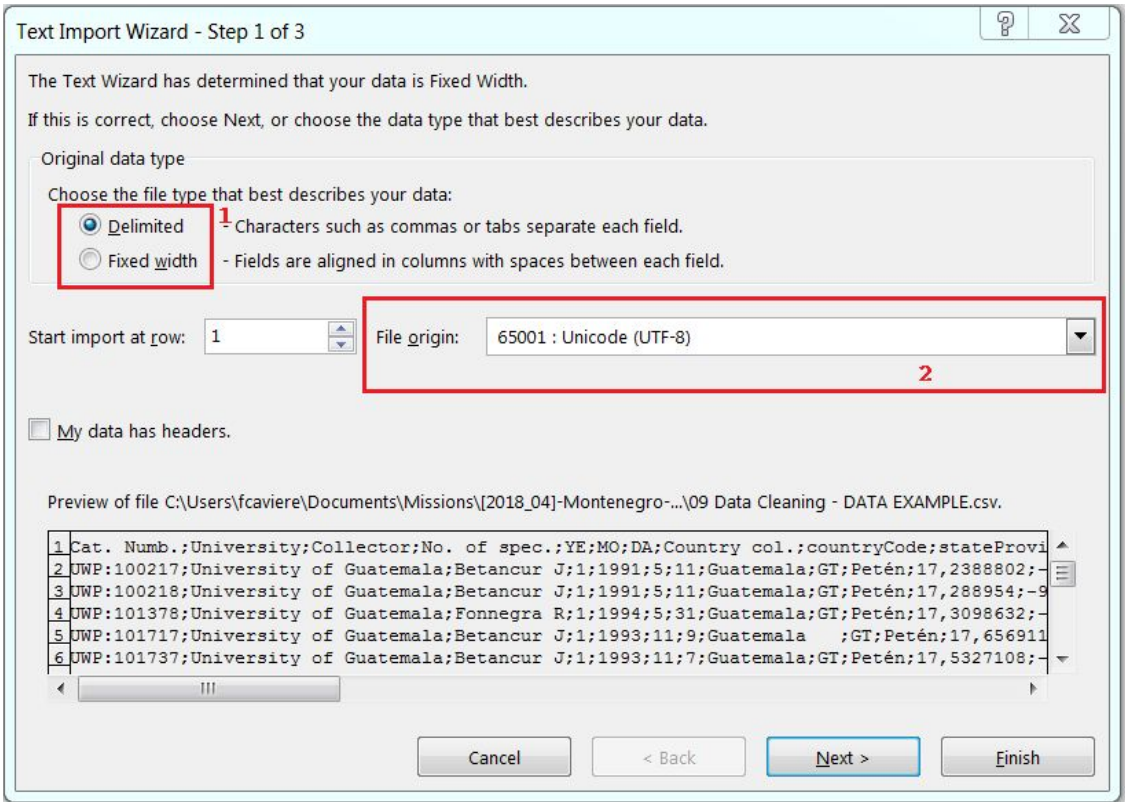
Windows instructions

1. Open a text file

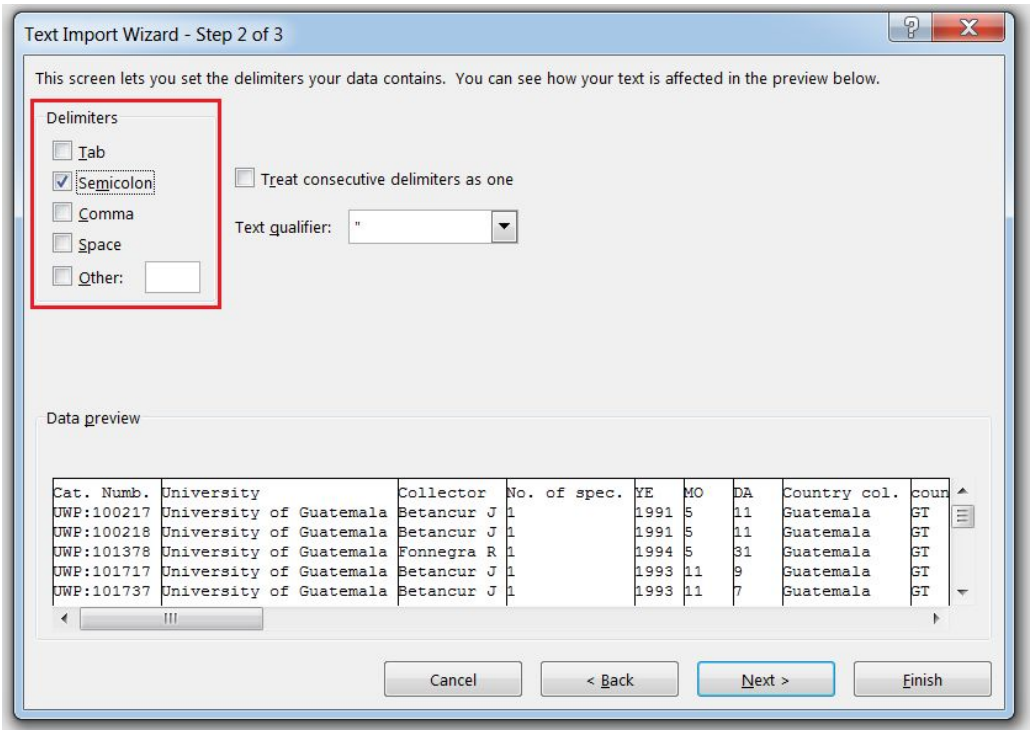
1.1. Solution 1 : with Excel tools

Open Excel. On the tab ***Data***, then choose ***From text***.

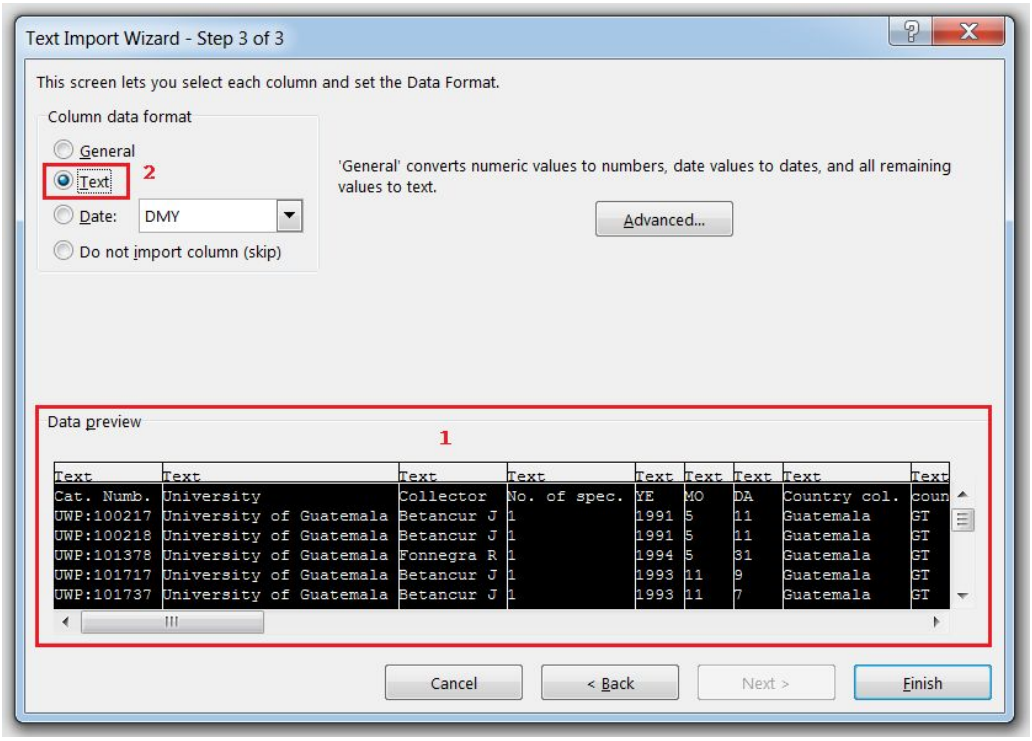




On the Text Import Wizard - Step 1 of 3, select ***Delimited (1)***, and choose ***Unicode (UTF-8) (2)*** as File origin encoding then click ***Next***



On the Text Import Wizard - Step 2 of 3, select the delimiter or create one then click ***Next***

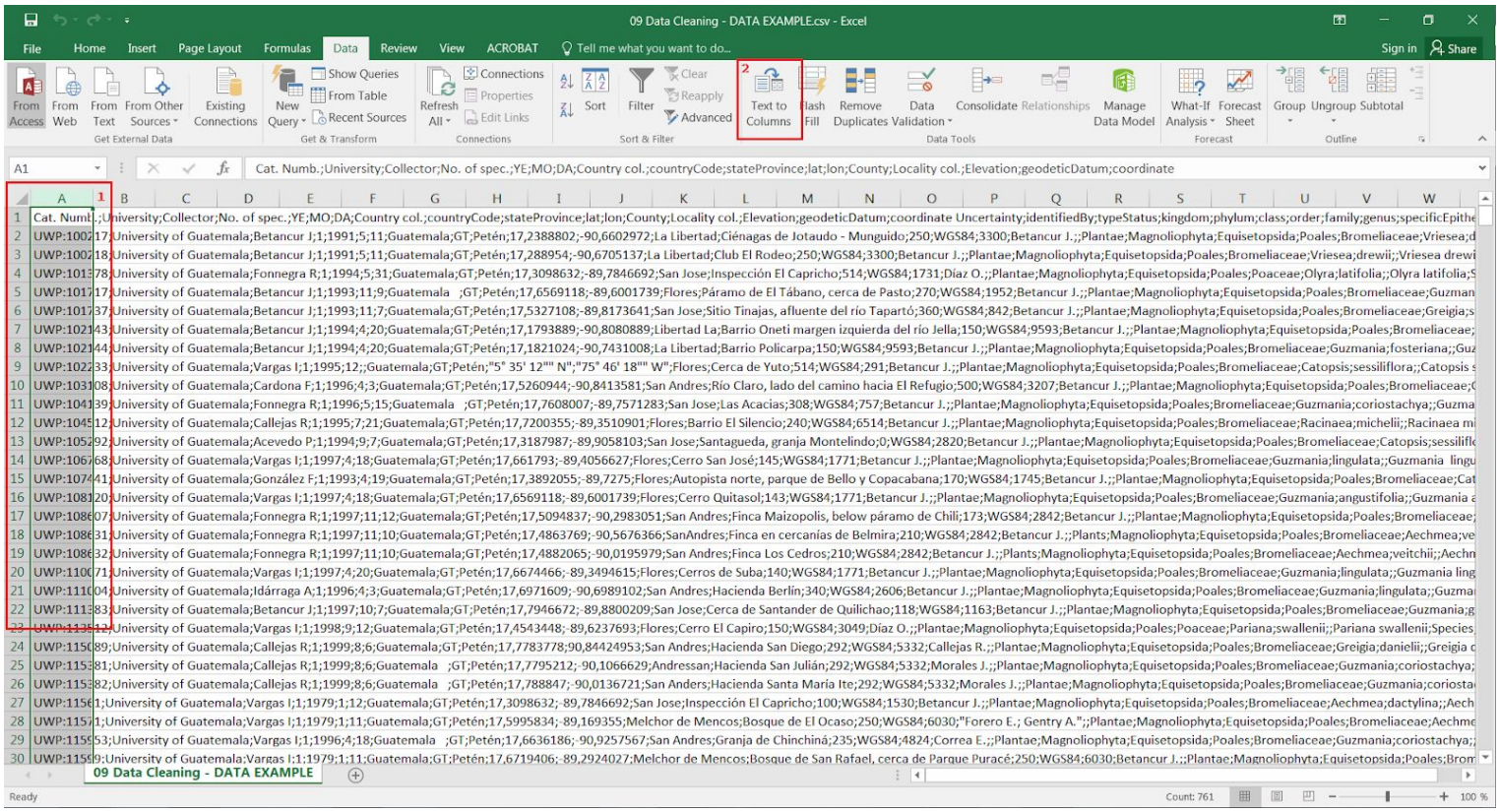


On the Text Import Wizard - Step 3 of 3, select all the columns (1) (by clicking on shift and sliding the cursor to the right) and put them as ***Text*** to avoid any format errors due to Excel.

On the Import Data last window, choose ***Existing sheet*** and click on ***Ok.***

1.2. Solution 2 : after opening a txt or csv file on Excel

Double click on the TXT (.txt) or CSV file (.csv).

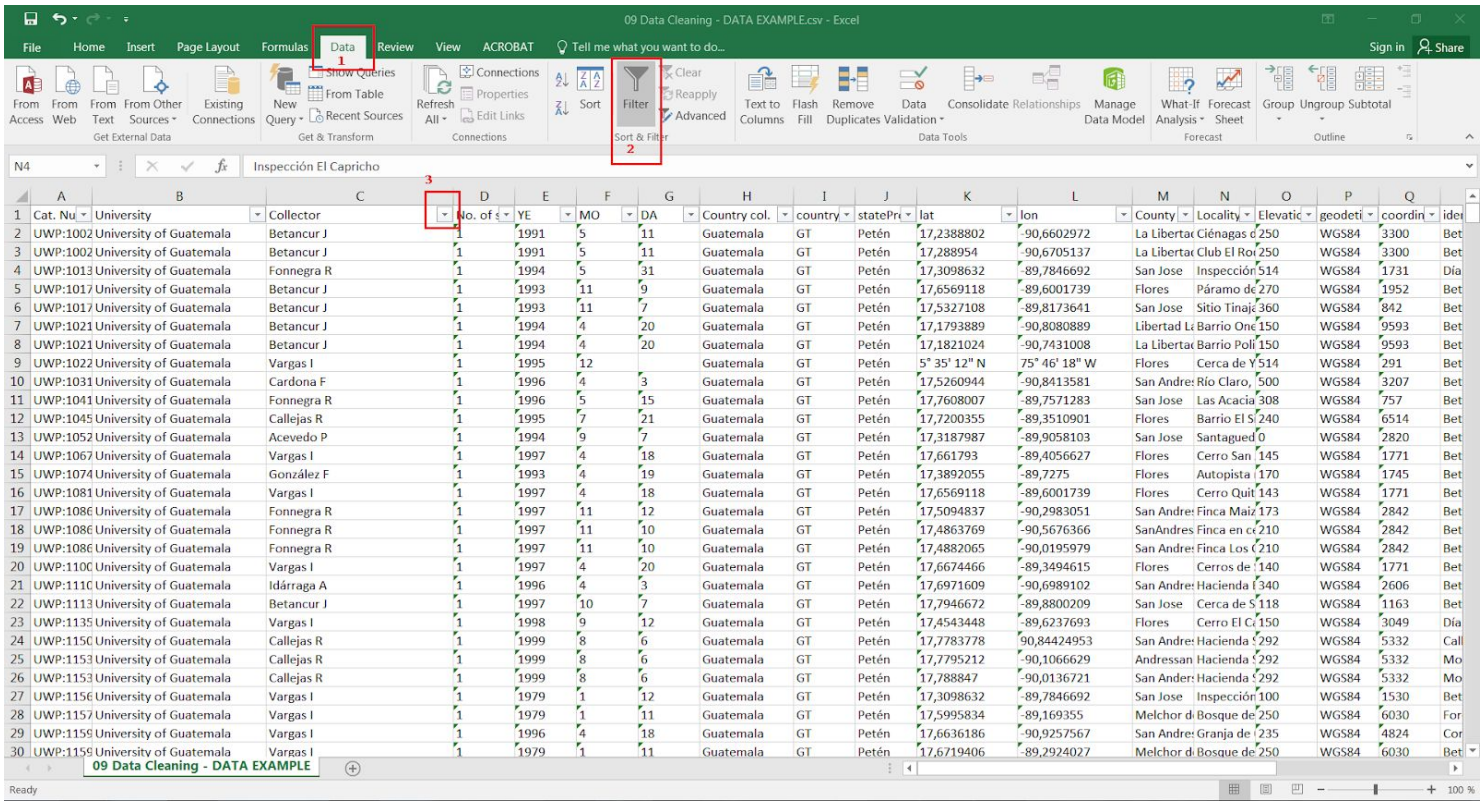


Select the entire first column, then on the tab ***Data***, choose ***Text to Columns*** and follow the ***Import Text Wizard*** (like solution 1.1).

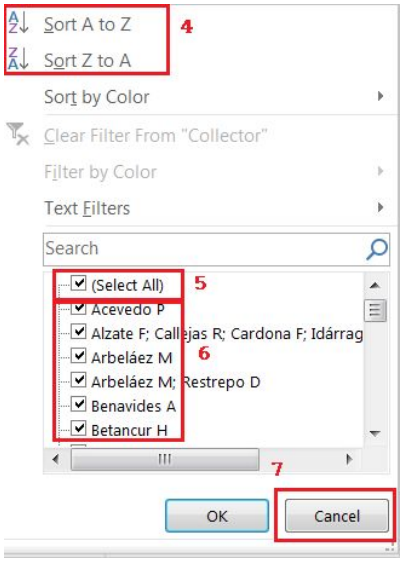
2. Add a filter

Open the Excel spreadsheet.

On the tab ***Data (1)***, choose ***Filter (2)***. You can click on the small down arrow (3) of the column you want to filter.



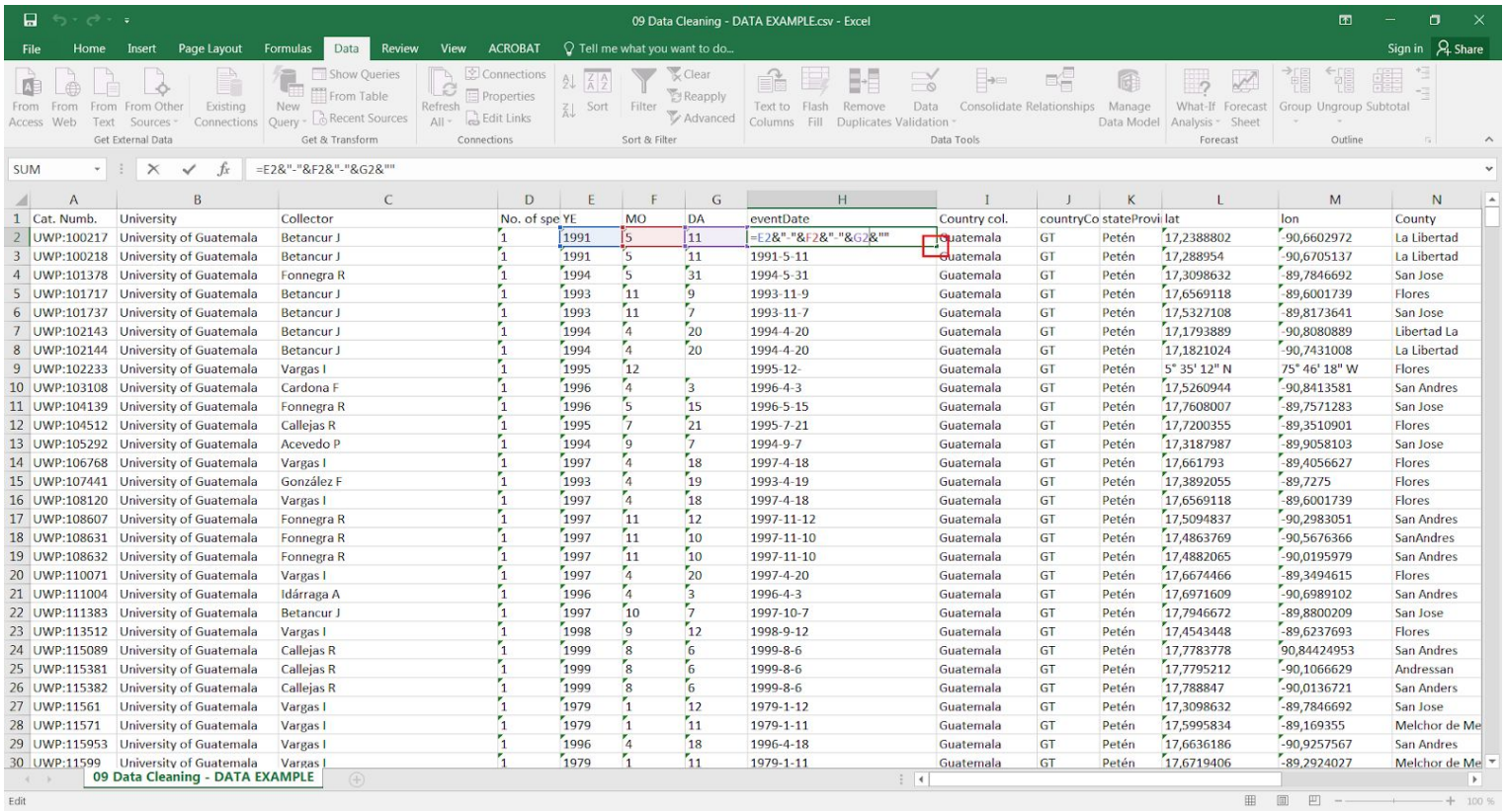
On the filter menu, you will be able to make ***ascending or descending sorting*** (4), ***select or unselect all filters*** (5), choose ***specific data to filter*** (6) and ***clear your filters*** (7).



3. Merge columns

Open the Excel spreadsheet. The new column ***eventDate*** will be the result of the merging of column ***YE*** (column E), ***MO*** (column F) and ***DA*** (column G).

Create the ***eventDate*** on the right of ***DA*** (right click on the column then insert). The new column will be column H.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spe	YE	MO	DA	eventDate	Country col.	countryCo	stateProvi	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	=E2&"-"&F2&"-"&G2&""	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
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8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
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10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
12	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de Me
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de Me

On **H2**, add this formula **=E2&"-"&F2&"-"&G2.**

Select the **H2** right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H.

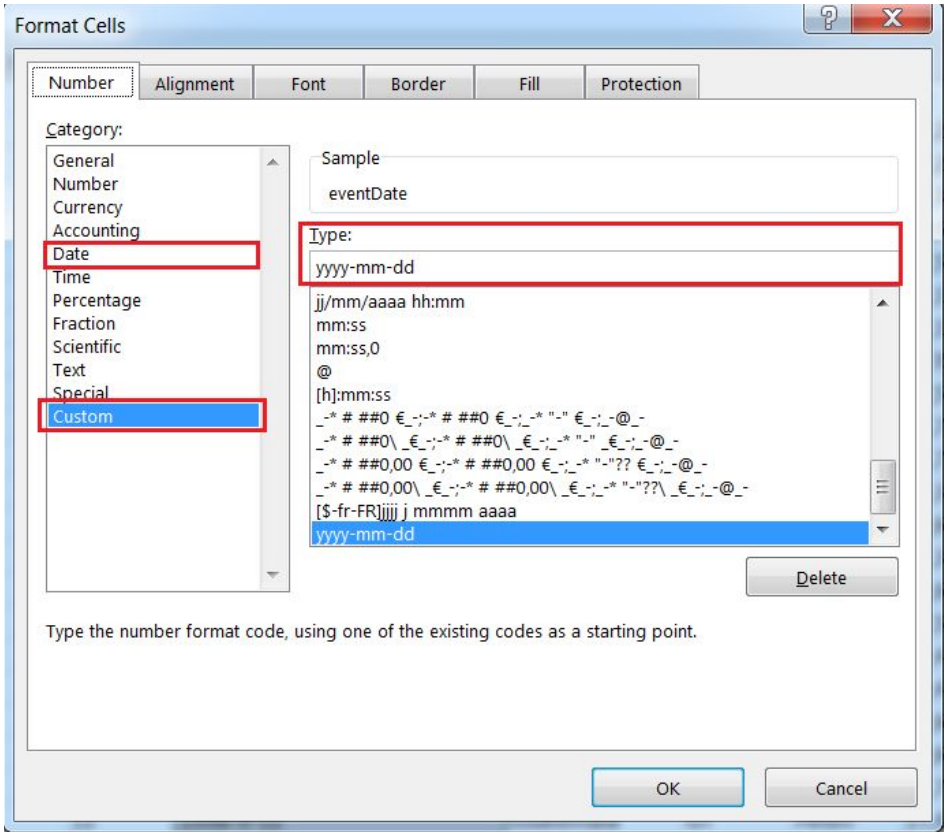
4. Split a column

To split a column, use the same mechanism than 1.2 (Text to Columns).

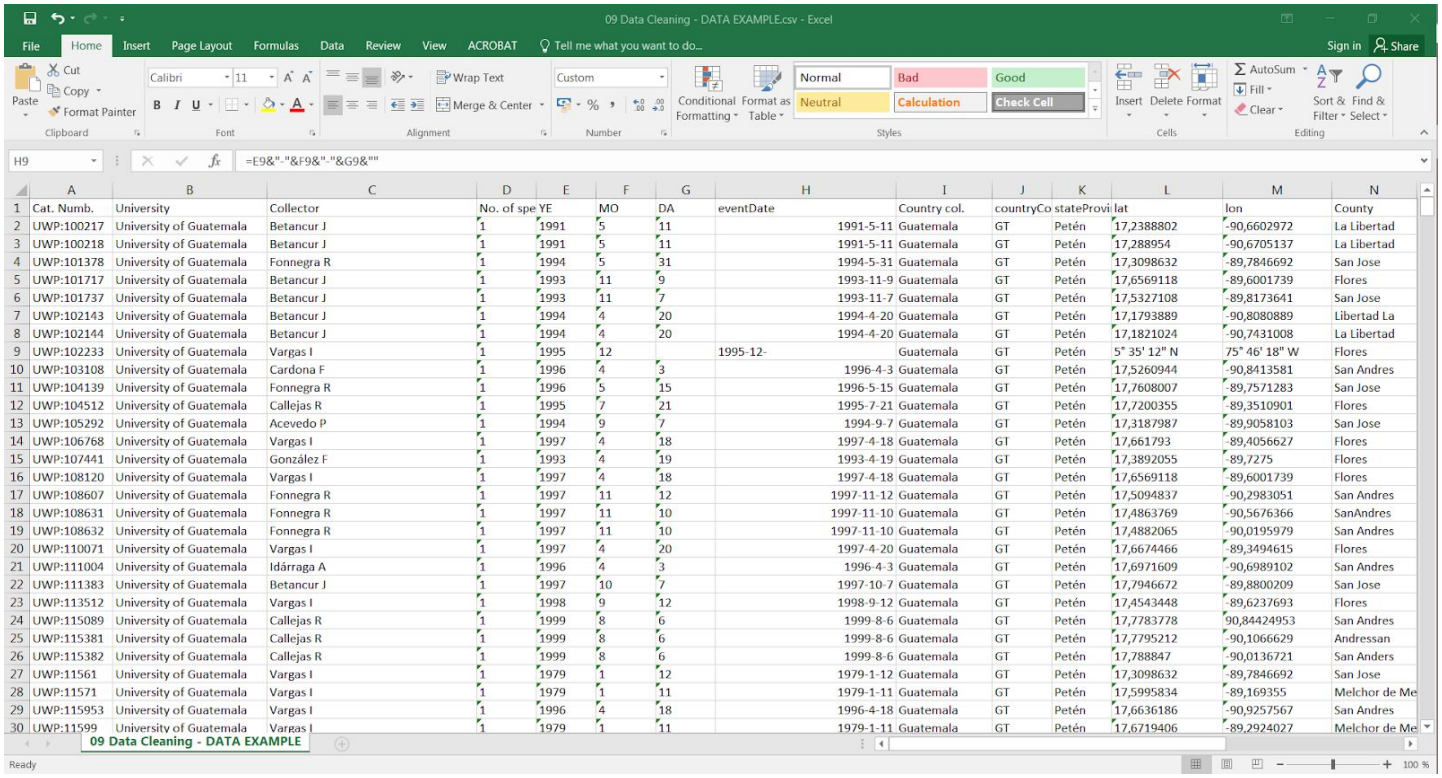
5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose ***Format Cells***.



Look if your format exists on the ***Date*** category, if not select the ***Custom*** Category. Confirm by clicking ***OK.***

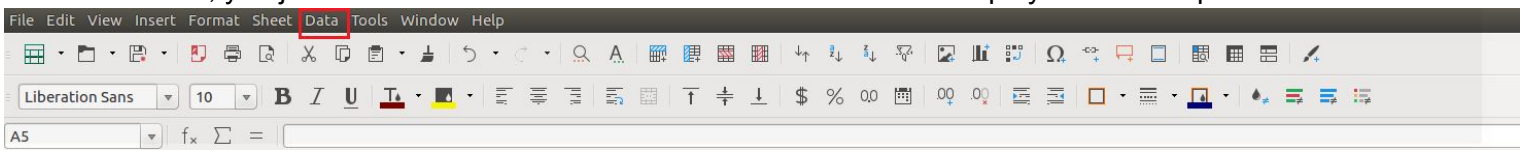


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spe	YE	MO	DA	eventDate	Country col.	countryCo	stateProvi	lat	lon	County
2	UWP:100217	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
3	UWP:100218	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of Guatemala	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of Guatemala	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of Guatemala	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
7	UWP:102143	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
8	UWP:102144	University of Guatemala	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
9	UWP:102233	University of Guatemala	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of Guatemala	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of Guatemala	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
12	UWP:104512	University of Guatemala	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of Guatemala	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of Guatemala	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of Guatemala	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of Guatemala	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
19	UWP:108632	University of Guatemala	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of Guatemala	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of Guatemala	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of Guatemala	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of Guatemala	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of Guatemala	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
27	UWP:11561	University of Guatemala	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de Me
29	UWP:115953	University of Guatemala	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of Guatemala	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de Me

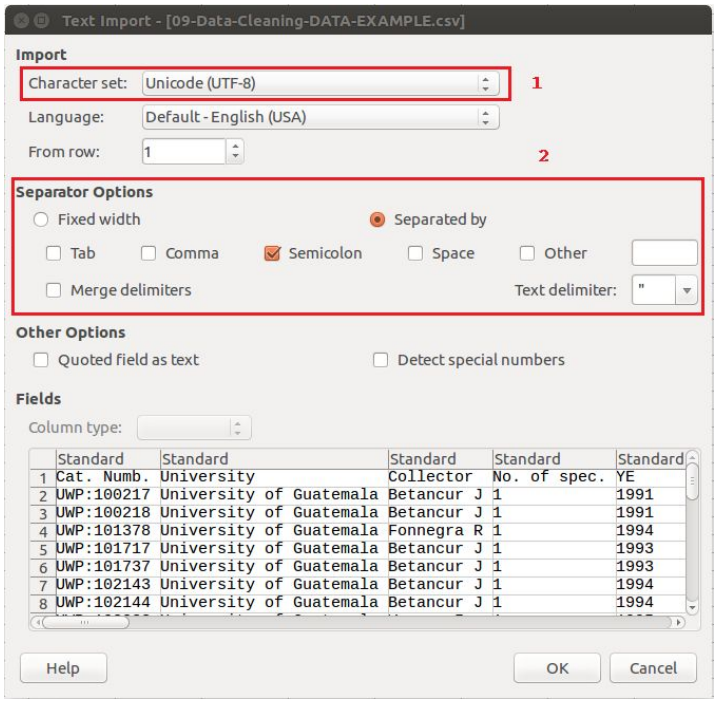
Linux instructions for LibreOffice

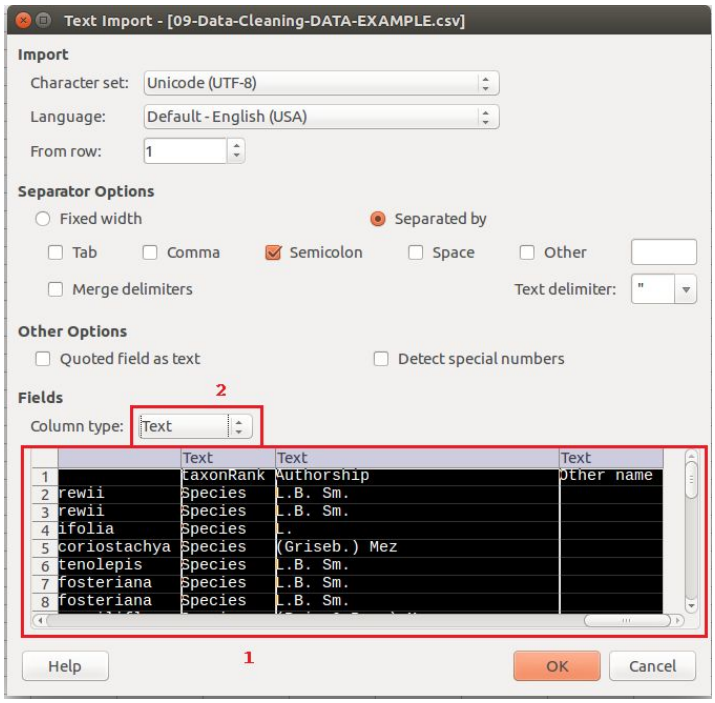
1. Open a text file

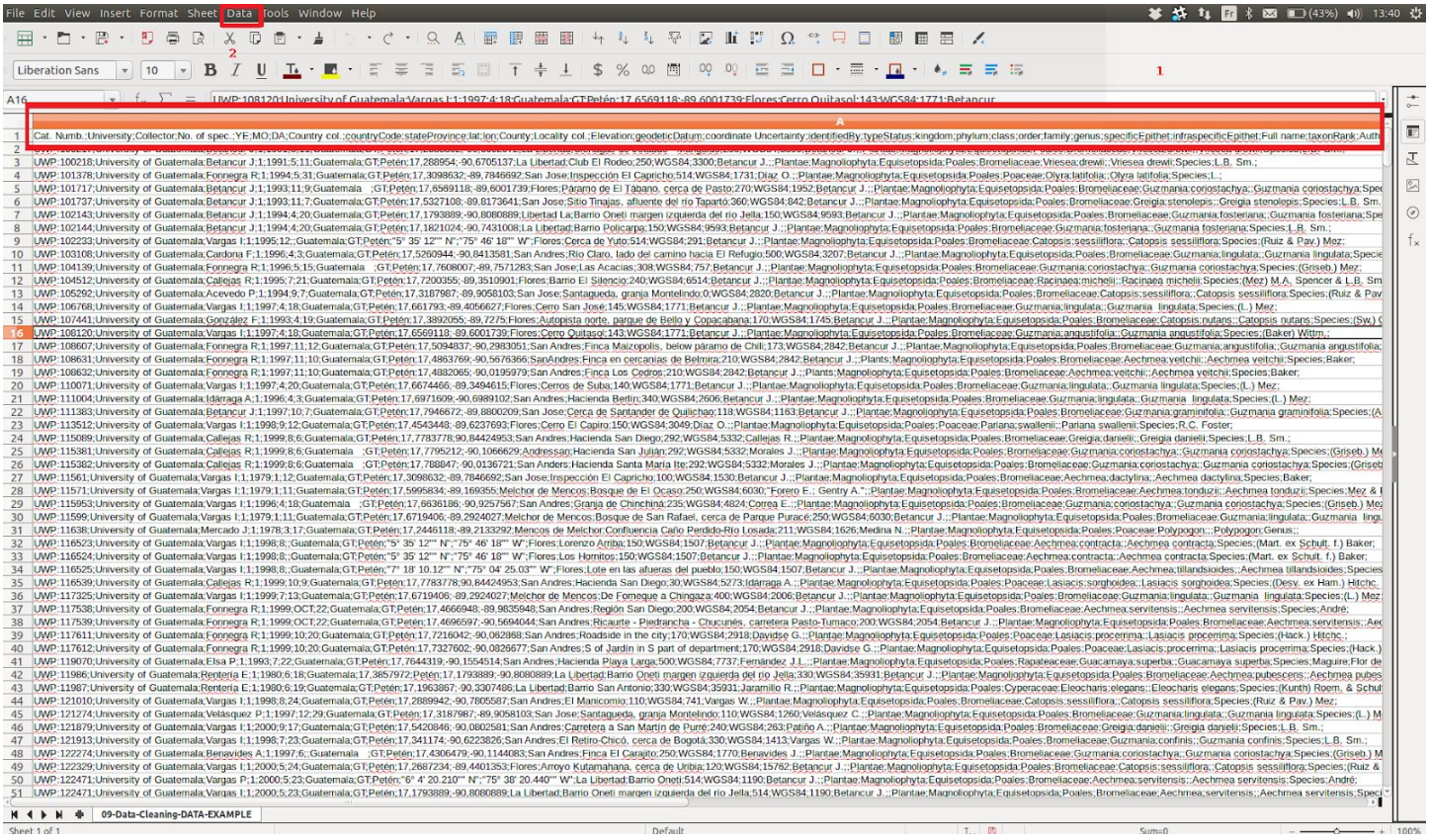
With LibreOffice, you just have to double-click on a text or csv file for it to display the Text Import Wizard



Once you have opened a text file, click on Data > Text to column to display the LibreOffice Text Import Wizard

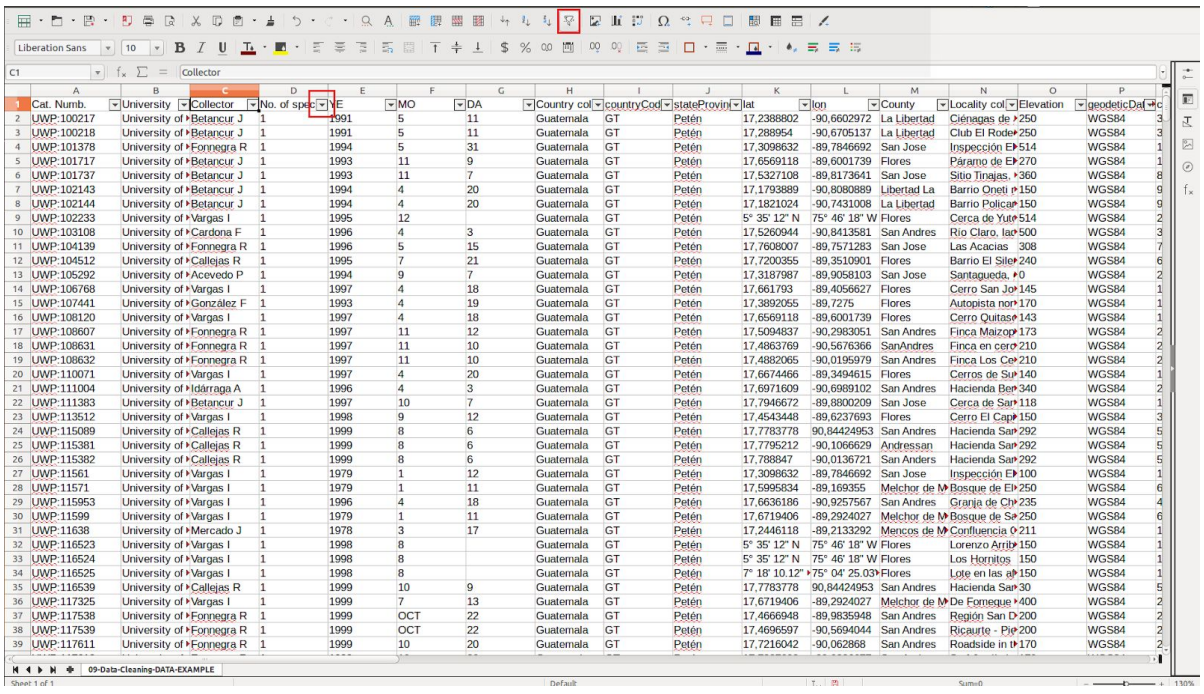


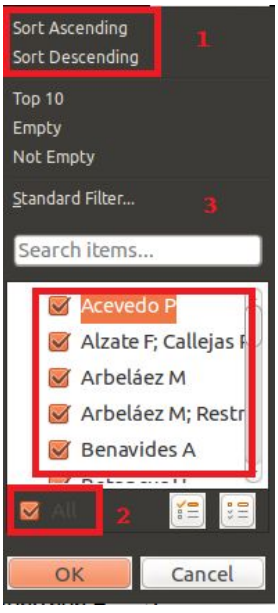




2. Add a filter

The filter tool (AutoFiltre) is directly accessible on the main (and only) page of LibreOffice:

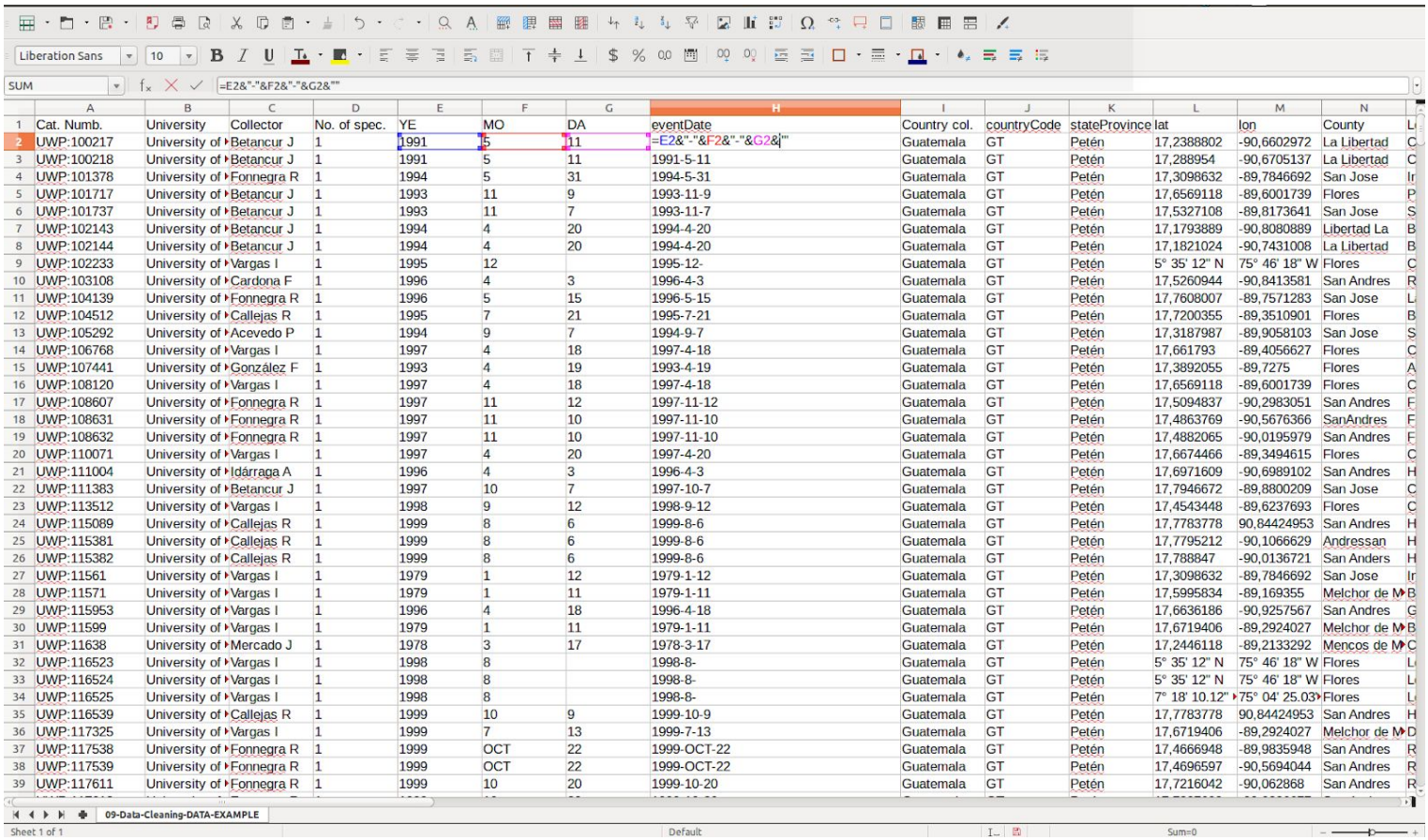




3. Merge columns

Open the Excel spreadsheet. The new column ***eventDate*** will be the result of the merging of column ***YE*** (column E), ***MO*** (column F) and ***DA*** (column G).

Create the ***eventDate*** on the right of ***DA*** (right click on the column then insert). The new column will be column H.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of	Betancur J	1	1991	5	11	=E2&"-"&F2&"-"&G2&""	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
3	UWP:100218	University of	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
7	UWP:102143	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
8	UWP:102144	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
9	UWP:102233	University of	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
12	UWP:104512	University of	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
19	UWP:108632	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
27	UWP:11561	University of	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de M
29	UWP:115953	University of	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
31	UWP:11638	University of	Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17,2446118	-89,2133292	Mencos de M
32	UWP:116523	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
33	UWP:116524	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
34	UWP:116525	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12"	75° 04' 25.03	Flores
35	UWP:116539	University of	Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
36	UWP:117325	University of	Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
37	UWP:117538	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4666948	-89,9835948	San Andres
38	UWP:117539	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4696597	-90,5694044	San Andres
39	UWP:117611	University of	Fonnegra R	1	1999	10	20	1999-10-20	Guatemala	GT	Petén	17,7216042	-90,062868	San Andres

On **H2**, add this formula **=E2&””F2&””&G2&””**.

Select the **H2** right down corner, and a black cross will appear.

While clicking on the cross, go down to the end of the column to fill H

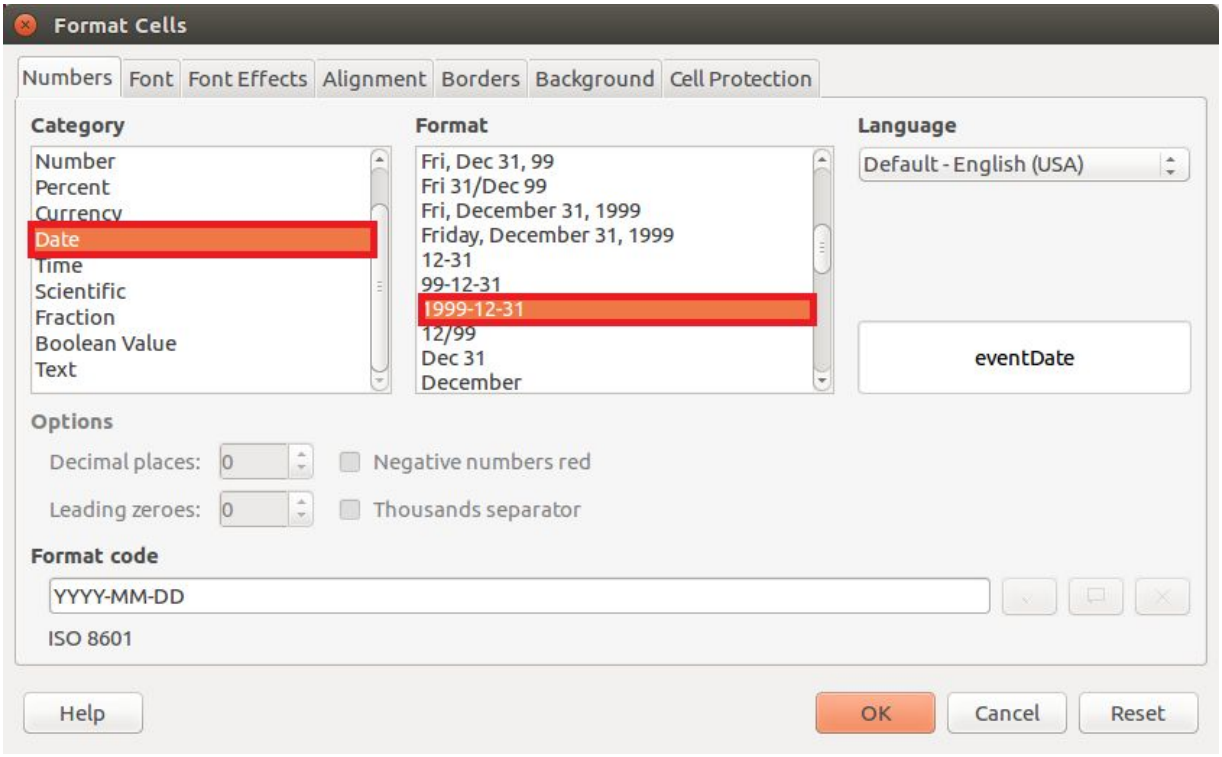
4. Split a column

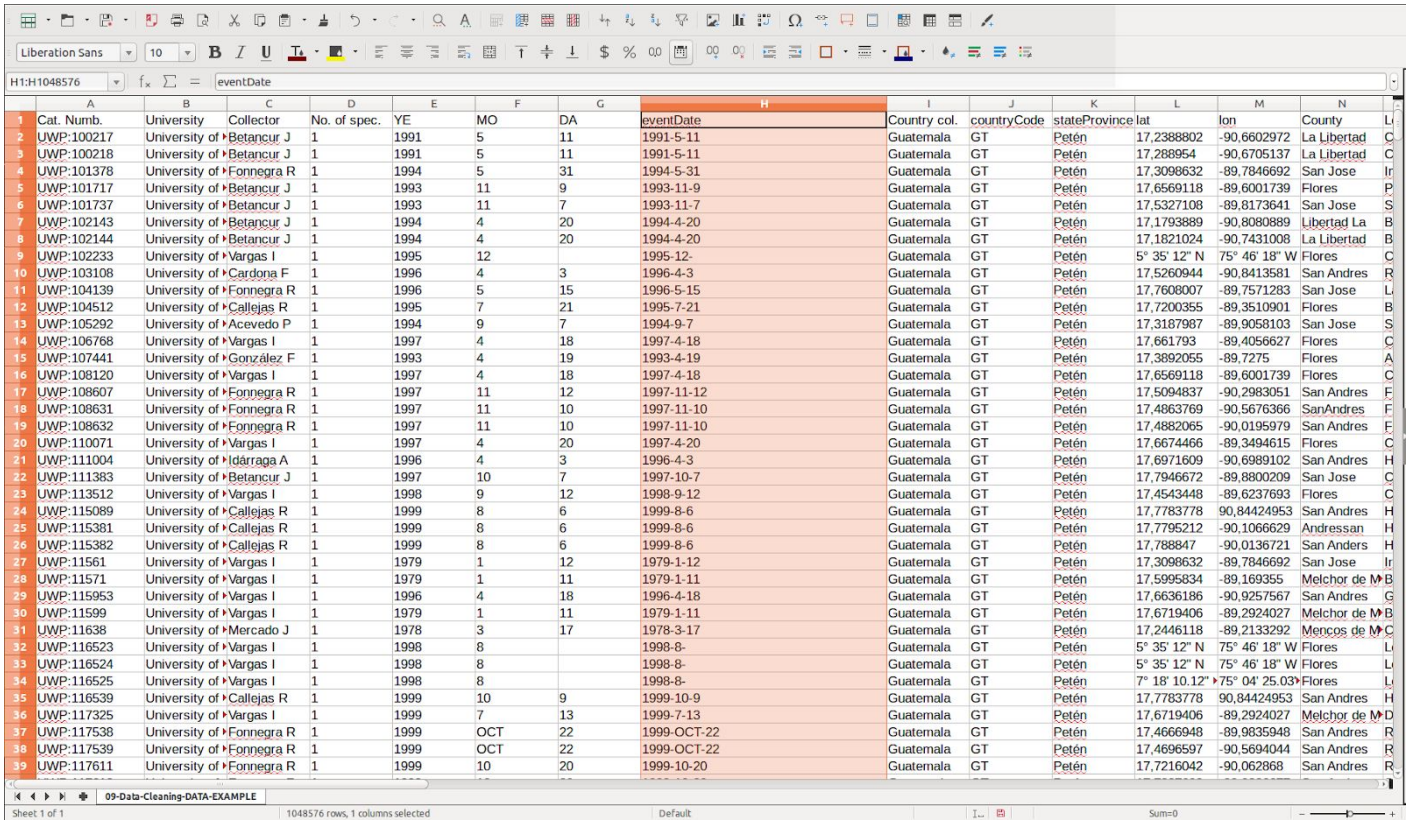
To split a column, use the same mechanism than 1. (Text to Columns).

5. Convert date format

Open the Excel spreadsheet.

Select the column you want to modify, make a right click on it then choose ***Format Cells***.





	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP:100217	University of	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
3	UWP:100218	University of	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of	Fonnegra R	1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of	Betancur J	1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of	Betancur J	1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
7	UWP:102143	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
8	UWP:102144	University of	Betancur J	1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
9	UWP:102233	University of	Vargas I	1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
10	UWP:103108	University of	Cardona F	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of	Fonnegra R	1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
12	UWP:104512	University of	Callejas R	1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of	Acevedo P	1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of	González F	1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of	Vargas I	1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of	Fonnegra R	1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4863769	-90,5676366	SanAndres
19	UWP:108632	University of	Fonnegra R	1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of	Vargas I	1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of	Idárraga A	1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of	Betancur J	1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of	Vargas I	1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of	Callejas R	1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17,788847	-90,0136721	San Anders
27	UWP:11561	University of	Vargas I	1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de M
29	UWP:115953	University of	Vargas I	1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of	Vargas I	1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
31	UWP:11638	University of	Mercado J	1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17,2446118	-89,2133292	Mencos de M
32	UWP:116523	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
33	UWP:116524	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
34	UWP:116525	University of	Vargas I	1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12"	75° 04' 25.03	Flores
35	UWP:116539	University of	Callejas R	1	1999	10	9	1999-10-9	Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
36	UWP:117325	University of	Vargas I	1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
37	UWP:117538	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4666948	-89,9835948	San Andres
38	UWP:117539	University of	Fonnegra R	1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17,4696597	-90,5694044	San Andres
39	UWP:117611	University of	Fonnegra R	1	1999	10	20	1999-10-20	Guatemala	GT	Petén	17,7216042	-90,062868	San Andres