Step-by-Step: From one type to another

This reading provides you with the steps the instructor performs in the following video, [From one type to another](https://www.coursera.org/learn/google-analyze-your-data-using-sql-and-spreadsheets/lecture/FOAwr/from-one-type-to-another). Watch as the instructor demonstrates how to format numbers and convert units of measurement in your spreadsheets.

Keep this step-by-step guide open as you watch the video. It can serve as a helpful reference tool if you need additional context or clarification while following the video steps. This is not a graded activity, but you can complete these steps to practice the skills demonstrated in the video.

**What you’ll need**

If you’d like to access the spreadsheets the instructor uses in this video, click the links to the dataset to create a copy. If you don’t have a Google account, you may download the data directly from the attachments below.

Link to movie data starter project: [Movie data starter project](https://docs.google.com/spreadsheets/d/17dvYsrylT--NADKkkWVQ2bhiSZMhBnXLagWhn7LjZmc/template/preview).

Link to weather table - data for convert: [Weather Table - Data for CONVERT](https://docs.google.com/spreadsheets/d/15VeWQLQ5lUKvywYJL-0cGqmehvE8OH8W9cOlJ2P0J_I/template/preview).

OR

**[Movie Data Starter Project](https://d3c33hcgiwev3.cloudfront.net/7rkSg1b6TCeiM37bJ_iPQA_cc9c5dd03dbe4e09bc83a3c244e4d6e1_Movie-Data-Starter-Project.xlsx?Expires=1747440000&Signature=NeQR0MfG-T6nJhIwWVogISsOxNFsoTJpu7W0dd1Y1Gt3lQqdrCfyWq5TrHev-bAjqjfBuaES4bvuBR~IL74iMncuckD2usVkdNQek7e14ApR3j7EDLeNYA8cThxW2-ie8u6hFImhYlvke6561rH1jnQSLM4e~NPZw-GQ63rBk9c_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[XLSX File](https://d3c33hcgiwev3.cloudfront.net/7rkSg1b6TCeiM37bJ_iPQA_cc9c5dd03dbe4e09bc83a3c244e4d6e1_Movie-Data-Starter-Project.xlsx?Expires=1747440000&Signature=NeQR0MfG-T6nJhIwWVogISsOxNFsoTJpu7W0dd1Y1Gt3lQqdrCfyWq5TrHev-bAjqjfBuaES4bvuBR~IL74iMncuckD2usVkdNQek7e14ApR3j7EDLeNYA8cThxW2-ie8u6hFImhYlvke6561rH1jnQSLM4e~NPZw-GQ63rBk9c_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

**[Weather Table - Data for CONVERT](https://d3c33hcgiwev3.cloudfront.net/dtqtPkiTSV27NcIQALH5gw_e797db6bf7374b11b5e41841e34d71e1_Weather-Table---Data-for-CONVERT.xlsx?Expires=1747440000&Signature=Ot2Lffp-wbhm2-g-XgyTWWUqddjCnCV3A5McZyt9dDOYlxI7bp1nj9bFcdLKQskXUNAVIagJly~QMcERK9LQEyZN49Wyr5IaJFqmQc0WqG~e8Y~hTs3vOajJr5eNVlPVVHWtHadlLslHmimLgaDrnkpsgfcdySABHv~N0sLJlhE_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[XLSX File](https://d3c33hcgiwev3.cloudfront.net/dtqtPkiTSV27NcIQALH5gw_e797db6bf7374b11b5e41841e34d71e1_Weather-Table---Data-for-CONVERT.xlsx?Expires=1747440000&Signature=Ot2Lffp-wbhm2-g-XgyTWWUqddjCnCV3A5McZyt9dDOYlxI7bp1nj9bFcdLKQskXUNAVIagJly~QMcERK9LQEyZN49Wyr5IaJFqmQc0WqG~e8Y~hTs3vOajJr5eNVlPVVHWtHadlLslHmimLgaDrnkpsgfcdySABHv~N0sLJlhE_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

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**Example 1: Check and change data type**

Check your data for inconsistent units of measurement to prevent problems during data analysis.

1. Open the [**Movie Data Starter Project**](https://docs.google.com/spreadsheets/d/17dvYsrylT--NADKkkWVQ2bhiSZMhBnXLagWhn7LjZmc/template/preview) spreadsheet using the link in the video.
2. Select **Column M** [Budget ($)] and **Column N** [Box Office Revenue ($)].
3. From the menu, select **$**, the currency shortcut key.
4. Notice that the currency in **Columns M** and **N** are now formatted correctly.

**Example 2: Convert temperatures from Fahrenheit to Celsius**

Use the **CONVERT** function to change units of measurement.

1. Open the [**Weather Table - Data for CONVERT**](https://docs.google.com/spreadsheets/d/15VeWQLQ5lUKvywYJL-0cGqmehvE8OH8W9cOlJ2P0J_I/template/preview) spreadsheet using the link in the video.
2. Select cell **F2** and begin typing the Convert function formula as **=CONVERT**.
3. Indicate the cell you want to convert. After **=CONVERT**, enter **(B2,**.
4. Indicate the conversion you’d like to make: from Fahrenheit to Celsius. Enter **"F", "C")**.
5. The formula in its entirety should look like this: **=CONVERT (B2, "F", “C”)**.
6. Cell **F2** now contains the temperature from cell **B2** in Celsius.
7. Calculate temperature in Celsius for the rest of the column. Hover over cell **F2** and select the fill handle, a small circle on a corner of the cell. Drag the fill handle to cell **F193** to convert the other cells in the column to Celsius.

**Note**: Would you like more practice? Try converting the wind speed in Column **D** from miles per hour (mph) to meters per second (m/s) using **CONVERT**.  In cell **H2**, enter: **=CONVERT(D2, "mph", "m/s")**.

You can check if your conversion is correct by entering 8.5248 in a metric conversion tool, [metric-conversions.org/speed/miles-per-hour-to-meters-per-second.htm](https://www.metric-conversions.org/speed/miles-per-hour-to-meters-per-second.htm).

**Example 3: Lock data in a table**

Using functions to convert data can lead to problems, which data professionals must be prepared to fix. For example, if a reference value changes, the calculated value also changes. Locking data in a table by changing it from a function to a value ensures a cell stays consistent even if the data around it changes.

1. Select cell **F2**. In the formula bar, notice that the contents of this cell are the function you entered in the previous example.
2. Right-click cell **F** and select **Copy** from the drop-down menu.
3. Right-click cell **G** and select **Paste special** from the drop-down menu. Then, select **Paste values only**. This option pastes only the values from the original selection, removing any formatting, functions, or other information.
4. Select cell **G2**.
5. In the formula bar, notice that the contents of this cell is a value. This means that the value won’t change when other cells change.

Go to next item

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