Caroline Cliona Boyle

Data Journalism

Prof. Michelle Minkoff

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**Data Diary: South Carolina Dam**

**1. Standardizing “CONDITIONING ASSESSMENT”**

* Create new column, “CONDITIONINGASSESSMENTSTANDARD”
* Copy data from “CONDITIONINGASSESSMENT” to “CONDITIONINGASSESSMENTSTANDARD”
* Click filter and remove “Blank cells” and “Not Rated” by unchecking those boxes
* The standard terminology should be written like the following “Unsatisfactory,” “Poor,” “Fair,” “Satisfactory”
* Click cell 30, labeled “SATISFACTORY”
  + Edit —> Find 🡪 Replace 🡪 Within Sheet + Search by Rows
  + “SATISFACTORY” to “Satisfactory” (by column)
  + Replace All (144 replacements made)
* Repeat the above step for the following
  + FAIR 🡪 Fair (945 replacements made)
  + POOR 🡪 Poor (1127 replacements made)
  + UNSATISFACTORY 🡪 Unsatisfactory (77 replacements made)

**2. Standardizing “CONDITIONASSESSMENTDATE” to MM/DD/YYYY**

* Create new column, “CONDITIONASSESSMENTDATESTANDARDIZED”
* Copy data from “CONDITIONASSESSMENTDATE” to “CONDITIONASSESSMENTDATESTANDARDIZED”
* In “CONDITIONASSESSMENTDATESTANDARDIZED,” click filter and remove “Blank cells”
  + Reorganize in descending order (this allowed me to see the dates that were in the format DD-Month-YY and concentrate them at the top of the sheet).
  + I highlighted the dates in the format DD-Month-YY format
    - Copy 🡪 Format 🡪 Cells 🡪 Values 🡪 MM/DD/YYYY
* Now that the dates were in the proper format, but not in consecutive order, I hit filter again to reorganize all the cells into ascending order.

3. **Standardizing “EAP\_LAST\_REV\_DATE” to MM/DD/YYYY**

* Create new column, “EAP\_LAST\_REV\_DATE\_STANDARDIZED”
* Copy data from ““EAP\_LAST\_REV\_DATE”” to “EAP\_LAST\_REV\_DATE\_STANDARDIZED”
* In “EAP\_LAST\_REV\_DATE\_STANDARDIZED,” click filter and remove “Blank cells”
  + Reorganize into descending order to the dates in DD-Month-YY are concentrated at the top.
  + Highlight all the dates in format DD-Month-YY format
    - Copy 🡪 Format 🡪 Cells 🡪 Values 🡪 MM/DD/YYYY
* All dates in are “EAP\_LAST\_REV\_DATE\_STANDARDIZED” standardized, but out of order
  + Click filter —> ascending to put them back into ascending order