

Converting data in spreadsheets

In this reading, you will learn about converting data from one format to another. One of the ways to help ensure that you have an accurate analysis of your data is by putting all of it in the correct format. This is true even if you have already cleaned and processed your data. As a part of getting your data ready for analysis, you will need to convert and format your data early on in the process.



As a data analyst, there are lots of scenarios when you might need to convert data in a spreadsheet:

String to date

- **How to convert text to date in Excel:** Transforming a series of numbers into dates is a common scenario you will encounter. This resource will help you learn how to use Excel functions to convert text and numbers to dates, and how to turn text strings into dates without a formula.
- **Google Sheets: Change date format:** If you are working with Google Sheets, this resource will demonstrate how to convert your text strings to dates and how to apply the different date formats available in Google Sheets.

String to numbers

- **How to convert text to number in Excel:** Even though you will have values in your spreadsheet that resemble numbers, they may not actually be numbers. This conversion is important because it will allow your numbers to add up and be used in formulas without errors in Excel.
- **How to convert text to numbers in Google Sheets:** This resource is useful if you are working in Google Sheets; it will demonstrate how to convert text strings to numbers in Google Sheets. It also includes multiple formulas you can apply to your own sheets, so you can find the method that works best for you.

Combining columns

- **Convert text from two or more cells:** Sometimes you may need to merge text from two or more cells. This Microsoft Support page guides you through two distinct ways you can accomplish this task without losing or altering your data. It also includes a step-by-step video tutorial to help guide you through the process.
- **How to split or combine cells in Google Sheets:** This guide will demonstrate how to to split or combine cells using Google Sheets specifically. If you are using Google Sheets, this is a useful resource to reference if you need to combine cells. It includes an example using real data.

Number to percentage

- **Format numbers as percentages:** Formatting numbers as percentages is a useful skill to have on any project. This Microsoft Support page will provide several techniques and tips for how to display your numbers as percentages.
- **TO_PERCENT:** This Google Sheets support page demonstrates how to use the TO_PERCENT formula to convert numbers to percentages. It also includes links to other formulas that can help you convert strings.

Pro tip: Keep in mind that you may have lots of columns of data that require different formats. Consistency is key, and best practice is to make sure an entire column has the same format.

Additional resources

If you find yourself needing to convert other types of data, you can find resources on **Microsoft Support** for Excel or **Google Docs Editor Help** for Google Sheets.

Converting data is quick and easy, and the same functions can be used again and again. You can also keep these links bookmarked for future use, so you will always have them ready in case any of these issues arise. Now that you know how to convert data, you are on your way to becoming a successful data analyst.