INSTRUCTIONS FOR EXCEL

Open excel

Click File
Click Open

The "Text Import Wizard" box should open up.

Click on Fixed width, then click next

On the bottom on the window, scroll over to the DATE column. You will notice that the date is inputted as YearMoDay with no spaces. At the top of the box where you see the other triangles, you want to click between the year and month to put a line and triangle- if you miss it, you can drag the line over so that year and month are separated.

Add another line to separate the month and day.

Click next, then click finished.

Input the city name, station name and station number into the google doc.

Then get rid of all the excess data- you should have the remaining columns:
DATE, MO, YR, TMAX, TMIN

Rename the first three columns as follows: A is YR (for year), B is MO (for month), C is DA (for day)

Delete the extra row between your column headers and your data.

The data given to you are reported to tenths of degree Celsius with no decimal point, we have to fix that.

Click on the TMAX column and then click on insert column.

In the column next to TMAX write =D2/10 then click enter
Click on the cell you were just working in (E2) and hover your mouse over the bottom right corner, the cross should be black. Double click. This should copy and paste the formula through the entire column.

Click on your cell E2 and press apple (command ⌘) and the "c" key at the same time (this copies)
Click on cell G2 (just to the right of you TMIN column) and press apple (command ⌘) and the "v" key at the same time (this pastes).

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Click on the cell you were just working in (G2) and hover your mouse over the bottom right corner, the cross should be black. Double click. This should copy and paste the formula through the entire column.

Highlight the column just to the right of your TMAX column (E), and copy it ⌘-c

Go to the top of the program and click on edit and click paste special. When the dialogue box pops up, click on "Values".

Do the same thing for column G.

Name your new columns- E is TMAX and G is TMIN.
Highlight (Click) column D, click on edit and click on delete.
Highlight (Click) column E, click on edit and click on delete.

Make sure you have no rows or columns highlighted.

Go to edit, click on Find, in the box type -999.9 then click on Replace… and type in NA in the replace box.

At the bottom of the spreadsheet is the name of your file with the extension .txt Single click and rename the spreadsheet as "CSV data"

Now copy your YR, MO, DA, TMAX and paste into a new file. Save this file as "citynameTMAX.csv" save the format as "Windows Comma Separated (.csv)"

Go back to your original file and delete the TMAX column. Save this file as "citynameTMIN.csv" save the format as "Windows Comma Separated (.csv)"

You are now ready to bring this data into R and do things like find a monthly average or yearly average.