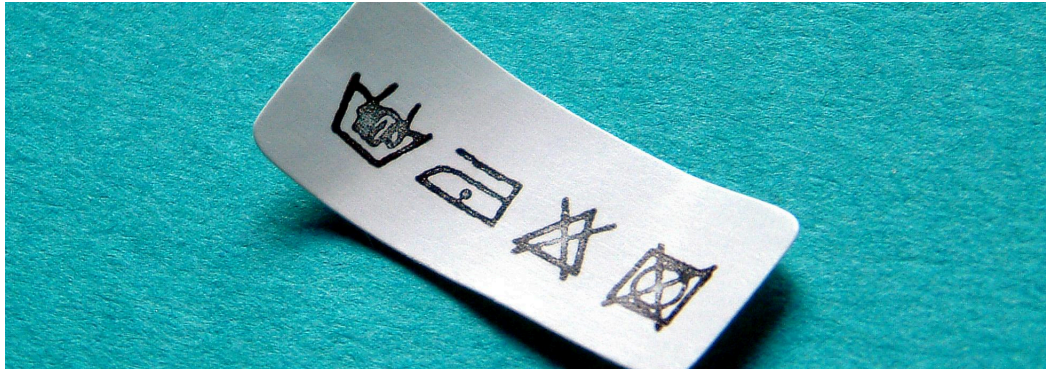


Excel Tips

Biodiversity Data Mobilization - Data Cleaning Exercise



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

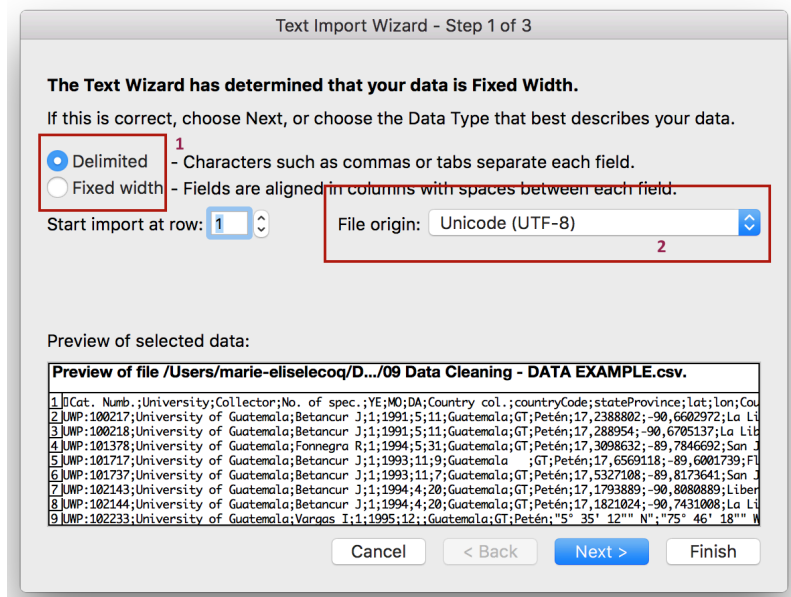
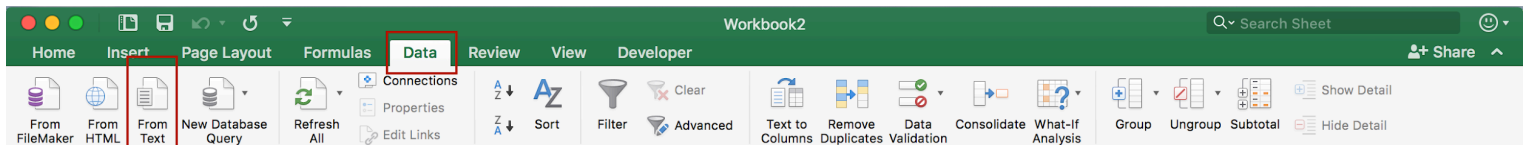
Mac instructions

1. Open a text file

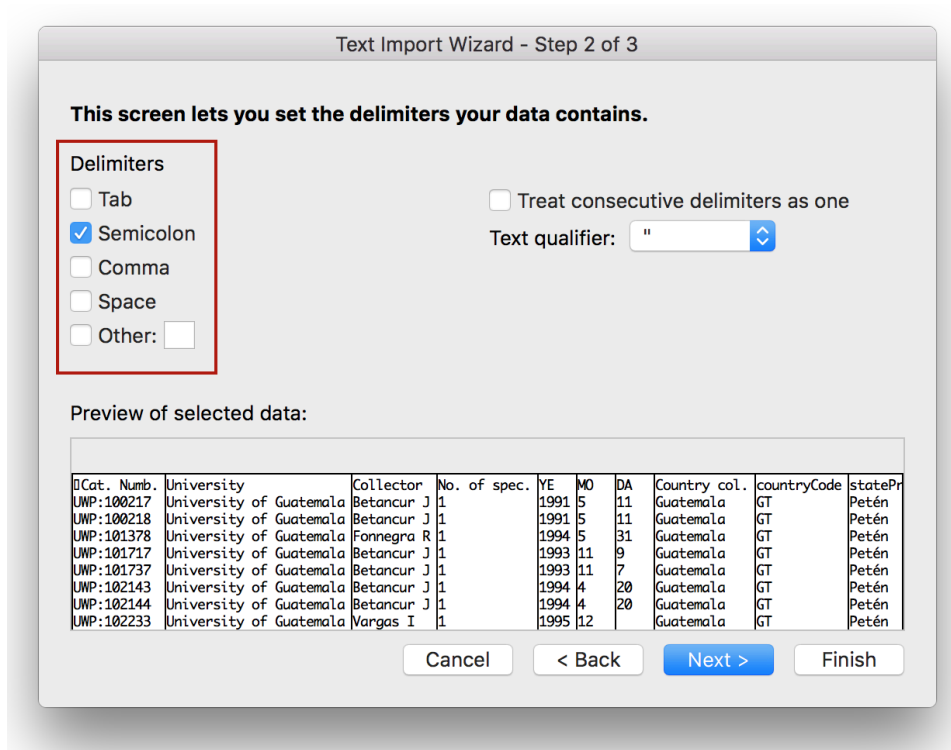
1.1. Solution 1 : with Excel tools

Open Excel with Mac

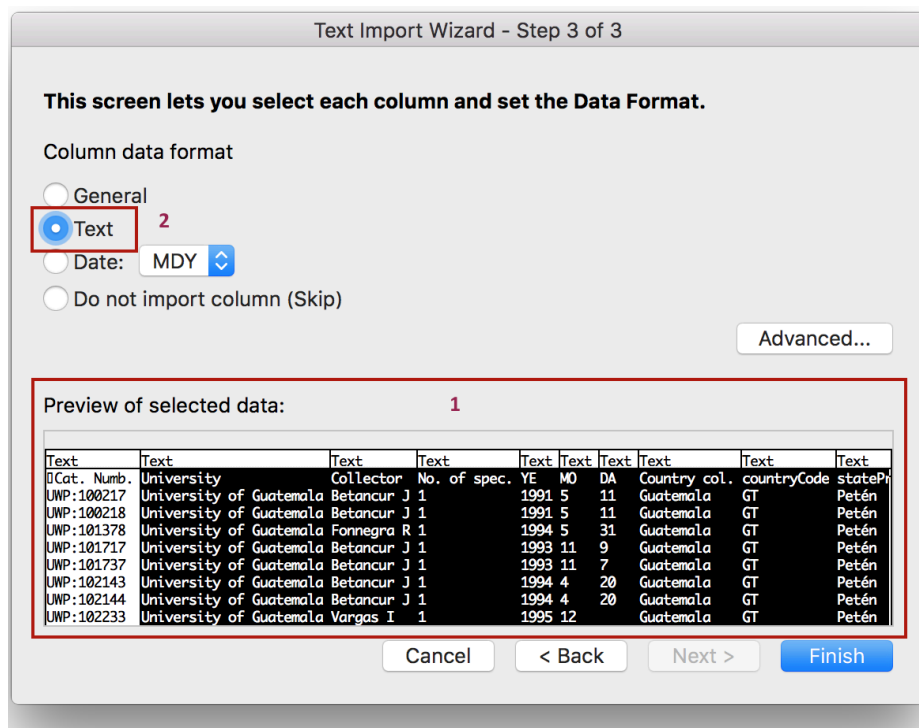
On the tab **Data**, then choose **From text**.



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**

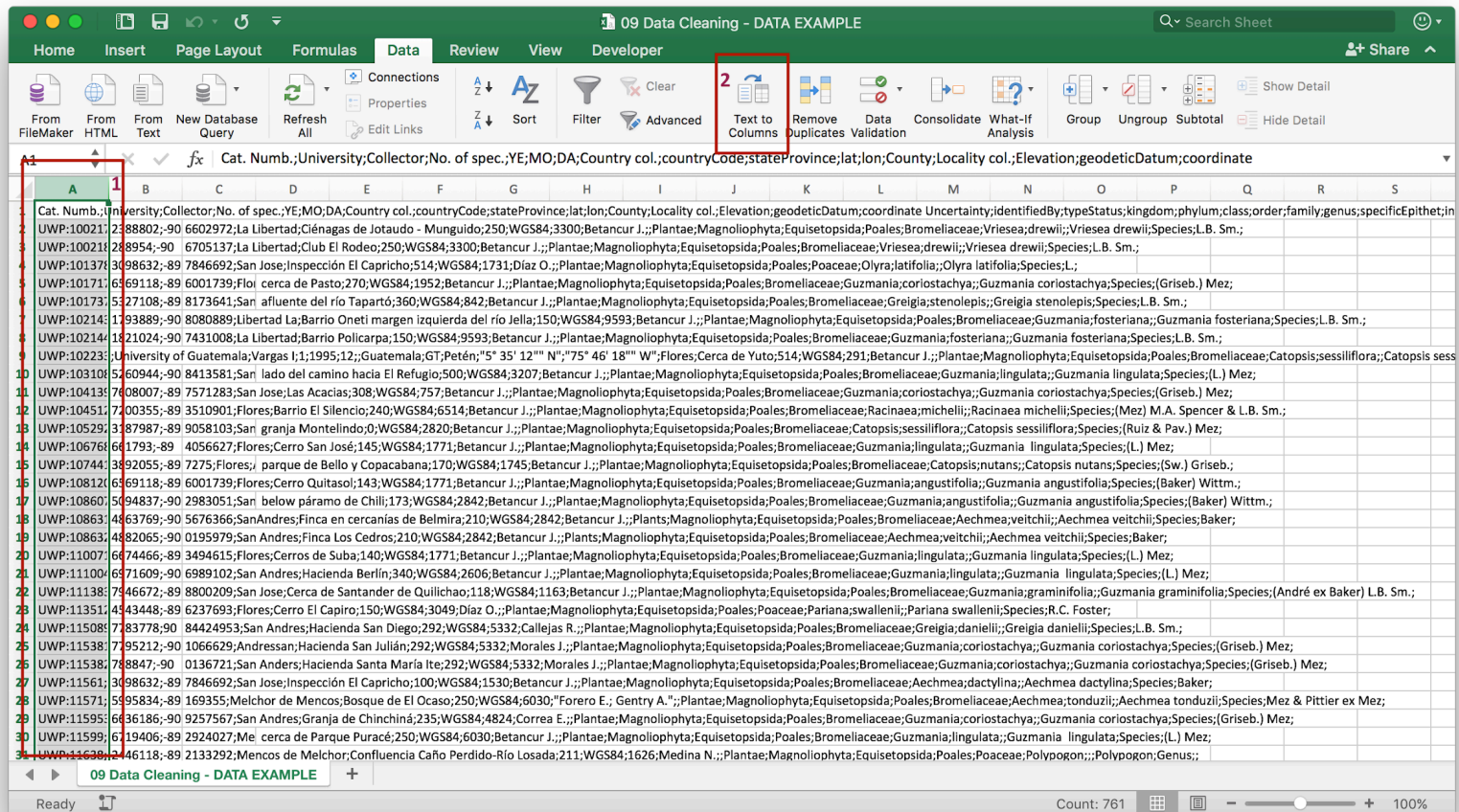


On the Text Import Wizard - Step 3 of 3, select all the column (1) (by click on shift and slide the cursor to the right) and put them as **Text** to avoid any format errors due to Excel.

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

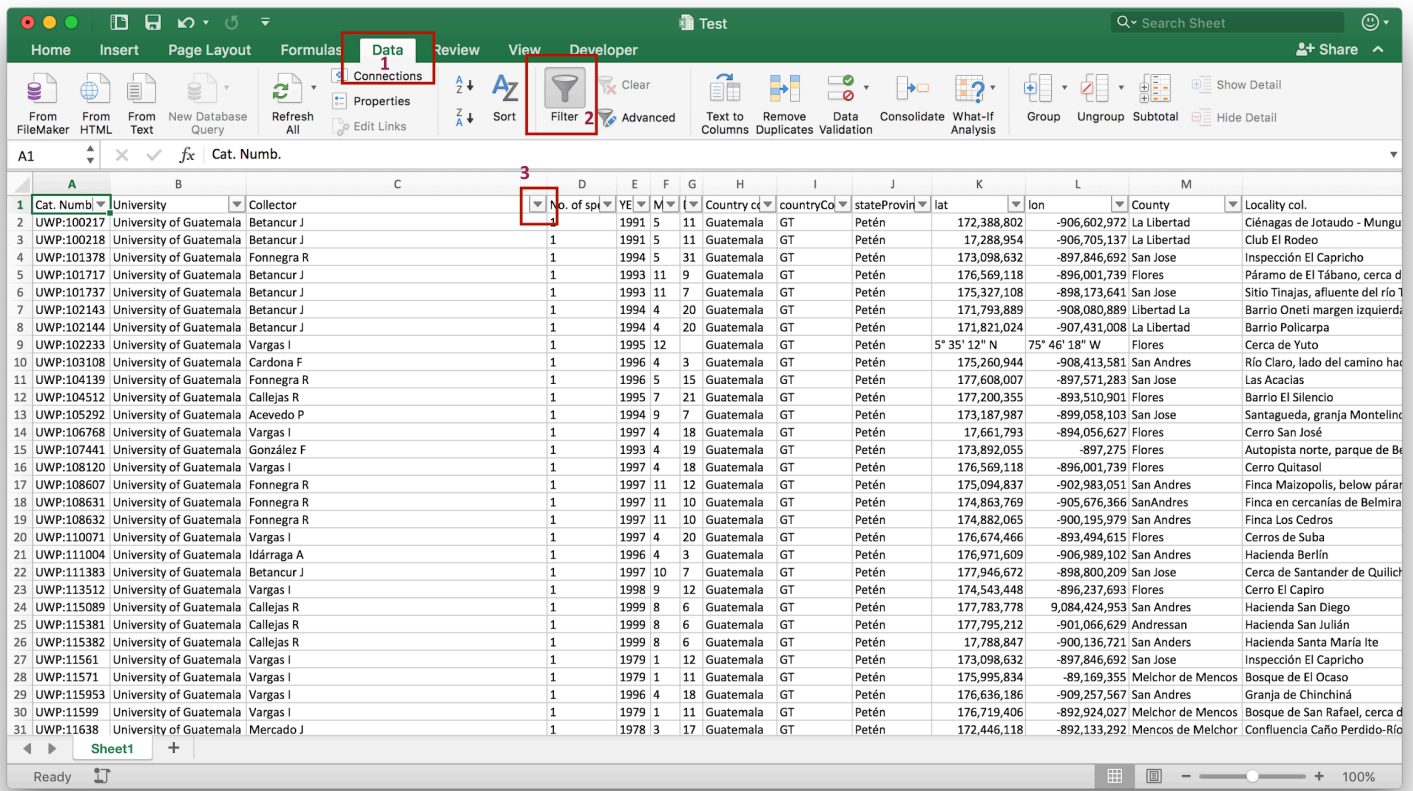
Double click on the CSV file (.csv).



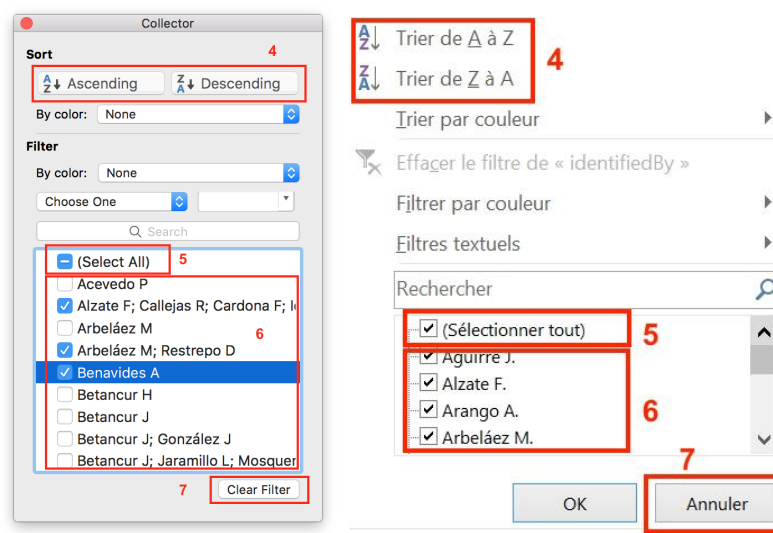
Select the entire first column, then on the tab **Data**, choose **Text to Columns** and follow the **Import Text Wizard** (like solution 1.1).

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).

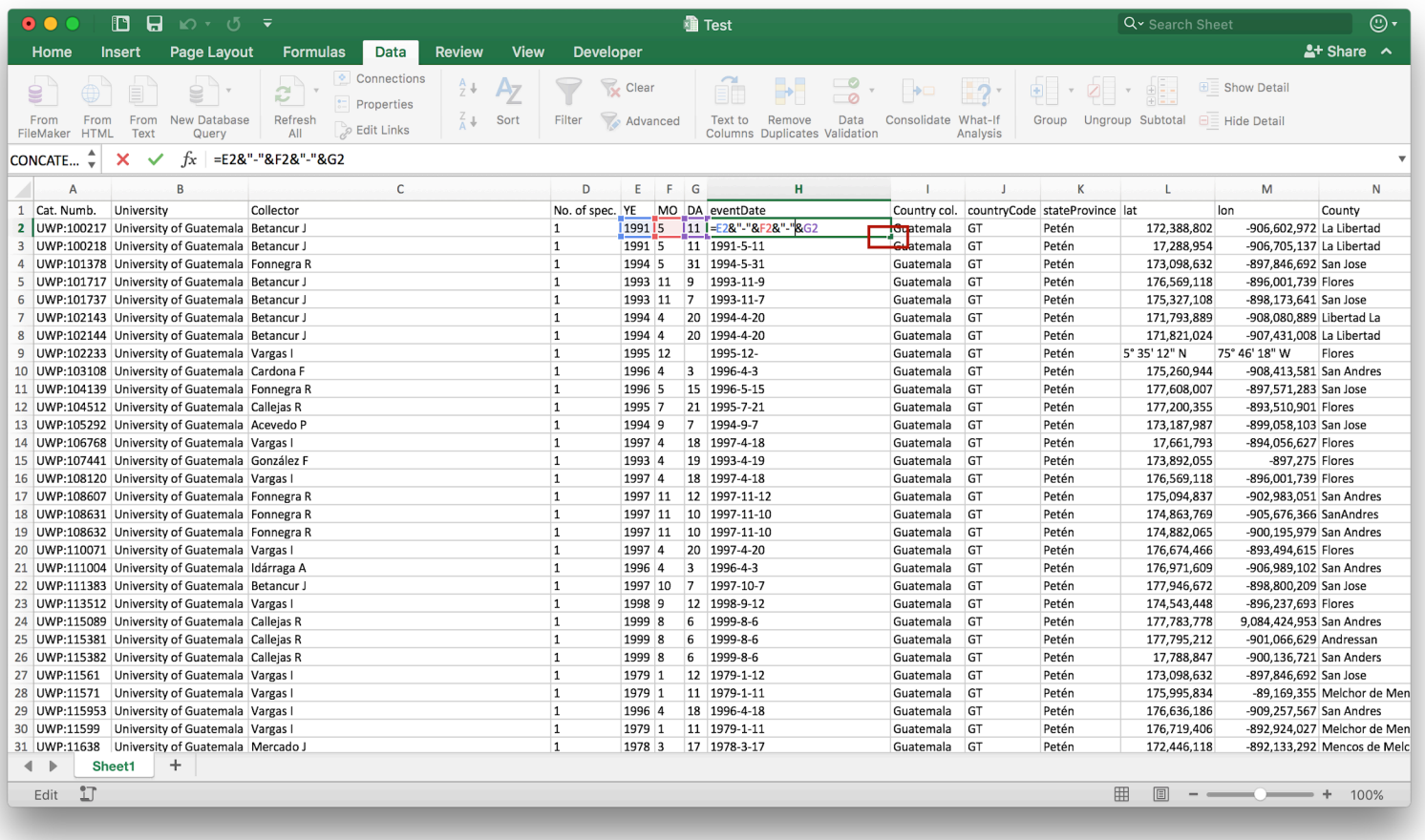


With Mac (left) and Windows (right)

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 Andres
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

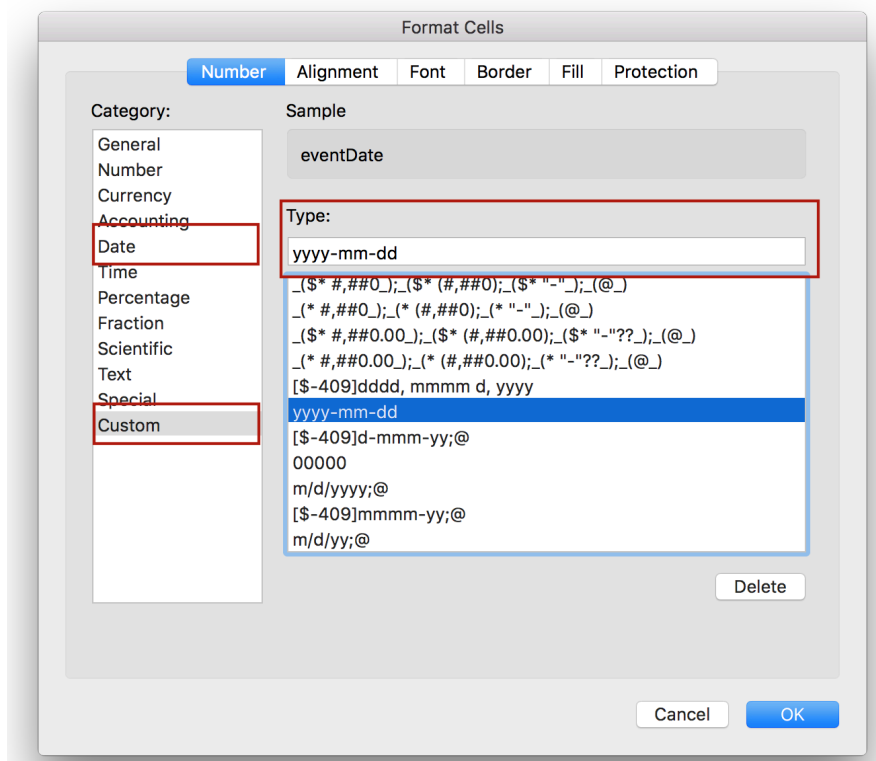
On H2, add this formula `=E2&"-"&F2&"-"&G2`. Select the H2 right down corner, and a black cross will appear. While clicking on the cross, go down to the end of the column to fill H.

4. Split a column

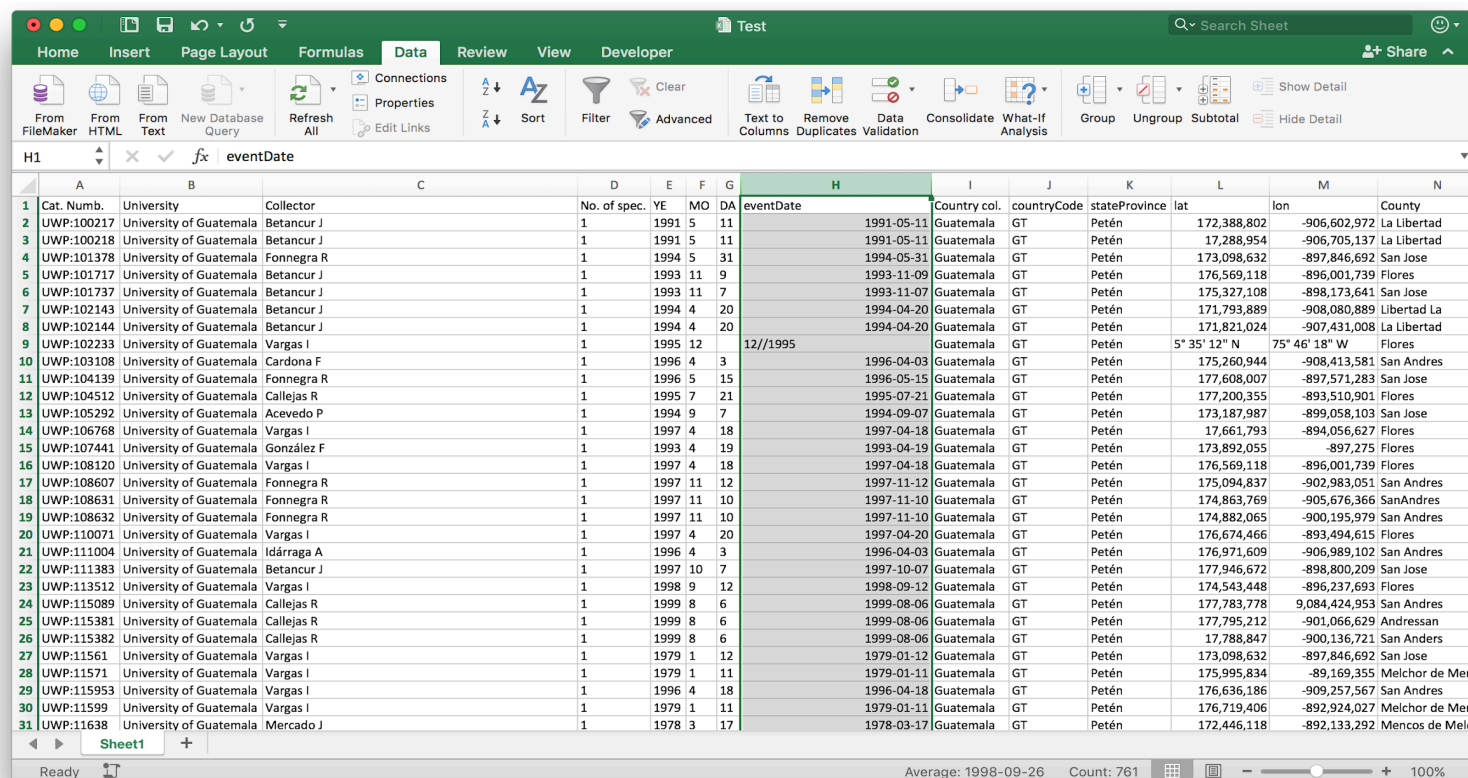
To split a column, use the same mechanism than 1.2 (Text to Columns).

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**.



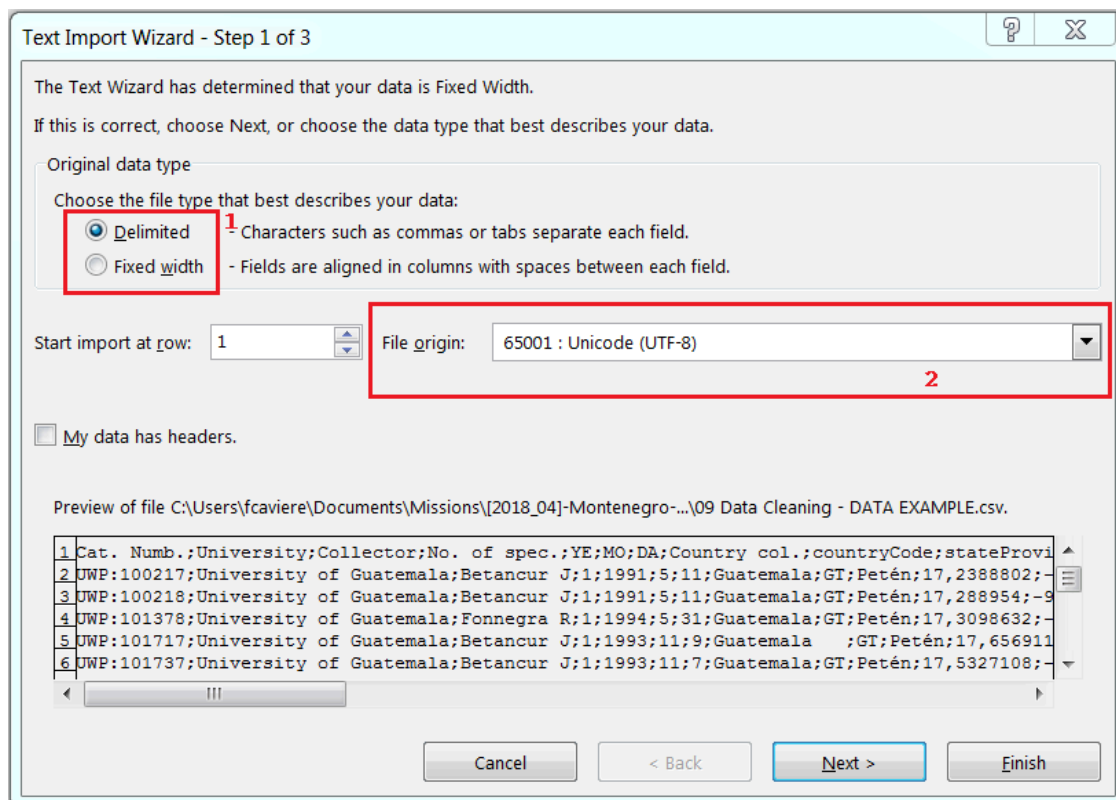
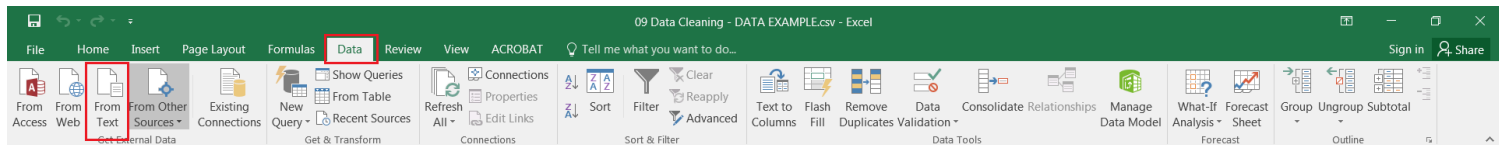
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County
2	UWP-100217	University of Guatemala	Betancur J	1	1991	5	11	1991-05-11	Guatemala	GT	Petén	172,388,802	-906,602,972	La Libertad
3	UWP-100218	University of 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
12	UWP-104512	University of Guatemala	Callejas R	1	1995	7	21	1995-07-21	Guatemala	GT	Petén	177,200,355	-893,510,901	Flores
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	176,661,793	-894,056,627	Flores
15	UWP-107441	University of Guatemala	González F	1	1993	4	19	1993-04-19	Guatemala	GT	Petén	173,892,055	-897,275	Flores
16	UWP-108120	University of Guatemala	Vargas I	1	1997	4	18	1997-04-18	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	175,094,834	-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	1997-04-20	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	177,788,847	-900,136,721	San Andres
27	UWP-115561	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-115571	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

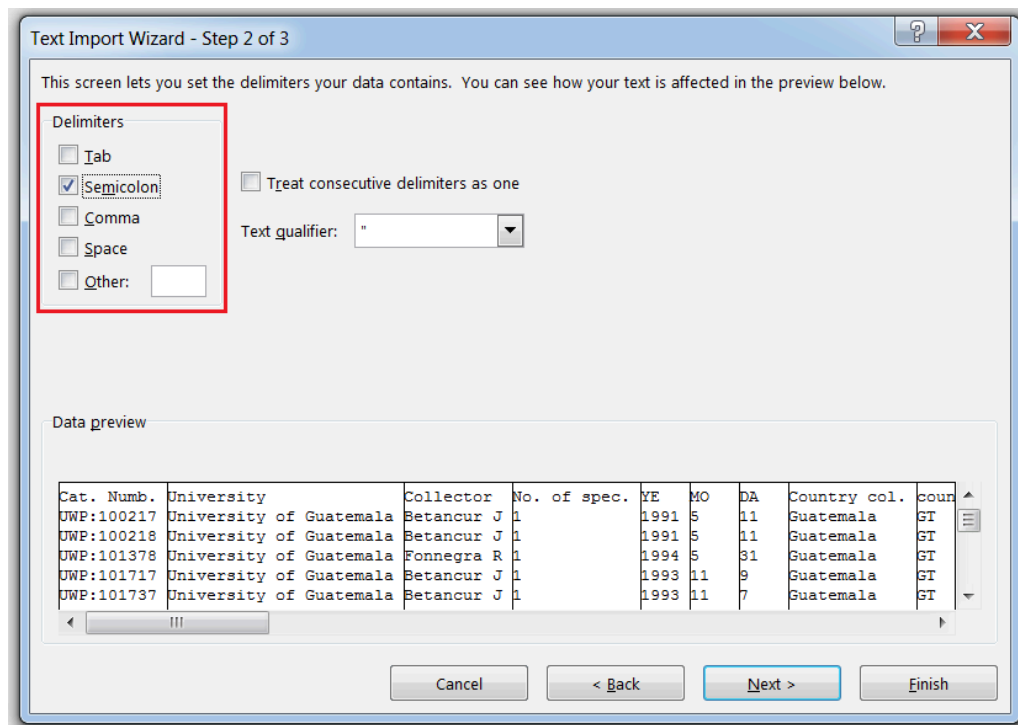
1. Open a text file

1.1. Solution 1 : with Excel tools

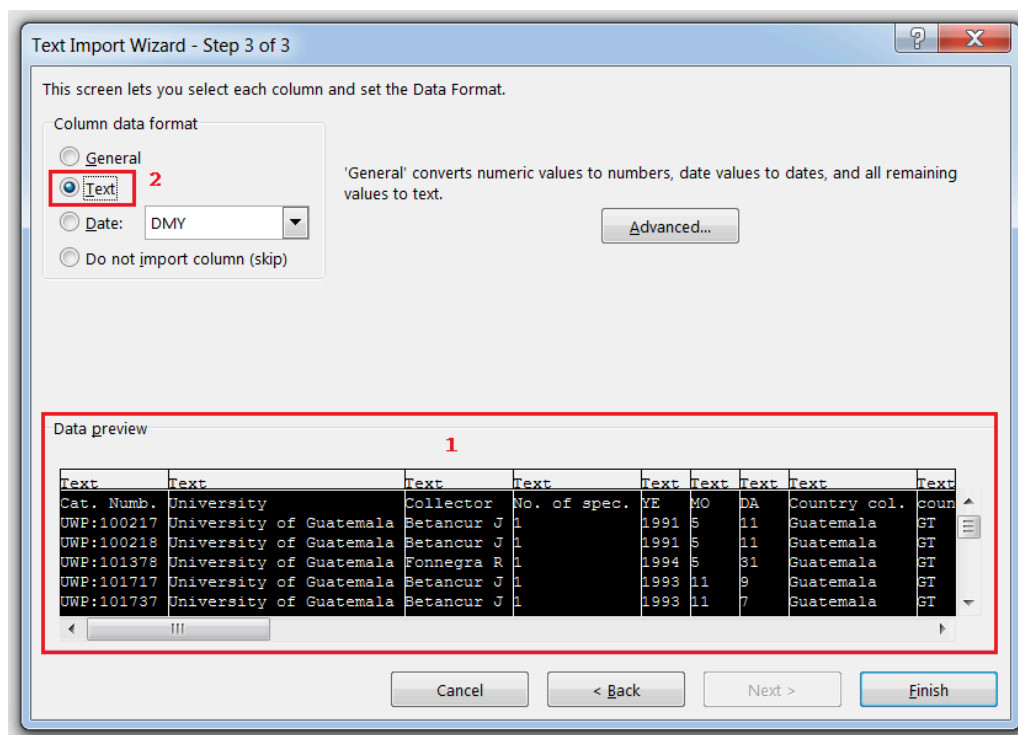
Open Excel. On the tab **Data**, then choose **From text**.



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**

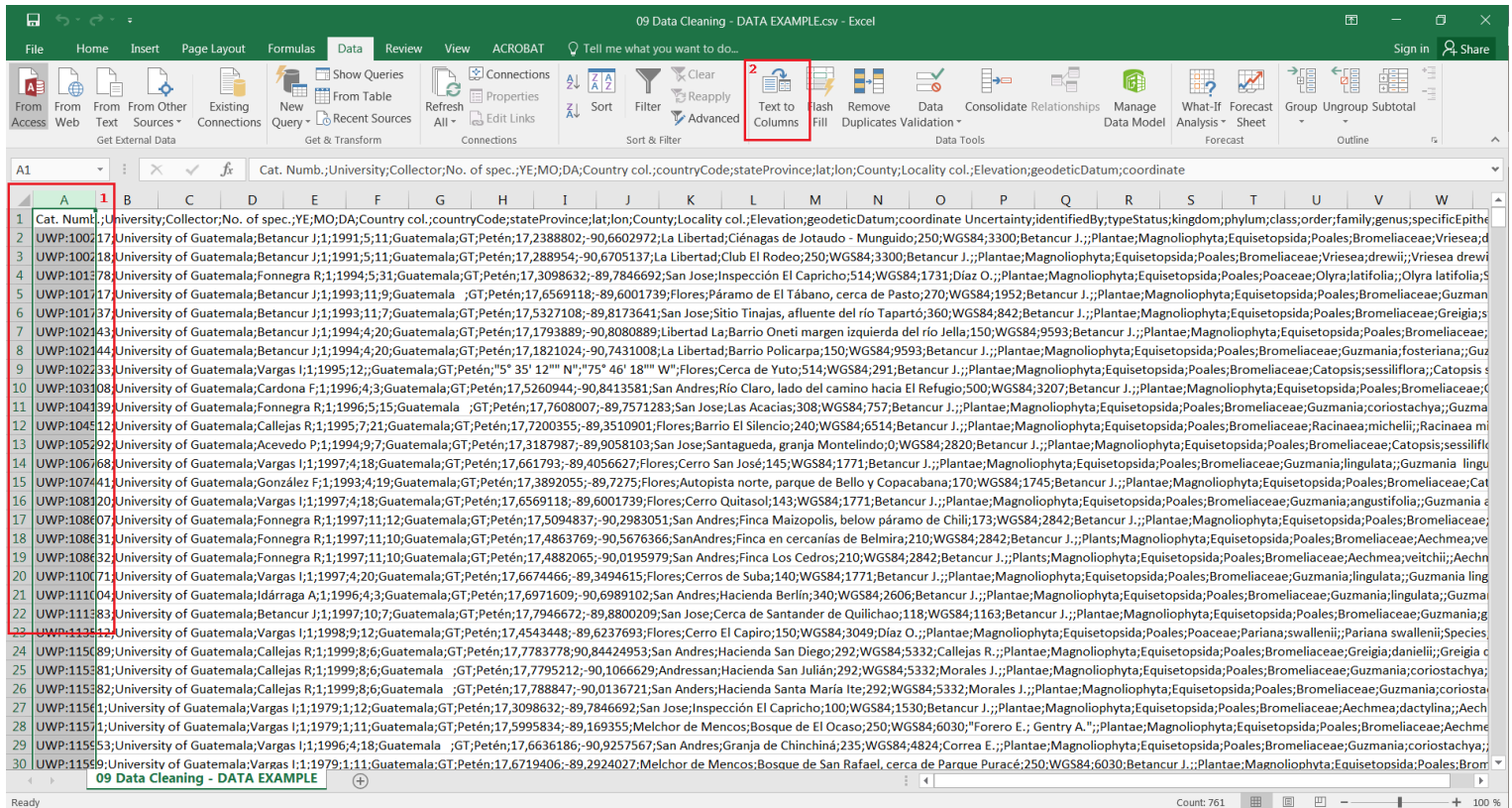


On the Text Import Wizard - Step 3 of 3, select all the columns (1) (by clicking on shift and sliding the cursor to the right) and put them as **Text** to avoid any format errors due to Excel.

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).



The screenshot shows the Excel interface with the 'Text to Columns' wizard open. The ribbon is set to 'Data', and the 'Text to Columns' button is highlighted with a red box and a red number '2'. The spreadsheet below shows a list of data rows with the first column highlighted in blue.

Cat. Num.	University;Collector;No. of spec.;YE;MO;DA;Country col.;countryCode;stateProvince;lat;lon;County;Locality col.;Elevation;geodeticDatum;coordinate
1	University;Collector;No. of spec.;YE;MO;DA;Country col.;countryCode;stateProvince;lat;lon;County;Locality col.;Elevation;geodeticDatum;coordinate
2	University of Guatemala;Betancur J.;1991;5;11;Guatemala;GT;Petén;17,2388802;-90,6602972;La Libertad;Ciénagas de Jotaudo - Munguido;250;WGS84;3300;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Vriesea;d
3	University of Guatemala;Betancur J.;1991;5;11;Guatemala;GT;Petén;17,288954;-90,6705137;La Libertad;Club El Rodeo;250;WGS84;3300;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Vriesea;drewii;Vriesea drewi
4	University of Guatemala;Fonnegra R.;1994;5;31;Guatemala;GT;Petén;17,3098632;-89,7846692;San Jose;Inspección El Capricho;514;WGS84;1731;Diaz O.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Poaceae;Olyra;latifolia;Olyra latifolia;S
5	University of Guatemala;Betancur J.;1993;11;9;Guatemala ;GT;Petén;17,6569118;-89,6001739;Flores;Páramo de El Tábano, cerca de Pasto;270;WGS84;1952;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzman
6	University of Guatemala;Betancur J.;1993;11;7;Guatemala;GT;Petén;17,5327108;-89,8173641;San Jose;Sitio Tinajas, afluente del río Tapartó;360;WGS84;842;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Greigia;s
7	University of Guatemala;Betancur J.;1994;4;20;Guatemala;GT;Petén;17,1793889;-90,8080889;Libertad La;Barrio Oneti margen izquierda del río Jella;150;WGS84;9593;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;
8	University of Guatemala;Betancur J.;1994;4;20;Guatemala;GT;Petén;17,1821024;-90,7431008;La Libertad;Barrio Policarpa;150;WGS84;9593;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;fosteriana;Guz
9	University of Guatemala;Vargas I.;1995;12;;Guatemala;GT;Petén;"5° 35' 12" N";"75° 46' 18" W";Flores;Cerca de Yuto;514;WGS84;291;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Catopsis;sessiliflora;Catopsis s
10	University of Guatemala;Cardona F.;1996;4;3;Guatemala;GT;Petén;17,5260944;-90,8413581;San Andres;Rio Claro, lado del camino hacia El Refugio;500;WGS84;3207;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;C
11	University of Guatemala;Fonnegra R.;1996;5;15;Guatemala ;GT;Petén;17,7608007;-89,7571283;San Jose;Las Acacias;308;WGS84;757;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;coriostachya;Guzma
12	University of Guatemala;Callejas R.;1995;7;21;Guatemala;GT;Petén;17,200355;-89,3510901;Flores;Barrio El Silencio;240;WGS84;6514;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Racinaea;michellii;Racinaea mi
13	University of Guatemala;Acevedo P.;1994;9;7;Guatemala;GT;Petén;17,3187987;-89,9058103;San Jose;Santagueda, granja Montelindo;0;WGS84;2820;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Catopsis;sessilifl
14	University of Guatemala;Vargas I.;1997;4;18;Guatemala;GT;Petén;17,661793;-89,4056627;Flores;Cerro San José;145;WGS84;1771;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;lingulata;Guzmania lingu
15	University of Guatemala;González F.;1993;4;19;Guatemala;GT;Petén;17,3892055;-89,7275;Flores;Autopista norte, parque de Bello y Copacabana;170;WGS84;1745;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Cat
16	University of Guatemala;Vargas I.;1997;4;18;Guatemala;GT;Petén;17,6569118;-89,6001739;Flores;Cerro Quitasol;143;WGS84;1771;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;angustifolia;Guzmania e
17	University of Guatemala;Fonnegra R.;1997;11;12;Guatemala;GT;Petén;17,5094837;-90,2983051;San Andres;Finca Maizopolis, below páramo de Chili;173;WGS84;2842;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;
18	University of Guatemala;Fonnegra R.;1997;11;10;Guatemala;GT;Petén;17,4863769;-90,5676366;San Andres;Finca en cercanías de Belmira;210;WGS84;2842;Betancur J.;;Plants;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Aechmea;ve
19	University of Guatemala;Fonnegra R.;1997;11;10;Guatemala;GT;Petén;17,4882065;-90,0195979;San Andres;Finca Los Cedros;210;WGS84;2842;Betancur J.;;Plants;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Aechmea;veitchii;Aechm
20	University of Guatemala;Vargas I.;1997;4;20;Guatemala;GT;Petén;17,6674466;-89,3494615;Flores;Cerros de Suba;140;WGS84;1771;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;lingulata;Guzmania ling
21	University of Guatemala;Idárraga A.;1996;4;3;Guatemala;GT;Petén;17,6971609;-90,6989102;San Andres;Hacienda Berlin;340;WGS84;2606;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;lingulata;Guzma
22	University of Guatemala;Betancur J.;1997;10;7;Guatemala;GT;Petén;17,7946672;-89,8800209;San Jose;Cerca de Santander de Quilichao;118;WGS84;1163;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;g
23	University of Guatemala;Vargas I.;1998;9;12;Guatemala;GT;Petén;17,4543448;-89,6237693;Flores;Cerro El Capiro;150;WGS84;3049;Diaz O.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Poaceae;Pariana;swallenii;Pariana swollenii;Species
24	University of Guatemala;Callejas R.;1999;8;6;Guatemala;GT;Petén;17,7783778;-90,84424953;San Andres;Hacienda San Diego;292;WGS84;5332;Callejas R.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Greigia;daniellii;Greigia c
25	University of Guatemala;Callejas R.;1999;8;6;Guatemala ;GT;Petén;17,795212;-90,1066629;Andressan;Hacienda San Julián;292;WGS84;5332;Morales J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;coriostachya;Guz
26	University of Guatemala;Callejas R.;1999;8;6;Guatemala ;GT;Petén;17,788847;-90,0136721;San Anders;Hacienda Santa María Ite;292;WGS84;5332;Morales J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;coriost
27	University of Guatemala;Vargas I.;1979;1;12;Guatemala;GT;Petén;17,3098632;-89,7846692;San Jose;Inspección El Capricho;100;WGS84;1530;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Aechmea;dactylina;Aech
28	University of Guatemala;Vargas I.;1979;1;11;Guatemala;GT;Petén;17,5995854;-89,169355;Melchor de Mencos;Bosque de El Ocaso;250;WGS84;6030;"Forero E. ; Gentry A. ";;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Aechme
29	University of Guatemala;Vargas I.;1996;4;18;Guatemala ;GT;Petén;17,6636186;-90,9257567;San Andres;Granja de Chinchín;235;WGS84;4824;Correa E.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Bromeliaceae;Guzmania;coriostachya;Guz
30	University of Guatemala;Vargas I.;1979;1;11;Guatemala;GT;Petén;17,6719406;-89,2924027;Melchor de Mencos;Bosque de San Rafael, cerca de Parque Puracé;250;WGS84;6030;Betancur J.;;Plantae;Magnoliophyta;Equisetopsida;Poales;Brom

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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Filter' button in the ribbon is highlighted with a red box and labeled '2'. A small dropdown arrow in the header of the 'No. of' column is highlighted with a red box and labeled '3'. The spreadsheet contains data for 'Inspección El Capricho' with columns for 'Cat. Nu.', 'University', 'Collector', 'No. of', 'YE', 'MO', 'DA', 'Country col.', 'country', 'statePri', 'lat', 'lon', 'County', 'Locality', 'Elevatic', 'geodeti', 'coordin', and 'idei'.

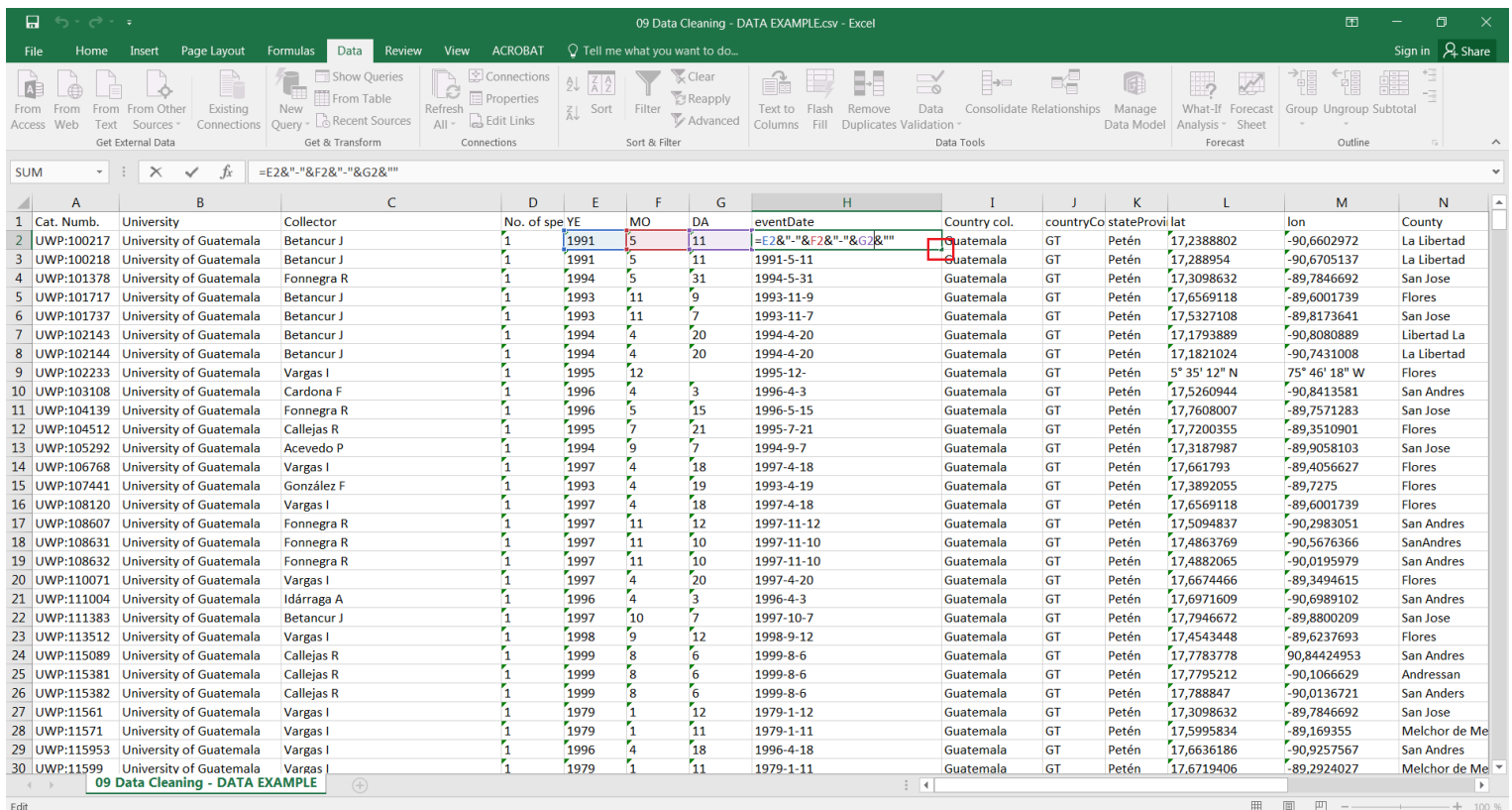
On the filter menu, you will be able to make **ascending or descending sorting (4)**, **select or unselect all filters (5)**, choose **specific data to filter (6)** and **clear your filters (7)**.

The screenshot shows the 'Filter' dropdown menu. The 'Sort A to Z' and 'Sort Z to A' options are highlighted with a red box and labeled '4'. The 'Clear Filter From "Collector"' option is highlighted with a red box and labeled '7'. The 'Filter by Color' section is expanded, and the 'Search' box contains a list of collector names. The '(Select All)' checkbox is highlighted with a red box and labeled '5'. The 'Arbeláez M; Restrepo D' checkbox is highlighted with a red box and labeled '6'. The 'OK' and 'Cancel' buttons are also visible at the bottom.

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&"	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

On H2, add this formula **=E2&"**

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.

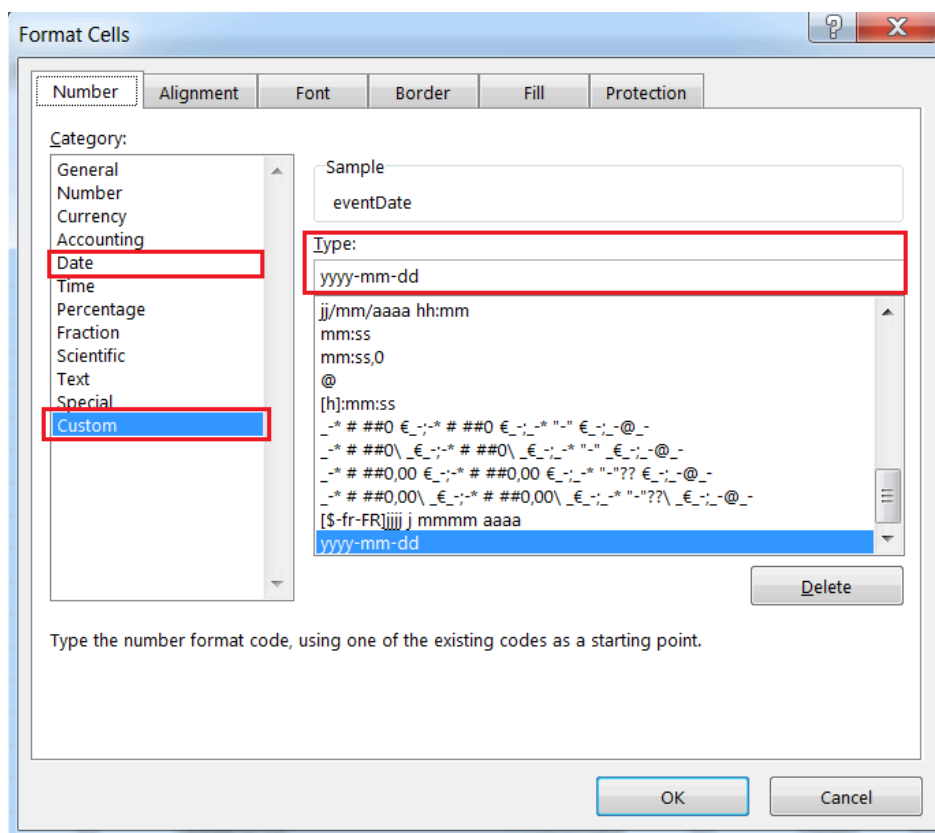
4. Split a column

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

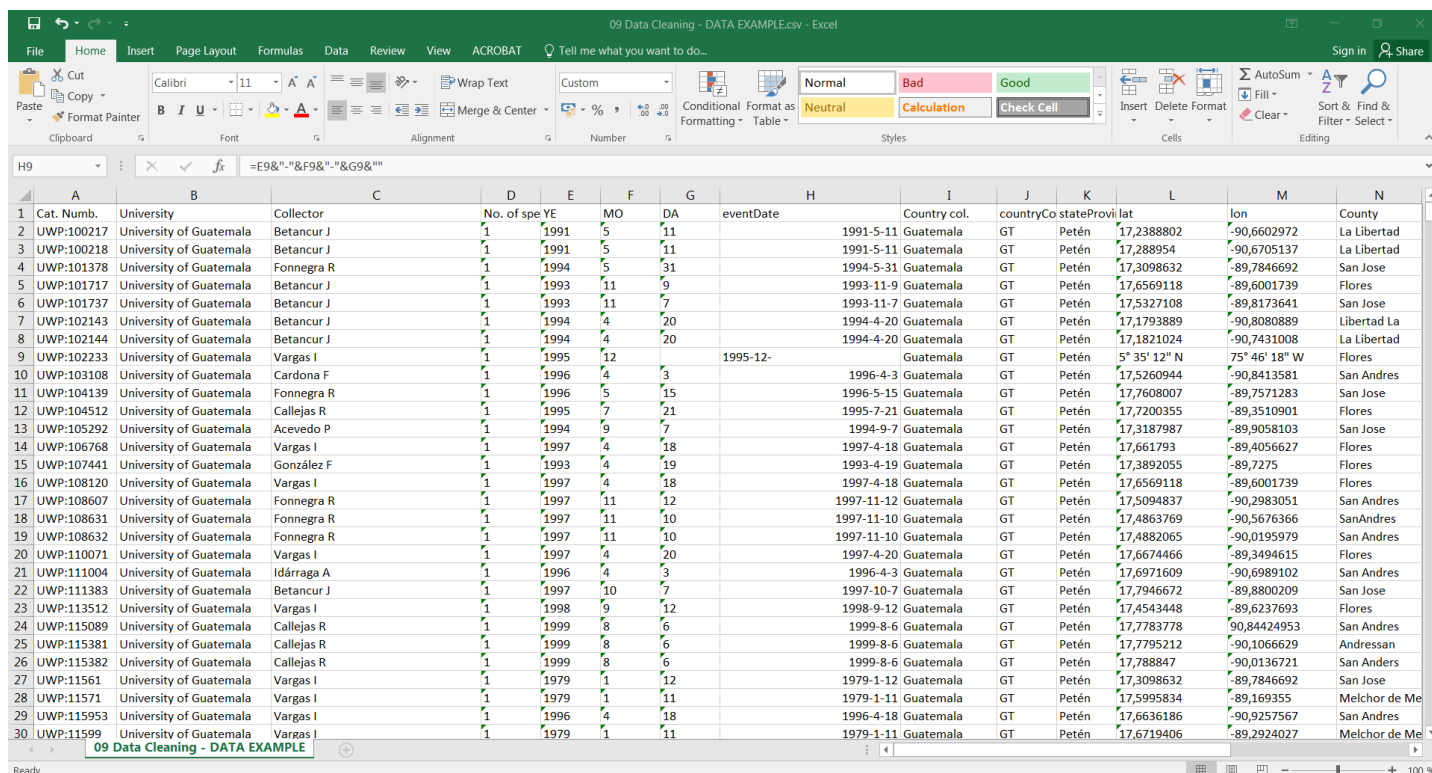
5. Convert date format

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**.

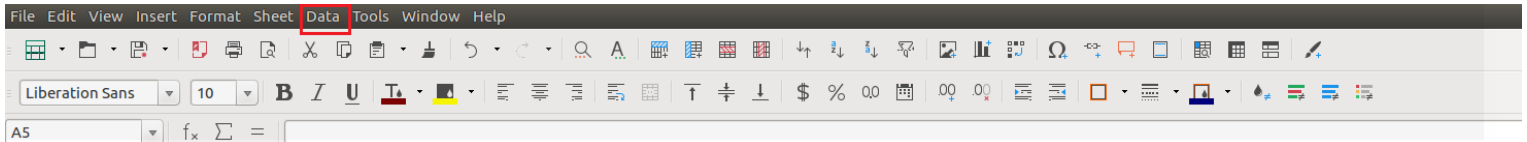


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Cat. Numb.	University	Collector	No. of spe	YE	MO	DA	eventDate	Country col.	countryCo	stateProvi	lat	lon	County
1	UWP-100217	University of Guatemala	Betancur J	1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17,2388802	-90,6602972	La Libertad
2	UWP-100218	University of Guatemala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

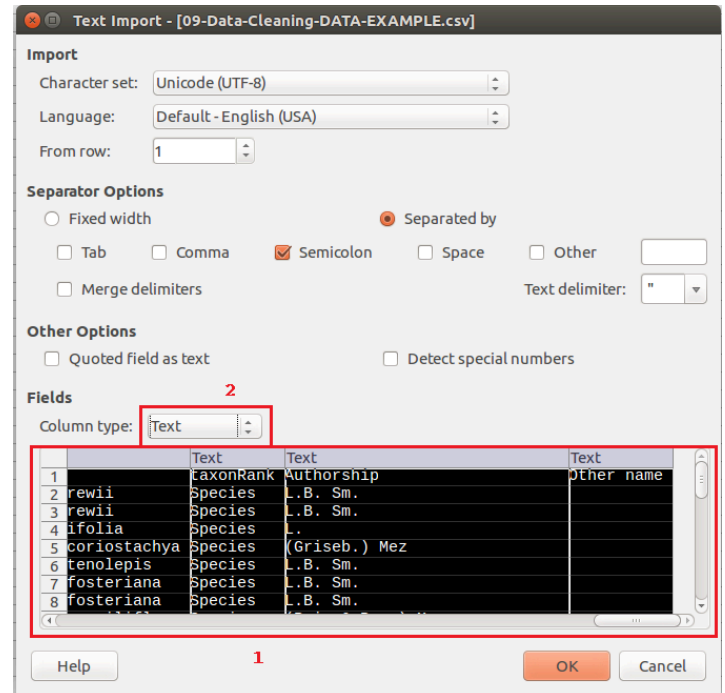
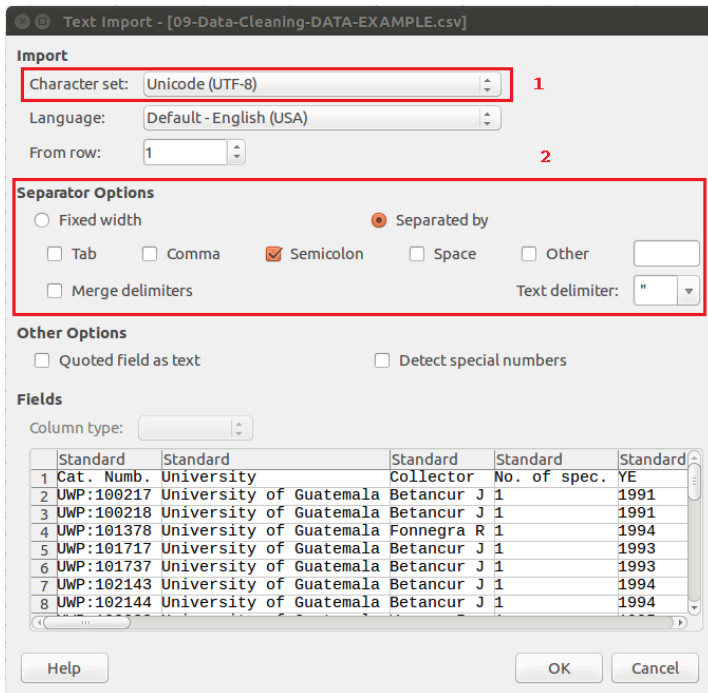
Linux instructions for LibreOffice

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



File Edit View Insert Format Sheet Data Tools Window Help

LibreOffice Calc

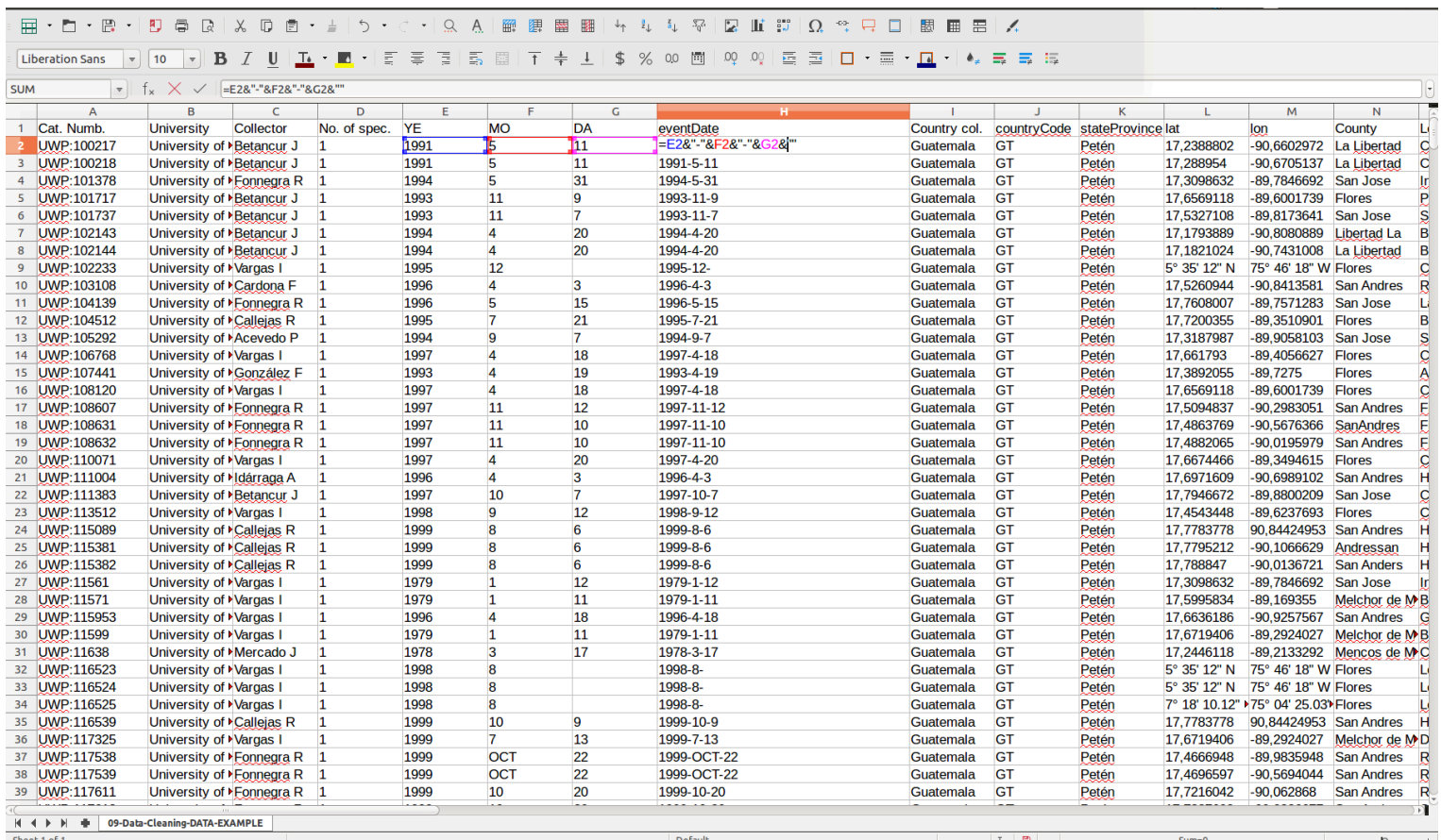
09-Data-Cleaning-DATA-EXAMPLE

Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	Country	col.	countryCode	State/Province	lat	lon	County	Locality	Elevation	geodeticDatum	coordinate	uncertainty	identifiedBy	type	status	kingdom	phylum	class	order	family	genus	specific	Epithet	Infraspecific	Epithet	Full name	taxonRank	Auth			
2	UWP-100217	University of Guatemala	Betancur J	1	1991	5	11	Guatemala	GT	Peten	17.238802	-90.6602972	La Libertad	Ciénegas de P250	WG584																						
3	UWP-100218	University of Guatemala	Betancur J	1	1991	5	11	Guatemala	GT	Peten	17.238854	-90.6705137	La Libertad	Club El Rodeo 250	WG584																						
4	UWP-101378	University of Guatemala	Fonnegra R	1	1994	5	31	Guatemala	GT	Peten	17.209632	-89.7846692	San Jose	Inspección El Capichó 514	WG584																						
5	UWP-101717	University of Guatemala	Betancur J	1	1993	11	7	Guatemala	GT	Peten	17.6569118	-89.6001739	Flores	Cerro de El Tabano	WG584																						
6	UWP-101737	University of Guatemala	Betancur J	1	1993	11	7	Guatemala	GT	Peten	17.5327108	-89.8173641	San Jose	Sitio Tinajas	WG584																						
7	UWP-102143	University of Guatemala	Betancur J	1	1994	4	20	Guatemala	GT	Peten	17.1793889	-90.8080889	Libertad	La Barrio Onet	WG584																						
8	UWP-102144	University of Guatemala	Betancur J	1	1994	4	20	Guatemala	GT	Peten	17.1821024	-90.7431008	La Libertad	Barrio Polcar	WG584																						
9	UWP-102233	University of Guatemala	Vargas I	1	1996	12	3	Guatemala	GT	Peten	17.53512	-90.754618	Flores	Cerca de Yutá 514	WG584																						
10	UWP-103108	University of Guatemala	Cardona F	1	1996	4	3	Guatemala	GT	Peten	17.5260944	-90.8413581	San Andres	Rio Claro	WG584																						
11	UWP-104139	University of Guatemala	Fonnegra R	1	1996	5	15	Guatemala	GT	Peten	17.7946572	-89.8802029	San Jose	Cerca de Santander de Quilichao	WG584																						
12	UWP-104512	University of Guatemala	Callejas R	1	1998	9	17	Guatemala	GT	Peten	17.4543448	-89.6237693	Flores	Cerro El Capá 150	WG584																						
13	UWP-105292	University of Guatemala	Acavedo P	1	1996	9	7	Guatemala	GT	Peten	17.3187987	-89.9056103	Flores	Barrio El Siler	WG584																						
14	UWP-106768	University of Guatemala	Vargas I	1	1997	4	18	Guatemala	GT	Peten	17.661793	-89.4056627	Flores	Cerro San José	WG584																						
15	UWP-107441	University of Guatemala	González P	1	1993	4	18	Guatemala	GT	Peten	17.3892055	-89.7275	San Jose	Autogista non-170	WG584																						
16	UWP-108120	University of Guatemala	Vargas I	1	1997	4	18	Guatemala	GT	Peten	17.6569118	-89.6001739	Flores	Cerro Quitasol	WG584																						
17	UWP-108607	University of Guatemala	Fonnegra R	1	1997	11	12	Guatemala	GT	Peten	17.5094837	-90.2983051	San Andres	Finca Maizop	WG584																						
18	UWP-108631	University of Guatemala	Fonnegra R	1	1997	11	10	Guatemala	GT	Peten	17.4863769	-90.5676366	San Andres	Finca en cerro 210	WG584																						
19	UWP-108632	University of Guatemala	Fonnegra R	1	1997	11	10	Guatemala	GT	Peten	17.4863769	-90.0195979	San Andres	Finca Los Cerros	WG584																						
20	UWP-110071	University of Guatemala	Vargas I	1	1997	4	3	Guatemala	GT	Peten	17.6674466	-89.3496415	Flores	Cerros de Suba	WG584																						
21	UWP-111004	University of Guatemala	Herrera A	1	1996	4	3	Guatemala	GT	Peten	17.6971609	-90.989102	San Andres	Hacienda Ben	WG584																						
22	UWP-111383	University of Guatemala	Betancur J	1	1997	10	7	Guatemala	GT	Peten	17.7946572	-89.8802029	San Jose	Cerca de Santander de Quilichao	WG584																						
23	UWP-113512	University of Guatemala	Vargas I	1	1998	9	17	Guatemala	GT	Peten	17.4543448	-89.6237693	Flores	Cerro El Capá	WG584																						
24	UWP-115089	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
25	UWP-115381	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
26	UWP-115382	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
27	UWP-115383	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
28	UWP-115384	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
29	UWP-115385	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
30	UWP-115386	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
31	UWP-115387	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
32	UWP-115388	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
33	UWP-115389	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
34	UWP-115390	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
35	UWP-115391	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
36	UWP-115392	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
37	UWP-115393	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
38	UWP-115394	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
39	UWP-115395	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
40	UWP-115396	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
41	UWP-115397	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
42	UWP-115398	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
43	UWP-115399	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
44	UWP-115400	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
45	UWP-115401	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						
46	UWP-115402	University of Guatemala	Callejas R	1	1998	8	6	Guatemala	GT	Peten	17.7783778	-90.84424953	San Andres	Hacienda San 292	WG584																						

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		Guatemala	GT	Petén	17,288954	-90,6705137	La Libertad
4	UWP:101378	University of Fonnegra	R	1	1994	5	31		Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
5	UWP:101717	University of Betancur	J	1	1993	11	9		Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
6	UWP:101737	University of Betancur	J	1	1993	11	7		Guatemala	GT	Petén	17,5327108	-89,8173641	San Jose
7	UWP:102143	University of Betancur	J	1	1994	4	20		Guatemala	GT	Petén	17,1793889	-90,8080889	Libertad La
8	UWP:102144	University of Betancur	J	1	1994	4	20		Guatemala	GT	Petén	17,1821024	-90,7431008	La Libertad
9	UWP:102233	University of Vargas	I	1	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		Guatemala	GT	Petén	17,5260944	-90,8413581	San Andres
11	UWP:104139	University of Fonnegra	R	1	1996	5	15		Guatemala	GT	Petén	17,7608007	-89,7571283	San Jose
12	UWP:104512	University of Callejas	R	1	1995	7	21		Guatemala	GT	Petén	17,7200355	-89,3510901	Flores
13	UWP:105292	University of Acevedo	P	1	1994	9	7		Guatemala	GT	Petén	17,3187987	-89,9058103	San Jose
14	UWP:106768	University of Vargas	I	1	1997	4	18		Guatemala	GT	Petén	17,661793	-89,4056627	Flores
15	UWP:107441	University of González	F	1	1993	4	19		Guatemala	GT	Petén	17,3892055	-89,7275	Flores
16	UWP:108120	University of Vargas	I	1	1997	4	18		Guatemala	GT	Petén	17,6569118	-89,6001739	Flores
17	UWP:108607	University of Fonnegra	R	1	1997	11	12		Guatemala	GT	Petén	17,5094837	-90,2983051	San Andres
18	UWP:108631	University of Fonnegra	R	1	1997	11	10		Guatemala	GT	Petén	17,4863769	-90,5676366	San Andres
19	UWP:108632	University of Fonnegra	R	1	1997	11	10		Guatemala	GT	Petén	17,4882065	-90,0195979	San Andres
20	UWP:110071	University of Vargas	I	1	1997	4	20		Guatemala	GT	Petén	17,6674466	-89,3494615	Flores
21	UWP:111004	University of Idárraga	A	1	1996	4	3		Guatemala	GT	Petén	17,6971609	-90,6989102	San Andres
22	UWP:111383	University of Betancur	J	1	1997	10	7		Guatemala	GT	Petén	17,7946672	-89,8800209	San Jose
23	UWP:113512	University of Vargas	I	1	1998	9	12		Guatemala	GT	Petén	17,4543448	-89,6237693	Flores
24	UWP:115089	University of Callejas	R	1	1999	8	6		Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
25	UWP:115381	University of Callejas	R	1	1999	8	6		Guatemala	GT	Petén	17,7795212	-90,1066629	Andressan
26	UWP:115382	University of Callejas	R	1	1999	8	6		Guatemala	GT	Petén	17,788847	-90,0136721	San Andres
27	UWP:11561	University of Vargas	I	1	1979	1	12		Guatemala	GT	Petén	17,3098632	-89,7846692	San Jose
28	UWP:11571	University of Vargas	I	1	1979	1	11		Guatemala	GT	Petén	17,5995834	-89,169355	Melchor de M
29	UWP:115953	University of Vargas	I	1	1996	4	18		Guatemala	GT	Petén	17,6636186	-90,9257567	San Andres
30	UWP:11599	University of Vargas	I	1	1979	1	11		Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
31	UWP:11638	University of Mercado	J	1	1978	3	17		Guatemala	GT	Petén	17,2446118	-89,2133292	Mencos de M
32	UWP:116523	University of Vargas	I	1	1998	8			Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
33	UWP:116524	University of Vargas	I	1	1998	8			Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores
34	UWP:116525	University of Vargas	I	1	1998	8			Guatemala	GT	Petén	7° 18' 10.12" N	75° 04' 25.03" W	Flores
35	UWP:116539	University of Callejas	R	1	1999	10	9		Guatemala	GT	Petén	17,7783778	90,84424953	San Andres
36	UWP:117325	University of Vargas	I	1	1999	7	13		Guatemala	GT	Petén	17,6719406	-89,2924027	Melchor de M
37	UWP:117538	University of Fonnegra	R	1	1999	OCT	22		Guatemala	GT	Petén	17,4666948	-89,9835948	San Andres
38	UWP:117539	University of Fonnegra	R	1	1999	OCT	22		Guatemala	GT	Petén	17,4696597	-90,5694044	San Andres
39	UWP:117611	University of Fonnegra	R	1	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**.

Format Cells

Numbers | Font | Font Effects | Alignment | Borders | Background | Cell Protection

Category

- Number
- Percent
- Currency
- Date**
- Time
- Scientific
- Fraction
- Boolean Value
- Text

Format

Fri, Dec 31, 99
 Fri 31/Dec 99
 Fri, December 31, 1999
 Friday, December 31, 1999
 12-31
 99-12-31
1999-12-31
 12/99
 Dec 31
 December

Language

Default - English (USA)

eventDate

Options

Decimal places: 0 Negative numbers red
 Leading zeroes: 0 Thousands separator

Format code

YYYY-MM-DD

ISO 8601

Help OK Cancel Reset

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Cat. Numb.	University	Collector	No. of spec.	YE	MO	DA	eventDate	Country col.	countryCode	stateProvince	lat	lon	County	Li
1	UWP-100217	University of Betancur J		1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17.2388802	-90.6602972	La Libertad	C
2	UWP-100218	University of Betancur J		1	1991	5	11	1991-5-11	Guatemala	GT	Petén	17.288954	-90.6705137	La Libertad	C
3	UWP-101378	University of Fonnegra R		1	1994	5	31	1994-5-31	Guatemala	GT	Petén	17.3098632	-89.7846692	San Jose	Ir
4	UWP-101717	University of Betancur J		1	1993	11	9	1993-11-9	Guatemala	GT	Petén	17.659118	-89.6001739	Flores	P
5	UWP-101737	University of Betancur J		1	1993	11	7	1993-11-7	Guatemala	GT	Petén	17.5327108	-89.8173641	San Jose	S
6	UWP-102143	University of Betancur J		1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1793889	-90.8080889	Libertad La	B
7	UWP-102144	University of Betancur J		1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1821024	-90.7431008	La Libertad	B
8	UWP-102144	University of Betancur J		1	1994	4	20	1994-4-20	Guatemala	GT	Petén	17.1821024	-90.7431008	La Libertad	B
9	UWP-102233	University of Vargas I		1	1995	12		1995-12-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	C
10	UWP-103108	University of Cardona F		1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17.5260944	-90.8413581	San Andres	R
11	UWP-104139	University of Fonnegra R		1	1996	5	15	1996-5-15	Guatemala	GT	Petén	17.7608007	-89.751283	San Jose	Li
12	UWP-104512	University of Callejas R		1	1995	7	21	1995-7-21	Guatemala	GT	Petén	17.7200355	-89.3510901	Flores	B
13	UWP-105292	University of Acevedo P		1	1994	9	7	1994-9-7	Guatemala	GT	Petén	17.3187987	-89.9058103	San Jose	S
14	UWP-106768	University of Vargas I		1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.661793	-89.4056627	Flores	C
15	UWP-107441	University of González F		1	1993	4	19	1993-4-19	Guatemala	GT	Petén	17.3892055	-89.7275	Flores	A
16	UWP-108120	University of Vargas I		1	1997	4	18	1997-4-18	Guatemala	GT	Petén	17.659118	-89.6001739	Flores	C
17	UWP-108607	University of Fonnegra R		1	1997	11	12	1997-11-12	Guatemala	GT	Petén	17.5094837	-90.2983051	San Andres	F
18	UWP-108631	University of Fonnegra R		1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17.4863769	-90.5676366	San Andres	F
19	UWP-108632	University of Fonnegra R		1	1997	11	10	1997-11-10	Guatemala	GT	Petén	17.4882065	-90.0195979	San Andres	F
20	UWP-110071	University of Vargas I		1	1997	4	20	1997-4-20	Guatemala	GT	Petén	17.6674466	-89.3494615	Flores	C
21	UWP-111004	University of Idárraga A		1	1996	4	3	1996-4-3	Guatemala	GT	Petén	17.6971609	-90.6989102	San Andres	H
22	UWP-111383	University of Betancur J		1	1997	10	7	1997-10-7	Guatemala	GT	Petén	17.7946672	-89.8800209	San Jose	C
23	UWP-113512	University of Vargas I		1	1998	9	12	1998-9-12	Guatemala	GT	Petén	17.4543448	-89.6237693	Flores	C
24	UWP-115089	University of Callejas R		1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.7783778	90.84424953	San Andres	H
25	UWP-115381	University of Callejas R		1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.7795212	-90.1066629	Andressan	H
26	UWP-115382	University of Callejas R		1	1999	8	6	1999-8-6	Guatemala	GT	Petén	17.788847	-90.0136721	San Andres	H
27	UWP-11561	University of Vargas I		1	1979	1	12	1979-1-12	Guatemala	GT	Petén	17.3098632	-89.7846692	San Jose	Ir
28	UWP-11571	University of Vargas I		1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17.5995834	-89.169355	Melchor de M	B
29	UWP-115953	University of Vargas I		1	1996	4	18	1996-4-18	Guatemala	GT	Petén	17.6636186	-90.9257567	San Andres	G
30	UWP-11599	University of Vargas I		1	1979	1	11	1979-1-11	Guatemala	GT	Petén	17.6719406	-89.2924027	Melchor de M	B
31	UWP-11638	University of Mercado J		1	1978	3	17	1978-3-17	Guatemala	GT	Petén	17.2446118	-89.2133292	Mencos de M	C
32	UWP-116523	University of Vargas I		1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	Li
33	UWP-116524	University of Vargas I		1	1998	8		1998-8-	Guatemala	GT	Petén	5° 35' 12" N	75° 46' 18" W	Flores	Li
34	UWP-116525	University of Vargas I		1	1998	8		1998-8-	Guatemala	GT	Petén	7° 18' 10.12" N	75° 04' 25.03" W	Flores	Li
35	UWP-116539	University of Callejas R		1	1999	10	9	1999-10-9	Guatemala	GT	Petén	17.7783778	90.84424953	San Andres	H
36	UWP-117325	University of Vargas I		1	1999	7	13	1999-7-13	Guatemala	GT	Petén	17.6719406	-89.2924027	Melchor de M	D
37	UWP-117538	University of Fonnegra R		1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17.4666948	-89.9835948	San Andres	R
38	UWP-117539	University of Fonnegra R		1	1999	OCT	22	1999-OCT-22	Guatemala	GT	Petén	17.4666948	-89.9835948	San Andres	R
39	UWP-117611	University of Fonnegra R		1	1999	10	20	1999-10-20	Guatemala	GT	Petén	17.7216042	-90.062868	San Andres	R