

Guidance notes for Excel and LibreOffice Calc spreadsheets

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Initial step if using Excel

(source: <https://nolongerset.com/now-you-have-two-problems/>)

Details of operations not covered in videos for LibreOffice and/or Excel

Delete duplicates

LibreOffice Calc

- Select all data in the sheet (all columns in table)
- Click on the “Data” menu then “More Filters” then “Standard Filter”
- Ensure that all of the “Field names” are set to “none” or else provide a condition that will always be true (e.g.: “Column A / Does not contain / squfiqsjuhqluiseyuiqs”)
- Click on “options” and tick the following options:
 - Range contains column labels: tick
 - No duplication: tick
 - Copy result to: tick
- In the field below “Copy result to”, select a cell in your table that is to the right of the rightmost column of your table, because the de-duplicated data will be copied to this location (e.g.: if your table has three columns: A, B and C, choose cell E1).
- Click OK and the de-duplicated data will be shown.
- Check that there are fewer rows in the new data (columns E, F and G) than there were before the de-duplication (columns A, B and C).
- Delete the columns where there were duplicates (A, B and C) so that you just retain the new columns.

Paste special

In the videos, paste special is used to copy only the values that result from the formula, rather than the formula itself.

LibreOffice Calc

- Copy the desired cells (select, right click, then “copy”)
- To copy just the values (and not the formula), right click in the location where you want to copy the data, then go to the “Paste special” submenu and click on “Paste special”. A window will open.
- Ensure that:
 - “Paste all” is **not** ticked
 - “Text” is ticked
 - “Numbers” is ticked
 - “Date & Time” is ticked
 - “Formulas” is **not** ticked
- OK

Sort table using multiple columns

LibreOffice Calc

- Click on the “Data” menu, then on “Sort”
- A window will open. In the “Options” tab, check that the “Range contains column labels” box is ticked
- Return to the “Sort criteria” tab and select the columns that will be used to sort the data, ensuring that you select them in the correct order. For example “scene_location” in “Sort Key 1”, then “postcode” in “Sort Key 2”.

Filter column with Boolean values (TRUE/FALSE)

LibreOffice Calc

- Click on the “Data” menu then “More Filters” then “Standard Filter”
- In the “Filter criteria” section, input the filter criteria, e.g. “Column F = TRUE”
- OK

Delete filter

LibreOffice Calc

- Click on the “Data” menu then “More Filters” then “Standard Filter”
- In the “Filter criteria” section, check that there are no columns selected: all the “Field names” must be set to “none” so that no filters are defined.
- OK

Export sheet to CSV format

To export all of your worksheets to CSV, you need to repeat the process as many times as there are worksheets (one CSV file per sheet).

LibreOffice Calc

- Select the worksheet to export, click on “File”, then “Save As”. Name your file with a similar name to the sheet (e.g. “production.csv”, “director.csv”) and ensure that you select the correct type of file in the bottom right section of the dialogue box: “CSV”. OK
- A window will open and you’ll need to select the

following options:

- Character set: UTF-8
 - Field delimiter: semi-colon “;”
 - String delimiter: “ ”
 - Save cell content as shown: tick
 - Save cell formulas: untick
 - OK,
- Then, select a different worksheet and repeat the process.

Excel

- Select the worksheet to export, click on “File”, then “Save As”. Select the location to save the csv file that you’re creating. Name your file with a similar name to the sheet (e.g. “production.csv”, “director.csv”). Select the correct file type: CSV in UTF-8. Indicate the separation character “;” (semi-colon) or keep the default value: “,” (comma), but you must ensure that you select the same character that you use to import the CSV file into SqliteStudio.
- OK. Your file is saved. To check which separation character was used, open your CSV file with a text editor.
- Then, select a different worksheet and repeat the process.