





Data-Driven News Stories Spreadsheet Training

New England First Amendment Coalition

Maggie Mulvihill: Instructor

Today's Lesson

10:00 - 10:20 am – Introductions, What is Data Journalism and Why Do I Need to Learn It

10:20 – 11:00 am – Analyzing Government Data for Stories 101: Using Google Sheets

11:00 – 12:00 The Power of Pivot Tables



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12:00-12:30 pm – Working Lunch

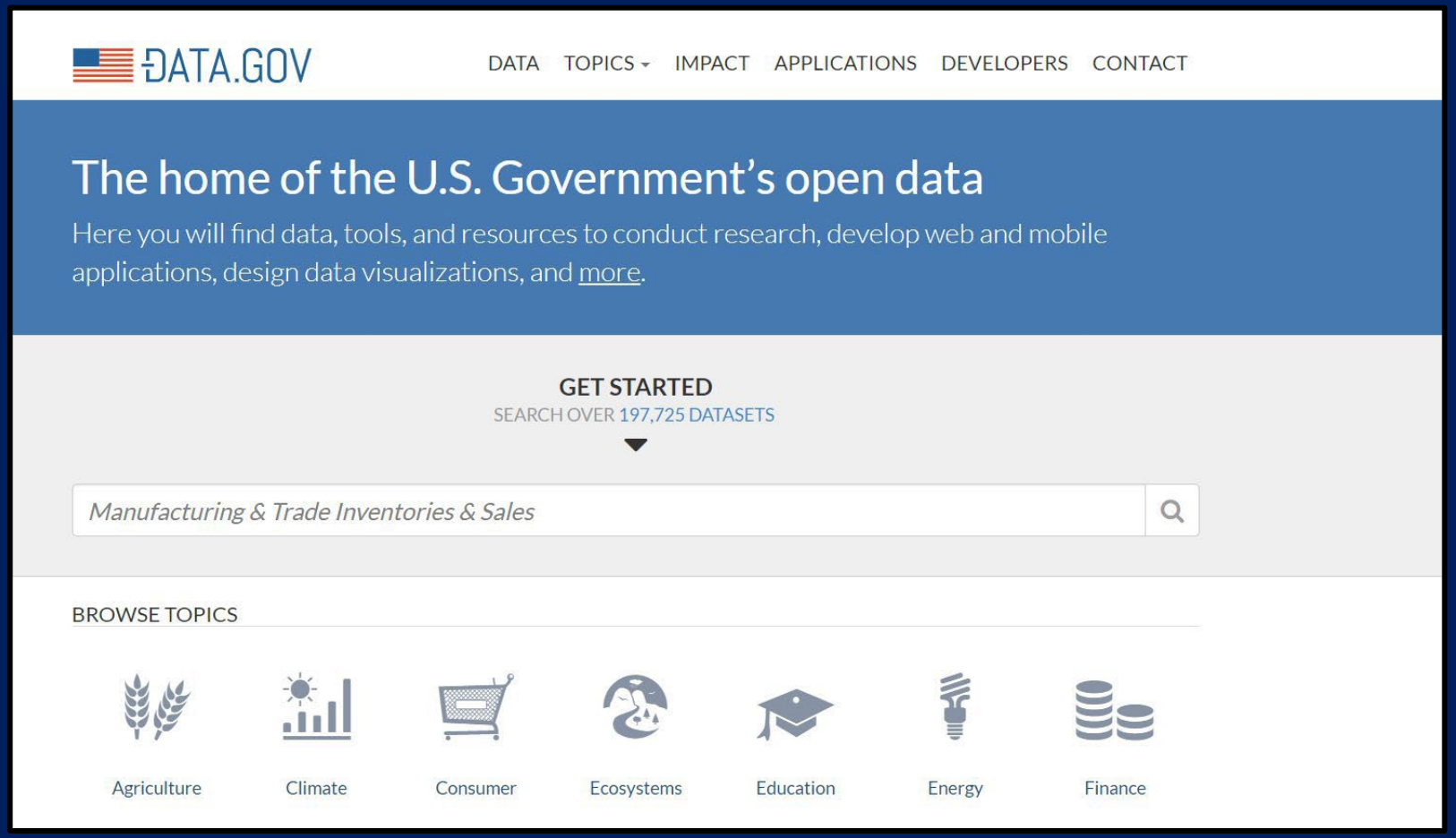
12:30 – 1:15 pm – Advanced Pivot Tables, Functions and Formulas in G-Sheets

1:15 – 1:45 pm. – Free Tools in G- Sheets to Visualize your Data

1:45 – 1:55 pm – Training Evaluations

1:55 – 2:00 pm – A Word About Scraping and Cleaning Data

Data, Data Everywhere



Connecticut Data Sets

- Connecticut Sentence Review Docket
- Connecticut Court Case Lookup



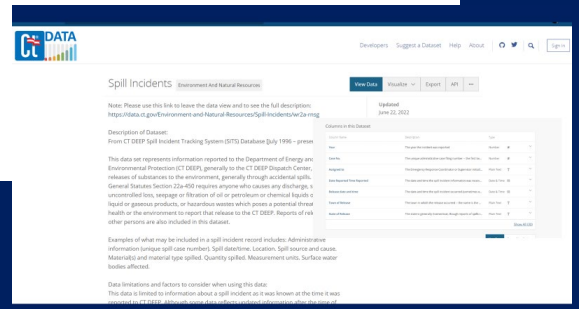
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- Connecticut Opportunity Zones – Projects
- Connecticut Town Profiles by CTData Collaborative

Connecticut Data Sets

- State contracts
- State pensions
- State payroll
- State Office of Policy Management

- Report Environmental Violations | ECHO | US EPA
- Annual Environmental Justice Progress Reports | US EPA

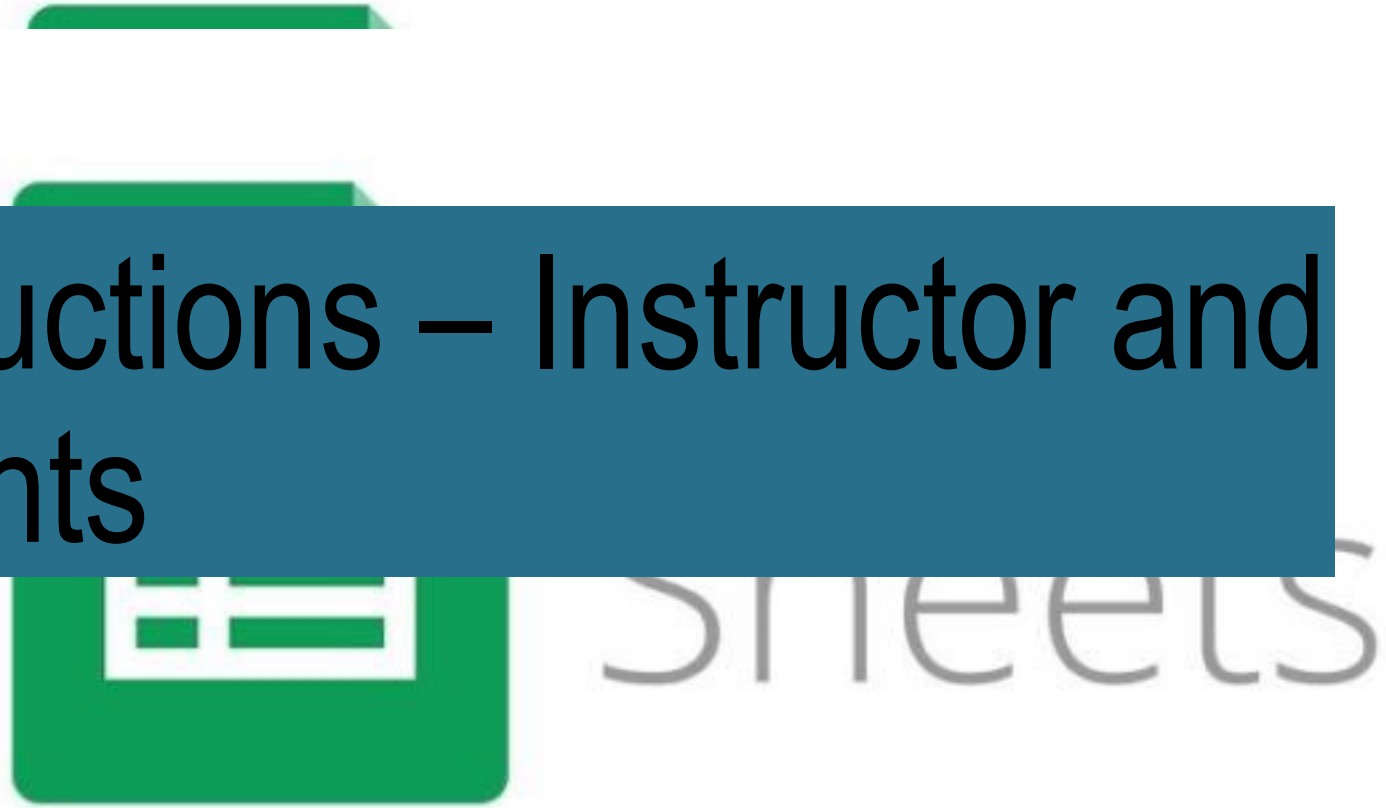


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Sample National and Global Data

- Data.gov – federal government data
- Enigma.io - for-profit government data aggregator
- UN Data – United Nations Database
- World Bank data – global financial data
- Data World – for-profit data site
- Federal campaign finance data – also see FEC data
- USA spending – federal spending data
- Foreign Influence Explorer – Sunlight Foundation project on foreign influence in U.S. policy
- U.S. Work Visa Data – visa data
- Open Corporates – free database to find corporations
- Pro Publica Non Profit Data – free data to look up non-profits

Introductions – Instructor and Students





Maggie Mulvihill – investigative and data journalist, teacher, news entrepreneur

Nieman Foundation for Journalism at Harvard

The New England Center for Investigative Reporting exposes injustice by producing and teaching in-depth, impactful journalism.





REPORTERS COMMITTEE FOR FREEDOM OF THE PRESS

NECIR

Storytelling with Data

Excel

DATA+NARRATIVE

Data-Driven Storytelling Workshops

Welcome to the Data+Narrative Storytelling Workshops at Boston University.

Our ground-breaking training positions you to engage your audience through powerful data-driven stories. As we embark on our fifth successful year training students and professionals from all disciplines, we are pleased to continue our Digital Badge certification program in Data+Narrative skills. Please explore our site to learn more about our curriculum, instructors and how to earn a digital

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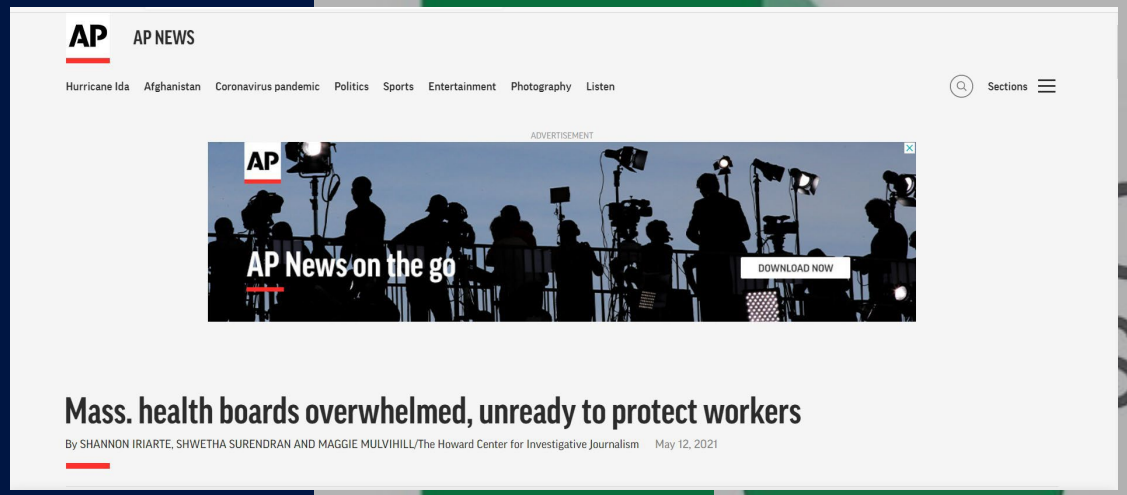
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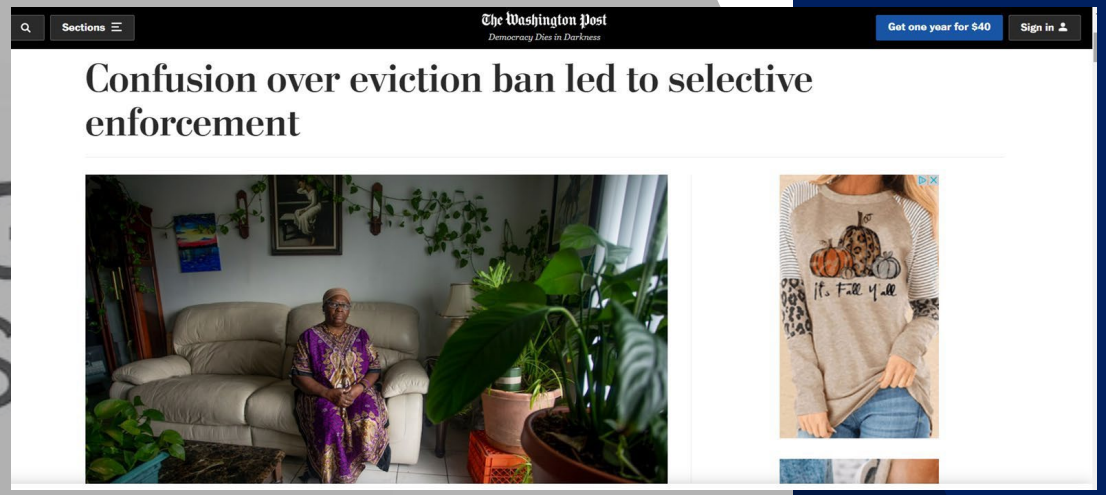


Teaching Data Journalism - Examples of Stories Using Spreadsheet Skills



BU Graduate students – AP Byline Spring 2021 from JO 521





JO 521 Student bylines in Washington Post, Summer 2021

Maggie Mulvihill
June 29, 2020 ·

after months of hard work, JO 521 Data Journalism students did COM proud today, landing on the front page of the Boston Globe and scoring a national byline and contributing credit line in the AP for their homeless criminalization project.
Check out our class's collaboration with the Howard Center for Investigative Journalism - we have more stories from other students in class being published soon. Many public records requests, data analysis, interviews and hours of fact-c... See More


The Boston Globe

MONDAY, JUNE 29, 2020

Justice a 'voice of one' in DACA ruling

Sotomayor taps her personal history in opinions tied to racial and ethnic bias

By Jazmine Ulloa

WASHINGTON — Along with the Supreme Court's majority, Justice Sonia Sotomayor delivered a widely celebrated ruling this month that temporarily kept in place an Obama-era program shielding hundreds of thousands of young immigrants from deportation. But in her own short and piercing partially concurring opinion, she went further than any of her colleagues.

Sotomayor declared the court erred by rejecting claims that anti-Mexican and anti-Latino racial hostility was at the root of President Trump's decision to end the Deferred Action for Childhood Arrivals initiative.

Justice Sonia Sotomayor has been a sharp critic of Trump policies.

"I would not so readily dismiss the allegation that an executive decision disproportionately harms the same racial group that the President branded as less desirable mere months earlier," she wrote, citing Trump's own statements likening Mexican immigrants to " 'people that have lots of problems,' 'the bad ones,' and 'criminals, drug dealers, [and] rapists.' "

Trump rode to the White House on an overtly anti-Mexican and an-

SOTOMAYOR, Page A7

For schools in Worcester, hard lessons

Late computers, limits on

A STATE OF EMERGENCY

NURSING HOME PRACTICES TARGETED B1 TOUCH-LESS TECHNOLOGIES HOT C1

they didn't have access. Even students who did often ran into problems because of another policy: District officials discouraged teachers from talking one-on-one with students on Zoom, fearing lawsuits if a student recorded a teacher saying something inappropriate, for instance.

Now, as summer vacation starts, Worcester officials have yet to assess the damage done to the education of 25,000 Worcester students. They have no idea how many students' schooling ground to a halt in March, since they have yet to analyse fully data on the sum-

positive.

Instead of rapidly out the thousand hand, for

ninth and tended



METRO | SPORTS | BUSINESS & TECH | OPINION | CORONAVIRUS | SPOTLIGHT | RHODE ISLAND | POLITICS | EDUCATION | LIFEST

For the homeless in Boston and beyond, laws can criminalize life itself

By Nick McCool, Noemi Arellano-Summer and Maggie Mulvihill Globe correspondents,
Updated June 28, 2020, 5:32 p.m.

BU Spring 2020 Grad Nick McCool and Noemi Arellano-Summer – JO 521 Students

April 7 ·

congrats to College of Communication, Boston University Sophia Brown Anoushka Dalmia Nicholas McCool Noemi Arellano-Summer for their reporting on this national project, a finalist for the 2020 IRE Awards. Seven journalism schools worked together in an innovative collaboration with real impact. More coming this spring from JO 521 in our next collaboration with The Howard Center for Investigative Journalism. Great job to a group of hard-working, ambitious and dedicated BU journalists!

Google Sheets

Merrill College @ Maryland
@merrillcollege

Congratulations to our @HowardCenterUMD, whose #NowhereToGo collaboration was a finalist in the #IREAwards' Student (Large) category!

The project brought together students from 7 schools to investigate homelessness across the United States.

FULL PROJECT:



When a student follows data . . . . A national byline!

The Boston Globe



OpenSecrets.org
Center for Responsive Politics



This story was produced as part of Professor Maggie Mulvihill's Journalism Research course at Boston University.

Storytelling with Data WORKSHOPS

Sexual Assault on Campus

boston.com

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No crackdown on assaults at colleges

Area schools reported 240 attacks, 4 ousters

By Maggie Mulvihill and Joe Bergantino
New England Center For Investigative Reporting / February 25, 2010

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Officials at the University of Massachusetts Amherst this week acknowledged that they allowed a student who confessed to raping a friend on campus last fall, a felony, to remain enrolled and avoid significant discipline.

Related info:
WEB LINK Boston Area Rape Crisis Center
24 hour hotline: (800) 841-8371

The decision to give the student a deferred suspension was an error that has led to a change in the flagship university's disciplinary procedures, according to Jean Kim, vice chancellor for student affairs and campus life.

The case is symbolic of what victims and the advocates and lawyers who represent them in the college disciplinary process contend is a widespread failure of schools to issue tough sanctions against perpetrators.

The New England Center for Investigative Reporting at Boston University is a collaborative codirected by Joe Bergantino and Maggie Mulvihill. Other contributors to this report were Andrea LePain, Lisa Chedekel, Sarah Favot, and Jaime Lutz. Other partners are WBUR, New England Cable News, El Planeta, and New England Ethnic News. A video version of this report can be found on www.boston.com. ■



What Is A Data Driven Story?

An Investigative Journalism Definition

A data-driven text and visual narrative supported by quantified information that uncovers abuse of power, inefficiencies or inequities on the part of government and powerful institutions, individuals, organizations and foreign powers

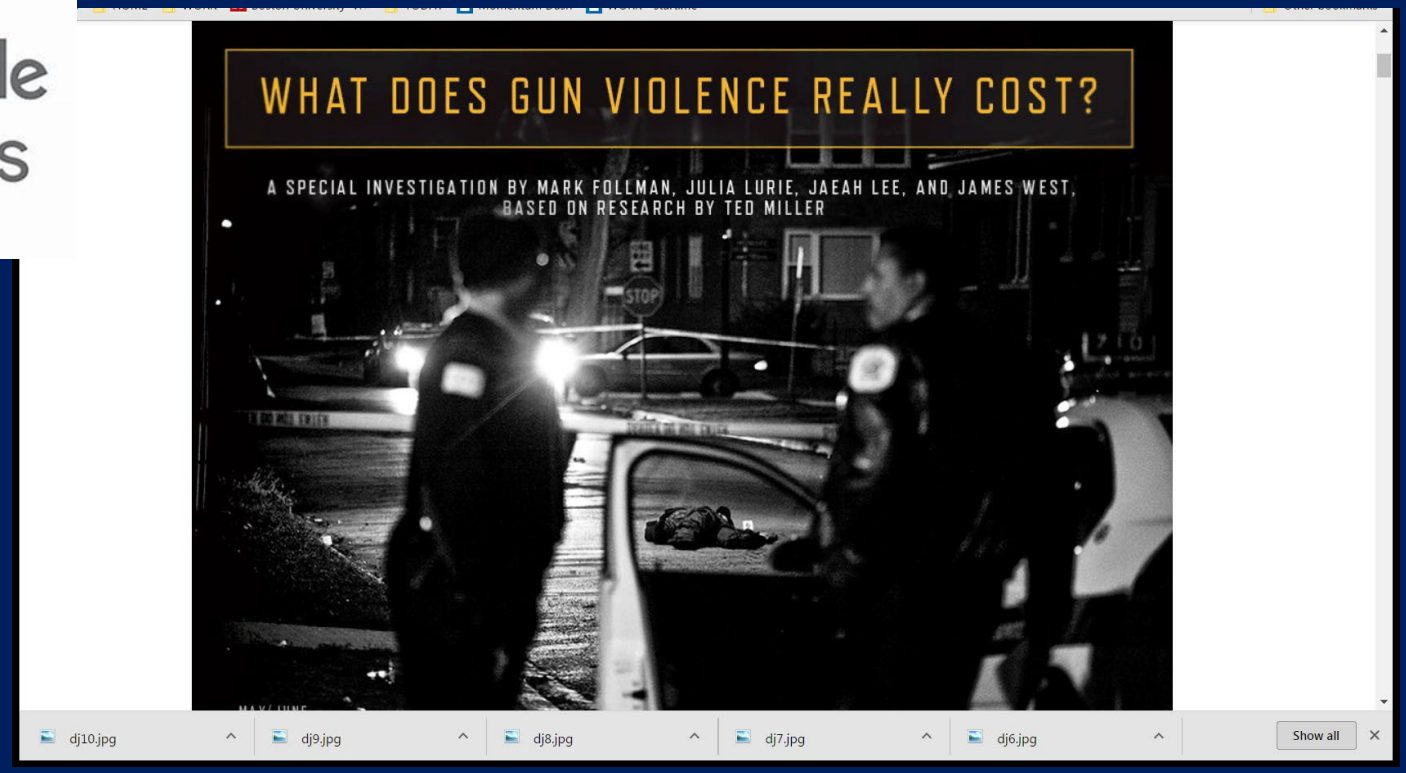
Having a Data-Driven Mindset



Google Sheets

Quantify New Information for Stronger, Fact-Based Stories

Google Sheets



Finding a Data-Driven Story



- What is in the news?
- How can you go deeper?
- How you can take an anecdote and find the bigger picture?

Taking an Anecdote – Examining a System

boston.com

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Review finds no links to race, arrests

Cambridge cases involved angry outbursts



The arrest of Harvard professor Henry Louis Gates Jr. prompted changes at the Cambridge Police Department.

By Rochelle Sharpe and Maggie Mulvihill
New England Center For Investigative Reporting / June 17, 2010

E-mail | Print | Reprints | ShareThis Text size

When Henry Louis Gates Jr., a prominent Harvard professor of African-American studies, was arrested for disorderly conduct by a white Cambridge police officer last summer, President Obama led a chorus of critics denouncing

But a review of the Cambridge department's handling of disorderly conduct cases from 2004 to 2009 finds no evidence of racial profiling. Instead, the analysis by the New England Center for Investigative Reporting finds that the most common factor linking people who are arrested in Cambridge for disorderly conduct is that they were allegedly screaming or cursing in front of police.

Small Picture to Big Picture



Google Sheets

Finding a Data-Driven Story

- What is in the news?
- How can you go deeper?
- How you can take an anecdote and find the bigger picture?

Juvenile Life Without Parole

- 2009 U.S. Supreme Court preparing to hear case about juvenile life without parole
- Should youths who murdered while 16 or under be sentenced to life without parole?
- What is the status of Massachusetts juvenile killers?

Syllabus

NOTE: Where it is feasible, a syllabus (headnote) will be released, as is being done in connection with this case, at the time the opinion is issued. The syllabus constitutes no part of the opinion of the Court but has been prepared by the Reporter of Decisions for the convenience of the reader. See *United States* v. *Detroit Timber & Lumber Co.*, 200 U. S. 321, 337.

SUPREME COURT OF THE UNITED STATES

Syllabus

MILLER *v.* ALABAMA

CERTIORARI TO THE COURT OF CRIMINAL APPEALS OF ALABAMA

No. 10–9646. Argued March 20, 2012—Decided June 25, 2012*

In each of these cases, a 14-year-old was convicted of murder and sentenced to a mandatory term of life imprisonment without the possibility of parole. In No. 10–9647, petitioner Jackson accompanied two other boys to a video store to commit a robbery; on the way to the store, he learned that one of the boys was carrying a shotgun. Jackson stayed outside the store for most of the robbery, but after he entered, one of his co-conspirators shot and killed the store clerk. Arkansas charged Jackson as an adult with capital felony murder and aggravated robbery, and a jury convicted him of both crimes. The trial court imposed a statutorily mandated sentence of life imprisonment without the possibility of parole. Jackson filed a state habeas petition, arguing that a mandatory life-without-parole term for a 14-year-old violates the Eighth Amendment. Disagreeing, the court granted the State's motion to dismiss. The Arkansas Supreme Court affirmed.

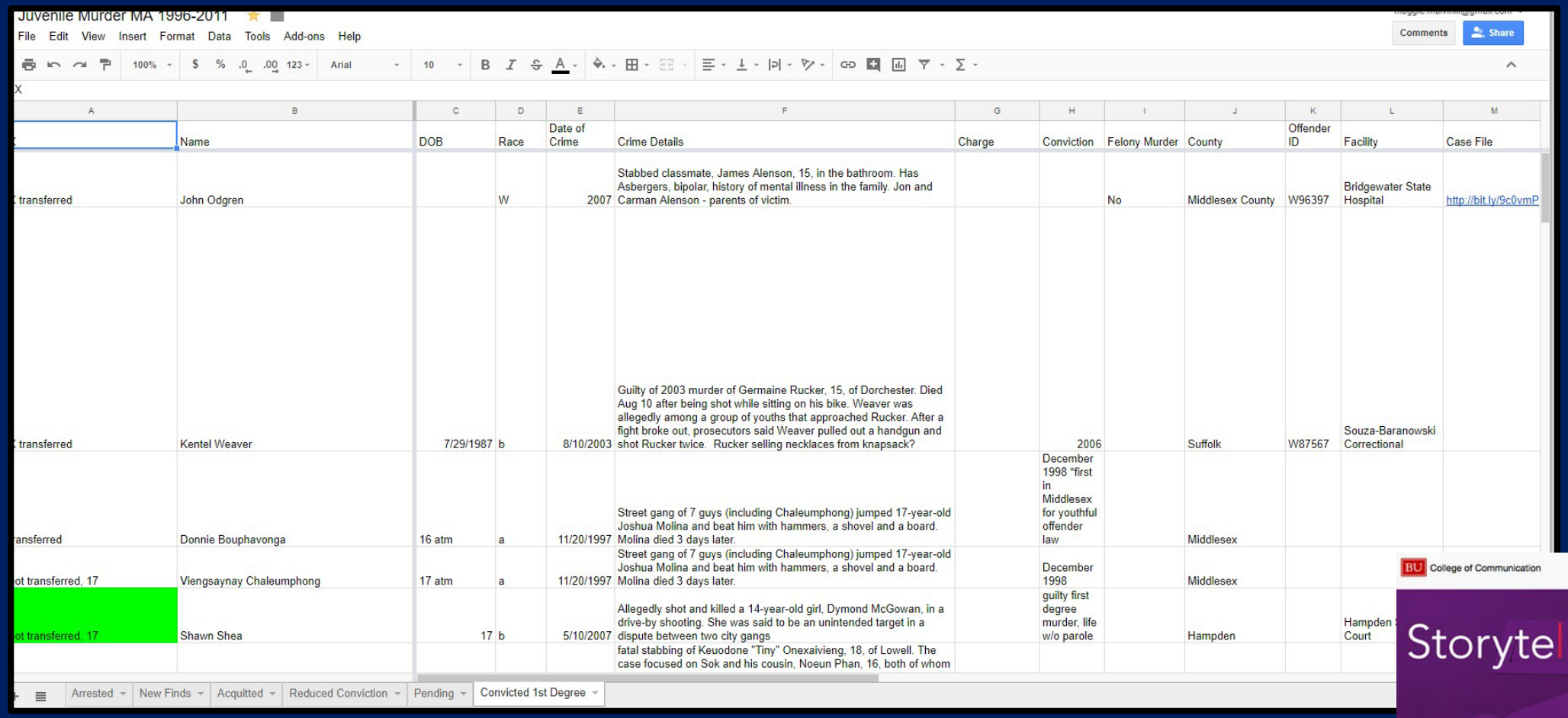
College of Communication
Storytelling with Data
WORKSHOPS

Finding Data

- Does anyone have data on this topic we can analyze?
  - If so, is it current, accurate, complete and reliable?
    - If answer is no – create your own!



Juvenile Life Without Parole



Juvenile Murder MA 1996-2011

File Edit View Insert Format Data Tools Add-ons Help

Comments Share

	Name	DOB	Race	Date of Crime	Crime Details	Charge	Conviction	Felony Murder	County	Offender ID	Facility	Case File
transferred	John Odgren		W	2007	Stabbed classmate, James Alenson, 15, in the bathroom. Has Asbergers, bipolar, history of mental illness in the family. Jon and Carman Alenson - parents of victim.			No	Middlesex County	W96397	Bridgewater State Hospital	http://bit.ly/9c0vmP
transferred	Kentel Weaver	7/29/1987	b	8/10/2003	Guilty of 2003 murder of Germaine Rucker, 15, of Dorchester. Died Aug 10 after being shot while sitting on his bike. Weaver was allegedly among a group of youths that approached Rucker. After a fight broke out, prosecutors said Weaver pulled out a handgun and shot Rucker twice. Rucker selling necklaces from knapsack?		2006		Suffolk	W87567	Souza-Baranowski Correctional	
ansferred	Donnie Bouphavonga	16 atm	a	11/20/1997	Street gang of 7 guys (including Chaleumphong) jumped 17-year-old Joshua Molina and beat him with hammers, a shovel and a board. Molina died 3 days later.		December 1998 "first in Middlesex for youthful offender law		Middlesex			
ot transferred, 17	Viengsaynay Chaleumphong	17 atm	a	11/20/1997	Street gang of 7 guys (including Chaleumphong) jumped 17-year-old Joshua Molina and beat him with hammers, a shovel and a board. Molina died 3 days later.		December 1998		Middlesex			
ot transferred, 17	Shawn Shea	17	b	5/10/2007	Allegedly shot and killed a 14-year-old girl, Dymond McGowan, in a drive-by shooting. She was said to be an unintended target in a dispute between two city gangs		guilty first degree murder, life w/o parole		Hampden		Hampden Court	
					fatal stabbing of Keuodone "Tiny" Onexaivieng, 18, of Lowell. The case focused on Sok and his cousin, Noeun Phan, 16, both of whom							

Arrested | New Finds | Acquitted | Reduced Conviction | Pending | Convicted 1st Degree

BU College of Communication

Storytelling with Data WORKSHOPS

Our Youngest Killers

Our Youngest Killers

December 27, 2011

By **Sarah Favot, Kirsten Berg and Jenna Ebersole**

Tweet 0 Like 0 Print Email



Google Sheets

Finding Data-Driven Stories



For teens guilty of murder, penalties can vary widely

Review finds no pattern in young killers' terms since Mass. law change

Top 10 Tr

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A nurse's aid veteran dies

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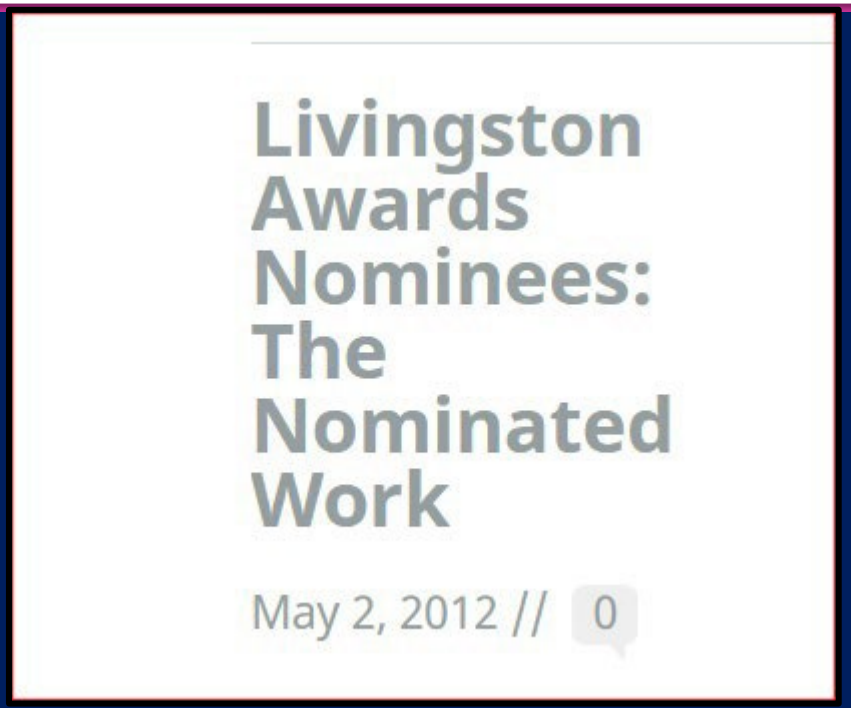
Antonio Fernandez is serving life without parole for a slaying he committed when he was a teenager. Six other Massachusetts youths have received the maximum penalty for slayings they committed before they turned 17.

By Sarah Favot, Kirsten Berg and Jenna Ebersole | NEW ENGLAND CENTER FOR INVESTIGATIVE REPORTING DECEMBER 27, 2011

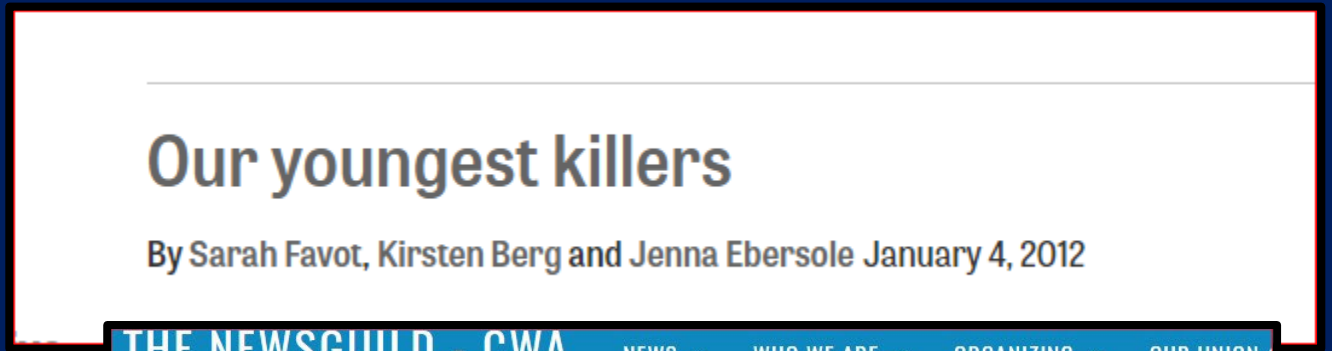
- BU students on front page of Globe
- Key findings – law in MA designed to punish most vicious teen killers being unevenly applied

The Boston Globe

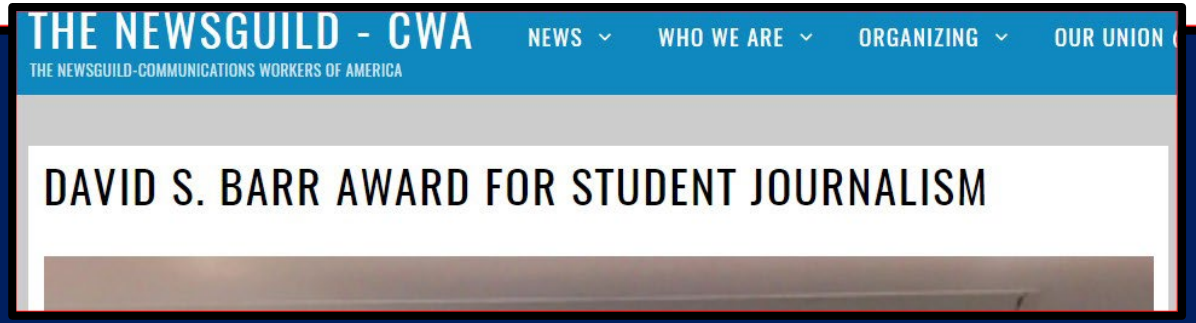
National and Regional Bylines Numerous Student Awards











- **Sarah Favot**, **Kristen Berg**, **Jenna Ebersole**, New England Center for Investigative Reporting

Following Up

Google Sheets

The Center for Public Integrity
Winner of the 2014 and 2017 Pulitzer Prize

Home About the Center ICIJ

Politics National Security Business Environment Workers' Rights Health

Juvenile Justice

Juvenile life without parole: Massachusetts moves cautiously toward reform

By Maggie Mulvihill 6:00 am, November 21, 2012 Updated: 12:19 pm, May 19, 2014



Mass. not moving quickly to address the fate of juvenile killers - The ...
https://www.bostonglobe.com/metro/2012/11/20/mass.../story.html



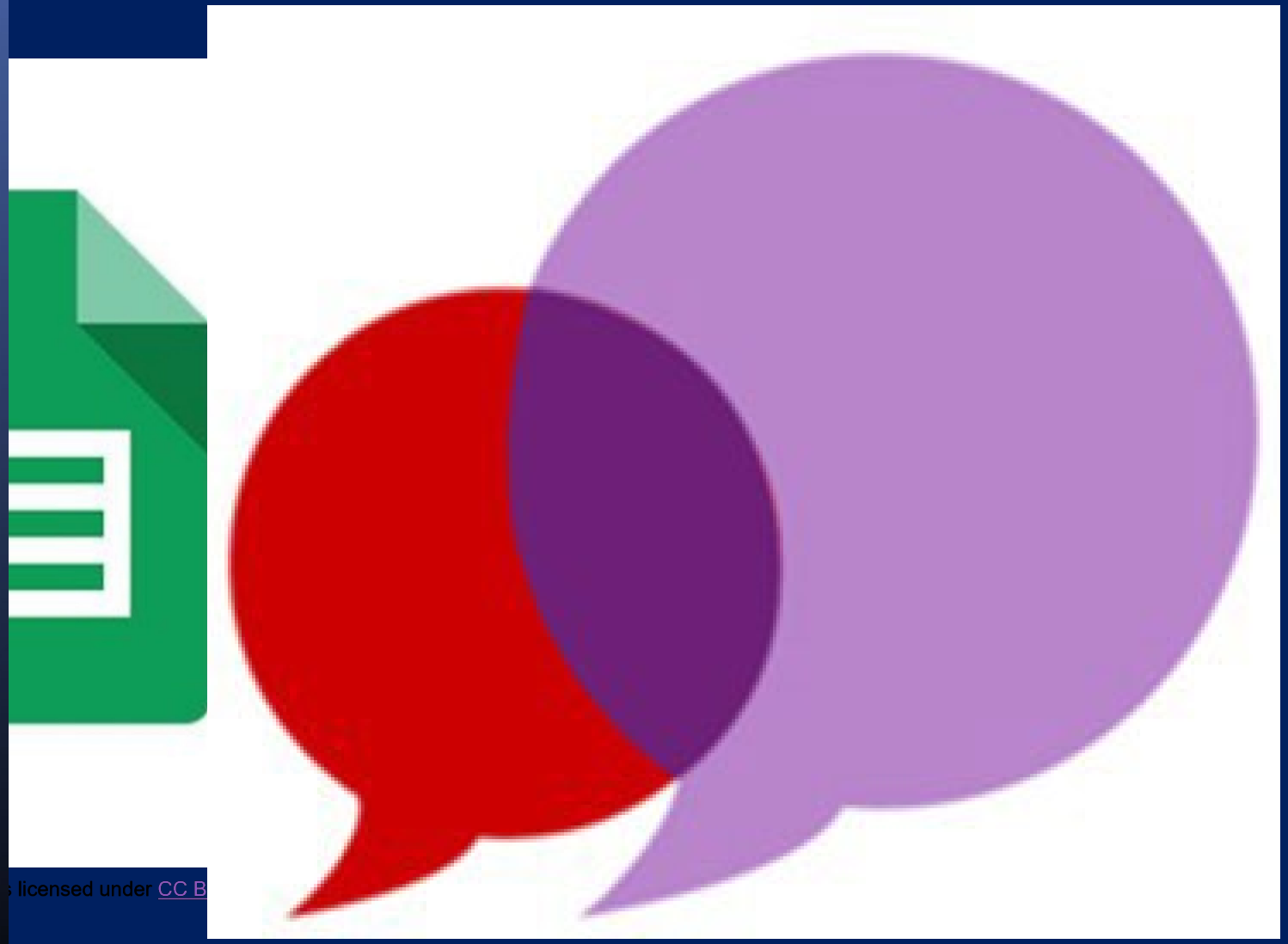
Nov 19, 2012 ... By **Maggie Mulvihill** New England Center for Investigative Reporting November 20, 2012. Massachusetts juveniles incarcerated for life without parole will ...

Following Up



Google Sheets

What Is Data Journalism?



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IDENTIFY


OBTAIN


EXTRACT


CLEAN


ANALYZE


VISUALIZE


TELL A
STORY


Google
Sheets

Computer-Assisted Reporting exploded in the 1990's with major investigative stories done with data and databases

"Social science done on deadline": Research chat with ASU's Steve Doig on data journalism



WINNER of the PULITZER PRIZE

The Miami Herald

For coverage that not only helped readers cope with Hurricane Andrew's devastation but also showed how lax zoning, inspection and building codes had contributed to the destruction.

Google Sheets

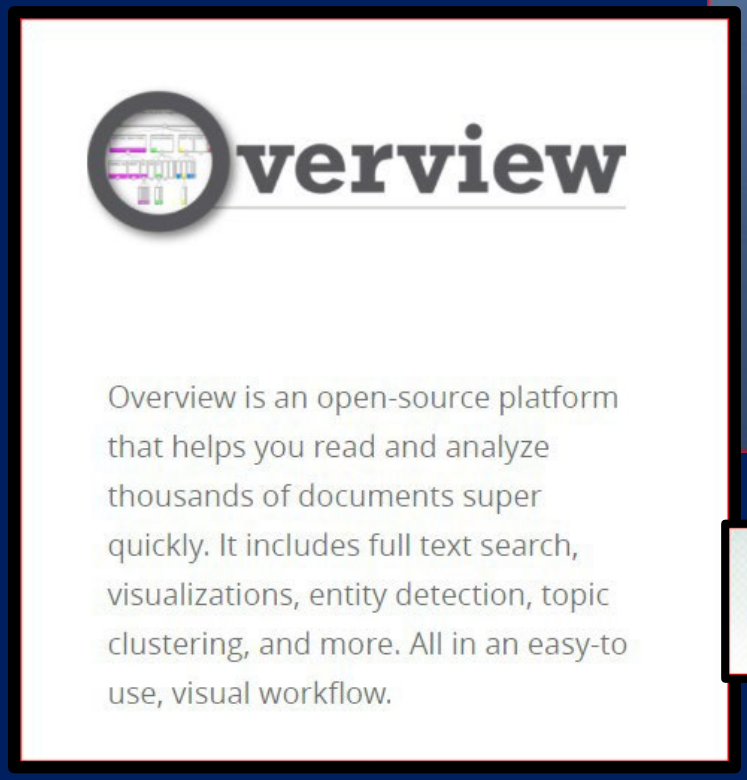
Storytelling with Data

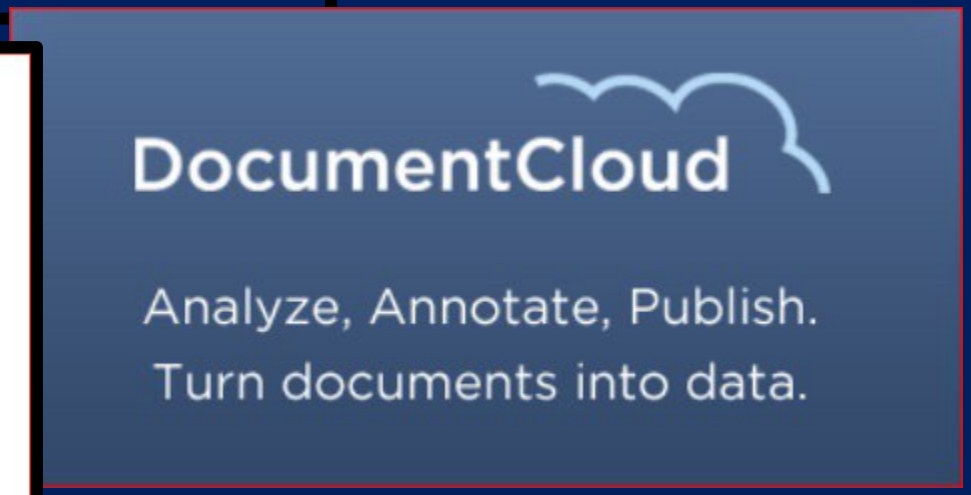
Storytelling with Data

Today's reporter-programming teams are developing all sorts of newsroom tools to help advance journalism











Mother Jones: The Cost of Gun Violence in America



Mother Jones: The True Cost of Gun Violence



Data Ninjas Needed

Or this opening from Reuters seeking a data reporter, posted in September. It asks for applicants skilled in Excel, SQL and R.

> We want a data ninja who can hunt and slay data, resulting in stories that uncover business secrets, drive markets and challenge titans of industry.
> You must enjoy collaboration and have a sixth-sense for finding stor ely serve up data; they work with
> other reporters and editors to conceive stories and shape our report



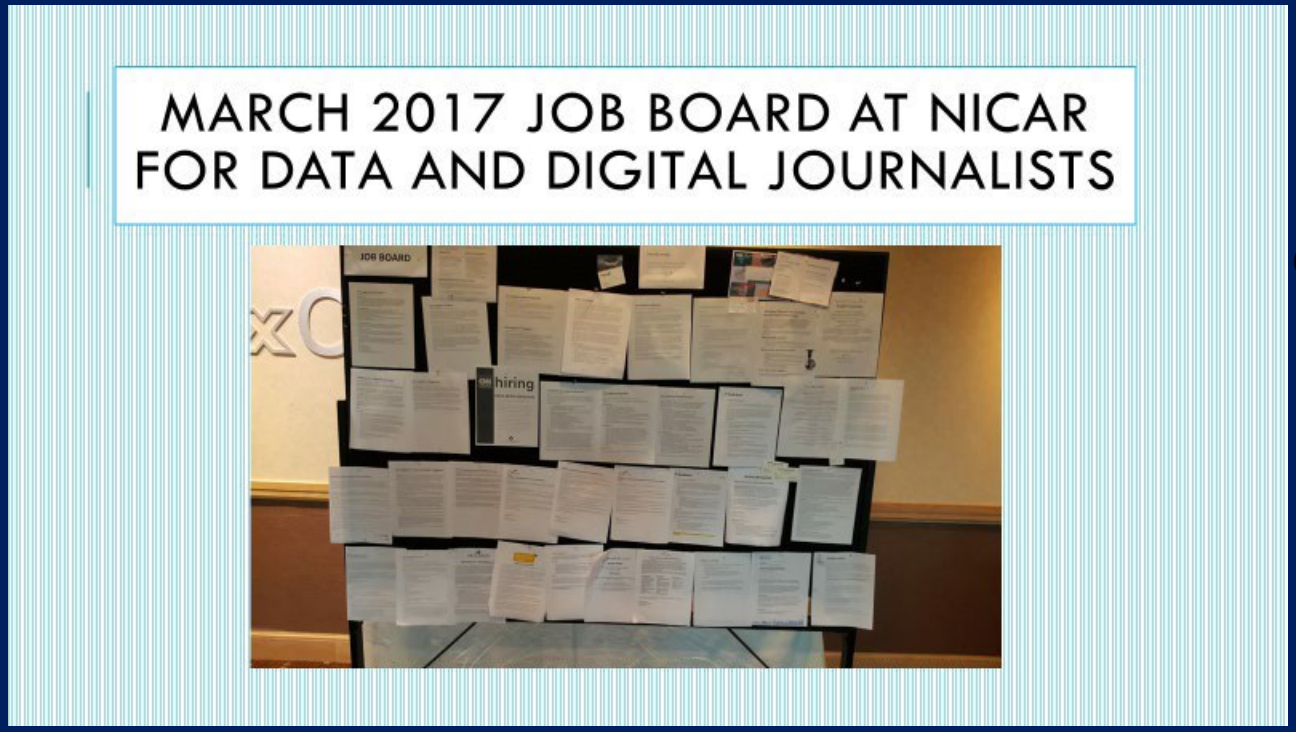


Like this one from the Los Angeles Times posted in October for a summer 2016 internship, which asks for applicants skilled in SQL and R, among other programming languages.

> The Data Desk is a team of reporters and computer programmers that works with journalists in The Times newsroom to collect, organize, analyze and present large amounts of information. In short, we use data to find and tell stories.

Los Angeles Times

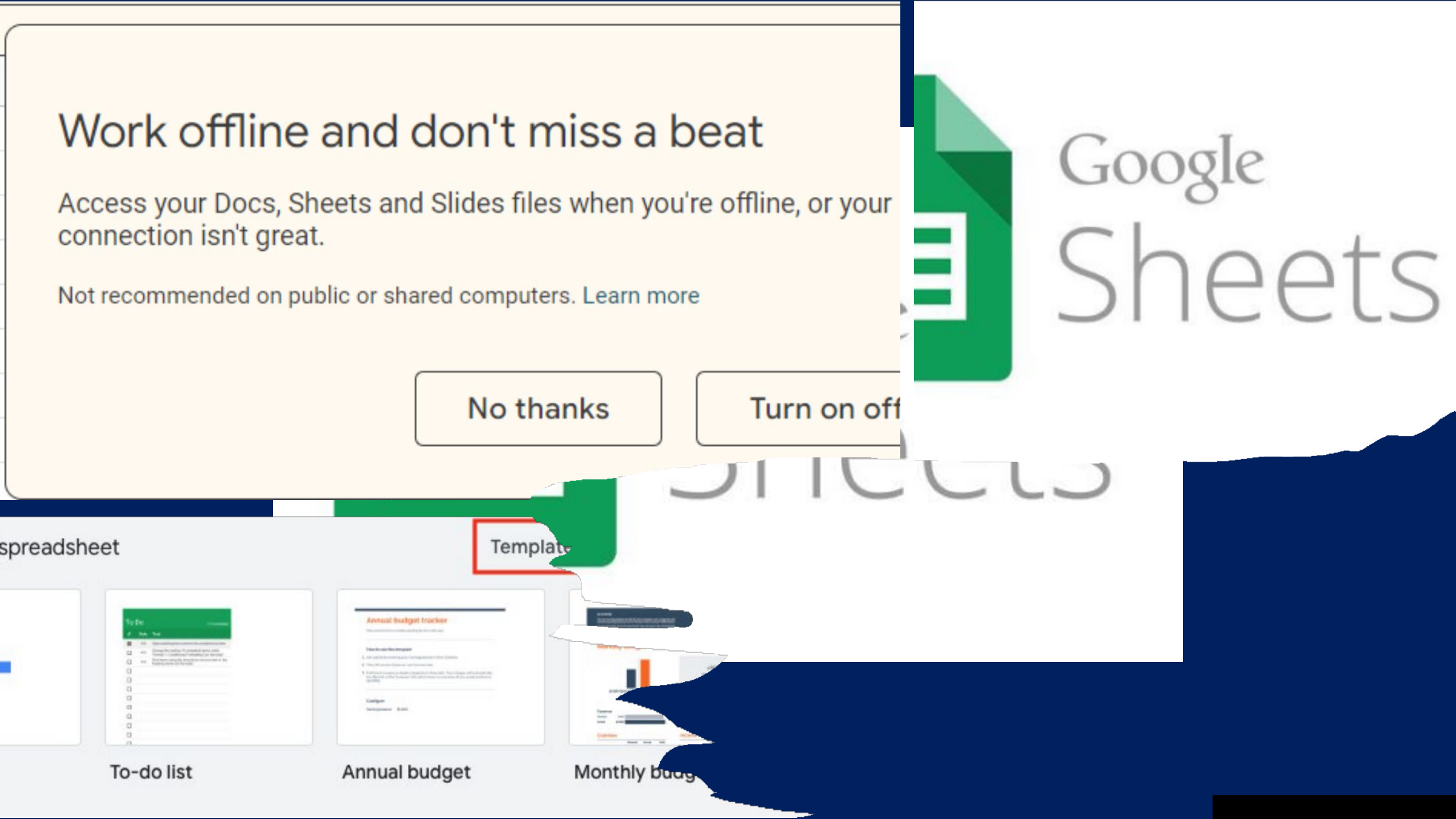
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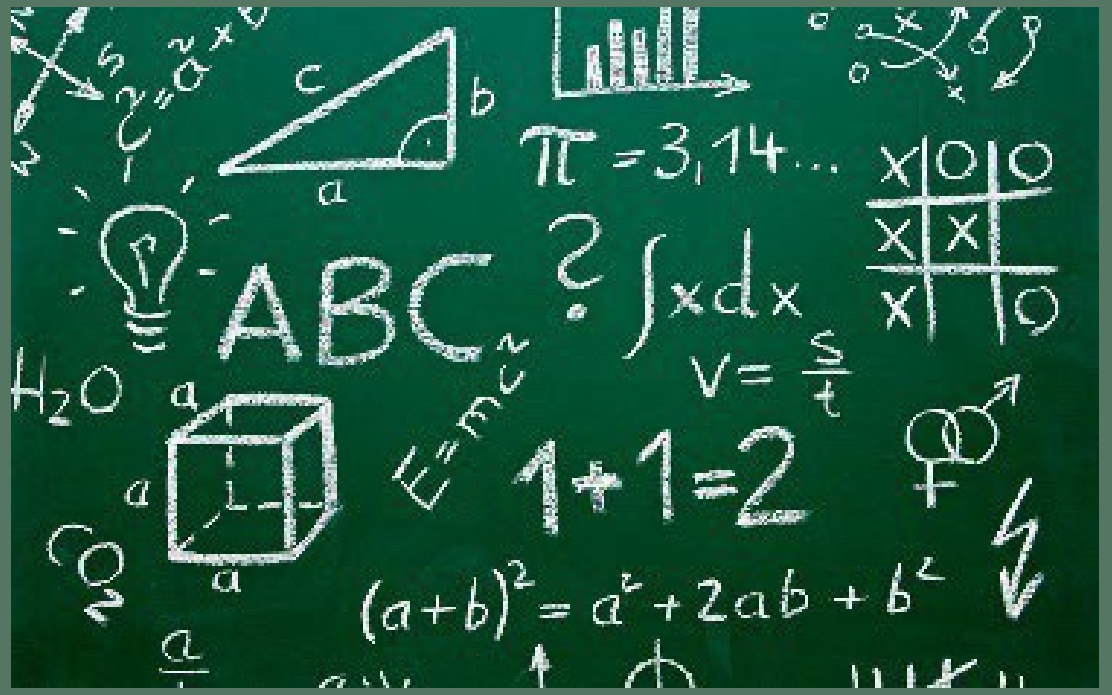
Storytelling with Data

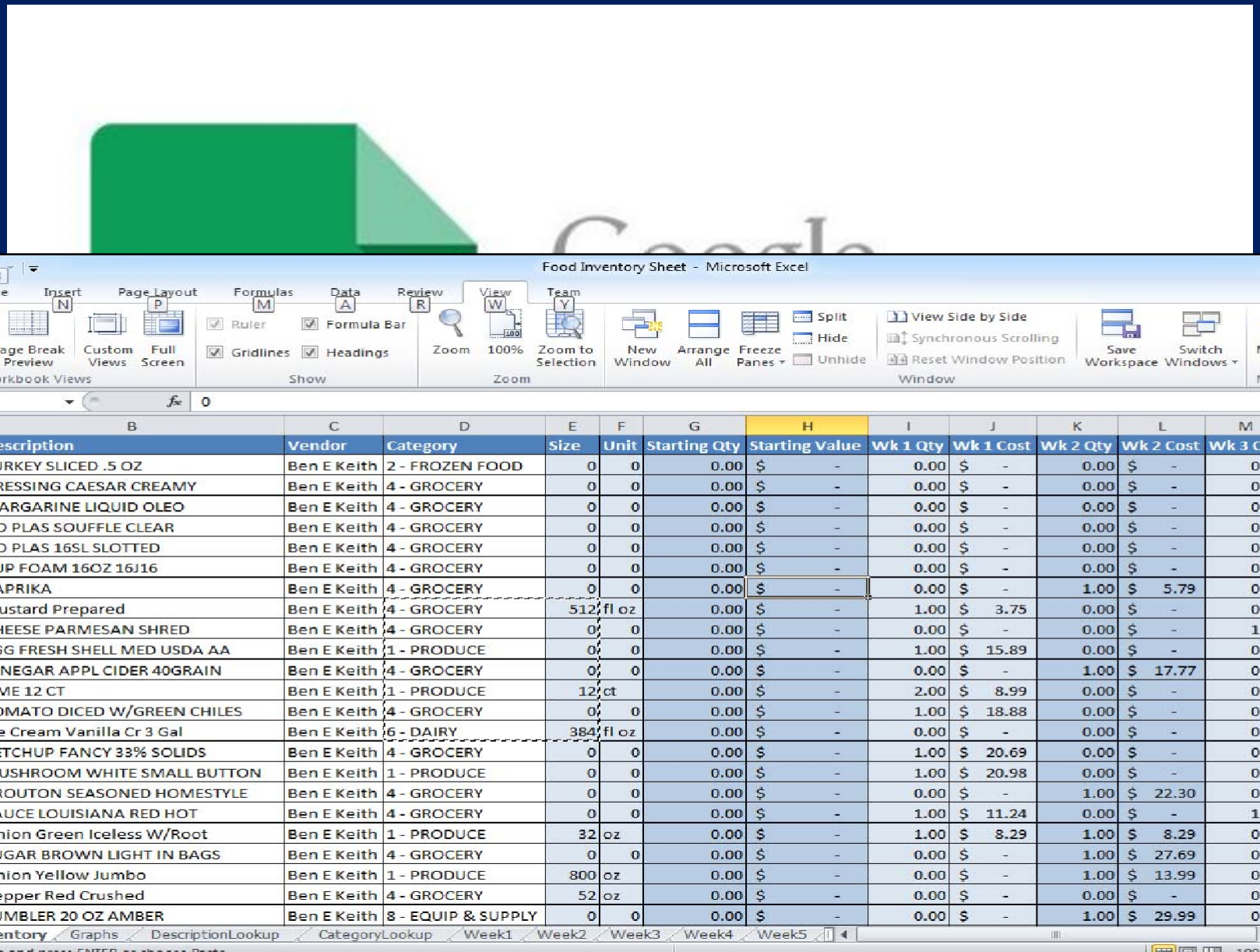
Analyzing Government Data for Stories 101: Google Sheets




Work offline and don't miss a beat
Access your Docs, Sheets and Slides files when you're offline, or your connection isn't great.
Not recommended on public or shared computers. Learn more
No thanks
Turn on off
Google
Sheets
spreadsheet
Templat
To-do list
Annual budget
Monthly budg

- Concept 1: Introduction to Spreadsheets
- Concept 2: Why Numbers Matter
- Concept 3: Basic Spreadsheet Navigation
- Concept 4: Filtering
- Concept 5: Sorting





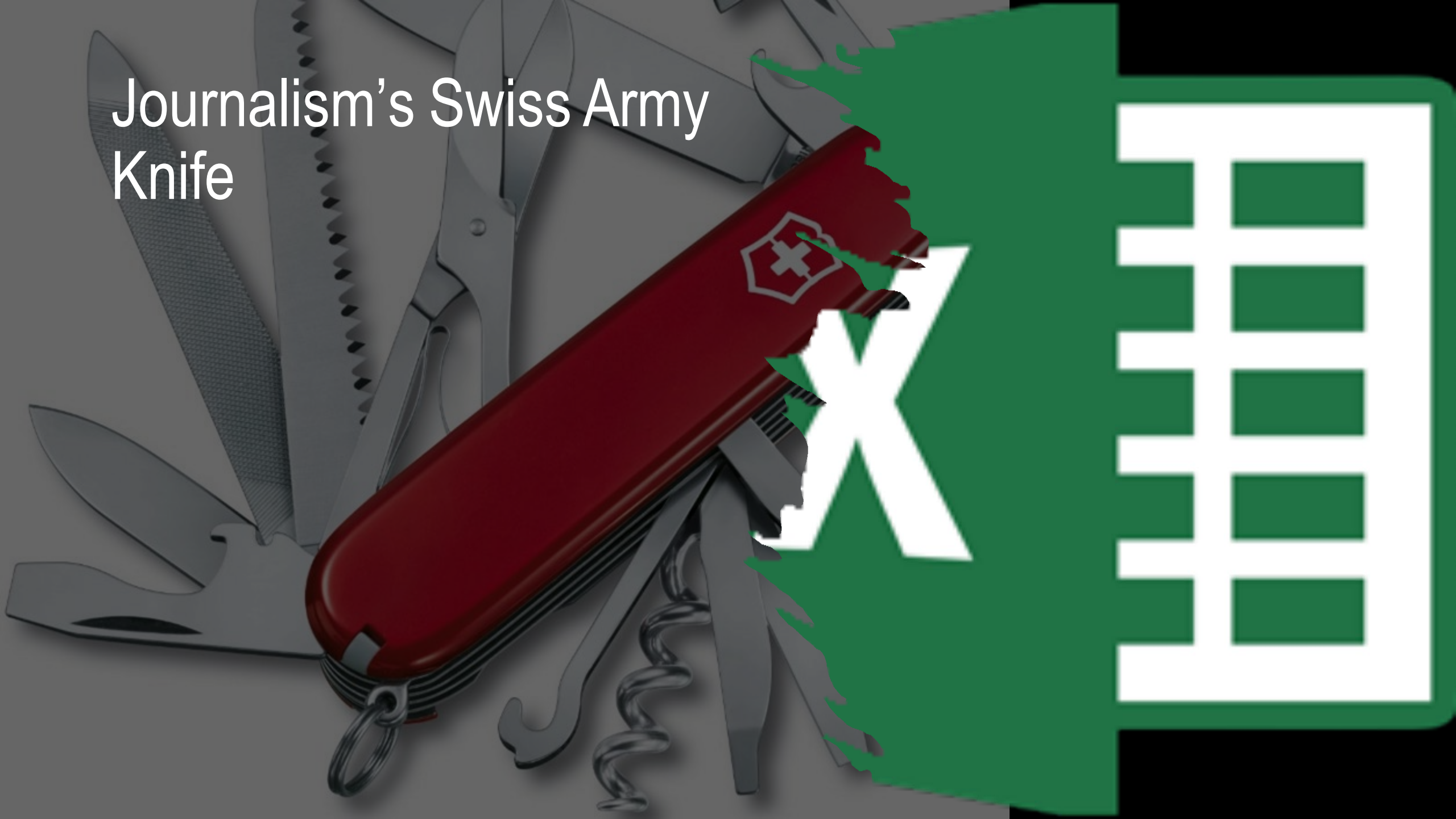
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item #	Description	Vendor	Category	Size	Unit	Starting Qty	Starting Value	Wk 1 Qty	Wk 1 Cost	Wk 2 Qty	Wk 2 Cost	Wk 3 Qty	Wk 3 Cost	Wk 4 Qty
2	492229	TURKEY SLICED .5 OZ	Ben E Keith	2 - FROZEN FOOD	0	0	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
3	662371	DRESSING CAESAR CREAMY	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
4	779243	MARGARINE LIQUID OLEO	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
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7	860060	CUP FOAM 16OZ 16J16	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
8	774704	PAPRIKA	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	1.00	$ 5.79	0.00	$ -	0.00
9	664005	Mustard Prepared	Ben E Keith	4 - GROCERY	512	fl oz	0.00	$ -	1.00	$ 3.75	0.00	$ -	0.00	$ -	0.00
10	750100	CHEESE PARMESAN SHRED	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	0.00	$ -	1.00	$ 13.27	0.00
11	250025	EGG FRESH SHELL MED USDA AA	Ben E Keith	1 - PRODUCE	0	0	0.00	$ -	1.00	$ 15.89	0.00	$ -	0.00	$ -	0.00
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13	29078	LIME 12 CT	Ben E Keith	1 - PRODUCE	12	ct	0.00	$ -	2.00	$ 8.99	0.00	$ -	0.00	$ -	0.00
14	650547	TOMATO DICED W/GREEN CHILES	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	1.00	$ 18.88	0.00	$ -	0.00	$ -	0.00
15	286500	Ice Cream Vanilla Cr 3 Gal	Ben E Keith	6 - DAIRY	384	fl oz	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
16	650474	KETCHUP FANCY 33% SOLIDS	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	1.00	$ 20.69	0.00	$ -	0.00	$ -	0.00
17	140005	MUSHROOM WHITE SMALL BUTTON	Ben E Keith	1 - PRODUCE	0	0	0.00	$ -	1.00	$ 20.98	0.00	$ -	0.00	$ -	0.00
18	771131	CROUTON SEASONED HOMESTYLE	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	1.00	$ 22.30	0.00	$ -	0.00
19	660409	SAUCE LOUISIANA RED HOT	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	1.00	$ 11.24	0.00	$ -	1.00	$ 11.24	0.00
20	150015	Onion Green Iceless W/Root	Ben E Keith	1 - PRODUCE	32	oz	0.00	$ -	1.00	$ 8.29	1.00	$ 8.29	0.00	$ -	0.00
21	780009	SUGAR BROWN LIGHT IN BAGS	Ben E Keith	4 - GROCERY	0	0	0.00	$ -	0.00	$ -	1.00	$ 27.69	0.00	$ -	0.00
22	155030	Onion Yellow Jumbo	Ben E Keith	1 - PRODUCE	800	oz	0.00	$ -	0.00	$ -	1.00	$ 13.99	0.00	$ -	0.00
23	774173	Pepper Red Crushed	Ben E Keith	4 - GROCERY	52	oz	0.00	$ -	0.00	$ -	0.00	$ -	0.00	$ -	0.00
24	920919	TUMBLER 20 OZ AMBER	Ben E Keith	8 - EQUIP & SUPPLY	0	0	0.00	$ -	0.00	$ -	1.00	$ 29.99	0.00	$ -	0.00

Why Spreadsheets?



- A spreadsheet can be a calculator or database
- Can import, analyze and visualize large amounts of data
  - Statistical data
  - Text
  - Dates and times
- Do calculations in seconds on vast amounts of financial information
- Allows you to drill down deep into the data to look for story leads and angles

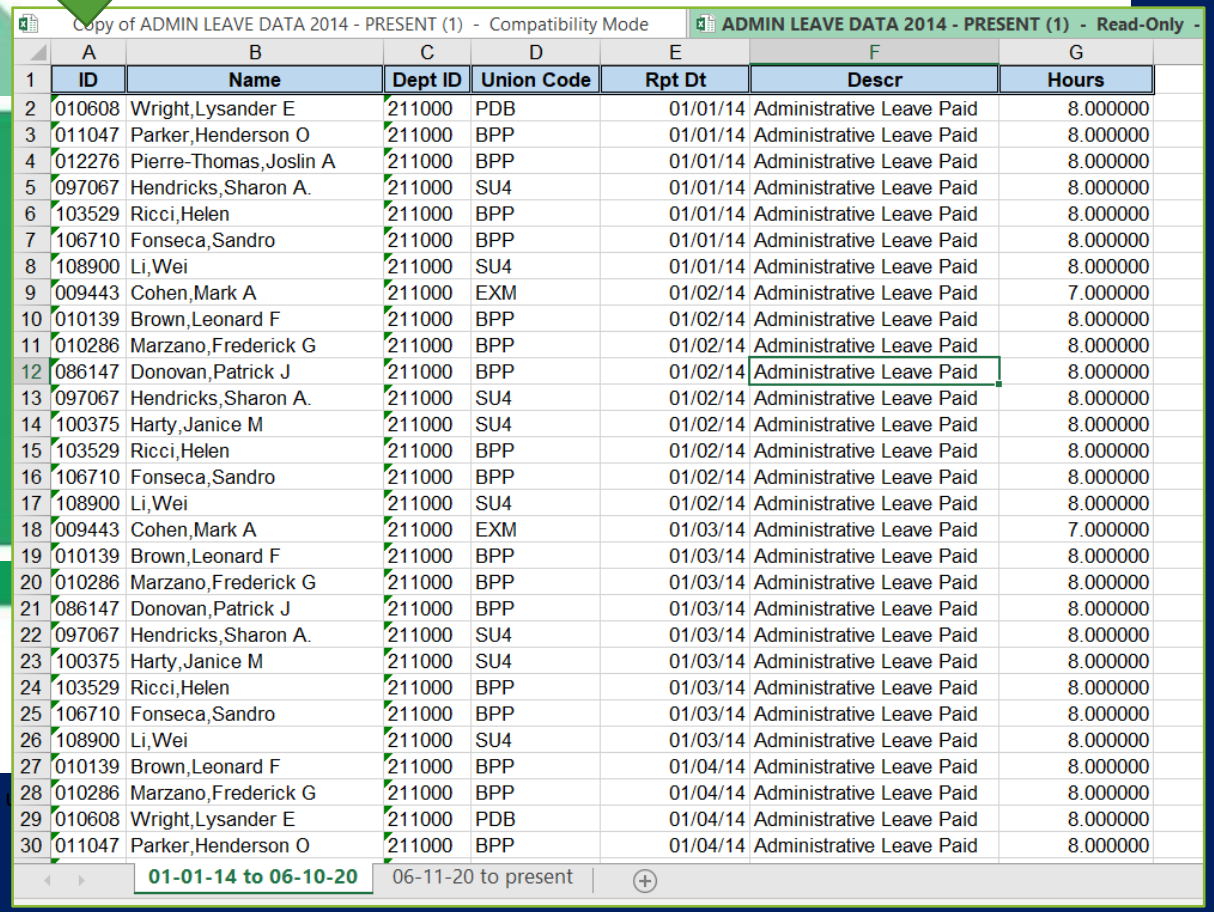
Journalism's Swiss Army Knife



Spreadsheets: Structured Data

The vertical sections are "**columns**," and they're referenced with letters.

The horizontal sections are "**rows**," and they're referenced with numbers.



Copy of ADMIN LEAVE DATA 2014 - PRESENT (1) - Compatibility Mode | ADMIN LEAVE DATA 2014 - PRESENT (1) - Read-Only

	A	B	C	D	E	F	G
1	ID	Name	Dept ID	Union Code	Rpt Dt	Descr	Hours
2	010608	Wright,Lysander E	211000	PDB	01/01/14	Administrative Leave Paid	8.000000
3	011047	Parker,Henderson O	211000	BPP	01/01/14	Administrative Leave Paid	8.000000
4	012276	Pierre-Thomas,Joslin A	211000	BPP	01/01/14	Administrative Leave Paid	8.000000
5	097067	Hendricks,Sharon A.	211000	SU4	01/01/14	Administrative Leave Paid	8.000000
6	103529	Ricci,Helen	211000	BPP	01/01/14	Administrative Leave Paid	8.000000
7	106710	Fonseca,Sandro	211000	BPP	01/01/14	Administrative Leave Paid	8.000000
8	108900	Li,Wei	211000	SU4	01/01/14	Administrative Leave Paid	8.000000
9	009443	Cohen,Mark A	211000	EXM	01/02/14	Administrative Leave Paid	7.000000
10	010139	Brown,Leonard F	211000	BPP	01/02/14	Administrative Leave Paid	8.000000
11	010286	Marzano,Frederick G	211000	BPP	01/02/14	Administrative Leave Paid	8.000000
12	086147	Donovan,Patrick J	211000	BPP	01/02/14	Administrative Leave Paid	8.000000
13	097067	Hendricks,Sharon A.	211000	SU4	01/02/14	Administrative Leave Paid	8.000000
14	100375	Harty,Janice M	211000	SU4	01/02/14	Administrative Leave Paid	8.000000
15	103529	Ricci,Helen	211000	BPP	01/02/14	Administrative Leave Paid	8.000000
16	106710	Fonseca,Sandro	211000	BPP	01/02/14	Administrative Leave Paid	8.000000
17	108900	Li,Wei	211000	SU4	01/02/14	Administrative Leave Paid	8.000000
18	009443	Cohen,Mark A	211000	EXM	01/03/14	Administrative Leave Paid	7.000000
19	010139	Brown,Leonard F	211000	BPP	01/03/14	Administrative Leave Paid	8.000000
20	010286	Marzano,Frederick G	211000	BPP	01/03/14	Administrative Leave Paid	8.000000
21	086147	Donovan,Patrick J	211000	BPP	01/03/14	Administrative Leave Paid	8.000000
22	097067	Hendricks,Sharon A.	211000	SU4	01/03/14	Administrative Leave Paid	8.000000
23	100375	Harty,Janice M	211000	SU4	01/03/14	Administrative Leave Paid	8.000000
24	103529	Ricci,Helen	211000	BPP	01/03/14	Administrative Leave Paid	8.000000
25	106710	Fonseca,Sandro	211000	BPP	01/03/14	Administrative Leave Paid	8.000000
26	108900	Li,Wei	211000	SU4	01/03/14	Administrative Leave Paid	8.000000
27	010139	Brown,Leonard F	211000	BPP	01/04/14	Administrative Leave Paid	8.000000
28	010286	Marzano,Frederick G	211000	BPP	01/04/14	Administrative Leave Paid	8.000000
29	010608	Wright,Lysander E	211000	PDB	01/04/14	Administrative Leave Paid	8.000000
30	011047	Parker,Henderson O	211000	BPP	01/04/14	Administrative Leave Paid	8.000000

01-01-14 to 06-10-20 | 06-11-20 to present

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Many Government Agencies Have Data To Download In A Spreadsheet Format



ANALYZE BOSTON

DATASETS NEWS TIPS LOG IN SIGN UP CONTACT

Home > Organizations > Inspectional Services... > Food Establishment Inspections

Dataset | Topics | Activity Stream | Showcases

FOOD ESTABLISHMENT INSPECTIONS

Followers
3

ORGANIZATION

INSPECTIONAL SERVICES DEPARTMENT

We administer and enforce building, housing, health, sanitation, and safety regulations mandated by City and State governments. read more

SOCIAL

Google+
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FOOD ESTABLISHMENT INSPECTIONS

The Health Division of the Department of Inspectional Services ensures that all food establishments in the City of Boston meet relevant sanitary codes and standards. Businesses that serve food are inspected at least once a year, and follow-up inspections are performed on high risk establishments. Health inspections are also conducted in response to complaints of unsanitary conditions or illness. This is a legacy dataset containing records of individual inspections and results.

DATA AND RESOURCES

Food Establishment Inspections

Preview | DOWNLOAD

TAGS

food | health | inspections | legacy portal | restaurants | violations

ADDITIONAL INFO

TITLE	Food Establishment Inspections
TYPE	Tabular
DESCRIPTION	The Health Division of the Department of Inspectional Services ensures that all food establishments in the City of Boston meet relevant sanitary codes and standards. Businesses that serve food are inspected at least once a year, and follow-up inspections are performed on high risk establishments. Health inspections are also conducted in response to complaints of unsanitary conditions or illness. This is a legacy dataset containing records of individual inspections and results.
PUBLISHER	Department of Innovation and Technology
UPDATE FREQUENCY	Daily
TEMPORAL NOTES	The majority of inspections within the dataset occurred between April 2006 to current.
LOCATION	Boston (all)
CONTACT POINT	Department of Innovation and Technology
CONTACT POINT EMAIL	analyticsteam@boston.gov
LICENSE	Open Data Commons Public Domain Dedication and License (PDDL)

Intersection Of A Column And Row Is A “Cell”

Here We Are Looking At Cell A1



A	B	
	dbaname	legalc
BLENDS		TRUS
BLENDS		TRUS
BLENDS		TRUS
BLENDS		TRUS
BLENDS		TRUS
BLENDS		TRUS
BLENDS		TRUS
& REC PRO SHOP		TRUS
& REC PRO SHOP		TRUS
& REC PRO SHOP		TRUS

What Is A Spreadsheet?

Columns and Rows Together = Spreadsheet

24	100 Percent Delicia Fc	BRENNAN	Marte	Civelis	87059	########	########	Active	FS	Eating & D
25	100 Percent Delicia Fc	BRENNAN	Marte	Civelis	87059	########	########	Active	FS	Eating & D
26	100 Percent Delicia Fc	BRENNAN	Marte	Civelis	87059	########	########	Active	FS	Eating & D
27	100 Percent Delicia Fc	BRENNAN	Marte	Civelis	87059	########	########	Active	FS	Eating & D

BU BC FOOD INSPECTION DATA | Sheet1 | Sheet2 | Sheet3

Google Sheets

Multiple Sheets Can Make Up A Workbook

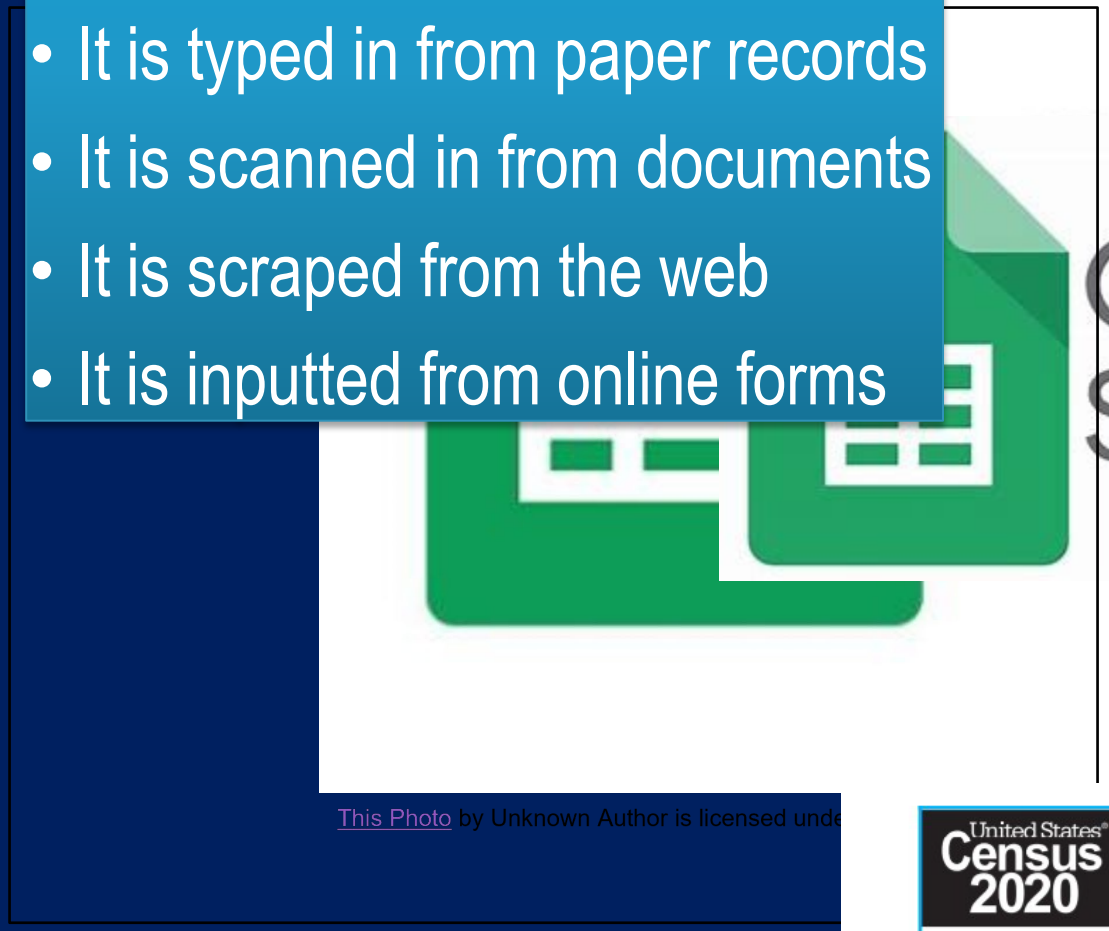
	violstatus	statusdate	comments
2	Fail		Provide glass storage rack.
3	Fail		Provide dish rack over 3 bay sink to replace missing drainboards at each end of 3 bay sink.
4	Fail		Provide dish washer at ware washing area.
5	Fail		Provide mop sink at basement.
6	Fail		No hand sink at Bar Area provide.
7	Fail		Provide door and finish miscellaneous storage room.
8	Fail		Provide dish washer at ware washing area.
9	Fail		Provide chefs thermometer for monitoring food temperatures.
10	Fail		Replace heavily scorded cutting board.
11	Fail		Dishmachine not operating repair.
12	Fail		Provide sink plugs for sink behind service bar.
13	Fail		Provide dispenser for paper towels.
14	Fail		Exhausthood sticker not visible provide current documentation on exhausthood cleaning.
15	Fail		Repair loose pipe below hand sink behind beverage bar.
16	Fail		Replace missing floor tiles at entrance to kitchen.
17	Fail		Paint wall for storage.
18	Fail		Observed raw chicken stored over ready to eat product.Provide proper storage of raw and ready to eat products.
19	Fail		Closet next to microwave with pots stored on the floor.Discontinue.Store clean pots at least 6 inches off the floor
20	Fail		Observed buckets of food products stored directly on the floor.Maintain storage at least 6 inches of the floor.
21	Fail		Provide working internal thermometers for all refrigeration.
22	Fail		Provide chlorine test kit for 3 bay sink
23	Fail		Provide proper sanitizer solution to store in use wiping cloths.
24	Fail		
25	Fail		Hand sink leaking.PIC states it is in the process of being fixed at the time of inspection.
26	Fail		Provide new battery for faucet water trickling out.
27	Fail		Provide all handsinks with soap and paper towels at all times for proper handwashing.
28	Fail		Provide covered trash receptacle

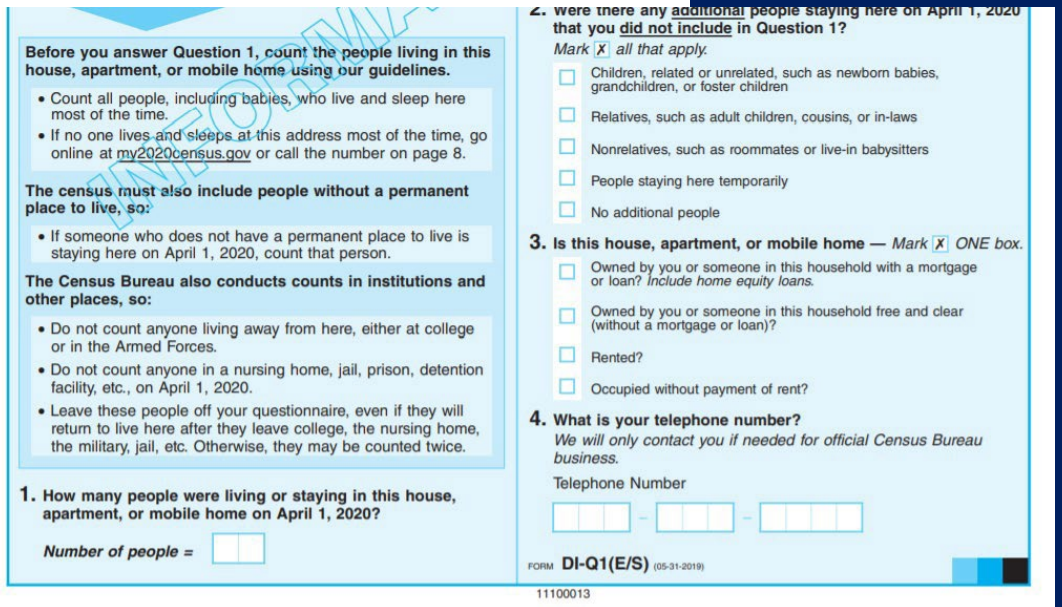
BU BC FOOD INSPECTION DATA | Sheet1 | Sheet2 | Sheet3

Ready

How Does Information Get Into A Spreadsheet?

- It is typed in from paper records
- It is scanned in from documents
- It is scraped from the web
- It is inputted from online forms





Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at my2020census.gov or call the number on page 8.

The census must also include people without a permanent place to live, so:

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?

Number of people =

2. Were there any additional people staying here on April 1, 2020 that you did not include in Question 1?

Mark ☒ all that apply.

- ☐ Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- ☐ Relatives, such as adult children, cousins, or in-laws
- ☐ Nonrelatives, such as roommates or live-in babysitters
- ☐ People staying here temporarily
- ☐ No additional people

3. Is this house, apartment, or mobile home — *Mark ☒ ONE box.*

- ☐ Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented?
- ☐ Occupied without payment of rent?

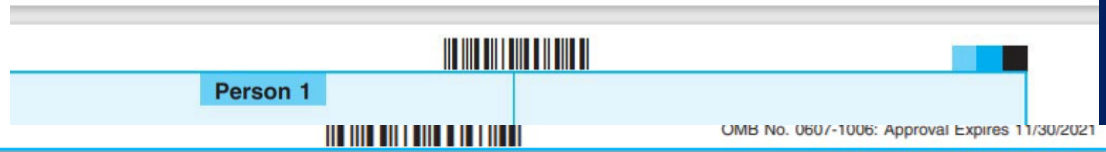
4. What is your telephone number?

We will only contact you if needed for official Census Bureau business.

Telephone Number

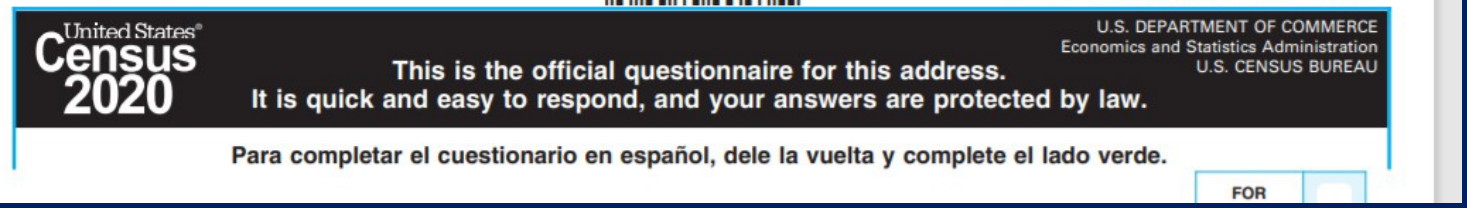
FORM DI-Q1(E/S) (05-31-2019)

11100013



Person 1

OMB No. 0607-1006: Approval Expires 11/30/2021



United States Census 2020

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

This is the official questionnaire for this address.
It is quick and easy to respond, and your answers are protected by law.

Para completar el cuestionario en español, dele la vuelta y complete el lado verde.

FOR

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Tip: When You Start A Beat Collect All Forms For the Agencies You Cover



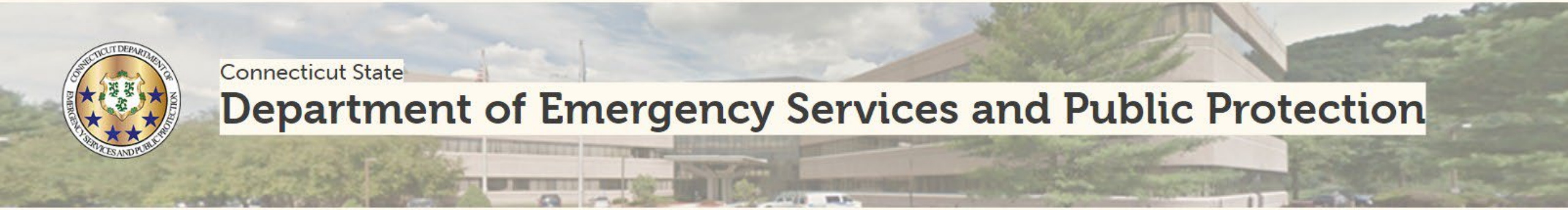




These are goldmines for stories

Blueprints to data the agency collects

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Connecticut State
Department of Emergency Services and Public Protection

Emergency Services and Public Protection
About Us
Divisions
Publications
Forms
Contact Us
Sitemap

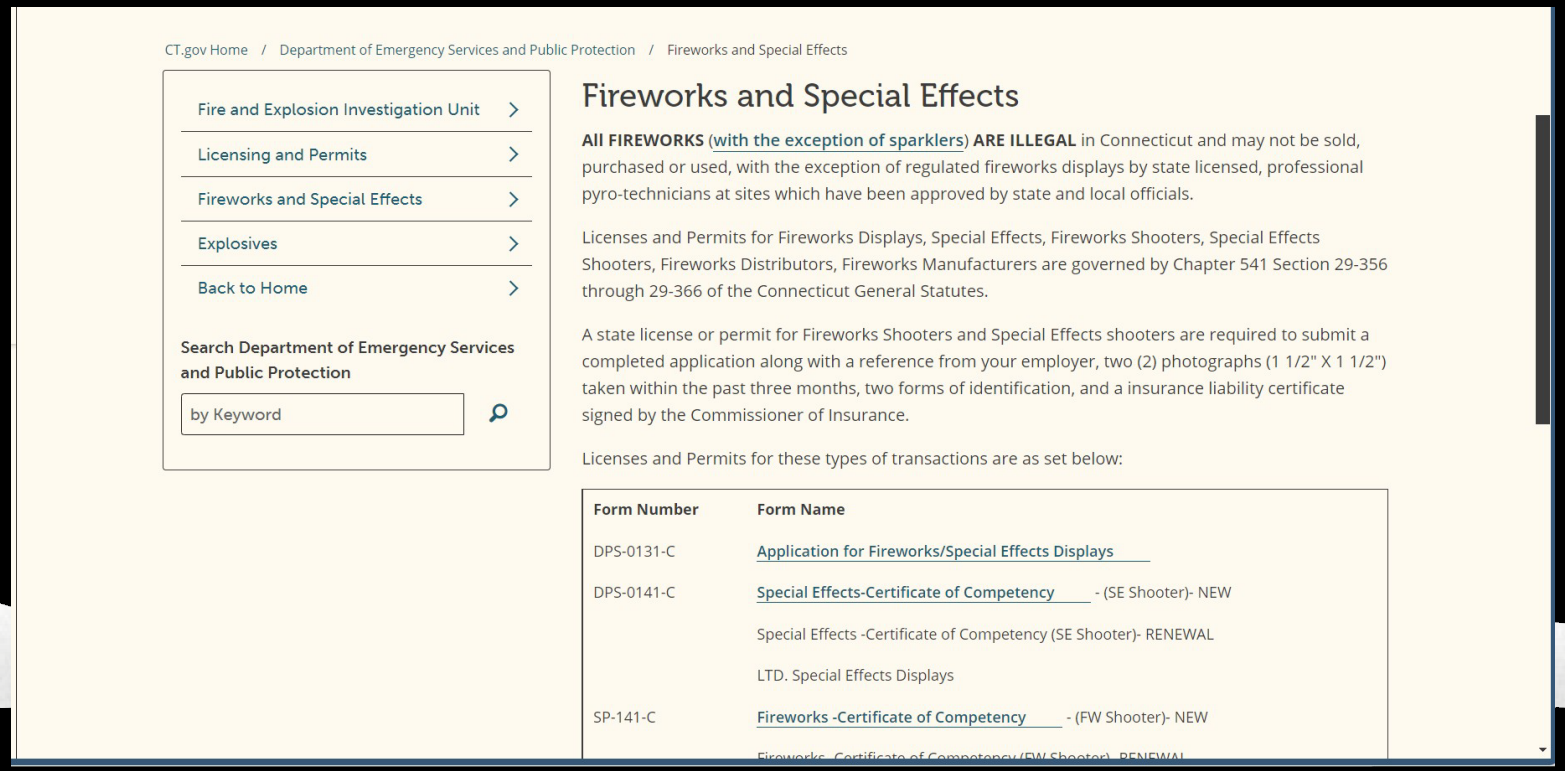
Search Department of Emergency Services and Public Protection

Forms

Some forms can be mailed to DESPP, others you must bring with you to DESPP. We are in the process of building the list below. If the form you need is either not listed or unable to be downloaded from the site, please email us and we will mail you the form. If you want to access a form that can be downloaded, you must use the software Adobe Acrobat Reader to view and print them. To get a free copy of the software, click "Get Acrobat".

- Commission of Fire Prevention and Control/Connecticut Fire Academy
- Emergency Management and Homeland Security
- Statewide Emergency Telecommunications
- Police Officer Standards and Training Council
  - Accreditation Forms and Documents







Forms = Datasets for Stories

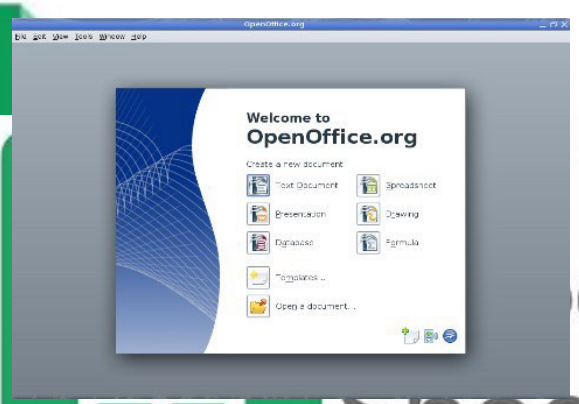
Types of Spreadsheet Software



Google Sheets

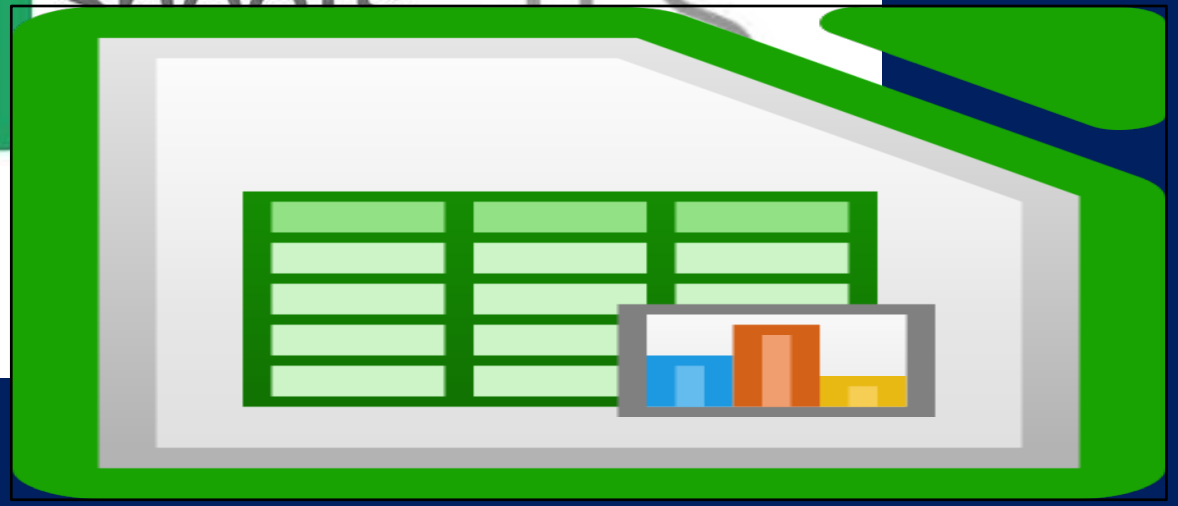
Types of Spreadsheet Software









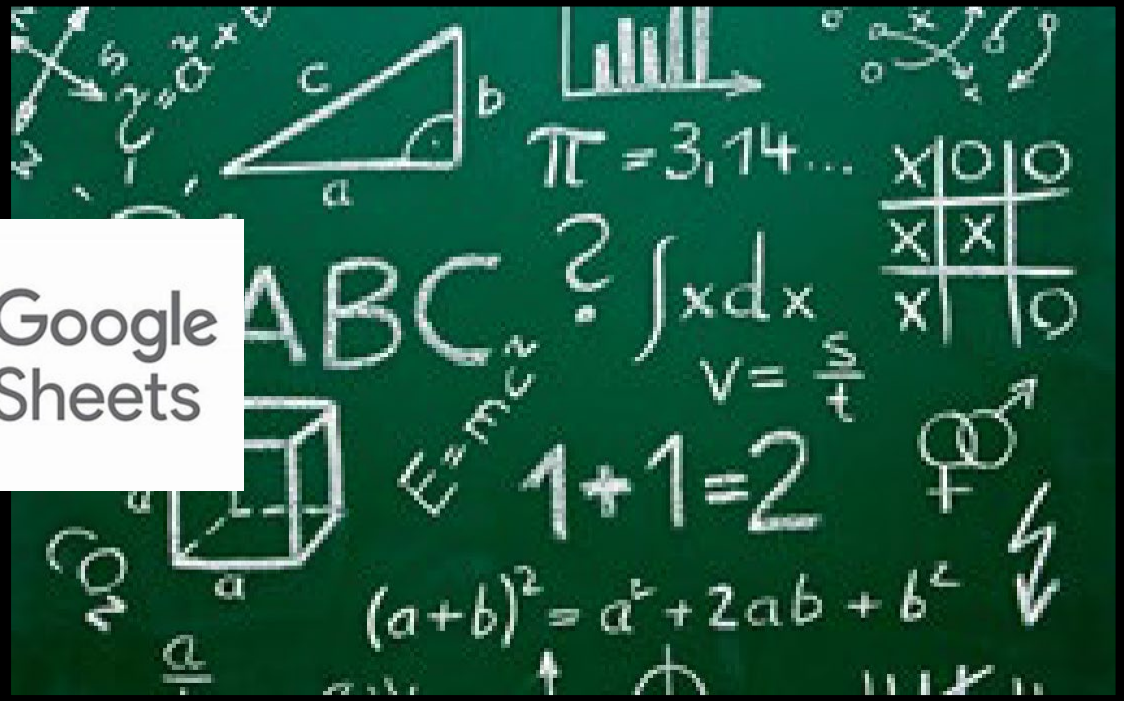


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What Can A Spreadsheet Do?

- Basic math
- More advanced statistical calculations
- Visualize data
- Reformat data for easier analysis

Google Sheets



USAspending.gov | Data Lab | Fiscal Data

New to USAspending: COVID-19 Spending Data

USAspending now has spending data from federal agencies related to the Coronavirus Aid, Relief, and Economic Security (CARES) Act and other C

page to explore and download the data today!

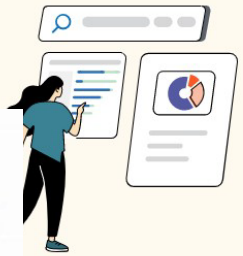
USASPENDING.gov Spending Explorer

New on USAspending: Unique Entity Identifiers

Beginning in March, UEIs will be added to USAspending displays alongside DUNS numbers. Learn more and find out what changes you'll see on the site.

USASPENDING.gov Spending Explorer Award Search Profiles Download Resources

The official source of government spending data



Start Searching Awards | Learn about USAspending

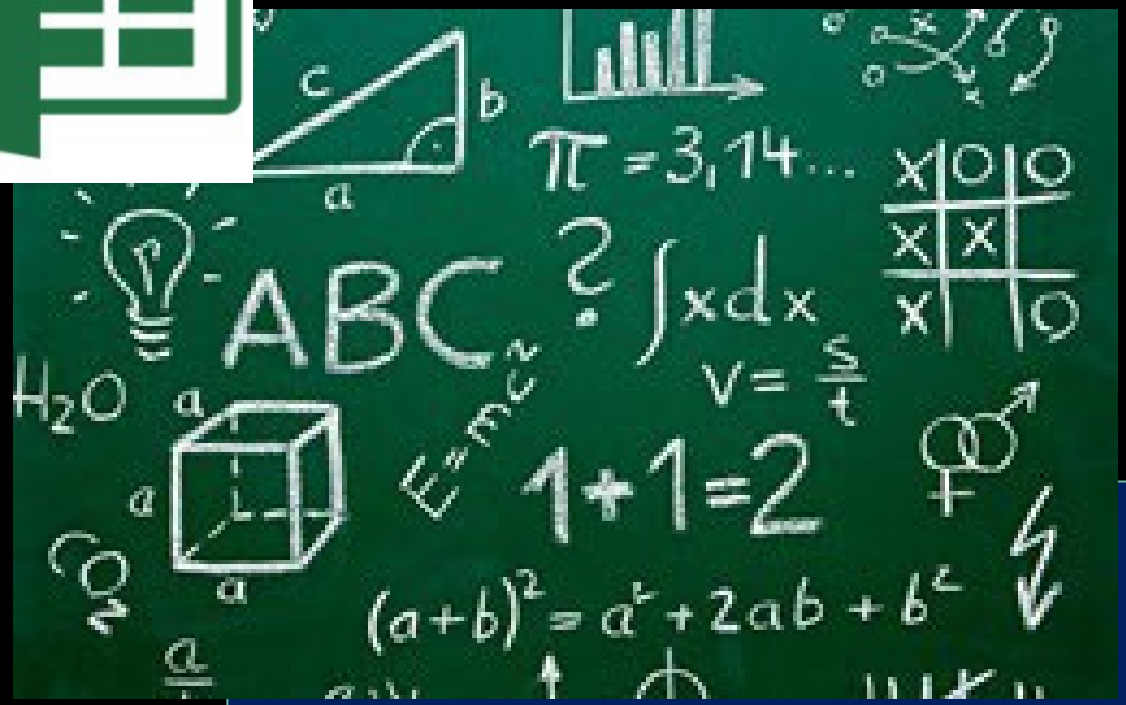
USAspending is the official open data source of federal spending information.

Pause text animation



Google Sheets

What A Spreadsheet Can't Do



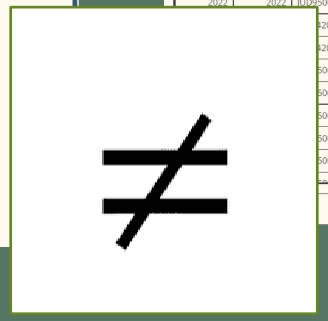
- Join tables of data (there are
- Can only work with one table of data at a time
- Limits in amount of data it can

Spreadsheet Limitations

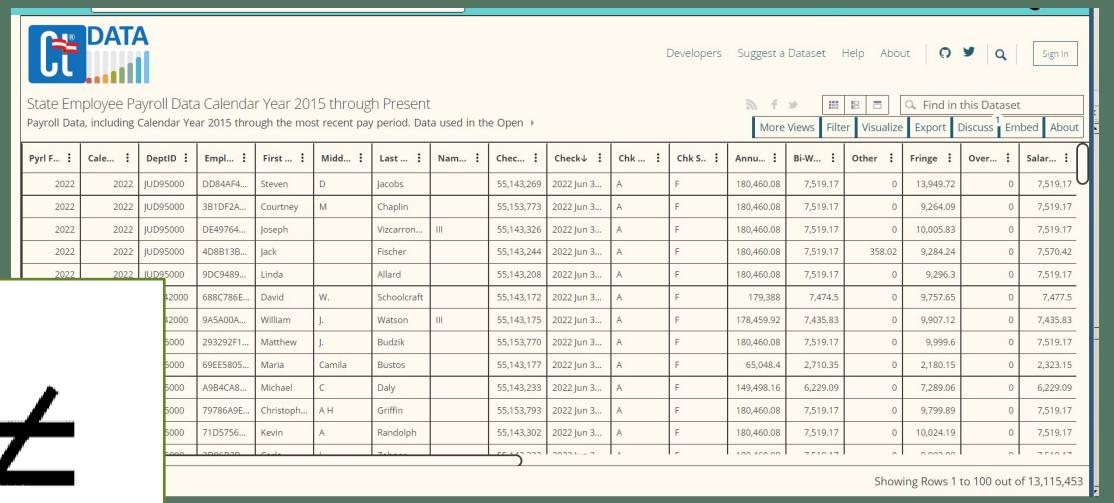
Missing People in Connecticut



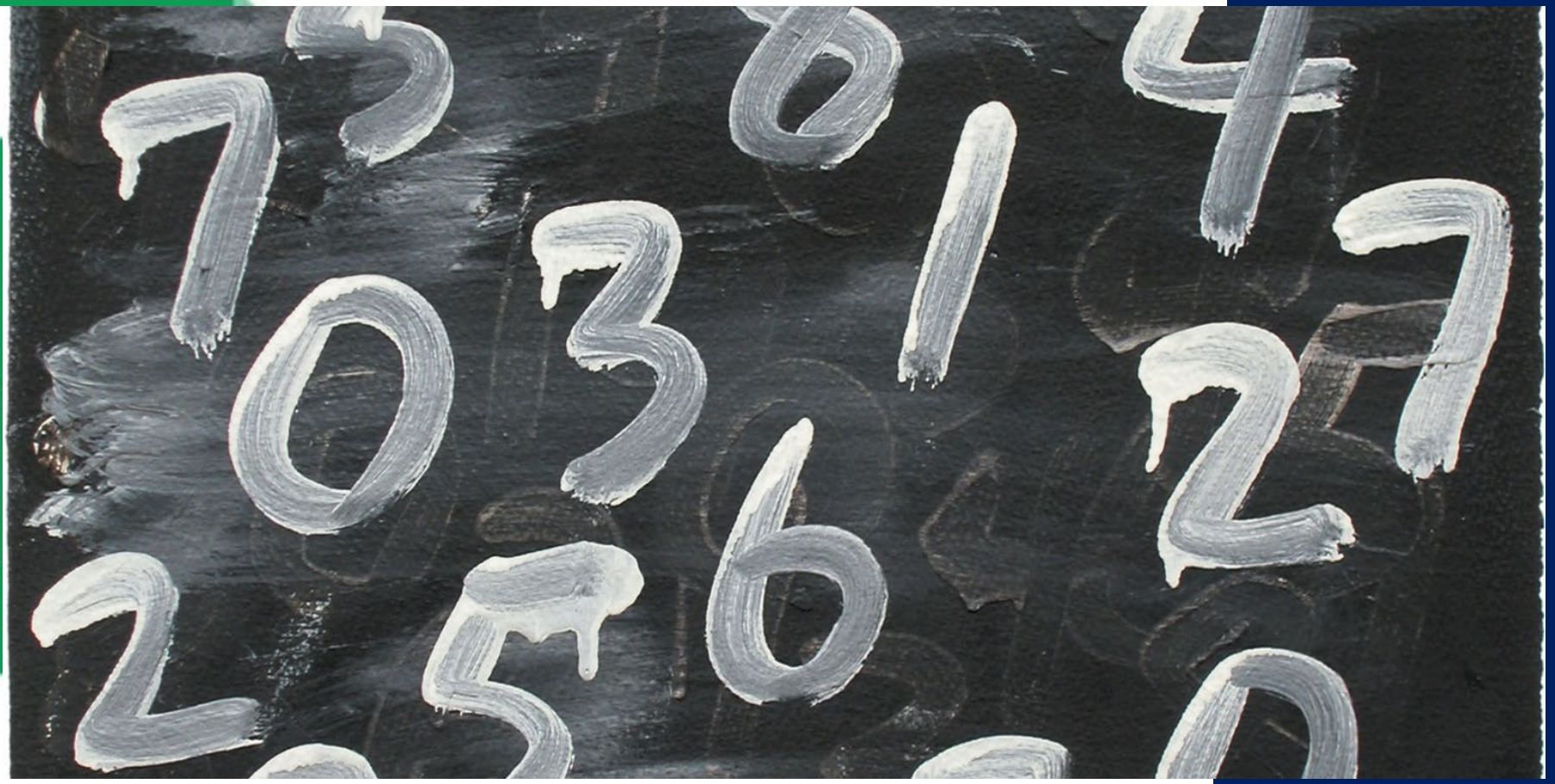




Connecticut State Payroll



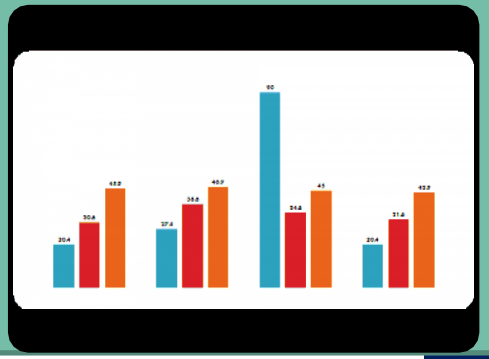
Spreadsheets: Why Numbers Matter

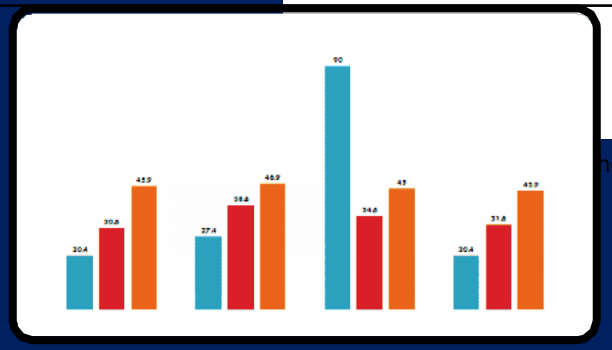


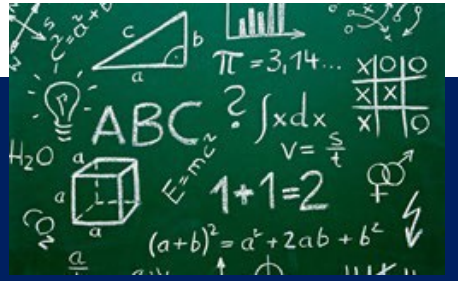
Why Numbers Matter

- Context for stories
- Must always ask compared to what?

- A number standing alone means nothing
- Is this a lot or a little or average?







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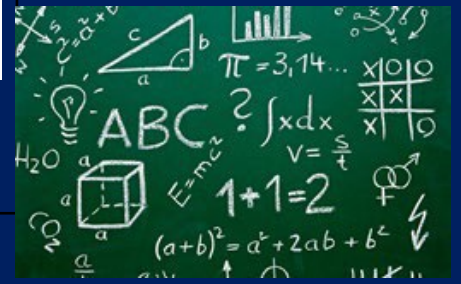
Asking The Right Statistical Questions

Earlier in the week, when the magazine's website published an editor's note acknowledging the Austin Prep blunder and several other errors, editor Carly Carioli raised a fundamental question about the rankings: "Should we do them at all?"

The answer, from a range of academicians, including some whose schools fared well in the rankings, was an emphatic no. One major reason: Boston Magazine gave major weight to SAT scores, even though 26 of the 65 schools wouldn't disclose them. So those 26 were assigned an average of the scores for schools that did report, thereby placing them safely in the middle of the pack.

But beyond the arithmetic errors — enrollment numbers for at least 16 schools were misreported by the magazine, the Globe discovered — academic specialists and mathematicians said it made little sense to lump together tiny schools for special needs students; inner-city Catholic schools that serve underprivileged children; private day schools where tuition tops $40,000 a year; boarding schools that cost even more; and schools that are all boys or all girls.

Th s Pho



Always Ask: My Number Compared to **What?**



Demonstrators at a July rally for criminal justice reform. BANNER PHOTO

Boston Police officers have contributed more than $1 million to Boston elected officials over the last 10 years, with the lion's share of the dollars — $456,548 — going to Mayor Martin Walsh, according to an analysis released by the political organizing group Mijente and ACLU of Massachusetts this week.

The data, analyzed by Boston University's BU Spark! data project, show the majority of campaign contributions to city councilors going to a handful members with at-large Councilor Michael Flaherty receiving $38,700 since his re-election to the council in 2013 and at-large Councilor Annissa Essaibi-George receiving $26,700.

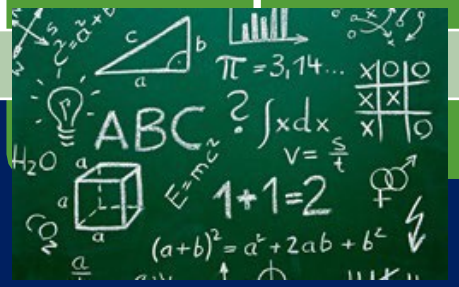
Councilors Frank Baker, Matt O'Malley and Ed Flynn all received more than any of the black councilors, including Council President Kim Janey, who netted $6,100 from police officers

The donations from police represent a small sliver of overall donations to candidates.

Donors associated with the real estate industry, including real estate brokers, developers, architects, attorneys and building trades members have long dominated political donations in cities across the United States.

Some Key Numbers to Pay Attention To

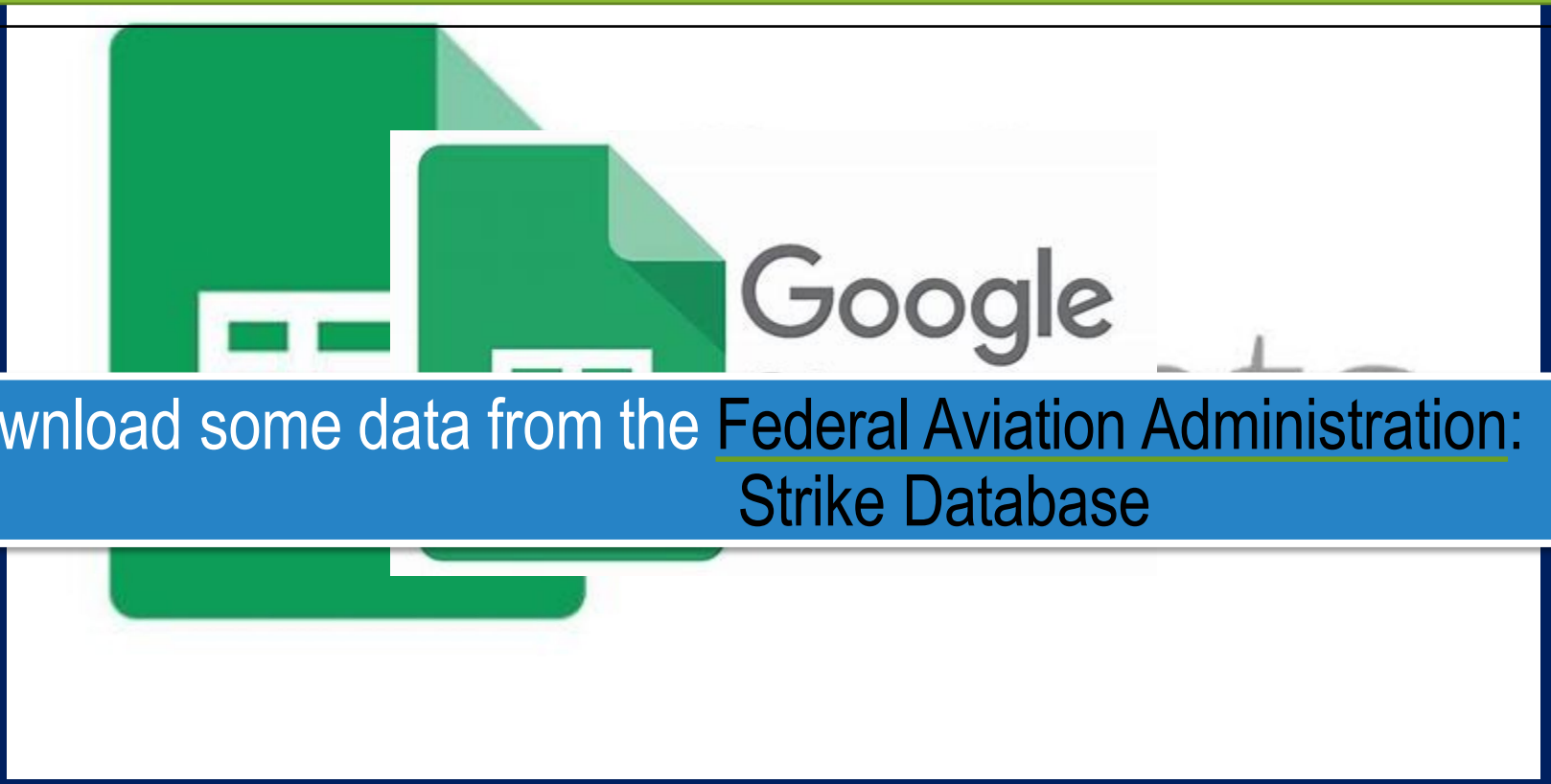
- Difference
- Percent difference
- Percent of total
- Sum
- Average
- Rate
- Median
- Mean
- Ratio





Concept 3: Basic Spreadsheet Navigation

Basic Spreadsheet Navigation



Let's download some data from the Federal Aviation Administration: Wildlife Strike Database

This Photo by Unknown Author is licensed under CC BY

Federal Aviation Administration

FAA Home | Wildlife | Log

Home | Report a Strike | Update/Print a Strike Report | Search the Database

Current strike validation progress is as follows:

- 5200-7 processed through March 31st, 2022
- 5200-7E processed through May 11th, 2022
- Mandatory Occurrence Reports (MOR) processed through January 8th, 2022

If you have any issues submitting strikes via this new interface, please contact matthew.nelson@ees-net.com. For those using the automated 'One-Stop' Reporting function (i.e. Web Service), please contact wesley.major@faa.gov to ensure that your system is compatible with this new wildlife strike reporting software or to inquire if this service is right for your organization.

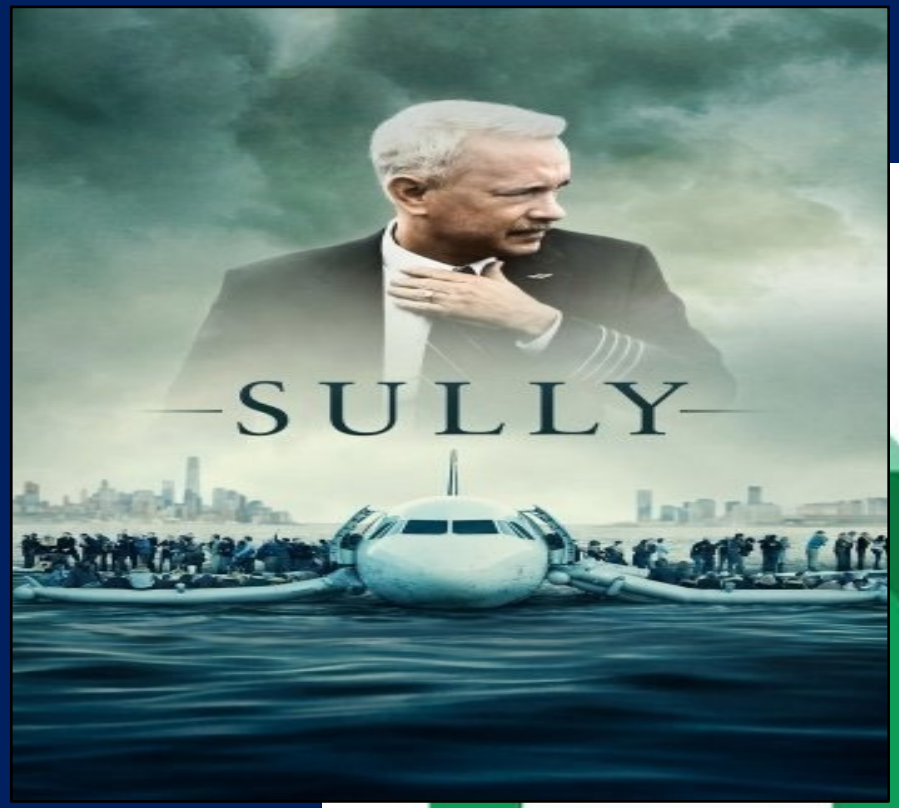
FAA Wildlife Strike Database

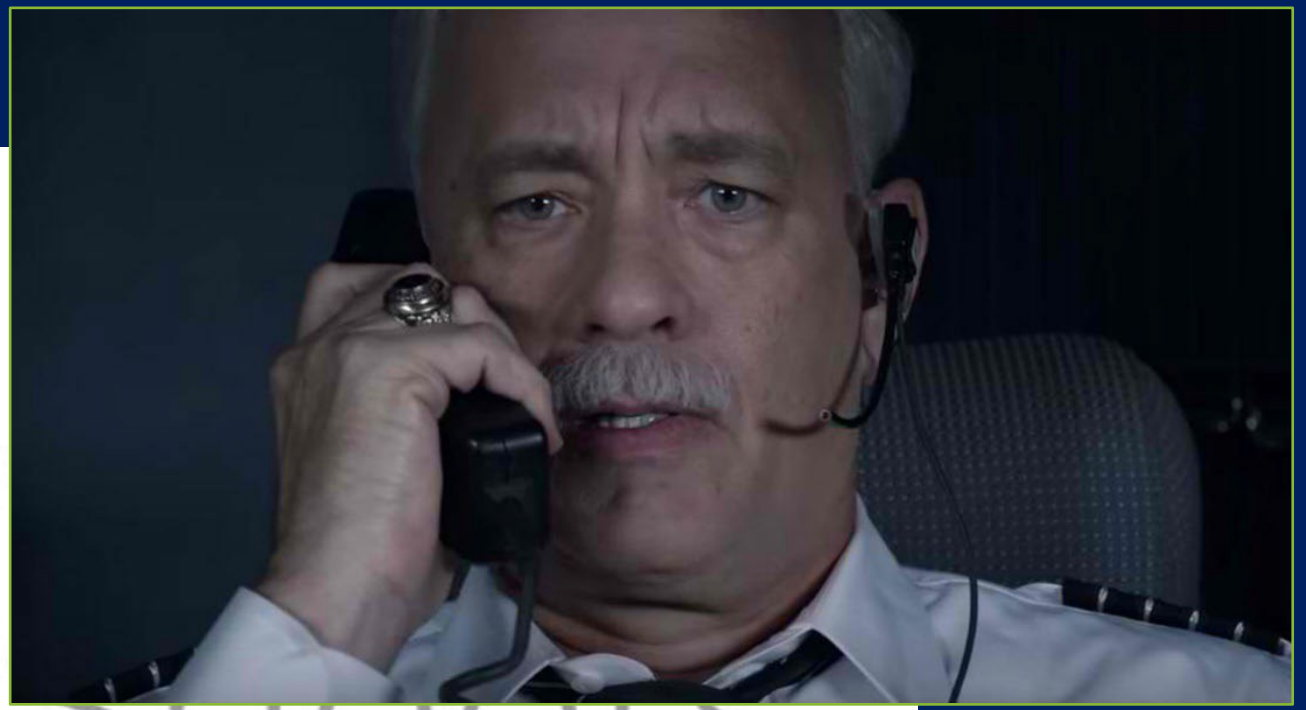
The FAA Wildlife Strike Database contains records of reported wildlife strikes since 1990. Strike reporting is voluntary. Therefore, this database only represents the information we have received from airlines, airports, pilots, and other sources.

Search the Database | Report a Strike | Update a Strike Report

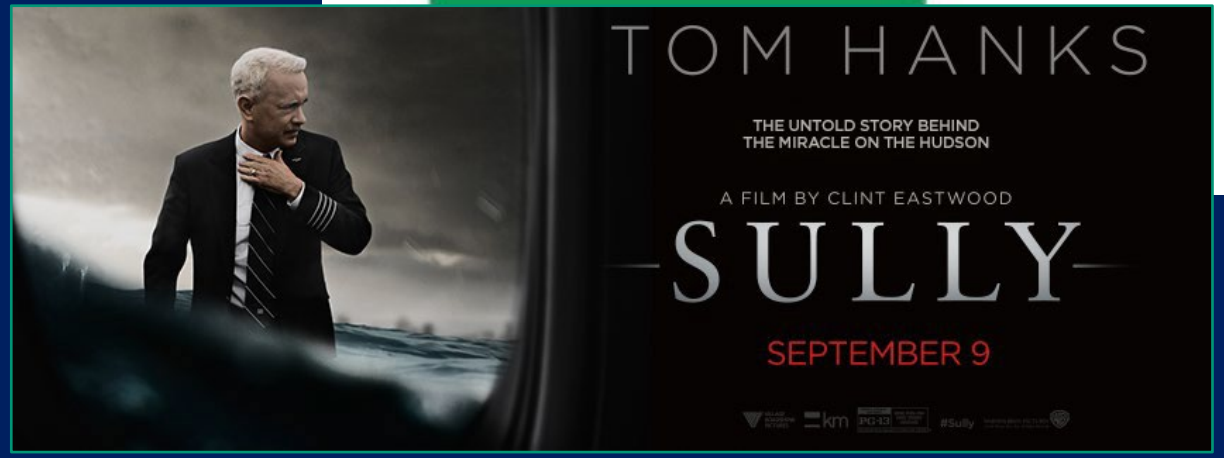
Search the Web for FAA Wildlife Strike Database: You Should Get this Link

Wildlife strikes with aircraft are increasing in the United States and elsewhere. The number of wildlife strikes reported per year to the FAA increased steadily from about 1,800 in 1990 to 16,000 in 2018. Expanding wildlife populations, increases in number of aircraft movements, a trend toward faster and quieter aircraft, and outreach to the aviation community all have contributed to the observed increase in reported wildlife strikes. As a result of the increase in wildlife strikes, there has been greater emphasis on wildlife strike hazard research and airfield wildlife management.

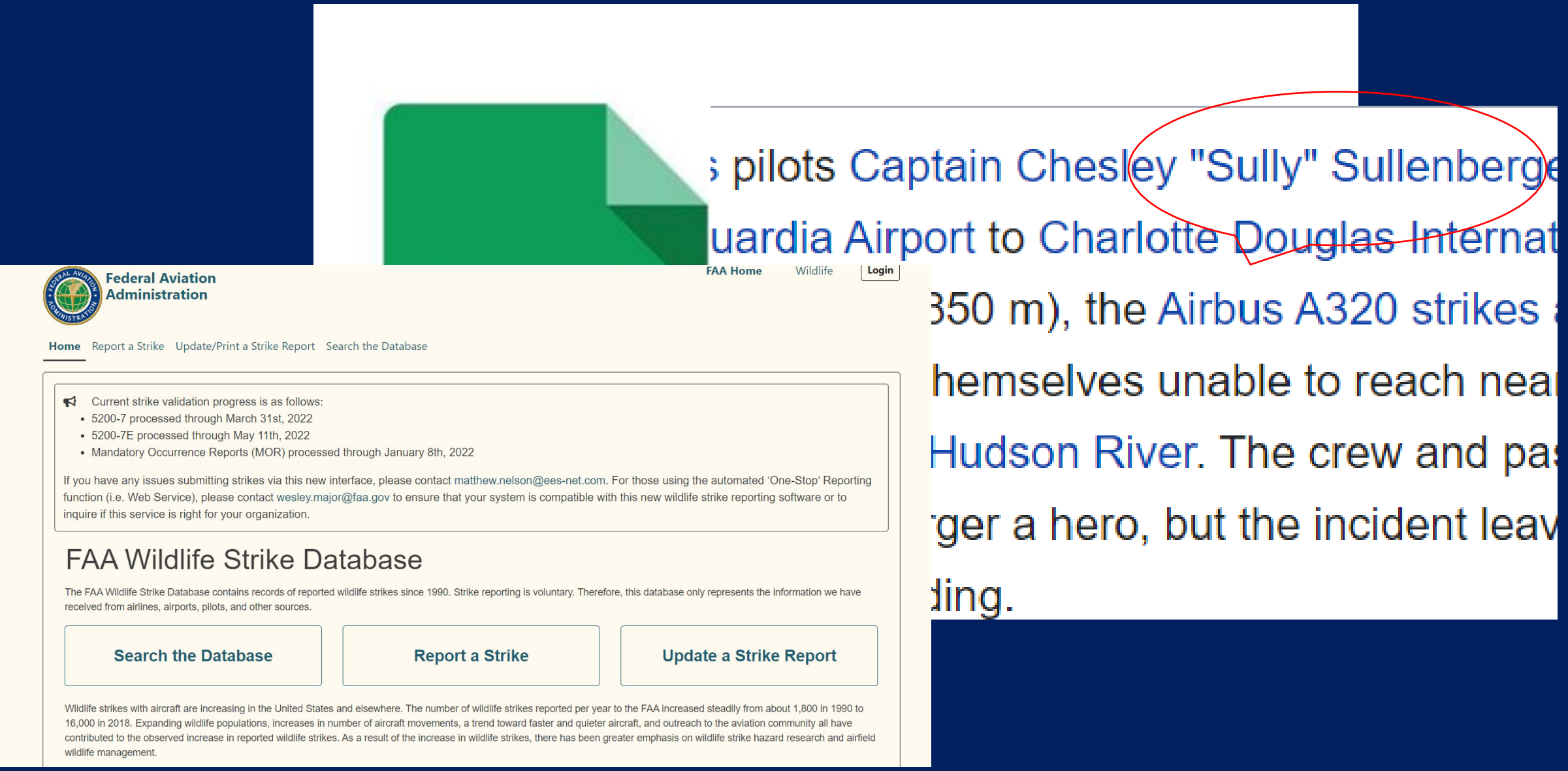

SULLY



Sheets


TOM HANKS
THE UNTOLD STORY BEHIND
THE MIRACLE ON THE HUDSON
A FILM BY CLINT EASTWOOD
SULLY
SEPTEMBER 9




; pilots Captain Chesley "Sully" Sullenberge
uardia Airport to Charlotte Douglas Internat
350 m), the Airbus A320 strikes
hemselves unable to reach near
Hudson River. The crew and pas
ger a hero, but the incident leav
ding.
Federal Aviation Administration
FAA Home
Wildlife
Login
Home
Report a Strike
Update/Print a Strike Report
Search the Database
Current strike validation progress is as follows:
5200-7 processed through March 31st, 2022
5200-7E processed through May 11th, 2022
Mandatory Occurrence Reports (MOR) processed through January 8th, 2022
If you have any issues submitting strikes via this new interface, please contact matthew.nelson@ees-net.com. For those using the automated 'One-Stop' Reporting function (i.e. Web Service), please contact wesley.major@faa.gov to ensure that your system is compatible with this new wildlife strike reporting software or to inquire if this service is right for your organization.
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Search the Database
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ALL IMAGES VIDEOS MAPS NEWS SHOPPING MORE

Any time Best match 85 results

Newly opened database shows airplane bird strikes not rare

But a federal database opened to the public ... It also says reporting wildlife strikes should be mandatory. "If you report this to the FAA, which means ...

CNN · 5mon

Understanding bird strikes and aviation safety

On June 19, a SpiceJet Boeing 737-800 on the Patna-Delhi sector (SG723) with 185 passengers was in the climb after take-off during which the aircraft climbs to a ...

The Hindu · 5d

Turtles crossing runway cause flight delays at JFK

Jets hit turtles a few times each year at Kennedy Airport, usually in the final days of June or earliest days in July, according to the FAA's wildlife strike database. Wednesday's slow-motion ...

abc13 · 3y



Recent Stories With This Data

Multi-partner research project targets bird-strike risks at Grand Forks Air Force Base, International Airport



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Click Search the Database

- Now



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Federal Aviation Administration

FAA Home Wildlife

Home Report a Strike Update/Print a Strike Report **Search the Database**

Search the Database

Search Criteria

State:

Airport Name:

Operator Name:

Date Range From:

Aircraft Type:

Engine Type:

OR Airp

OR Ope

To:

Damag

Birds/O

AB
AK
AL
AR
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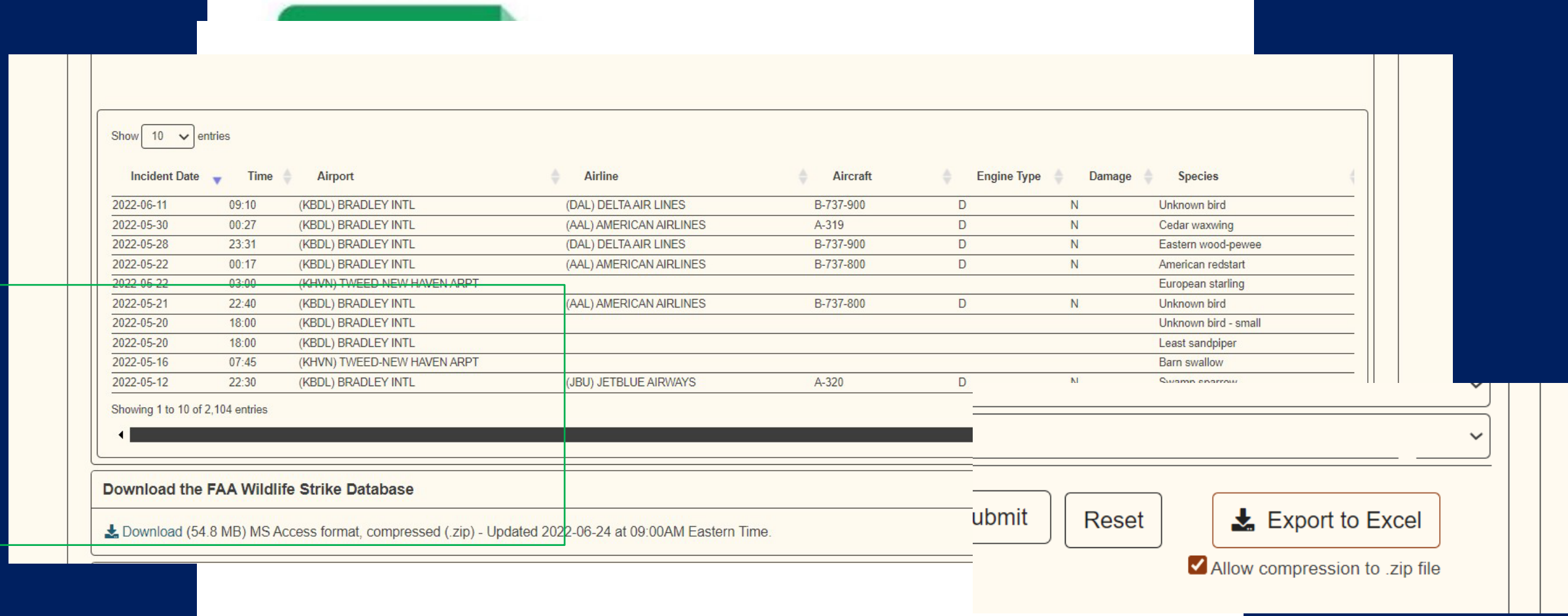
to .zip file

Click on “Search the Database“

We’ll search the database for CT

After you enter CT in the State box, click submit

Wildlife Strikes at CT Airports: How Many Records Do We Have? *hint – bottom left of your screen



Show 10 entries

Incident Date	Time	Airport	Airline	Aircraft	Engine Type	Damage	Species
2022-06-11	09:10	(KBDL) BRADLEY INTL	(DAL) DELTA AIR LINES	B-737-900	D	N	Unknown bird
2022-05-30	00:27	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	A-319	D	N	Cedar waxwing
2022-05-28	23:31	(KBDL) BRADLEY INTL	(DAL) DELTA AIR LINES	B-737-900	D	N	Eastern wood-pewee
2022-05-22	00:17	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	B-737-800	D	N	American redstart
2022-05-22	03:00	(KHVN) TWEED-NEW HAVEN ARPT					European starling
2022-05-21	22:40	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	B-737-800	D	N	Unknown bird
2022-05-20	18:00	(KBDL) BRADLEY INTL					Unknown bird - small
2022-05-20	18:00	(KBDL) BRADLEY INTL					Least sandpiper
2022-05-16	07:45	(KHVN) TWEED-NEW HAVEN ARPT					Barn swallow
2022-05-12	22:30	(KBDL) BRADLEY INTL	(JBU) JETBLUE AIRWAYS	A-320	D	N	Swamp sparrow

Showing 1 to 10 of 2,104 entries

Download the FAA Wildlife Strike Database

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ubmit

Reset

Export to Excel

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A “Record” Is A Single Data Point – You Could One Case Entry But It Could Have Multiple Charges or People Involved

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	INDX_NR	INCIDENT_	INCIDENT_	INCIDENT_	TIME	TIME_OF_	AIRPORT_	AIRPORT	LATITUDE	LONGITUD	RUNWAY	STATE	FAAREGIO	LOCATION	ENROUTE_	OPID	OPERATOR	REG	FLT	AIRCRAFT	AMA
2	1259789	2022-06-1	6	2022	09:10		KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			DAL	DELTA AIR	N858DZ	2700	B-737-900	148
3	1258553	2022-05-3	5	2022	00:27	Night	KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			AAL	AMERICAN	N809AW	2689	A-319	04A
4	1258502	2022-05-2	5	2022	23:31	Night	KBDL	BRADLEY I	4							DAL	DELTA AIR	N863DN	2149	B-737-900	148
5	1258491	2022-05-2	5	2022	00:17	Night	KBDL	BRADLEY I	4							AAL	AMERICAN	N980NN	2228	B-737-800	148
6	1258610	2022-05-2	5	2022	03:00		KHVN	TWEED-NE	4							UNK	UNKNOWI			UNKNOWI	
7	1257190	2022-05-2	5	2022	22:40	Night	KBDL	BRADLEY I	4							AAL	AMERICAN	N985NN		B-737-800	148
8	1258487	2022-05-2	5	2022	18:00		KBDL	BRADLEY I	4							UNK	UNKNOWI			UNKNOWI	
9	1256929	2022-05-2	5	2022	18:00		KBDL	BRADLEY I	4							UNK	UNKNOWI			UNKNOWI	
10	1255965	2022-05-1	5	2022	07:45		KHVN	TWEED-NE	4							UNK	UNKNOWI			UNKNOWI	
11	1256134	2022-05-1	5	2022	06:39	Dawn	KDXR	DANBURY	4							BUS	BUSINESS	N1277E		C-525B	226
12	1256096	2022-05-1	5	2022	22:30	Night	KBDL	BRADLEY I	4							JBU	JETBLUE A	N592JB	B62004	A-320	04A
13	1254079	2022-05-0	5	2022	22:01	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIR	N604NK	1488	A-320	04A
14	1254183	2022-05-0	5	2022	06:44	Dawn	KGON	GROTON-N	41.33006	-72.04514	23	CT	ANE			BUS	BUSINESS	N843E		BE-1900	123
15	1253612	2022-04-2	4	2022	15:29	Day	KGON	GROTON-N	41.33006	-72.04514	05	CT	ANE			EJA	NETJETS			C-560	226
16	1242970	2022-04-2	4	2022	13:10		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWI			UNKNOWI	
17	1242405	2022-04-2	4	2022	08:29		KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			UNK	UNKNOWI			UNKNOWI	
18	1241836	2022-04-1	4	2022	23:00	Night	KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			SWA	SOUTHWE	N8631A	1074	B-737-800	148
19	1240603	2022-04-0	4	2022	02:32	Night	KHVN	TWEED-NE	41.2639	-72.8871	2	CT	ANE			BUS	BUSINESS	N701VL	306	B-737-700	148
20	1240519	2022-04-0	4	2022	23:51	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			UAL	UNITED AI	N62884	1846	B-737-900	148
21	1241707	2022-03-1	3	2022	15:35	Day	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIR	N670NK	3135	A-321	04A
22	1214515	2022-03-1	3	2022	07:30		KBDL	BRADLEY I	41.93887	-72.68323	6/24	CT	ANE			UNK	UNKNOWI			UNKNOWI	
23	1241641	2022-03-0	3	2022	10:40	Day	KBDL	BRADLEY I	41.93887	-72.68323	33	CT	ANE			JBU	JETBLUE A		1103	A-320	04A
24	1241002	2022-02-2	2	2022	21:10	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			AAL	AMERICAN	N9018E	2689	A-319	04A

Note The Field List At the Bottom of the Page



- Also called “data dictionaries” or “record layouts”
- They tell us what is in the data

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Wildlife Database Reference Tables

Engine Type	
A	Reciprocating
B	Turbojet
C	Turboprop
D	Turbofan
E	None (glider)
F	Turboshaft (helicopter)
Y	Other

Damage (Civil)	
N	None
M	Minor
M?	Uncertain
S	Substantial
D	Destroyed

Before We Even Export or Download . . . . .

1. Do a “four corners” check of your dataset to see what you should get

2. Make sure you have a data dictionary or record layout explaining the data – here it is called a “field list”

3. Always make a copy of your data

Take 3 Important Steps



Wildlife Database Reference Tables

Engine Type	
A	Reciprocating
B	Turbojet
C	Turboprop
D	Turbofan
E	None (glider)
F	Turboshaft (helicopter)
Y	Other

Damage (Civil)	
N	None
M	Minor
M?	Uncertain
S	Substantial
D	Destroyed

Damage (Military)	
Class A	Over $2,000,000
Class B	$500,000 - $2,000,000
Class C	$50,000 - $499,999
Class D	$20,000 - $49,999
Class E	Less than $20,000

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Export The Data to Excel and We'll Bring It Into G-Sheets

Engine Type: Birds/Other Wildlife:

Note: The table generated from the search criteria above includes only 8 of the 98 data fields. To view all 98 data fields use the "Export to Excel" button to download a Microsoft Excel spreadsheet with your data. For a full list of columns and their descriptions, click here.

Submit Reset Export to Excel

Allow compression to .zip file

Show 10 entries

Incident Date	Time	Airport	Airline	Aircraft	Engine Type	Damage	Species
2022-06-11	09:10	(KBDL) BRADLEY INTL	(DAL) DELTA AIR LINES	B-737-900	D	N	Unknown bird
2022-05-30	00:27	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	A-319	D	N	Cedar waxwing
2022-05-28	23:31	(KBDL) BRADLEY INTL	(DAL) DELTA AIR LINES	B-737-900	D	N	Eastern wood-pewee
2022-05-22	00:17	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	B-737-800	D	N	American redstart
2022-05-22	03:00	(KHVN) TWEED-NEW HAVEN ARPT					European starling
2022-05-21	22:40	(KBDL) BRADLEY INTL	(AAL) AMERICAN AIRLINES	B-737-800	D	N	Unknown bird
2022-05-20	18:00	(KBDL) BRADLEY INTL					Unknown bird - small
2022-05-20	18:00	(KBDL) BRADLEY INTL					Least sandpiper
2022-05-16	07:45	(KHVN) TWEED-NEW HAVEN ARPT					Barn swallow
2022-05-12	22:30	(KBDL) BRADLEY INTL	(JBU) JETBLUE AIRWAYS	A-320	D	N	Swamp sparrow

Showing 1 to 10 of 2,104 entries Previous 1 2 3 4 5 ... 211 Next

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Wildlife Database Reference Tables

Engine Type	
A	Reciprocating
B	Turbojet

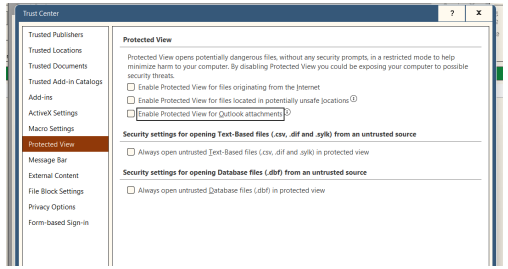
Damage (Civil)	
N	None
M	Minor

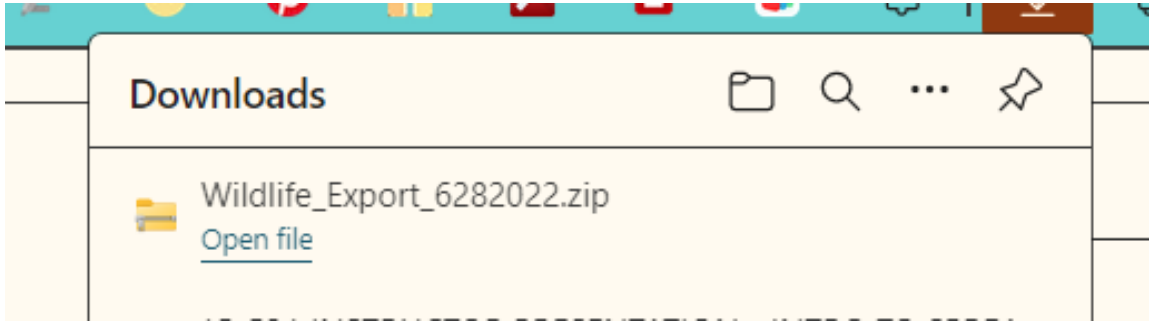
Export the Data and Open It

•Once Your File Has Exported, Open Your Export

- Save it to your Desktop



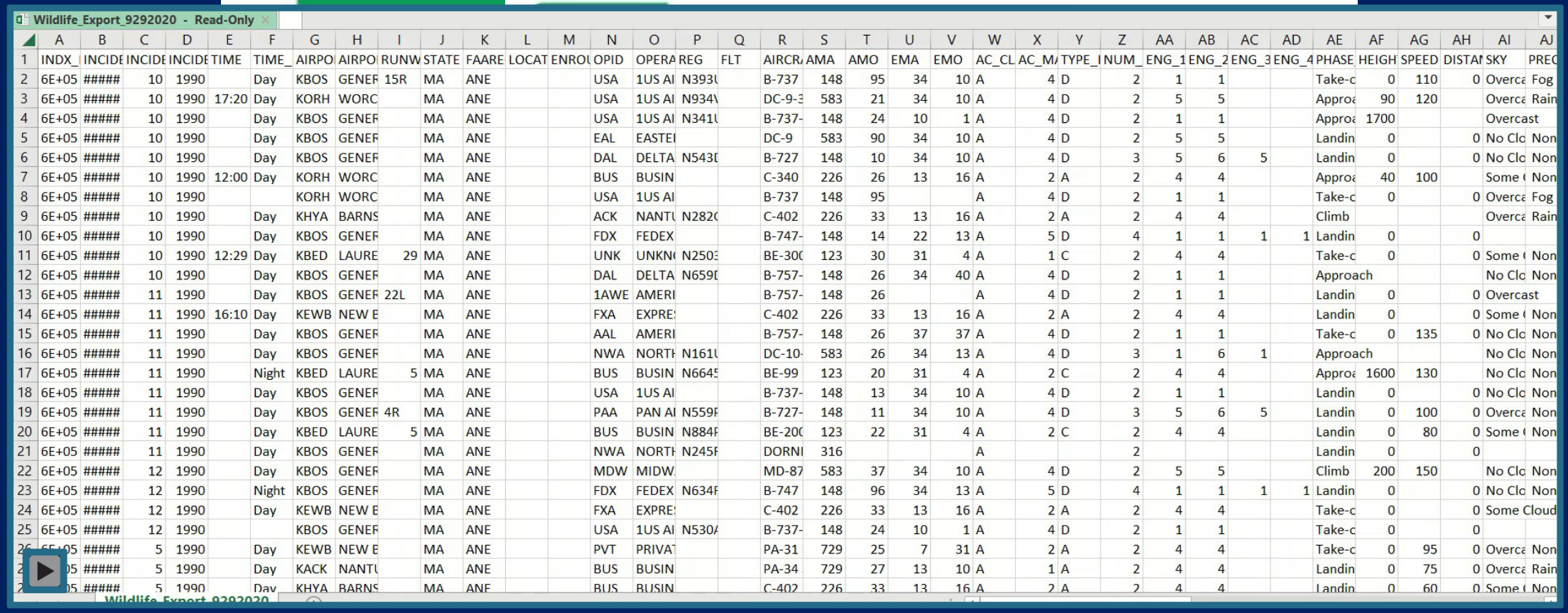




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	INDX_NR	INCIDENT_	INCIDENT_	INCIDENT_	TIME	TIME_OF_	AIRPORT_	AIRPORT	LATITUDE	LONGITUD	RUNWAY	STATE	FAAREGIO	LOCATION	ENROUTE_	OPID	OPERATOI	REG	FLT	AIRCRAFT	AMA
2	1259789	2022-06-1	6	2022	09:10		KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			DAL	DELTA AIR	N858DZ	2700	B-737-900	148
3	1258553	2022-05-3	5	2022	00:27	Night	KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			AAL	AMERICAN	N809AW	2689	A-319	04A
4	1258502	2022-05-2	5	2022	23:31	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			DAL	DELTA AIR	N863DN	2149	B-737-900	148
5	1258491	2022-05-2	5	2022	00:17	Night	KBDL	BRADLEY I	41.93887	-72.68323	15	CT	ANE			AAL	AMERICAN	N980NN	2228	B-737-800	148
6	1258610	2022-05-2	5	2022	03:00		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWI			UNKNOWI	
7	1257190	2022-05-2	5	2022	22:40	Night	KBDL	BRADLEY I	41.93887	-72.68323	15	CT	ANE			AAL	AMERICAN	N985NN		B-737-800	148
8	1258487	2022-05-2	5	2022	18:00		KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			UNK	UNKNOWI			UNKNOWI	
9	1256929	2022-05-2	5	2022	18:00		KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			UNK	UNKNOWI			UNKNOWI	
10	1255965	2022-05-1	5	2022	07:45		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWI			UNKNOWI	
11	1256134	2022-05-1	5	2022	06:39	Dawn	KDXR	DANBURY	41.37154	-73.48219	3	CT	ANE			BUS	BUSINESS	N1277E		C-525B	226
12	1256096	2022-05-1	5	2022	22:30	Night	KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			JBU	JETBLUE A	N592JB	B62004	A-320	04A
13	1254079	2022-05-0	5	2022	22:01	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIR	N604NK	1488	A-320	04A
14	1254183	2022-05-0	5	2022	06:44	Dawn	KGON	GROTON-I	41.33006	-72.04514	23	CT	ANE			BUS	BUSINESS	N843E		BE-1900	123
15	1253612	2022-04-2	4	2022	15:29	Day	KGON	GROTON-I	41.33006	-72.04514	05	CT	ANE			EJA	NETJETS			C-560	226
16	1242970	2022-04-2	4	2022	13:10		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWI			UNKNOWI	
17	1242405	2022-04-2	4	2022	08:29		KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			UNK	UNKNOWI			UNKNOWI	
18	1241836	2022-04-1	4	2022	23:00	Night	KBDL	BRADLEY I	41.93887	-72.68323	24	CT	ANE			SWA	SOUTHWE	N8631A	1074	B-737-800	148
19	1240603	2022-04-0	4	2022	02:32	Night	KHVN	TWEED-NE	41.2639	-72.8871	2	CT	ANE			BUS	BUSINESS	N701VL	306	B-737-700	148
20	1240519	2022-04-0	4	2022	23:51	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			UAL	UNITED AI	N62884	1846	B-737-900	148
21	1241707	2022-03-1	3	2022	15:35	Day	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIR	N670NK	3135	A-321	04A
22	1214515	2022-03-1	3	2022	07:30		KBDL	BRADLEY I	41.93887	-72.68323	6/24	CT	ANE			UNK	UNKNOWI			UNKNOWI	
					10:40	Day	KBDL	BRADLEY I	41.93887	-72.68323	33	CT	ANE			JBU	JETBLUE A		1103	A-320	04A
					21:10	Night	KBDL	BRADLEY I	41.93887	-72.68323	6	CT	ANE			AAL	AMERICAN	N9018E	2689	A-319	04A



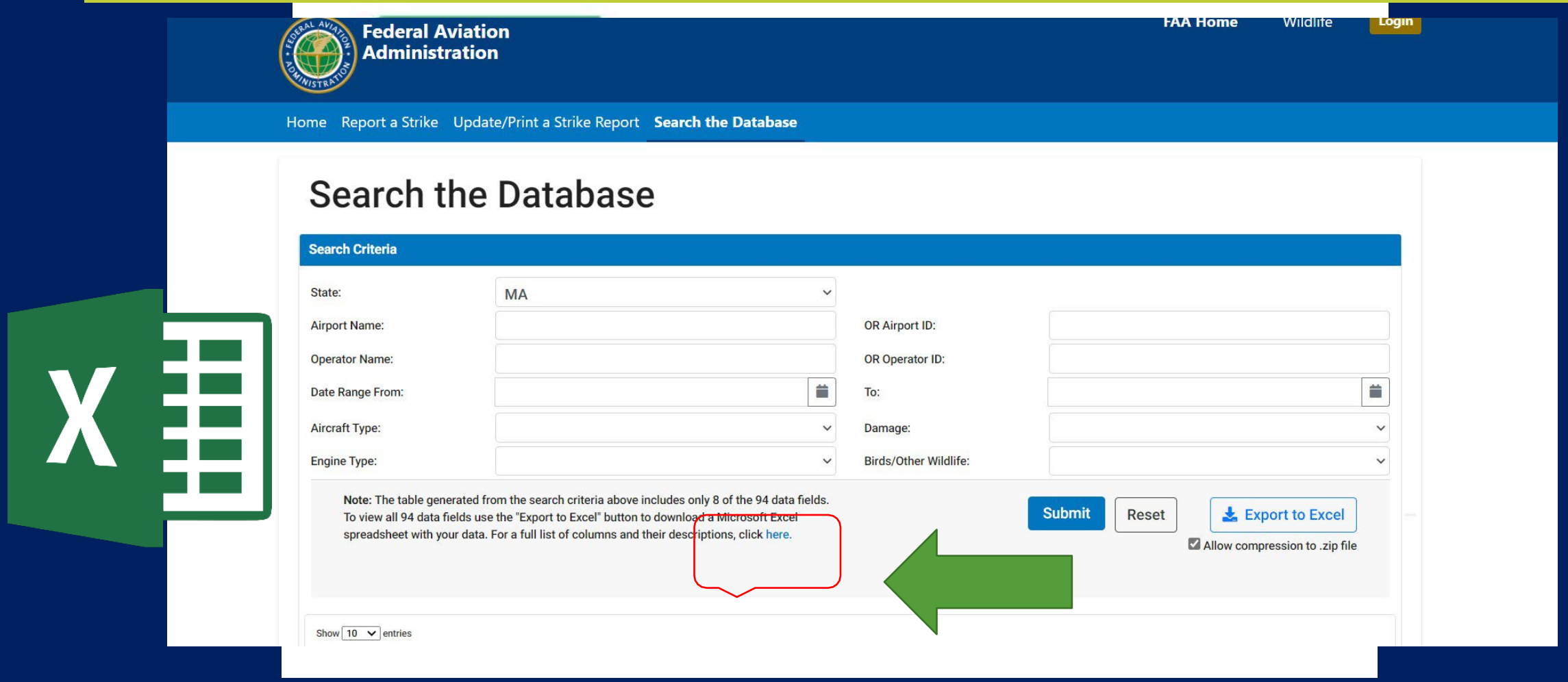
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Wildlife_Export_9292020 - Read-Only

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	INDX_	INCIDE	INCIDE	INCIDE	TIME	TIME_	AIRPO	AIRPO	RUNW	STATE	FAARE	LOCAT	ENROU	OPID	OPERA	REG	FLT	AIRCR/	AMA	AMO	EMA	EMO	AC_CL	AC_M/	TYPE_I	NUM_	ENG_1	ENG_2	ENG_3	ENG_4	PHASE	HEIGH	SPEED	DISTAI	SKY	PREC
2	6E+05	#####	10	1990		Day	KBOS	GENER	15R	MA	ANE			USA	1US AI	N393U		B-737	148	95	34	10	A	4	D	2	1	1			Take-c	0	110	0	Overca	Fog
3	6E+05	#####	10	1990	17:20	Day	KORH	WORC		MA	ANE			USA	1US AI	N934V		DC-9-3	583	21	34	10	A	4	D	2	5	5			Approa	90	120		Overca	Rain
4	6E+05	#####	10	1990		Day	KBOS	GENER		MA	ANE			USA	1US AI	N341U		B-737-	148	24	10	1	A	4	D	2	1	1			Approa	1700			Overcast	
5	6E+05	#####	10	1990		Day	KBOS	GENER		MA	ANE			EAL	EASTEI			DC-9	583	90	34	10	A	4	D	2	5	5			Landin	0		0	No Clo	Non
6	6E+05	#####	10	1990		Day	KBOS	GENER		MA	ANE			DAL	DELTA	N543D		B-727	148	10	34	10	A	4	D	3	5	6	5		Landin	0		0	No Clo	Non
7	6E+05	#####	10	1990	12:00	Day	KORH	WORC		MA	ANE			BUS	BUSIN			C-340	226	26	13	16	A	2	A	2	4	4			Approa	40	100		Some (	Non
8	6E+05	#####	10	1990			KORH	WORC		MA	ANE			USA	1US AI			B-737	148	95			A	4	D	2	1	1			Take-c	0		0	Overca	Fog
9	6E+05	#####	10	1990		Day	KHYA	BARNS		MA	ANE			ACK	NANTU	N282C		C-402	226	33	13	16	A	2	A	2	4	4			Climb				Overca	Rain
10	6E+05	#####	10	1990		Day	KBOS	GENER		MA	ANE			FDX	FEDEX			B-747-	148	14	22	13	A	5	D	4	1	1	1	1	Landin	0		0		
11	6E+05	#####	10	1990	12:29	Day	KBED	LAURE	29	MA	ANE			UNK	UNKN(	N2503		BE-300	123	30	31	4	A	1	C	2	4	4			Take-c	0		0	Some (	Non
12	6E+05	#####	10	1990		Day	KBOS	GENER		MA	ANE			DAL	DELTA	N659D		B-757-	148	26	34	40	A	4	D	2	1	1			Approach				No Clo	Non
13	6E+05	#####	11	1990		Day	KBOS	GENER	22L	MA	ANE			1AWE	AMERI			B-757-	148	26			A	4	D	2	1	1			Landin	0		0	Overcast	
14	6E+05	#####	11	1990	16:10	Day	KEWB	NEW E		MA	ANE			FXA	EXPRE			C-402	226	33	13	16	A	2	A	2	4	4			Landin	0		0	Some (	Non
15	6E+05	#####	11	1990		Day	KBOS	GENER		MA	ANE			AAL	AMERI			B-757-	148	26	37	37	A	4	D	2	1	1			Take-c	0	135	0	No Clo	Non
16	6E+05	#####	11	1990		Day	KBOS	GENER		MA	ANE			NWA	NORTH	N161U		DC-10-	583	26	34	13	A	4	D	3	1	6	1		Approach				No Clo	Non
17	6E+05	#####	11	1990		Night	KBED	LAURE	5	MA	ANE			BUS	BUSIN	N6645		BE-99	123	20	31	4	A	2	C	2	4	4			Approa	1600	130		No Clo	Non
18	6E+05	#####	11	1990		Day	KBOS	GENER		MA	ANE			USA	1US AI			B-737-	148	13	34	10	A	4	D	2	1	1			Landin	0		0	No Clo	Non
19	6E+05	#####	11	1990		Day	KBOS	GENER	4R	MA	ANE			PAA	PAN AI	N559P		B-727-	148	11	34	10	A	4	D	3	5	6	5		Landin	0	100	0	Overca	Non
20	6E+05	#####	11	1990		Day	KBED	LAURE	5	MA	ANE			BUS	BUSIN	N884P		BE-200	123	22	31	4	A	2	C	2	4	4			Landin	0	80	0	Some (	Non
21	6E+05	#####	11	1990		Day	KBOS	GENER		MA	ANE			NWA	NORTH	N245P		DORNI	316				A			2					Landin	0		0		
22	6E+05	#####	12	1990		Day	KBOS	GENER		MA	ANE			MDW	MIDW			MD-87	583	37	34	10	A	4	D	2	5	5			Climb	200	150		No Clo	Non
23	6E+05	#####	12	1990		Night	KBOS	GENER		MA	ANE			FDX	FEDEX	N634F		B-747	148	96	34	13	A	5	D	4	1	1	1	1	Landin	0		0	No Clo	Non
24	6E+05	#####	12	1990		Day	KEWB	NEW E		MA	ANE			FXA	EXPRE			C-402	226	33	13	16	A	2	A	2	4	4			Take-c	0		0	Some Cloud	
25	6E+05	#####	12	1990			KBOS	GENER		MA	ANE			USA	1US AI	N530A		B-737-	148	24	10	1	A	4	D	2	1	1			Take-c	0		0		
26	6E+05	#####	5	1990		Day	KEWB	NEW E		MA	ANE			PVT	PRIVAT			PA-31	729	25	7	31	A	2	A	2	4	4			Take-c	0	95	0	Overca	Non
27	6E+05	#####	5	1990		Day	KACK	NANTU		MA	ANE			BUS	BUSIN			PA-34	729	27	13	10	A	1	A	2	4	4			Landin	0	75	0	Overca	Rain
28	6E+05	#####	5	1990		Day	KHYA	BARNS		MA	ANE			BUS	BUSIN			C-402	226	33	13	16	A	2	A	2	4	4			Landin	0	60	0	Some (	Non

Make Sure To Get The Data Dictionary – In This Data It Is Called a Field List

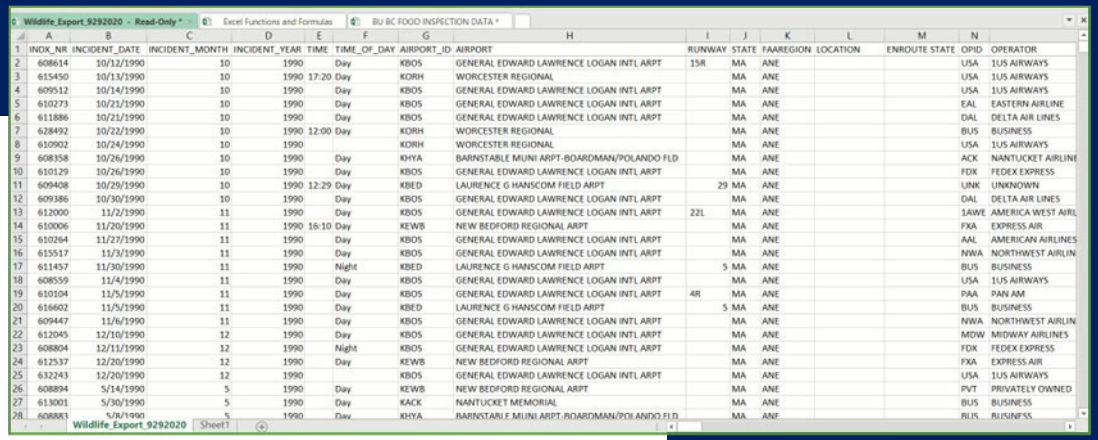


Column Name	Explanation of Column Name and Codes
INDEX NR	Individual record number
OPID	Airline operator code
OPERATOR	A three letter International Civil Aviation Organization code for aircraft operators. (BUS = business, PVT = private aircraft other than business, GOV = government aircraft, MIL - military aircraft.)
ATYPE	Aircraft
AMA	International Civil Aviation Organization code for Aircraft Make
AMO	International Civil Aviation Organization code for Aircraft Model
EMA	Engine Make Code (see Engine Codes tab below)
EMO	Engine Model Code (see Engine Codes tab below)
AC_CLASS	Type of aircraft (see Aircraft Type tab below)
AC_MASS	1 = 2,250 kg or less: 2 = ,2251-5700 kg: 3 = 5,701-27,000 kg: 4 = 27,001-272,000 kg: 5 = above 272,000 kg
NUM_ENGS	Number of engines
TYPE_ENG	Turboshaft (helicopter): Y = Other
ENG_1_POS	Where engine # 1 is mounted on aircraft (see Engine Position tab below)
ENG_2_POS	Where engine # 2 is mounted on aircraft (see Engine Position tab below)
ENG_3_POS	Where engine # 3 is mounted on aircraft (see Engine Position tab below)
ENG_4_POS	Where engine # 4 is mounted on aircraft (see Engine Position tab below)
REG	Aircraft registration
FLT	Flight number
REMAINS_COLLECTED	Indicates if bird or wildlife remains were found and collected
REMAINS_SENT	Indicates if remains were sent to the Smithsonian Institution for identifcation
INCIDENT_DATE	Date strike occurred
INCIDENT_MONTH	Month strike occurred
INCIDENT_YEAR	Year strike occurred
	Light conditions
	Hour and minute in local time
	International Civil Aviation Organization airport identifier for location of strike whether it was on or off airport
	Name of airport
	State
	FAA Region where airport is located
	If strike did not occur on approach, climb, landing roll, taxi or take-off, aircraft was enroute. This shows location.
	Runway
LOCATION	Various information about aircraft location if enroute or airport where strike evidence was found. Some locations show the two airports for the flight departure and arrival if pilot was unaware of the strike.
HEIGHT	Feet Above Ground Level



Other Key Steps

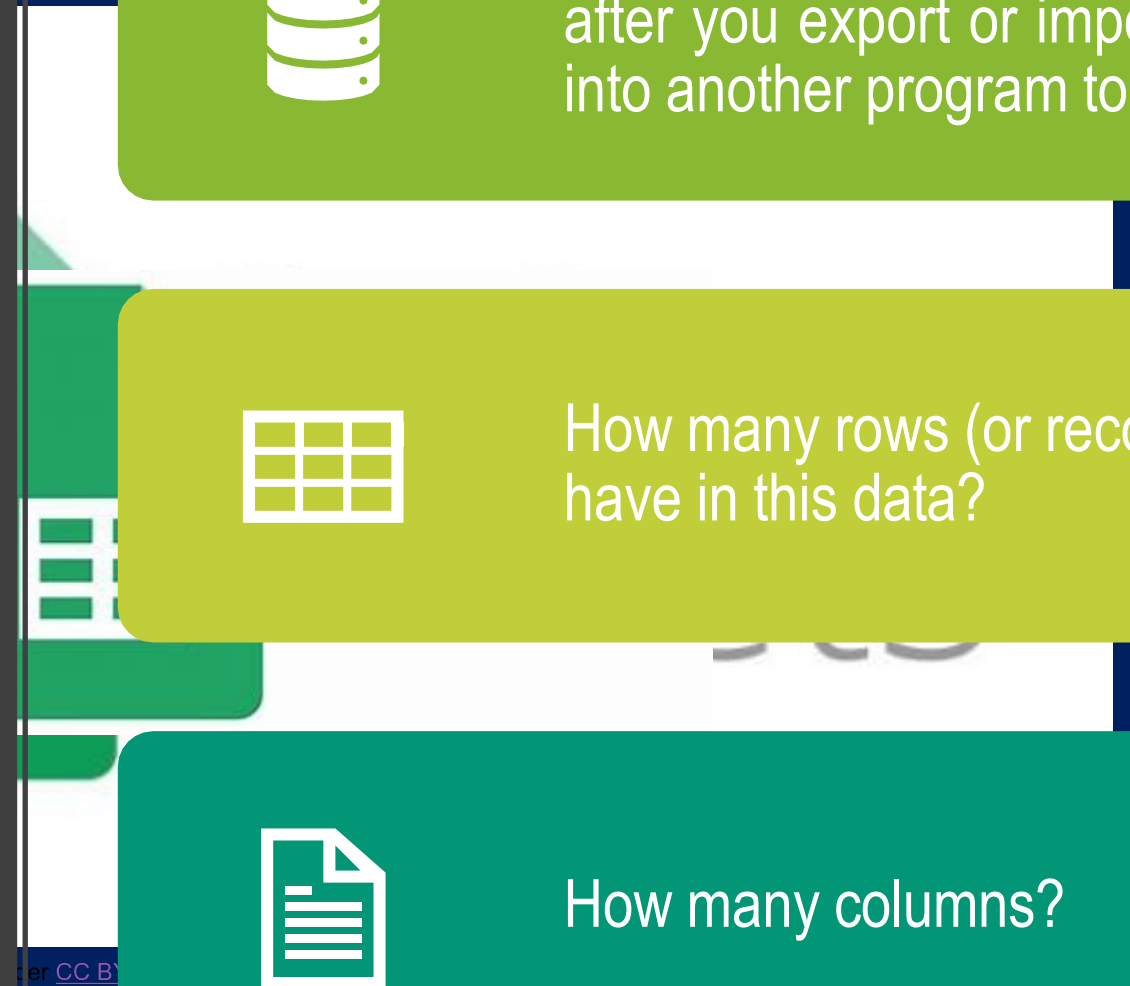
- Always make a copy of the original “raw” data before you start slicing it up
- Do a four corners check to make sure you have all your columns, rows and fields and nothing seems amiss
- Make sure the field type for each column matches the type of data in that field
- Check the formatting of the cells in case you want to make any changes while you work with the data



INDX_NR	INCIDENT_DATE	INCIDENT_MONTH	INCIDENT_YEAR	TIME	TIME_OF_DAY	AIRPORT_ID	AIRPORT	RUNWAY	STATE	FAAREGION	LOCATION	ENROUTE STATE	OPID	OPERATOR
608614	10/12/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	15R	MA	ANE			USA	1US AIRWAYS
615450	10/13/1990	10	1990	17:20	Day	KORH	WORCESTER REGIONAL		MA	ANE			USA	1US AIRWAYS
609512	10/14/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
610273	10/21/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			EAL	EASTERN AIRLINE
611886	10/21/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			DAL	DELTA AIR LINES
628492	10/22/1990	10	1990	12:00	Day	KORH	WORCESTER REGIONAL		MA	ANE			BUS	BUSINESS
610902	10/24/1990	10	1990			KORH	WORCESTER REGIONAL		MA	ANE			USA	1US AIRWAYS
608358	10/26/1990	10	1990		Day	KHYA	BARNSTABLE MUNI ARPT-BOARDMAN/POLANDO FLD		MA	ANE			ACK	NANTUCKET AIRLINE
610129	10/26/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			FDX	FEDEX EXPRESS
609408	10/29/1990	10	1990	12:29	Day	KBED	LAURENCE G HANSCOM FIELD ARPT		29 MA	ANE			UNK	UNKNOWN
609386	10/30/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			DAL	DELTA AIR LINES
612000	11/2/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	22L	MA	ANE			1AWE	AMERICA WEST AIRL
610006	11/20/1990	11	1990	16:10	Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			FXA	EXPRESS AIR
610264	11/27/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			AAL	AMERICAN AIRLINES
615517	11/3/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			NWA	NORTHWEST AIRLIN
611457	11/30/1990	11	1990		Night	KBED	LAURENCE G HANSCOM FIELD ARPT		5 MA	ANE			BUS	BUSINESS
608559	11/4/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
610104	11/5/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	4R	MA	ANE			PAA	PAN AM
616602	11/5/1990	11	1990		Day	KBED	LAURENCE G HANSCOM FIELD ARPT		5 MA	ANE			BUS	BUSINESS
609447	11/6/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			NWA	NORTHWEST AIRLIN
612045	12/10/1990	12	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			MDW	MIDWAY AIRLINES
608804	12/11/1990	12	1990		Night	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			FDX	FEDEX EXPRESS
612537	12/20/1990	12	1990		Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			FXA	EXPRESS AIR
632243	12/20/1990	12	1990			KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
608894	5/14/1990	5	1990		Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			PVT	PRIVATELY OWNED
613001	5/30/1990	5	1990		Day	KACK	NANTUCKET MEMORIAL		MA	ANE			BUS	BUSINESS
608883	5/8/1990	5	1990		Day	KHYA	BARNSTABLE MUNI ARPT-BOARDMAN/POLANDO FLD		MA	ANE			BUS	BUSINESS

Google Sheets

Always Check The Number of Columns and Rows in Your Original Data



You should have the same numbers after you export or import your data into another program to work on it

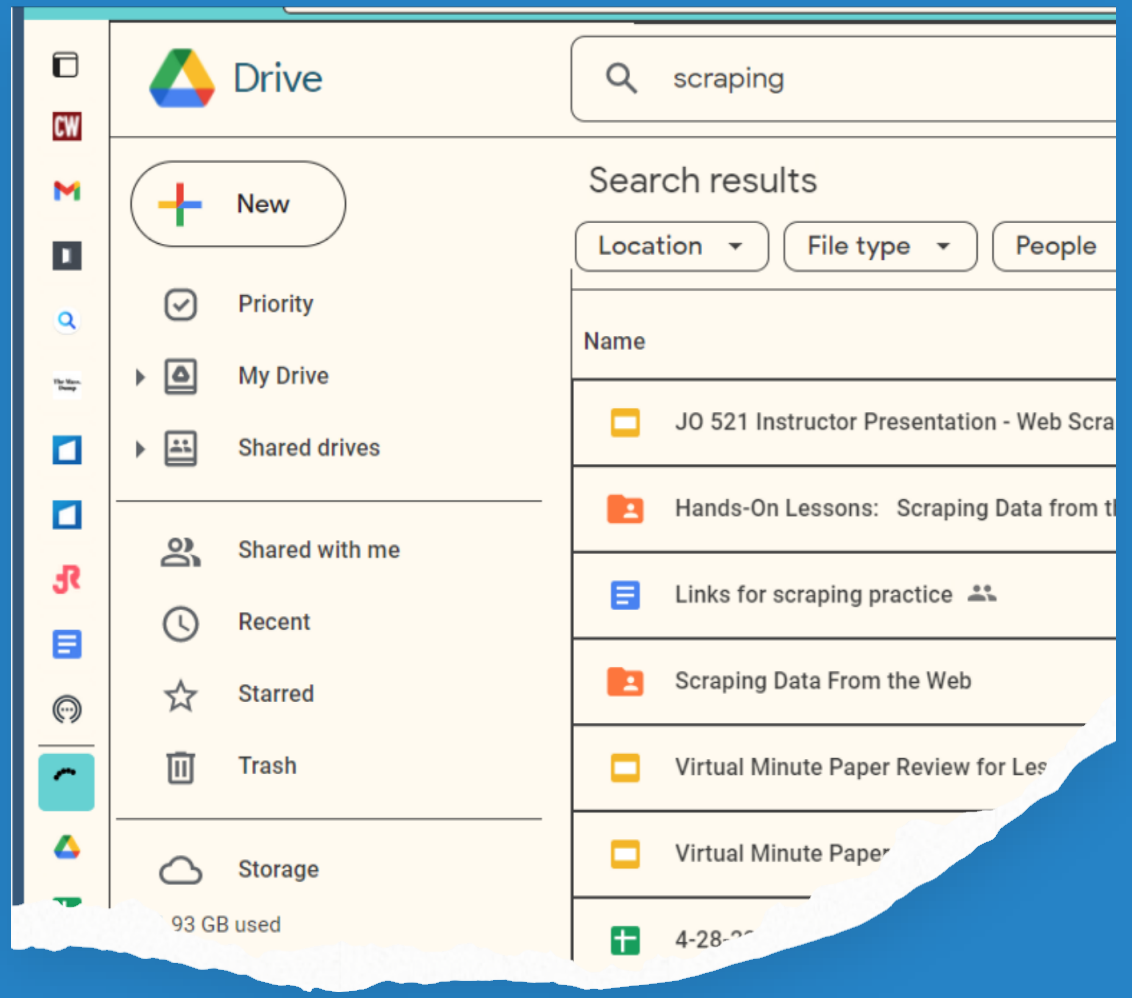
How many rows (or records) do we have in this data?

How many columns?

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Let's Import this into G-Sheets

- Open up G-Drive
- Select NEW



Let's Import this into G-Sheets
Once We Open a Blank Sheet, We Want to Name It

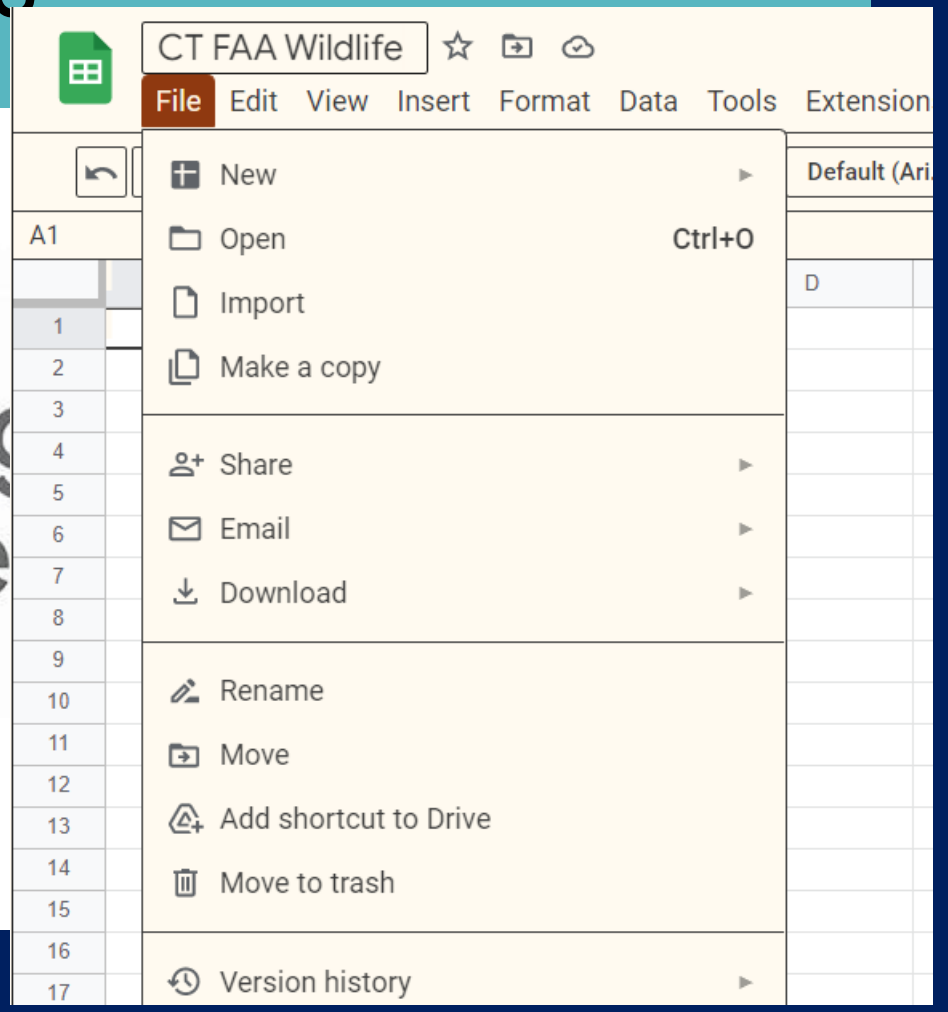


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Import Your Data Into G-Sheets

- On the ribbon, click on FILE
- Then click on IMPORT and find your file

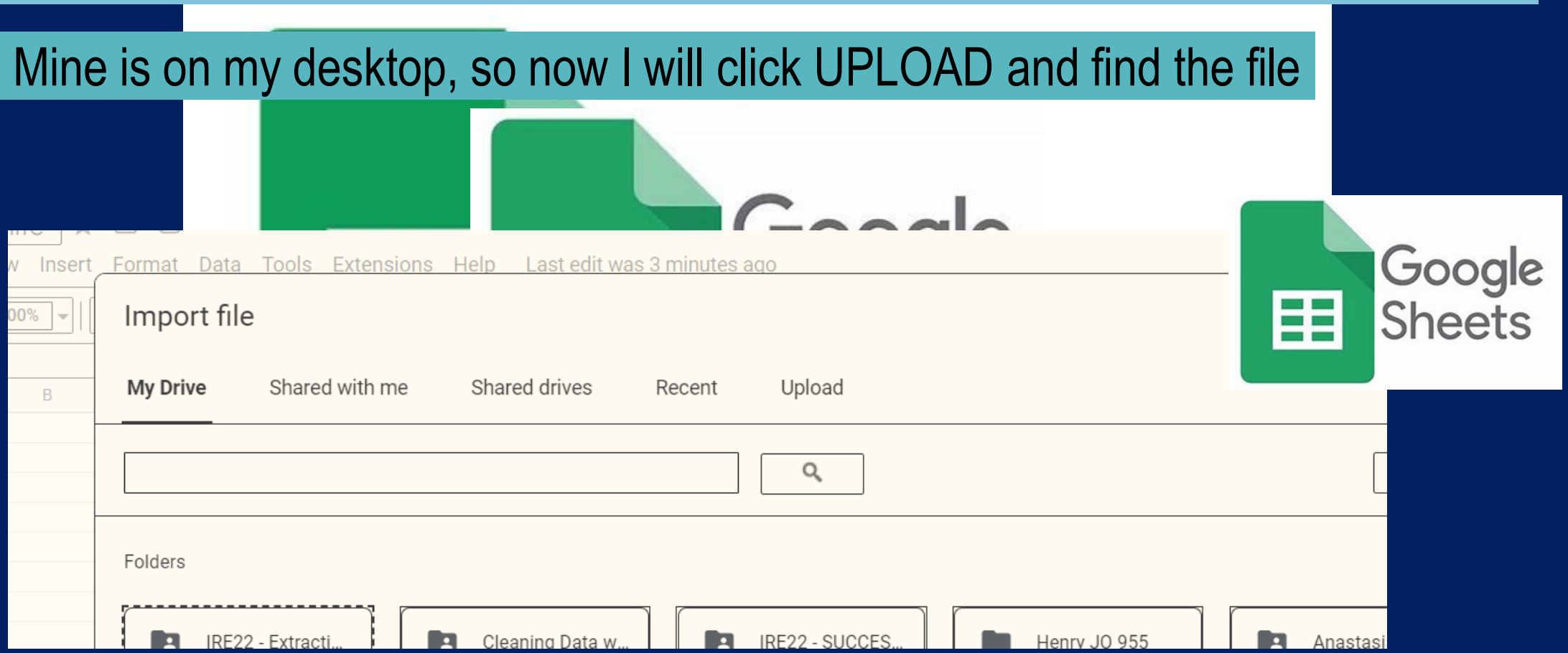


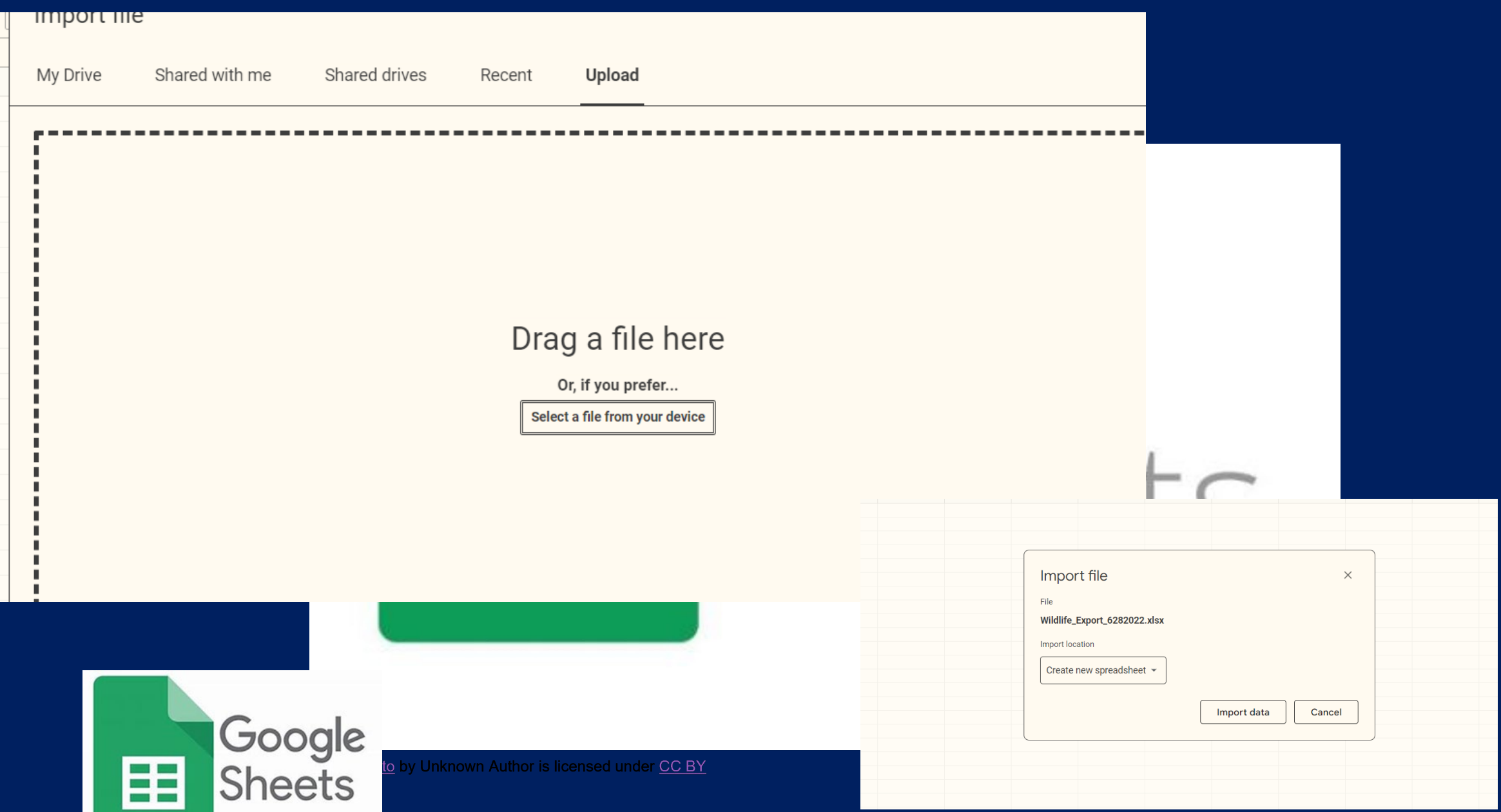


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Find Your File and Click UPLOAD

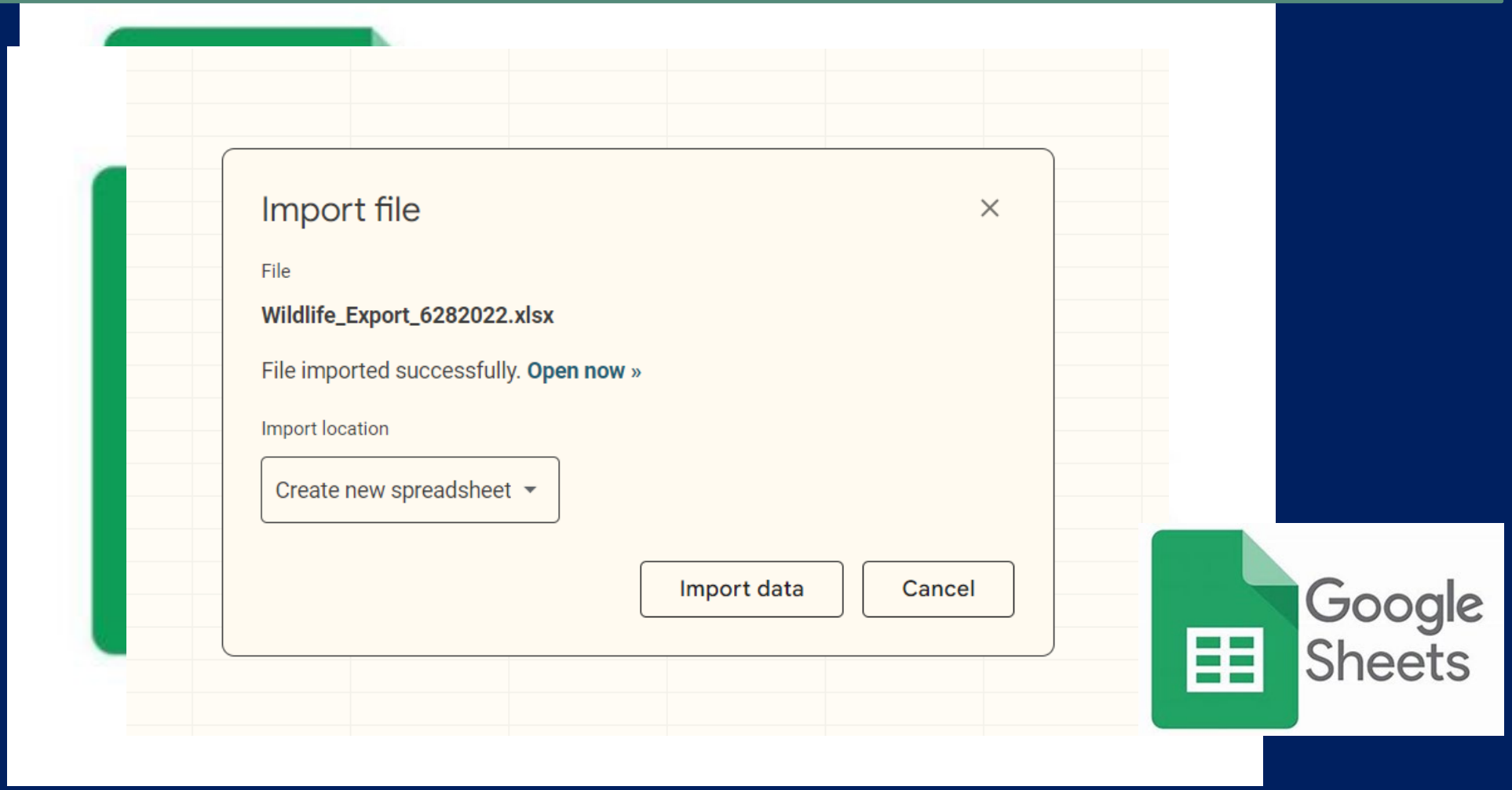
- Mine is on my desktop, so now I will click UPLOAD and find the file

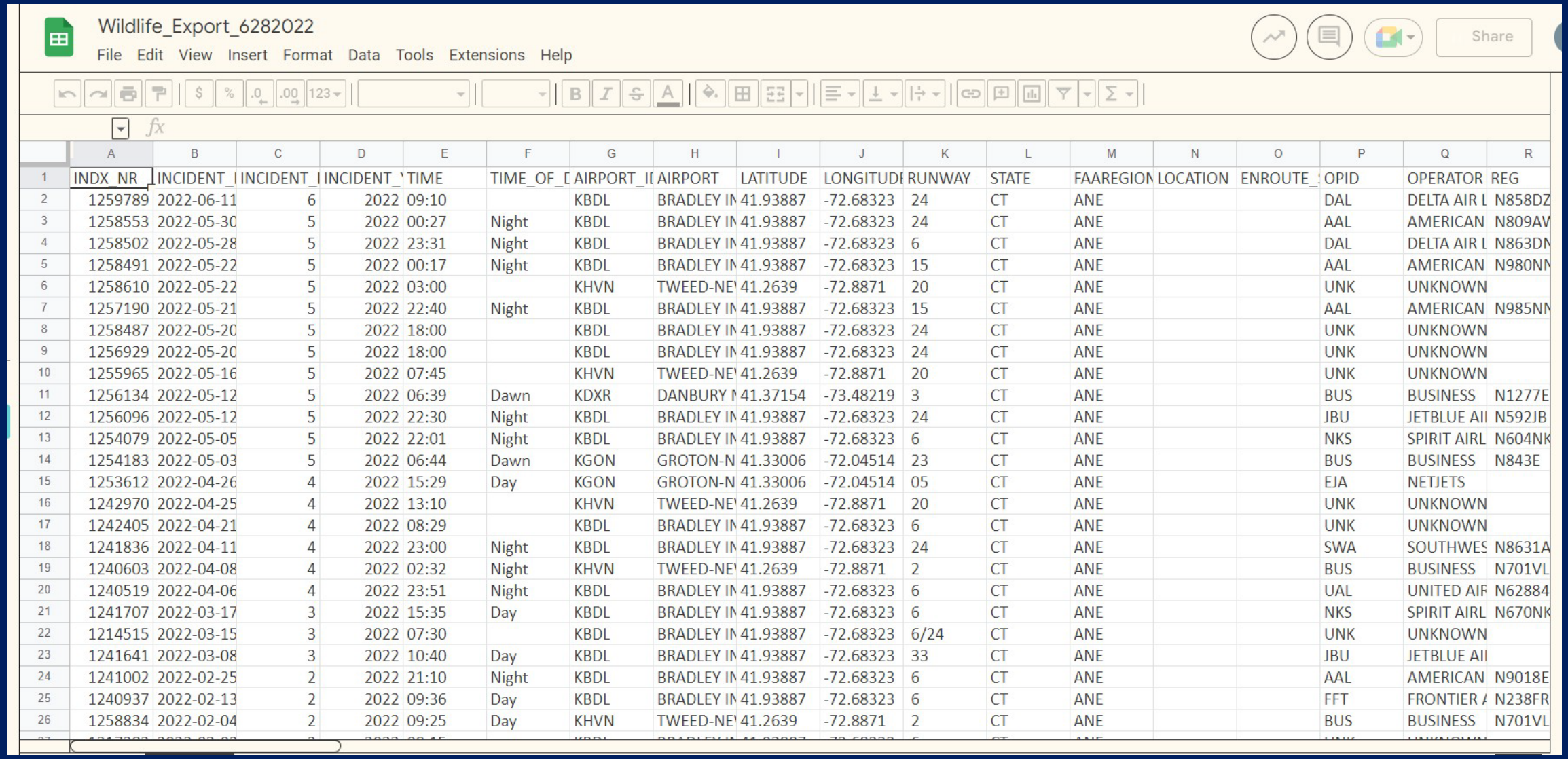




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If Your Import, Was Successful, Open the File





Wildlife_Export_6282022

File Edit View Insert Format Data Tools Extensions Help

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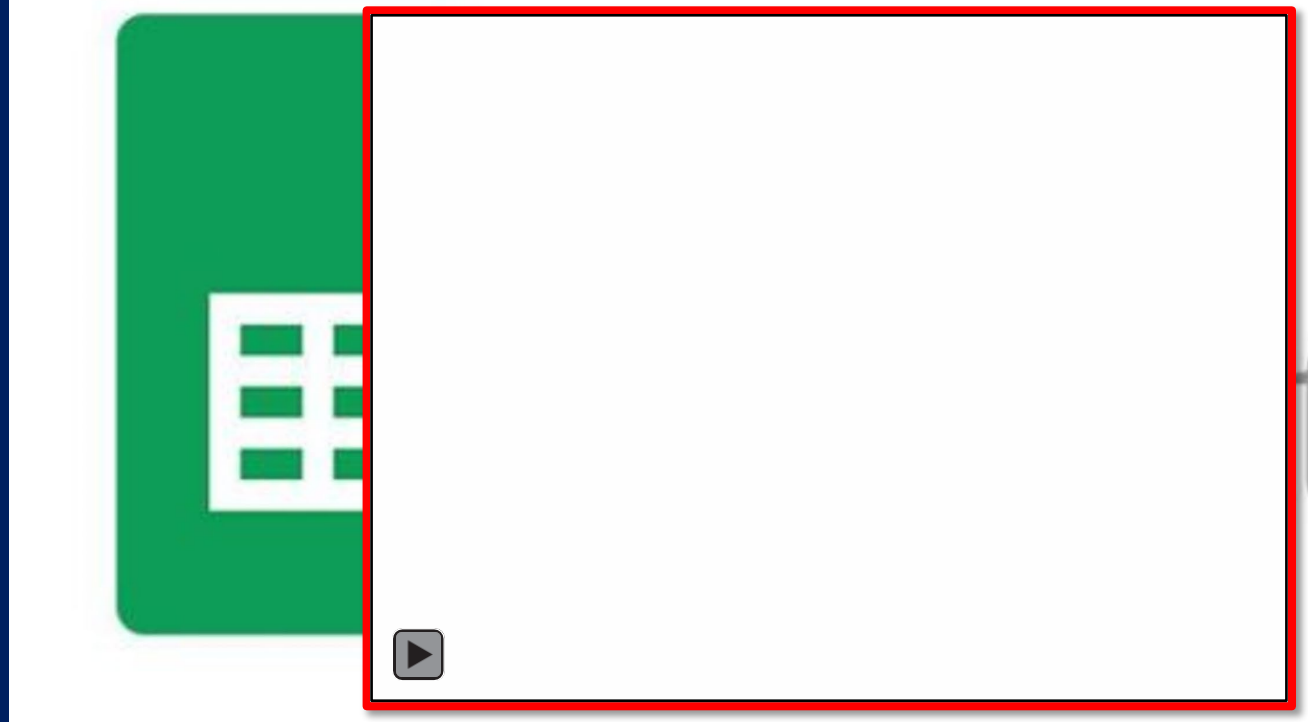
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	INDX_NR	INCIDENT_	INCIDENT_	INCIDENT_	TIME	TIME_OF_D	AIRPORT_ID	AIRPORT	LATITUDE	LONGITUDE	RUNWAY	STATE	FAAREGION	LOCATION	ENROUTE_	OPID	OPERATOR	REG
2	1259789	2022-06-11	6	2022	09:10		KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			DAL	DELTA AIR L	N858DZ
3	1258553	2022-05-30	5	2022	00:27	Night	KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			AAL	AMERICAN	N809AV
4	1258502	2022-05-28	5	2022	23:31	Night	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			DAL	DELTA AIR L	N863DN
5	1258491	2022-05-22	5	2022	00:17	Night	KBDL	BRADLEY IN	41.93887	-72.68323	15	CT	ANE			AAL	AMERICAN	N980NN
6	1258610	2022-05-22	5	2022	03:00		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWN	
7	1257190	2022-05-21	5	2022	22:40	Night	KBDL	BRADLEY IN	41.93887	-72.68323	15	CT	ANE			AAL	AMERICAN	N985NN
8	1258487	2022-05-20	5	2022	18:00		KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			UNK	UNKNOWN	
9	1256929	2022-05-20	5	2022	18:00		KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			UNK	UNKNOWN	
10	1255965	2022-05-16	5	2022	07:45		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWN	
11	1256134	2022-05-12	5	2022	06:39	Dawn	KDXR	DANBURY M	41.37154	-73.48219	3	CT	ANE			BUS	BUSINESS	N1277E
12	1256096	2022-05-12	5	2022	22:30	Night	KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			JBU	JETBLUE AI	N592JB
13	1254079	2022-05-05	5	2022	22:01	Night	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIRL	N604NK
14	1254183	2022-05-03	5	2022	06:44	Dawn	KGON	GROTON-N	41.33006	-72.04514	23	CT	ANE			BUS	BUSINESS	N843E
15	1253612	2022-04-26	4	2022	15:29	Day	KGON	GROTON-N	41.33006	-72.04514	05	CT	ANE			EJA	NETJETS	
16	1242970	2022-04-25	4	2022	13:10		KHVN	TWEED-NE	41.2639	-72.8871	20	CT	ANE			UNK	UNKNOWN	
17	1242405	2022-04-21	4	2022	08:29		KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			UNK	UNKNOWN	
18	1241836	2022-04-11	4	2022	23:00	Night	KBDL	BRADLEY IN	41.93887	-72.68323	24	CT	ANE			SWA	SOUTHWES	N8631A
19	1240603	2022-04-08	4	2022	02:32	Night	KHVN	TWEED-NE	41.2639	-72.8871	2	CT	ANE			BUS	BUSINESS	N701VL
20	1240519	2022-04-06	4	2022	23:51	Night	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			UAL	UNITED AIF	N62884
21	1241707	2022-03-17	3	2022	15:35	Day	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			NKS	SPIRIT AIRL	N670NK
22	1214515	2022-03-15	3	2022	07:30		KBDL	BRADLEY IN	41.93887	-72.68323	6/24	CT	ANE			UNK	UNKNOWN	
23	1241641	2022-03-08	3	2022	10:40	Day	KBDL	BRADLEY IN	41.93887	-72.68323	33	CT	ANE			JBU	JETBLUE AI	
24	1241002	2022-02-25	2	2022	21:10	Night	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			AAL	AMERICAN	N9018E
25	1240937	2022-02-13	2	2022	09:36	Day	KBDL	BRADLEY IN	41.93887	-72.68323	6	CT	ANE			FFT	FRONTIER A	N238FR
26	1258834	2022-02-04	2	2022	09:25	Day	KHVN	TWEED-NE	41.2639	-72.8871	2	CT	ANE			BUS	BUSINESS	N701VL



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Basic Spreadsheet Navigation

Basic Spreadsheet Navigation: Reviewing Data



Move to last cell in worksheet	Ctrl End
Move to first cell in worksheet	Ctrl Home

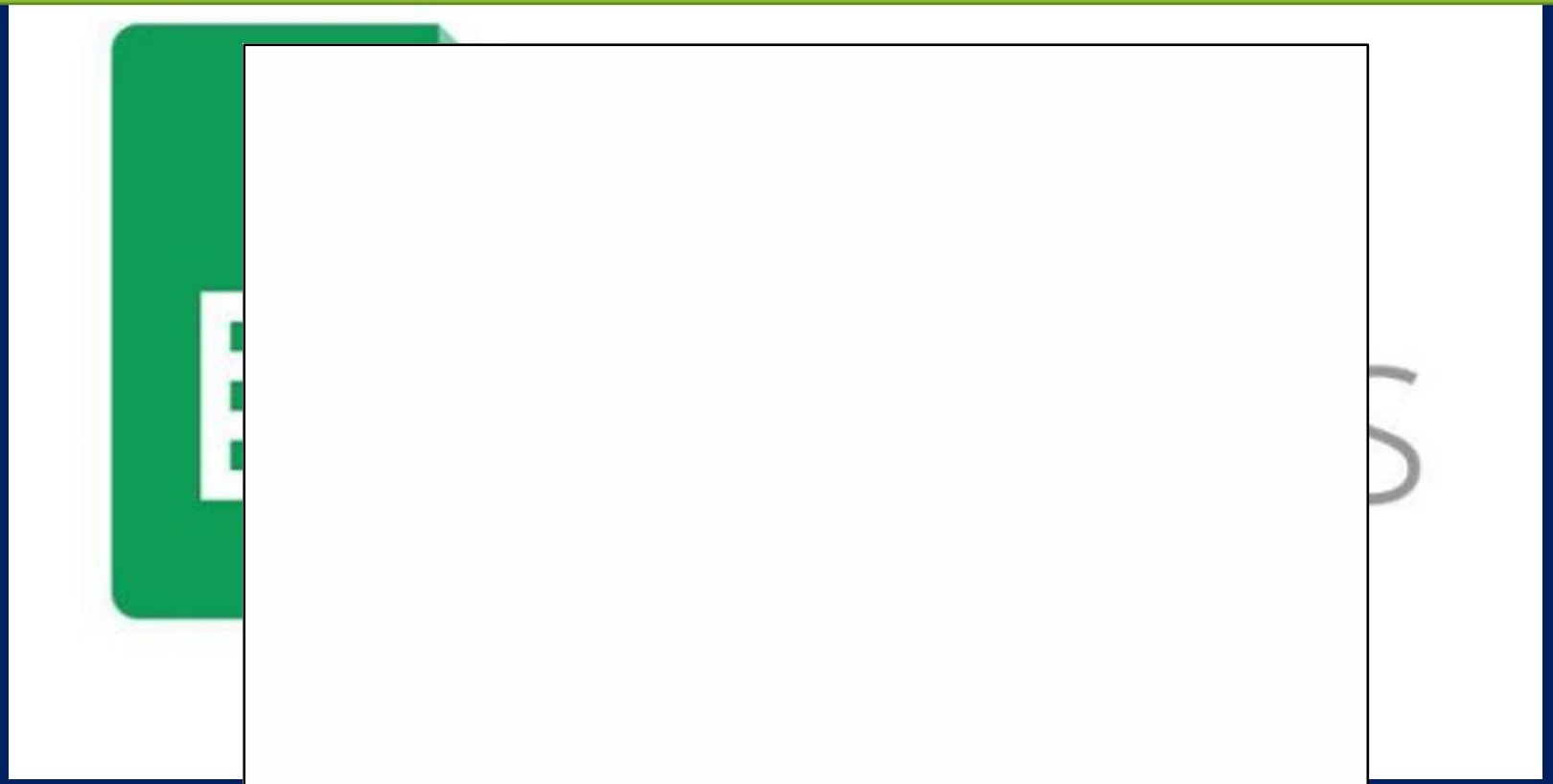
Basic Spreadsheet Navigation: Reviewing Data

- Move to last column by hitting CTRL and your **right arrow key** on your keyboard
- Click the **left arrow key** to go back





Basic Spreadsheet Navigation: Enlarging Columns



This Photo by Unknow

Resizing Columns: Another Option

Resize columns

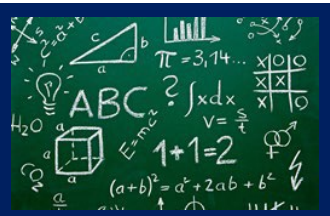
1. Select a column or a range of columns.

2. Place the pointer on the boundary between the column headers.



3. Drag the boundary to change the width. This resizes all of the selected columns to the same width.

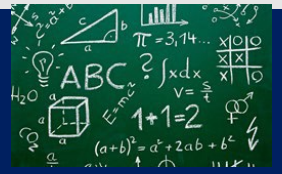
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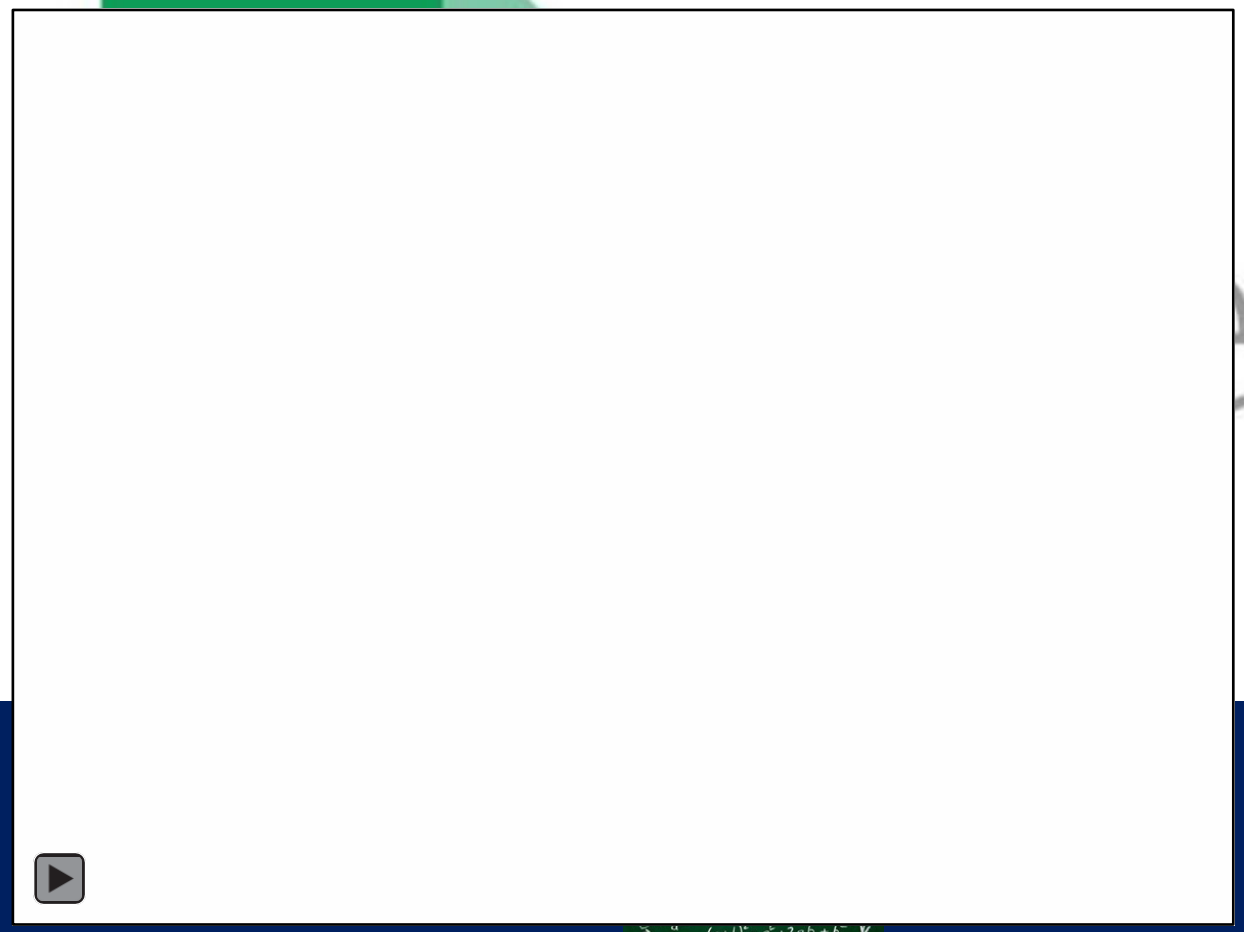
Basic Spreadsheet Navigation: Freeze Panes

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	INDX_NR	INCIDENT_DATE	INCIDENT_MONTH	INCIDENT_YEAR	TIME	TIME_OF_DAY	AIRPORT_ID	AIRPORT	RUNWAY	STATE	FAAREGION	LOCATION	ENROUTE STATE	OPID	OPERATOR
2	608614	10/12/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	15R	MA	ANE			USA	1US AIRWAYS
3	615450	10/13/1990	10	1990	17:20	Day	KORH	WORCESTER REGIONAL		MA	ANE			USA	1US AIRWAYS
4	609512	10/14/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
5	610273	10/21/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			EAL	EASTERN AIRLINE
6	611886	10/21/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			DAL	DELTA AIR LINES
7	628492	10/22/1990	10	1990	12:00	Day	KORH	WORCESTER REGIONAL		MA	ANE			BUS	BUSINESS
8	610902	10/24/1990	10	1990			KORH	WORCESTER REGIONAL		MA	ANE			USA	1US AIRWAYS
9	608358	10/26/1990	10	1990		Day	KHYA	BARNSTABLE MUNI ARPT-BOARDMAN/POLANDO FLD		MA	ANE			ACK	NANTUCKET AIRLINE
10	610129	10/26/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			FDX	FEDEX EXPRESS
11	609408	10/29/1990	10	1990	12:29	Day	KBED	LAURENCE G HANSCOM FIELD ARPT	29	MA	ANE			UNK	UNKNOWN
12	609386	10/30/1990	10	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			DAL	DELTA AIR LINES
13	612000	11/2/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	22L	MA	ANE			1AWE	AMERICA WEST AIRL
14	610006	11/20/1990	11	1990	16:10	Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			FXA	EXPRESS AIR
15	610264	11/27/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			AAL	AMERICAN AIRLINES
16	615517	11/3/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			NWA	NORTHWEST AIRLIN
17	611457	11/30/1990	11	1990		Night	KBED	LAURENCE G HANSCOM FIELD ARPT	5	MA	ANE			BUS	BUSINESS
18	608559	11/4/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
19	610104	11/5/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT	4R	MA	ANE			PAA	PAN AM
20	616602	11/5/1990	11	1990		Day	KBED	LAURENCE G HANSCOM FIELD ARPT	5	MA	ANE			BUS	BUSINESS
21	609447	11/6/1990	11	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			NWA	NORTHWEST AIRLIN
22	612045	12/10/1990	12	1990		Day	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			MDW	MIDWAY AIRLINES
23	608804	12/11/1990	12	1990		Night	KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			FDX	FEDEX EXPRESS
24	612537	12/20/1990	12	1990		Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			FXA	EXPRESS AIR
25	632243	12/20/1990	12	1990			KBOS	GENERAL EDWARD LAWRENCE LOGAN INTL ARPT		MA	ANE			USA	1US AIRWAYS
26	608894	5/14/1990	5	1990		Day	KEWB	NEW BEDFORD REGIONAL ARPT		MA	ANE			PVT	PRIVATELY OWNED
27	613001	5/30/1990	5	1990		Day	KACK	NANTUCKET MEMORIAL		MA	ANE			BUS	BUSINESS
28	608883	5/8/1990	5	1990		Day	KHYA	BARNSTABLE MUNI ARPT-BOARDMAN/POLANDO FLD		MA	ANE			BUS	BUSINESS

Wildlife_Export_9292020



Basic Spreadsheet Navigation: Freeze Panes



Freezing the panes let's us freeze rows or columns

Then we can scroll through our data and still see the headers at the top

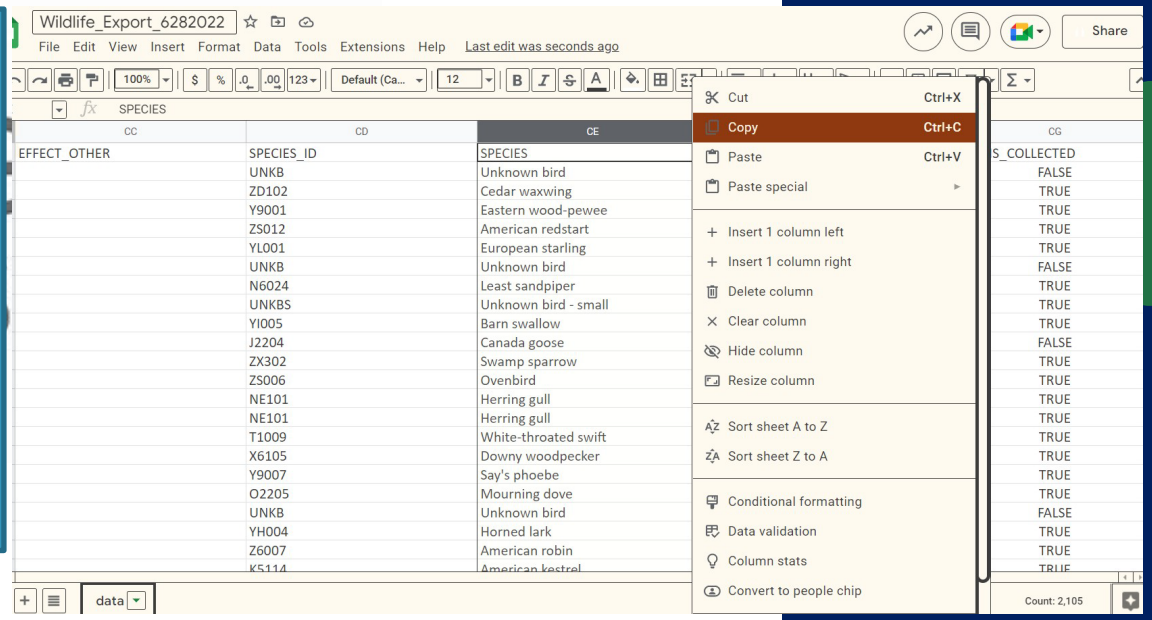
Basic Spreadsheet Navigation: Working with Columns

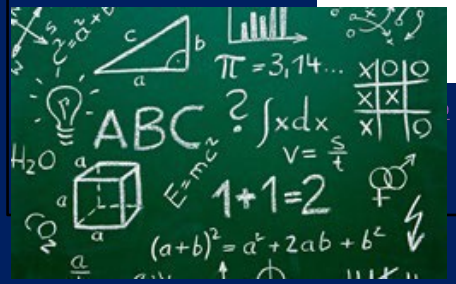


- Scroll over to column CE which is “species”
- G-Sheets ran out of letters to name the columns so is doubling up
- We can delete columns we don’t need
- Or we can hide them

Basic Spreadsheet Navigation – Inserting Columns

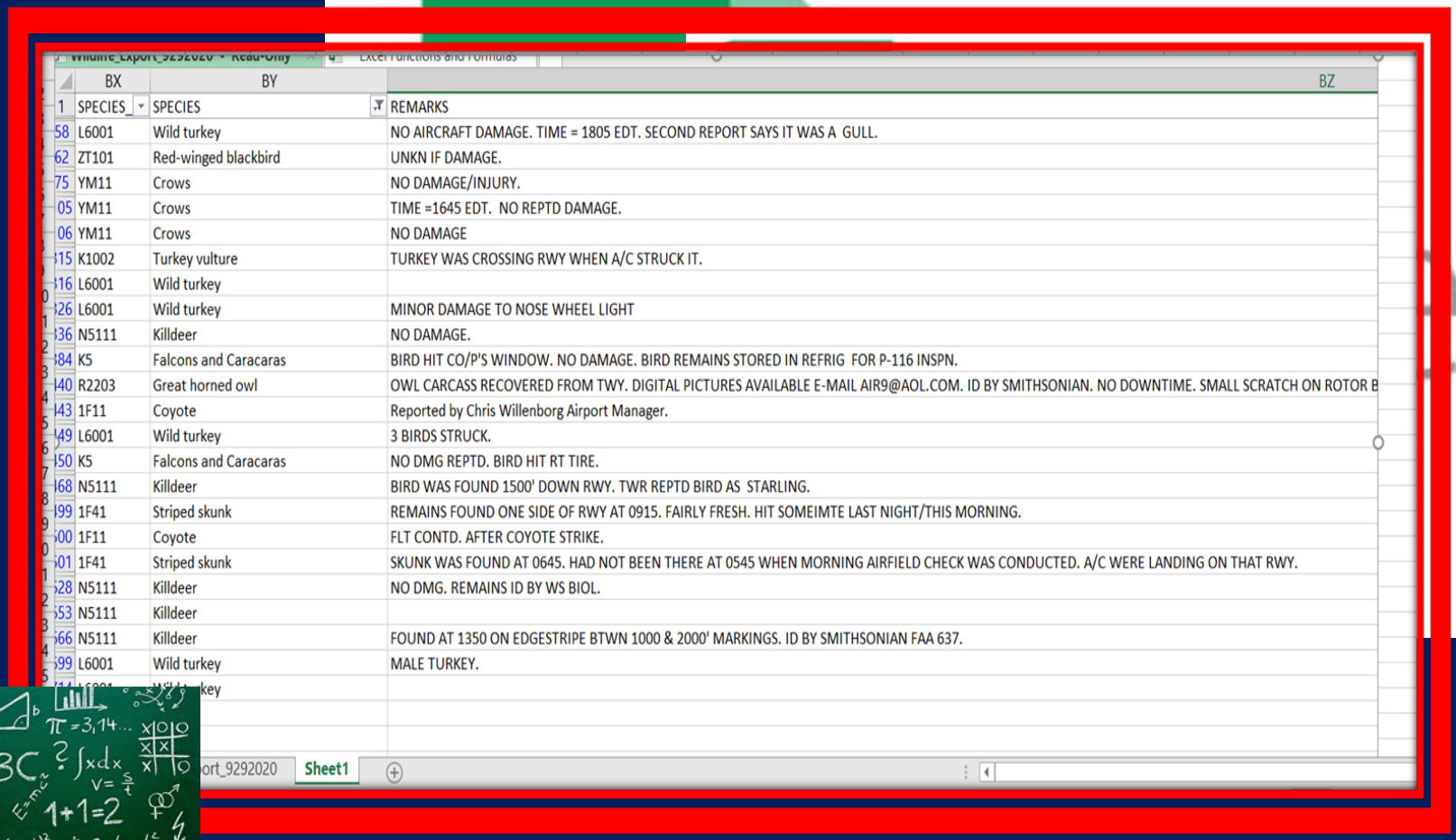
- Select a column heading
- Right click on it
- You'll get a menu of options
- Click on
- G-Sheets will insert a column to the left





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Inserting Sheets



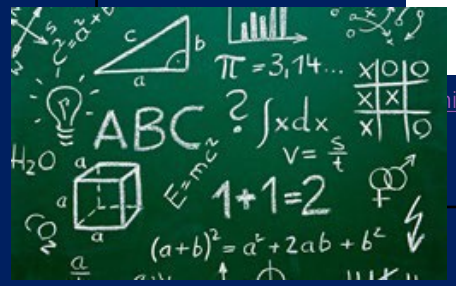
	BX	BY	BZ
1	SPECIES_	SPECIES	REMARKS
58	L6001	Wild turkey	NO AIRCRAFT DAMAGE. TIME = 1805 EDT. SECOND REPORT SAYS IT WAS A GULL.
62	ZT101	Red-winged blackbird	UNKN IF DAMAGE.
75	YM11	Crows	NO DAMAGE/INJURY.
05	YM11	Crows	TIME =1645 EDT. NO REPTD DAMAGE.
06	YM11	Crows	NO DAMAGE
15	K1002	Turkey vulture	TURKEY WAS CROSSING RWY WHEN A/C STRUCK IT.
16	L6001	Wild turkey	
26	L6001	Wild turkey	MINOR DAMAGE TO NOSE WHEEL LIGHT
36	N5111	Killdeer	NO DAMAGE.
84	K5	Falcons and Caracaras	BIRD HIT CO/P'S WINDOW. NO DAMAGE. BIRD REMAINS STORED IN REFRIG FOR P-116 INSPN.
40	R2203	Great horned owl	OWL CARCASS RECOVERED FROM TWY. DIGITAL PICTURES AVAILABLE E-MAIL AIR9@AOL.COM. ID BY SMITHSONIAN. NO DOWNTIME. SMALL SCRATCH ON ROTOR B
43	1F11	Coyote	Reported by Chris Willenborg Airport Manager.
49	L6001	Wild turkey	3 BIRDS STRUCK.
50	K5	Falcons and Caracaras	NO DMG REPTD. BIRD HIT RT TIRE.
68	N5111	Killdeer	BIRD WAS FOUND 1500' DOWN RWY. TWR REPTD BIRD AS STARLING.
99	1F41	Striped skunk	REMAINS FOUND ONE SIDE OF RWY AT 0915. FAIRLY FRESH. HIT SOMEIMTE LAST NIGHT/THIS MORNING.
00	1F11	Coyote	FLT CONTD. AFTER COYOTE STRIKE.
01	1F41	Striped skunk	SKUNK WAS FOUND AT 0645. HAD NOT BEEN THERE AT 0545 WHEN MORNING AIRFIELD CHECK WAS CONDUCTED. A/C WERE LANDING ON THAT RWY.
28	N5111	Killdeer	NO DMG. REMAINS ID BY WS BIOL.
53	N5111	Killdeer	
66	N5111	Killdeer	FOUND AT 1350 ON EDGESTRIPE BTWN 1000 & 2000' MARKINGS. ID BY SMITHSONIAN FAA 637.
99	L6001	Wild turkey	MALE TURKEY.

ort_9292020 Sheet1

We can add new sheets to the bottom of our spreadsheet and rename the sheets as we do different analyses on the data

Basic Spreadsheet Navigation – Inserting Rows

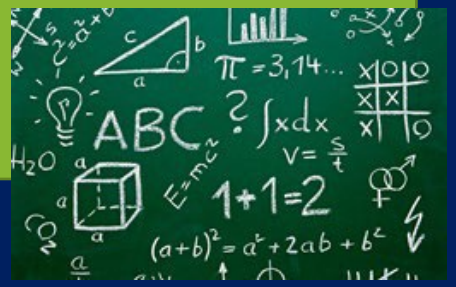
- Select the left hand side of a row
- Right click on it
- G-Sheets will insert a row above it



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Basic Spreadsheet Navigation – Hiding Columns and Rows

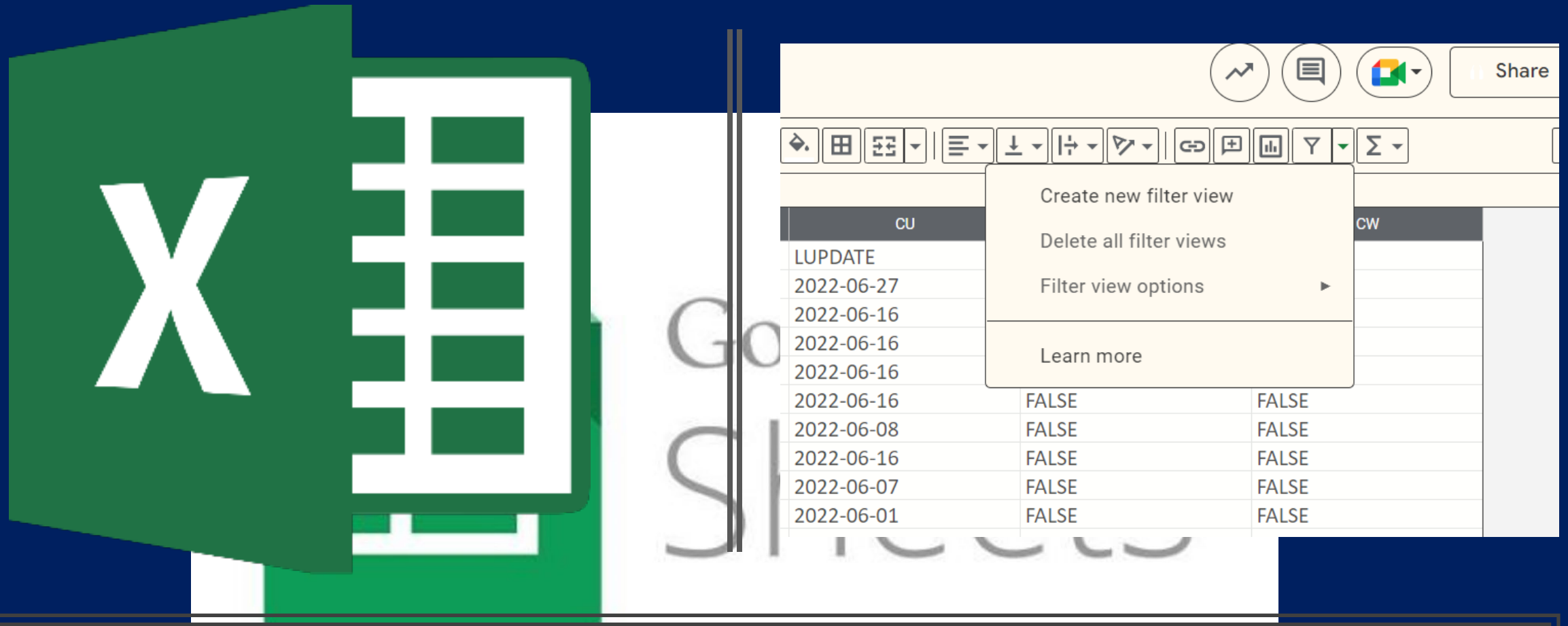
- Select the column
- Right click
- Choose delete
- Same for deleting rows



Filtering in G-Sheets



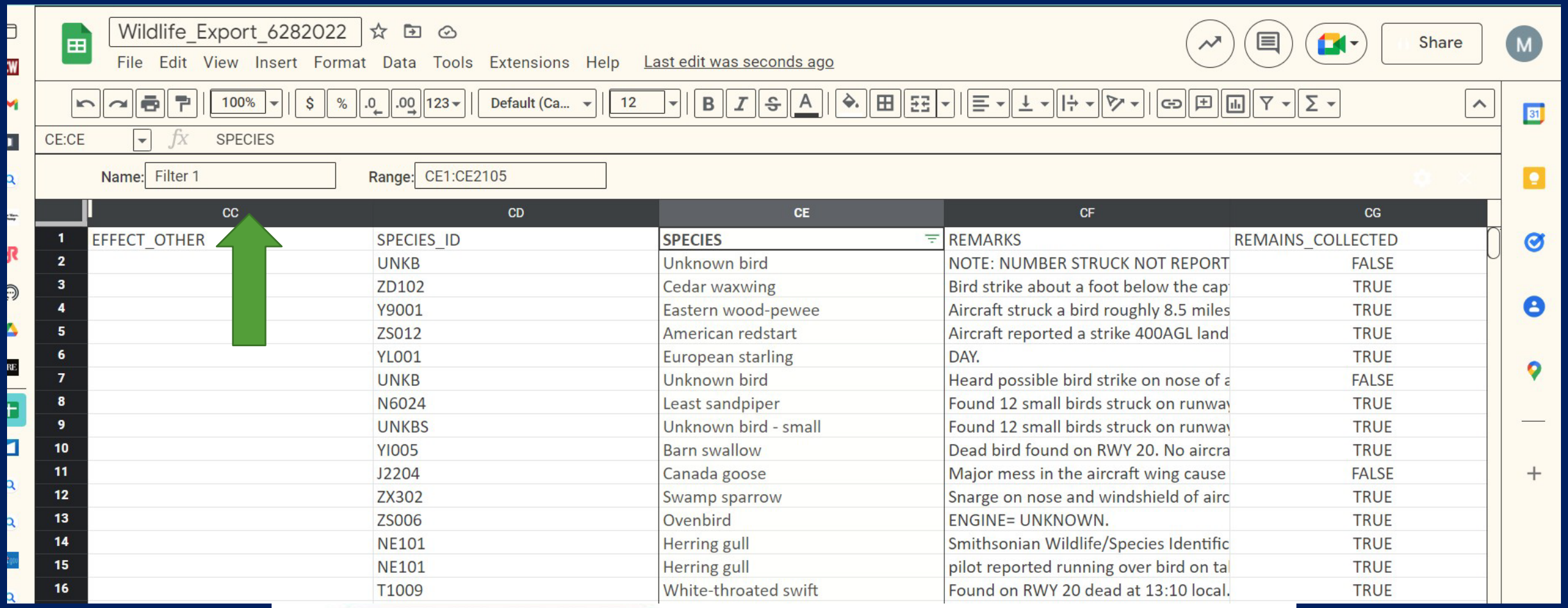
Google Sheets



Concept 4: Filtering

Basic Spreadsheet Navigation: Filtering

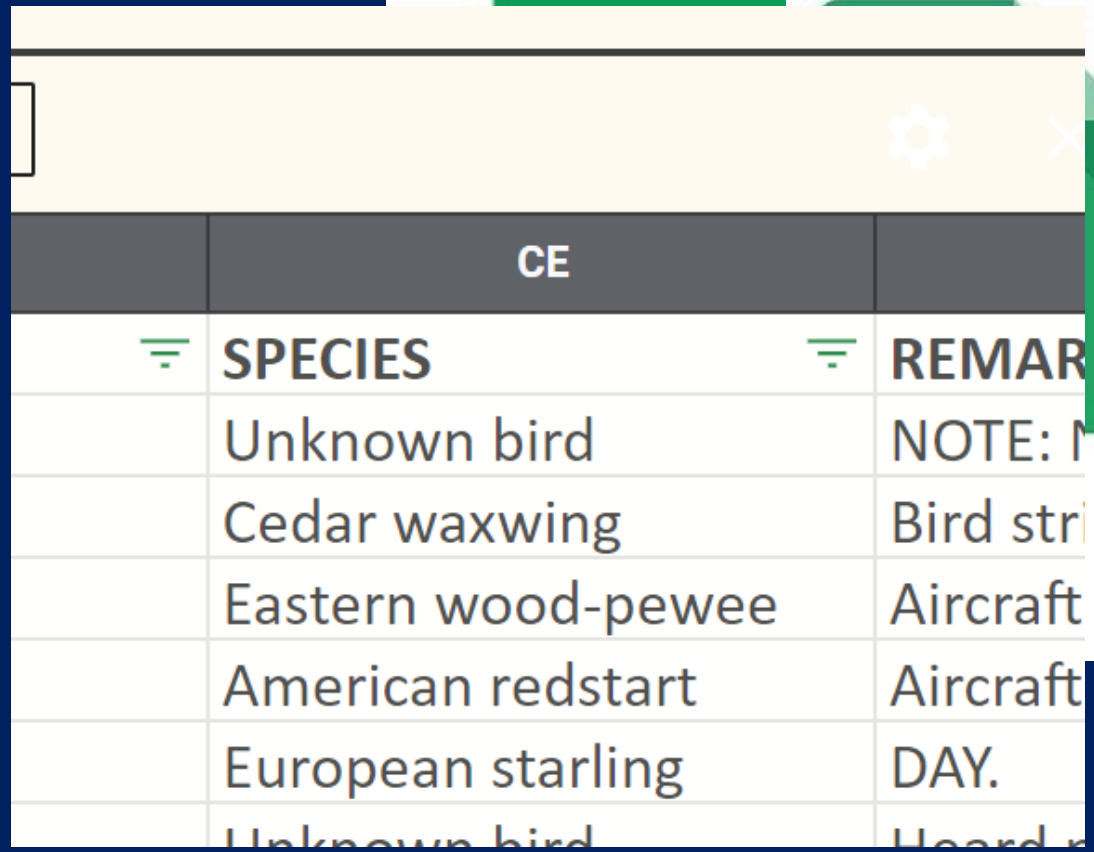
- We can filter our data to look more granularly at detail to find stories
- Let's filter on column **CE**
- Scroll to it
- Click on the column heading
- Click on the "funnel" on the ribbon to turn on your filter

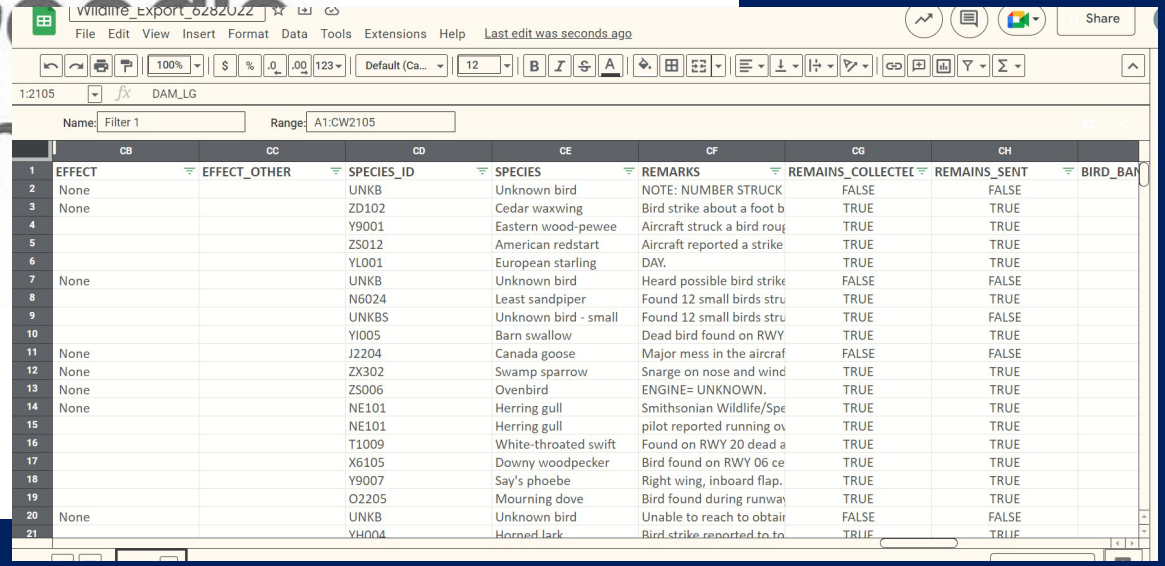


	CC	CD	CE	CF	CG
1	EFFECT_OTHER	SPECIES_ID	SPECIES	REMARKS	REMAINS_COLLECTED
2		UNKB	Unknown bird	NOTE: NUMBER STRUCK NOT REPORT	FALSE
3		ZD102	Cedar waxwing	Bird strike about a foot below the cap	TRUE
4		Y9001	Eastern wood-pewee	Aircraft struck a bird roughly 8.5 miles	TRUE
5		ZS012	American redstart	Aircraft reported a strike 400AGL land	TRUE
6		YL001	European starling	DAY.	TRUE
7		UNKB	Unknown bird	Heard possible bird strike on nose of a	FALSE
8		N6024	Least sandpiper	Found 12 small birds struck on runway	TRUE
9		UNKBS	Unknown bird - small	Found 12 small birds struck on runway	TRUE
10		YI005	Barn swallow	Dead bird found on RWY 20. No aircra	TRUE
11		J2204	Canada goose	Major mess in the aircraft wing cause	FALSE
12		ZX302	Swamp sparrow	Snarge on nose and windshield of airc	TRUE
13		ZS006	Ovenbird	ENGINE= UNKNOWN.	TRUE
14		NE101	Herring gull	Smithsonian Wildlife/Species Identific	TRUE
15		NE101	Herring gull	pilot reported running over bird on ta	TRUE
16		T1009	White-throated swift	Found on RWY 20 dead at 13:10 local.	TRUE

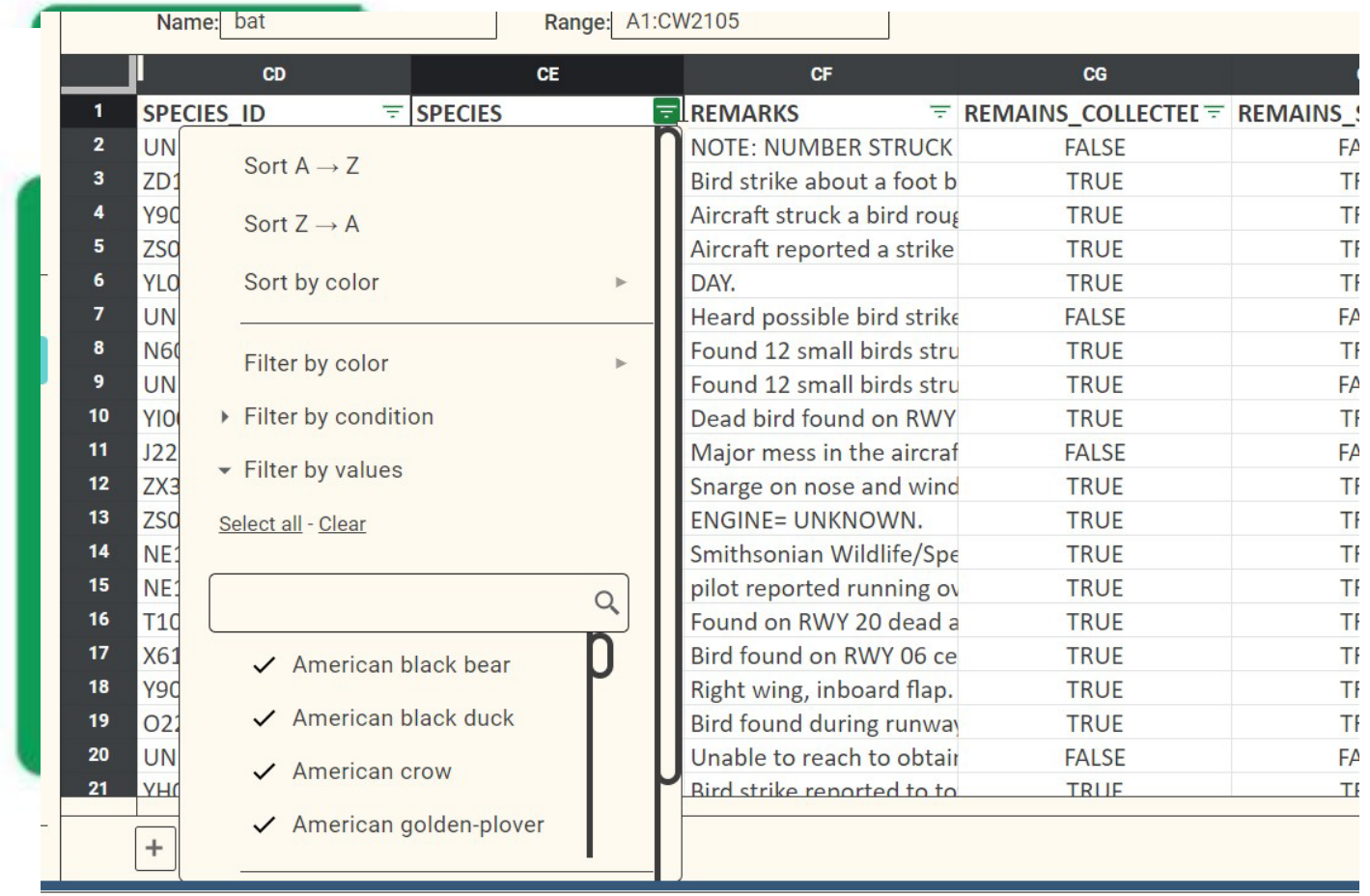
After Your "Turn On" Your Filter, You'll See This Page

You Should See A Small Down Arrow in the Right of Your Column Heading

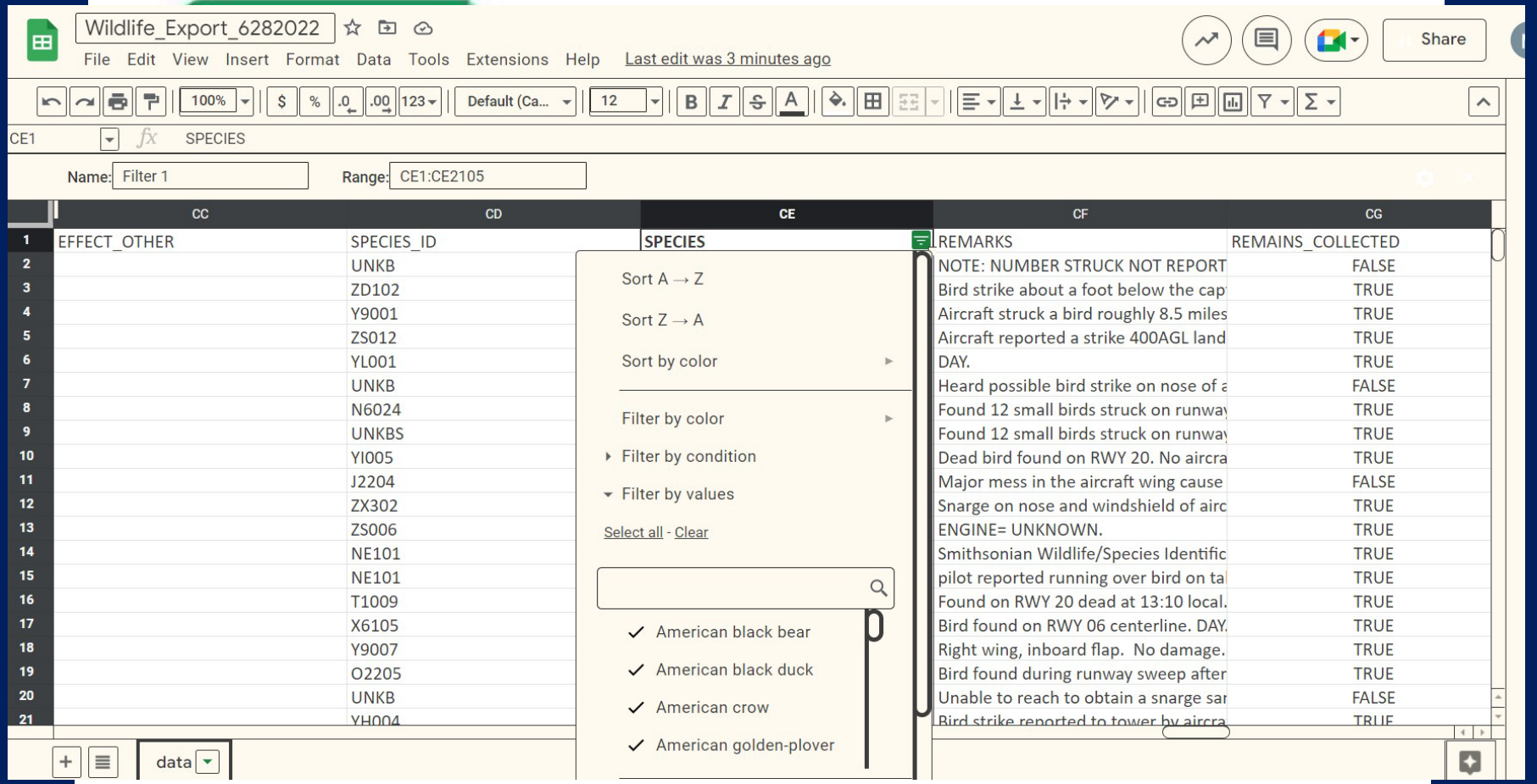




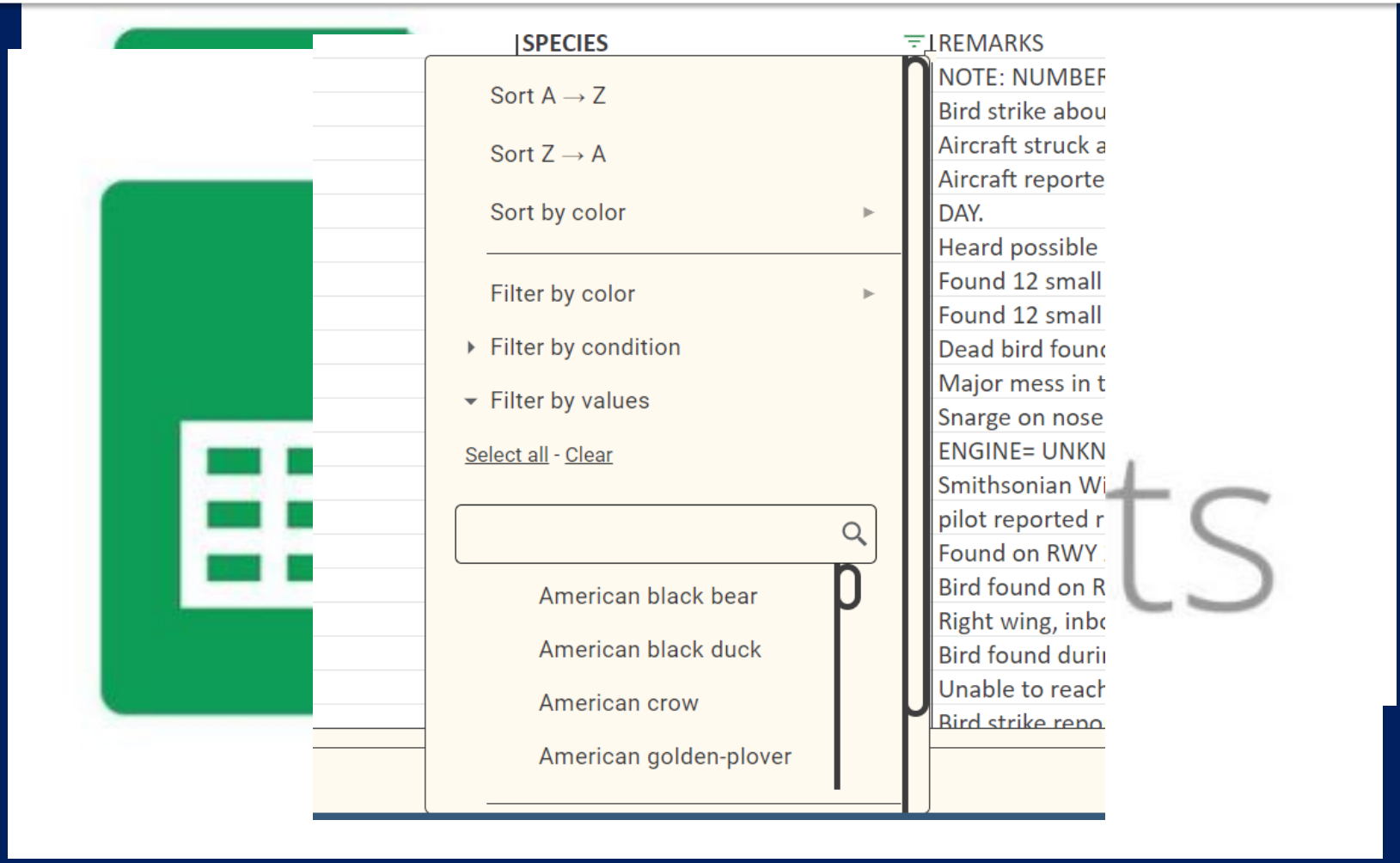
Click on the Down Arrow in CE – Species



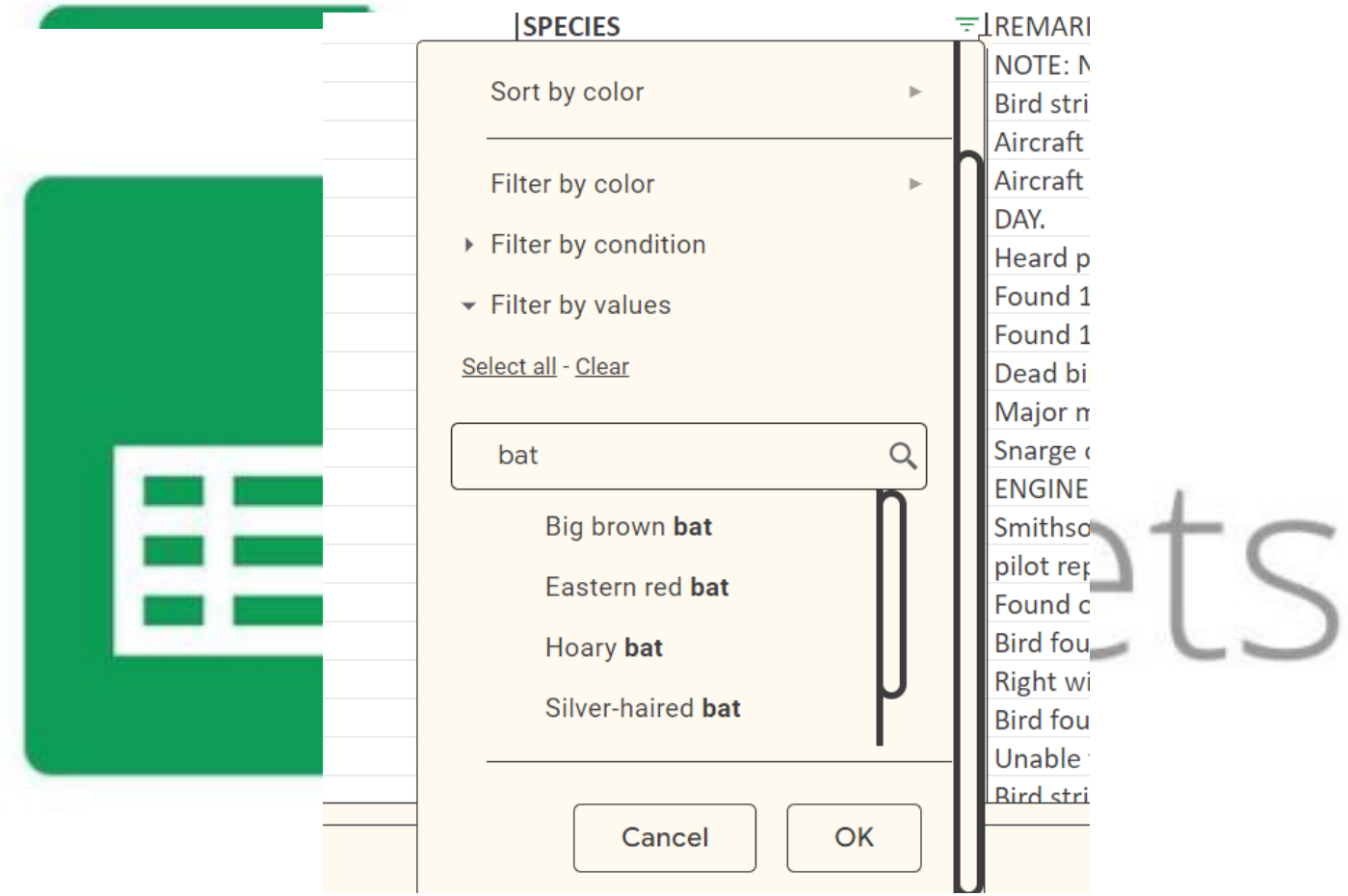
We'll Filter First on Values; Click on That Option

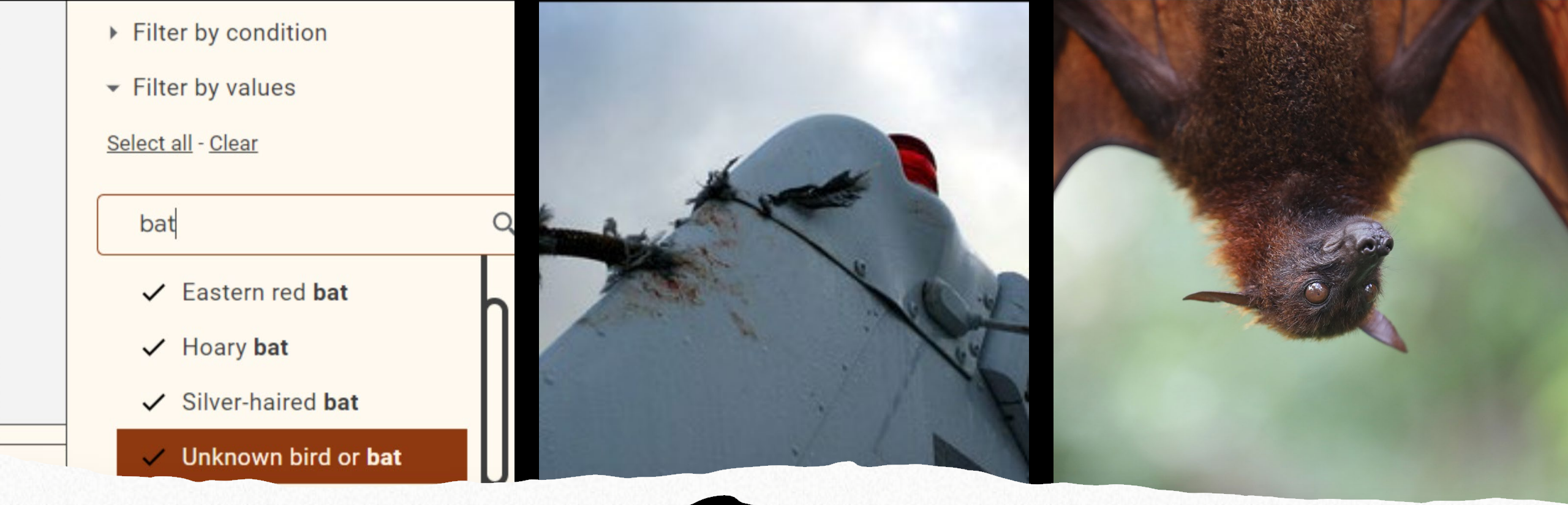


Then Select “Clear” to Clear All the Options



Now Scroll Through and Click “Bat”





Now Click All the Bats to Select Them

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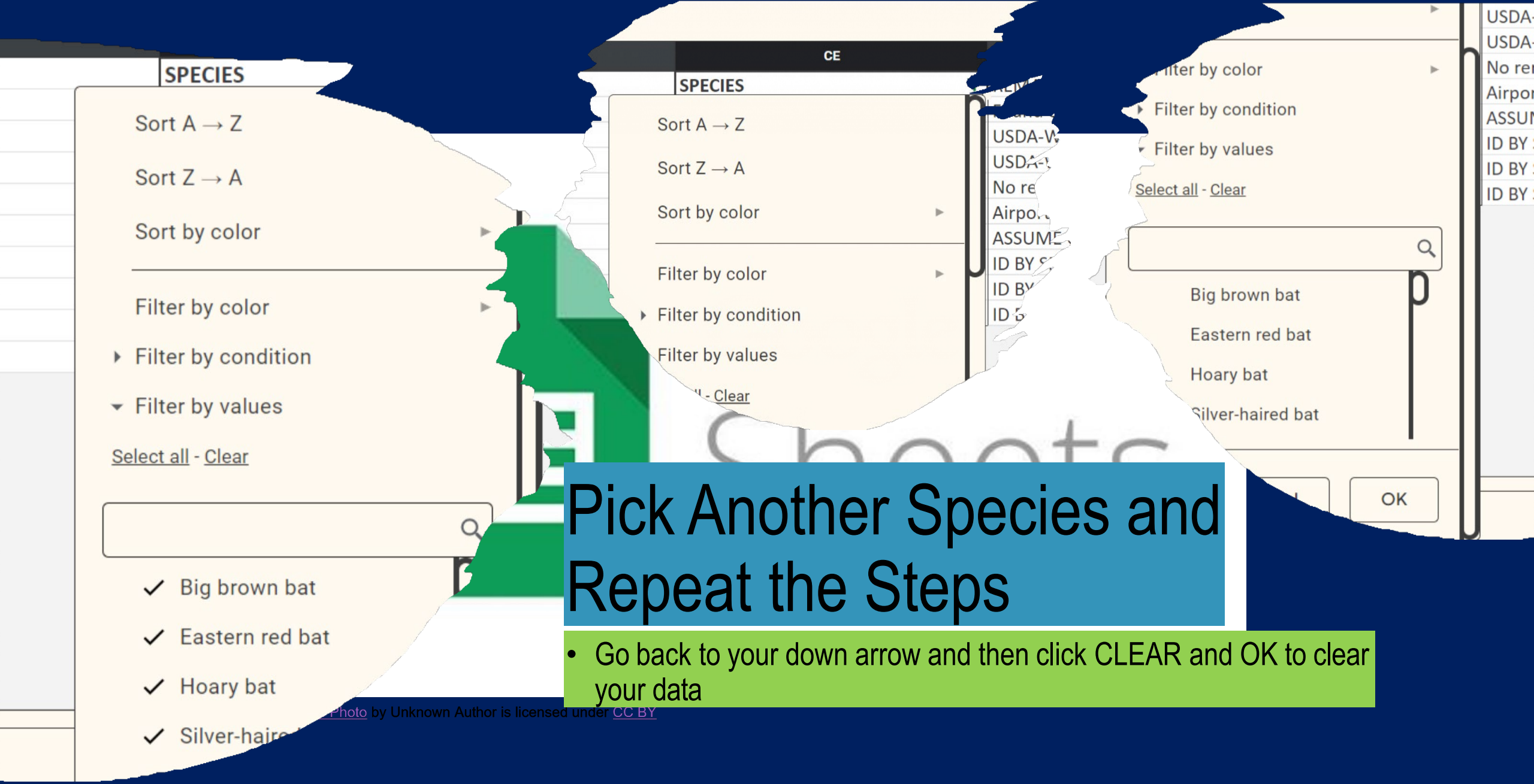
When You Click OK, You'll See All the Incidents in Which a Bat Was Entered Into this Data

CE1 fx SPECIES

Name: Filter 1 Range: CE1:CE2105

	CC	CD	CE	CF	CG
1	EFFECT_OTHER	SPECIES_ID	SPECIES	REMARKS	REMAINS_COLLECTED
209		1C2105	Big brown bat	Found on RWY 24 approach chevrons	TRUE
211		1C2105	Big brown bat	USDA-WS discovered bat during inspe	TRUE
212		1C2102	Hoary bat	USDA-WS removed bat from RWY 24 a	TRUE
235		1C2101	Eastern red bat	No remains found on the runway.	TRUE
367		UNKBB	Unknown bird or bat	Airport Ops received call from Debby a	FALSE
487		UNKBB	Unknown bird or bat	ASSUME ONE STRUCK	FALSE
599		1C2105	Big brown bat	ID BY SMITHSONIAN. 9:00 AM DAY	TRUE
672		1C2106	Silver-haired bat	ID BY SMITHSONIAN. INBOUDN FLT CF	TRUE
761		1C2101	Eastern red bat	ID BY SMITHSONIAN. NO DMG.	TRUE

Add 1000 more rows at bottom.

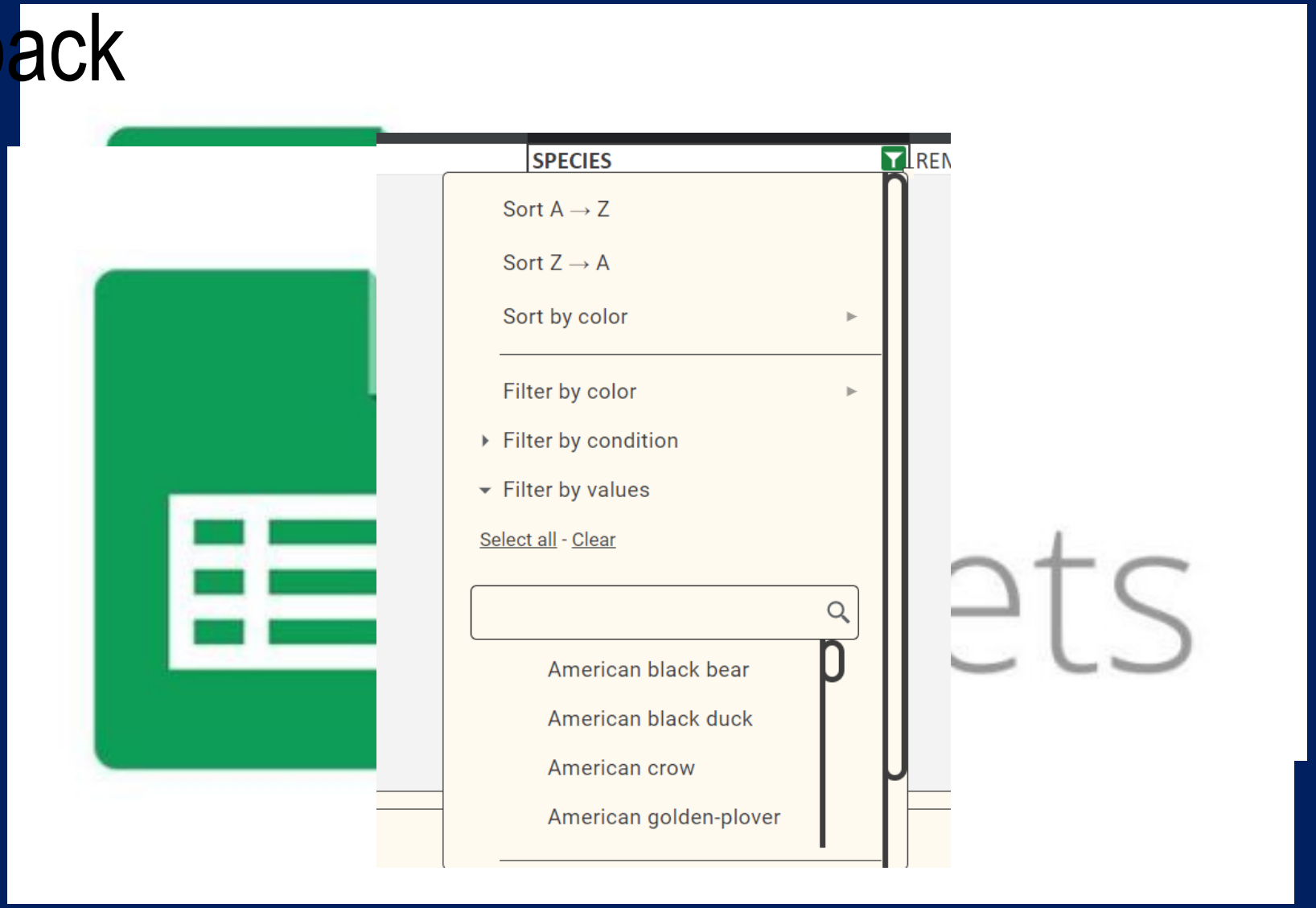


Pick Another Species and Repeat the Steps

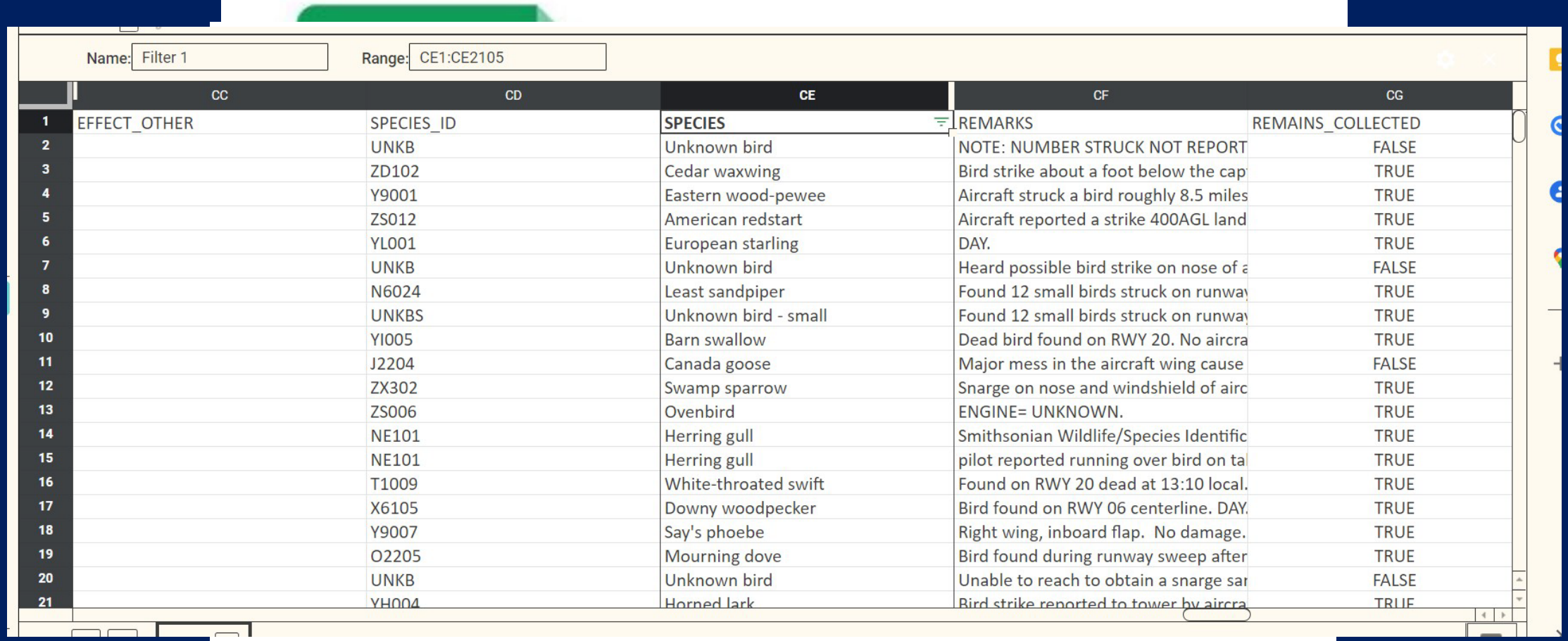
- Go back to your down arrow and then click CLEAR and OK to clear your data

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Now Click SELECT ALL and OK to get all your data back

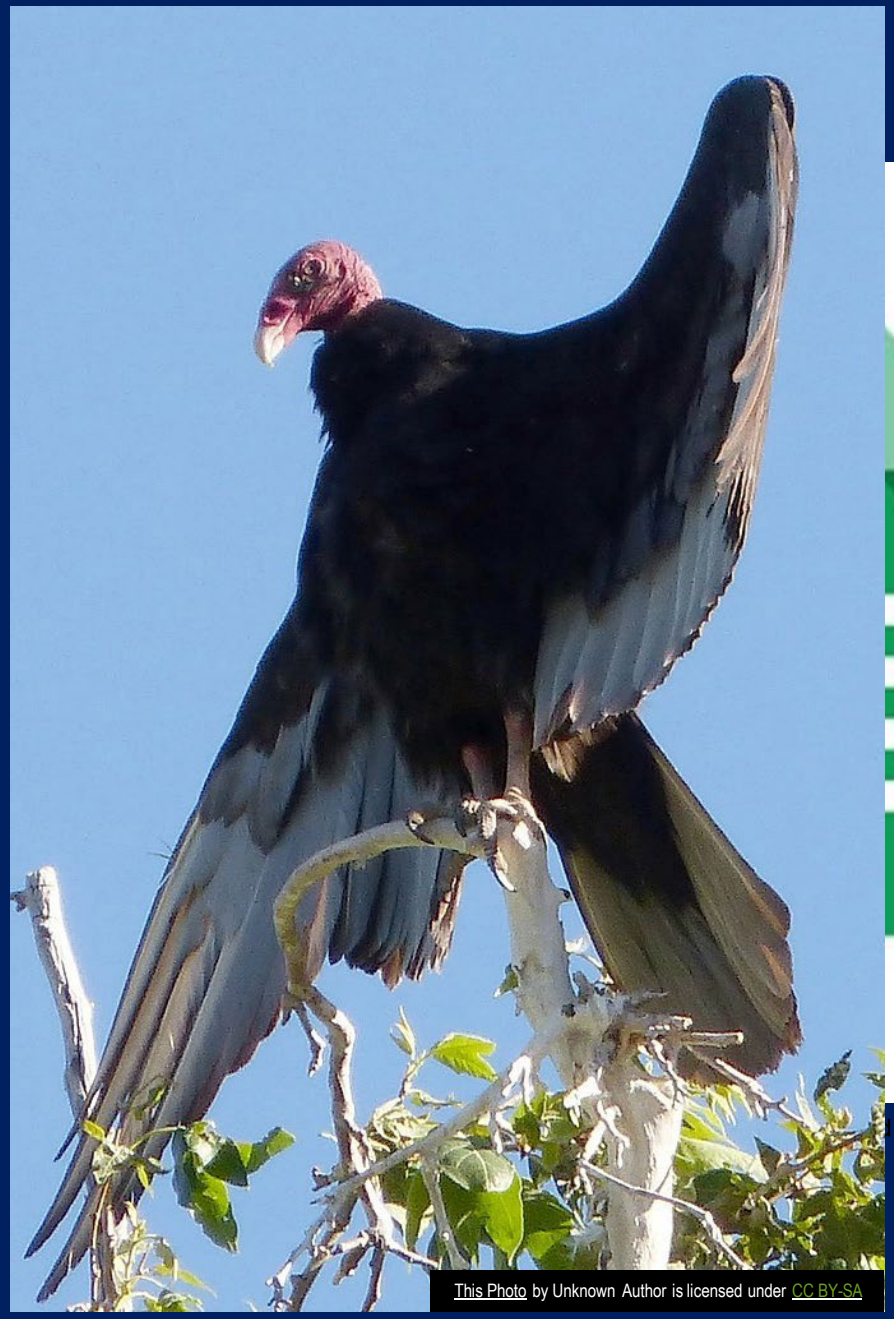


Anything Interesting from your filter?



Name: Filter 1 Range: CE1:CE2105

	CC	CD	CE	CF	CG
1	EFFECT_OTHER	SPECIES_ID	SPECIES	REMARKS	REMAINS_COLLECTED
2		UNKB	Unknown bird	NOTE: NUMBER STRUCK NOT REPORT	FALSE
3		ZD102	Cedar waxwing	Bird strike about a foot below the cap	TRUE
4		Y9001	Eastern wood-pewee	Aircraft struck a bird roughly 8.5 miles	TRUE
5		ZS012	American redstart	Aircraft reported a strike 400AGL land	TRUE
6		YL001	European starling	DAY.	TRUE
7		UNKB	Unknown bird	Heard possible bird strike on nose of a	FALSE
8		N6024	Least sandpiper	Found 12 small birds struck on runway	TRUE
9		UNKBS	Unknown bird - small	Found 12 small birds struck on runway	TRUE
10		YI005	Barn swallow	Dead bird found on RWY 20. No aircra	TRUE
11		J2204	Canada goose	Major mess in the aircraft wing cause	FALSE
12		ZX302	Swamp sparrow	Snarge on nose and windshield of airc	TRUE
13		ZS006	Ovenbird	ENGINE= UNKNOWN.	TRUE
14		NE101	Herring gull	Smithsonian Wildlife/Species Identific	TRUE
15		NE101	Herring gull	pilot reported running over bird on ta	TRUE
16		T1009	White-throated swift	Found on RWY 20 dead at 13:10 local.	TRUE
17		X6105	Downy woodpecker	Bird found on RWY 06 centerline. DAY.	TRUE
18		Y9007	Say's phoebe	Right wing, inboard flap. No damage.	TRUE
19		O2205	Mourning dove	Bird found during runway sweep after	TRUE
20		UNKB	Unknown bird	Unable to reach to obtain a snarge sar	FALSE
21		YH004	Horned lark	Bird strike reported to tower by aircra	TRUE

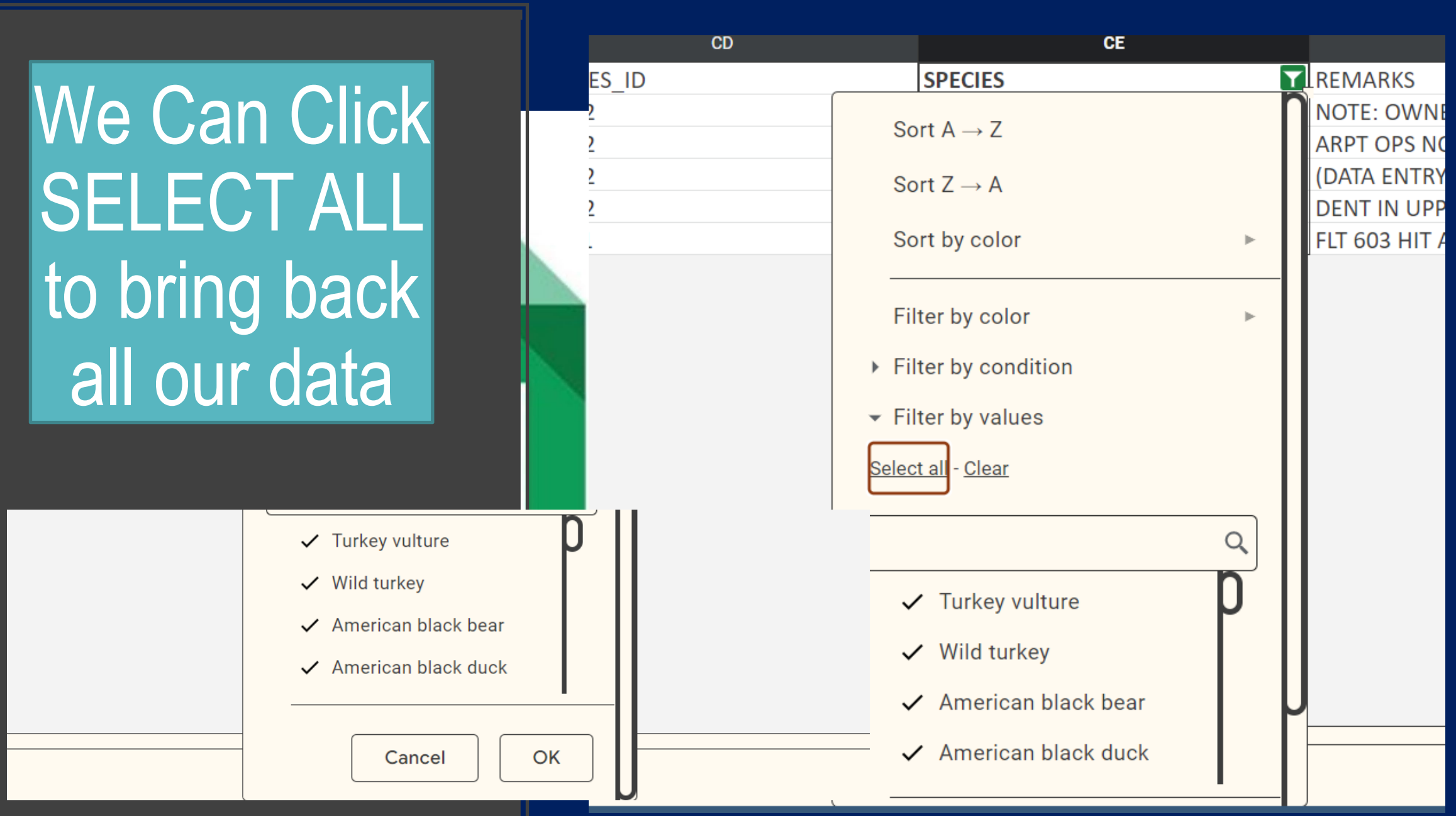


2105

CD	CE	CF
	SPECIES	REMARKS
	Turkey vulture	NOTE: OWNER/ OPERA
	Turkey vulture	ARPT OPS NOT NOTIFIE
	Turkey vulture	(DATA ENTRY NOTE: RE
	Turkey vulture	DENT IN UPPER LEADIN
	Wild turkey	FLT 603 HIT A TURKEY

I did “turkey”

We Can Click SELECT ALL to bring back all our data



Your Turn to Practice: Try to Filter on the Column Showing The Airports that Had Wildlife Strikes

Name: Filter 1 Range: CE1:CE2105

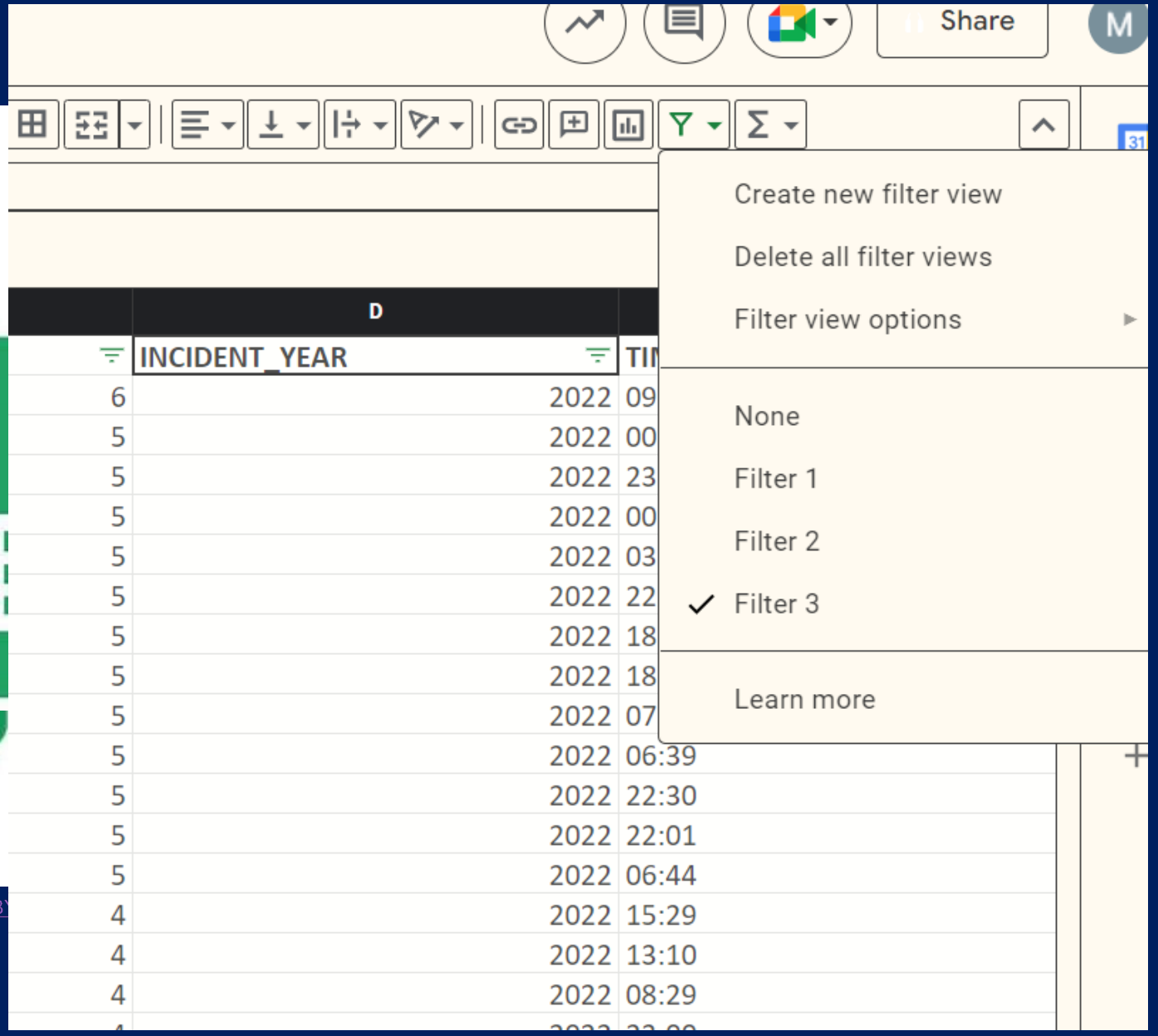
	E	F	G	H	I
1	TIME	TIME_OF_DAY	AIRPORT_ID	AIRPORT	LATITUDE
2	09:10		KBDL	BRADLEY INTL	41.93887
3	00:27	Night	KBDL	BRADLEY INTL	41.93887
4	23:31	Night	KBDL	BRADLEY INTL	41.93887
5	00:17	Night	KBDL	BRADLEY INTL	41.93887
6	03:00		KHVN	TWEED-NEW HAVEN ARPT	41.2639
7	22:40	Night	KBDL	BRADLEY INTL	41.93887
8	18:00		KBDL	BRADLEY INTL	41.93887
9	18:00		KBDL	BRADLEY INTL	41.93887
10	07:45		KHVN	TWEED-NEW HAVEN ARPT	41.2639
11	06:39	Dawn	KDXR	DANBURY MUNICIPAL ARPT	41.37154
12	22:30	Night	KBDL	BRADLEY INTL	41.93887
13	22:01	Night	KBDL	BRADLEY INTL	41.93887
14	06:44	Dawn	KGON	GROTON-NEW LONDON AR	41.33006
15	15:29	Day	KGON	GROTON-NEW LONDON AR	41.33006
16	13:10		KHVN	TWEED-NEW HAVEN ARPT	41.2639
17	08:29		KBDL	BRADLEY INTL	41.93887
18	23:00	Night	KBDL	BRADLEY INTL	41.93887
19	02:32	Night	KHVN	TWEED-NEW HAVEN ARPT	41.2639
20	23:51	Night	KBDL	BRADLEY INTL	41.93887
21	15:35	Day	KBDL	BRADLEY INTL	41.93887

data

cer CC BY

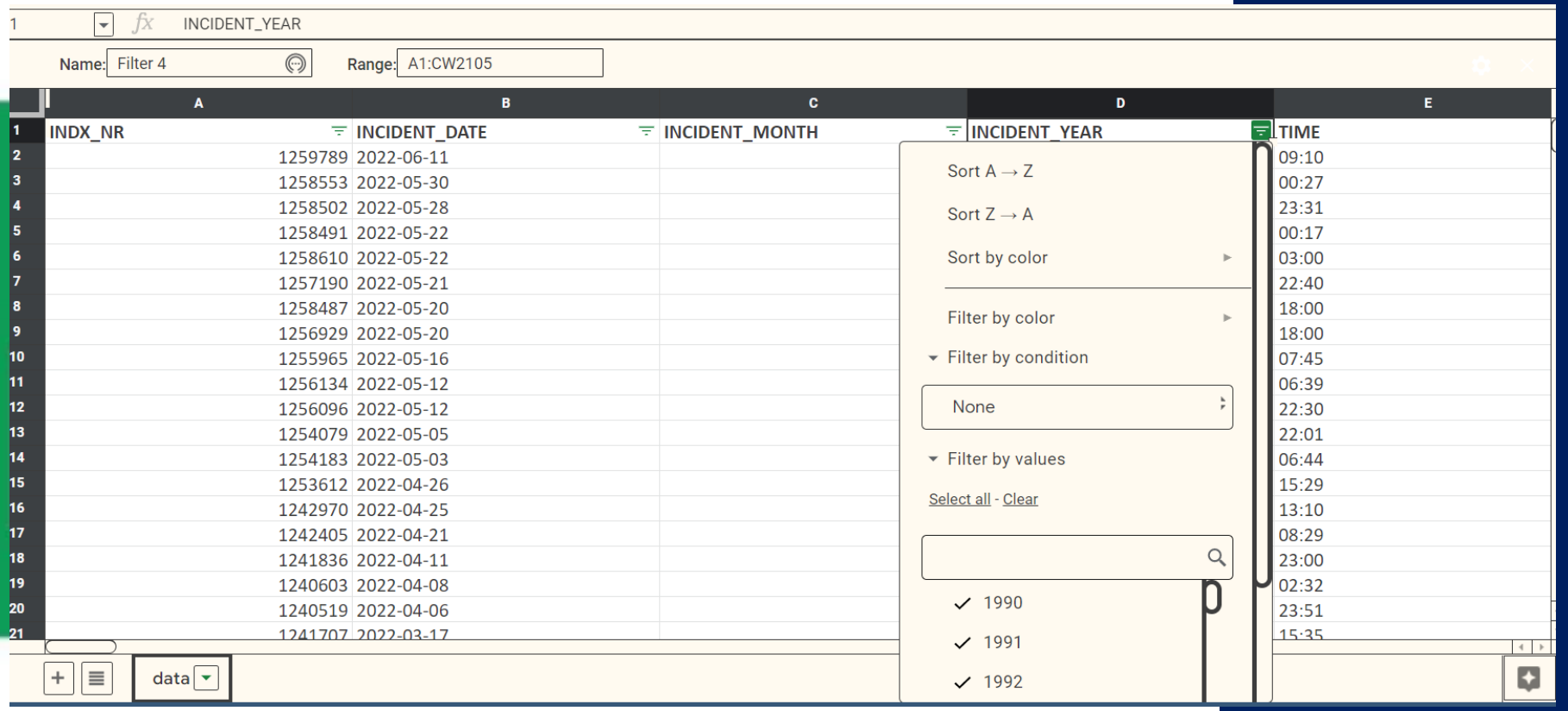
Instead of Values, Let's Filter by Condition

- Scroll Over to the Column Showing Year
- Click on the Column and Make Sure Your Filter is Turned On
- We'll Create a New Filter View

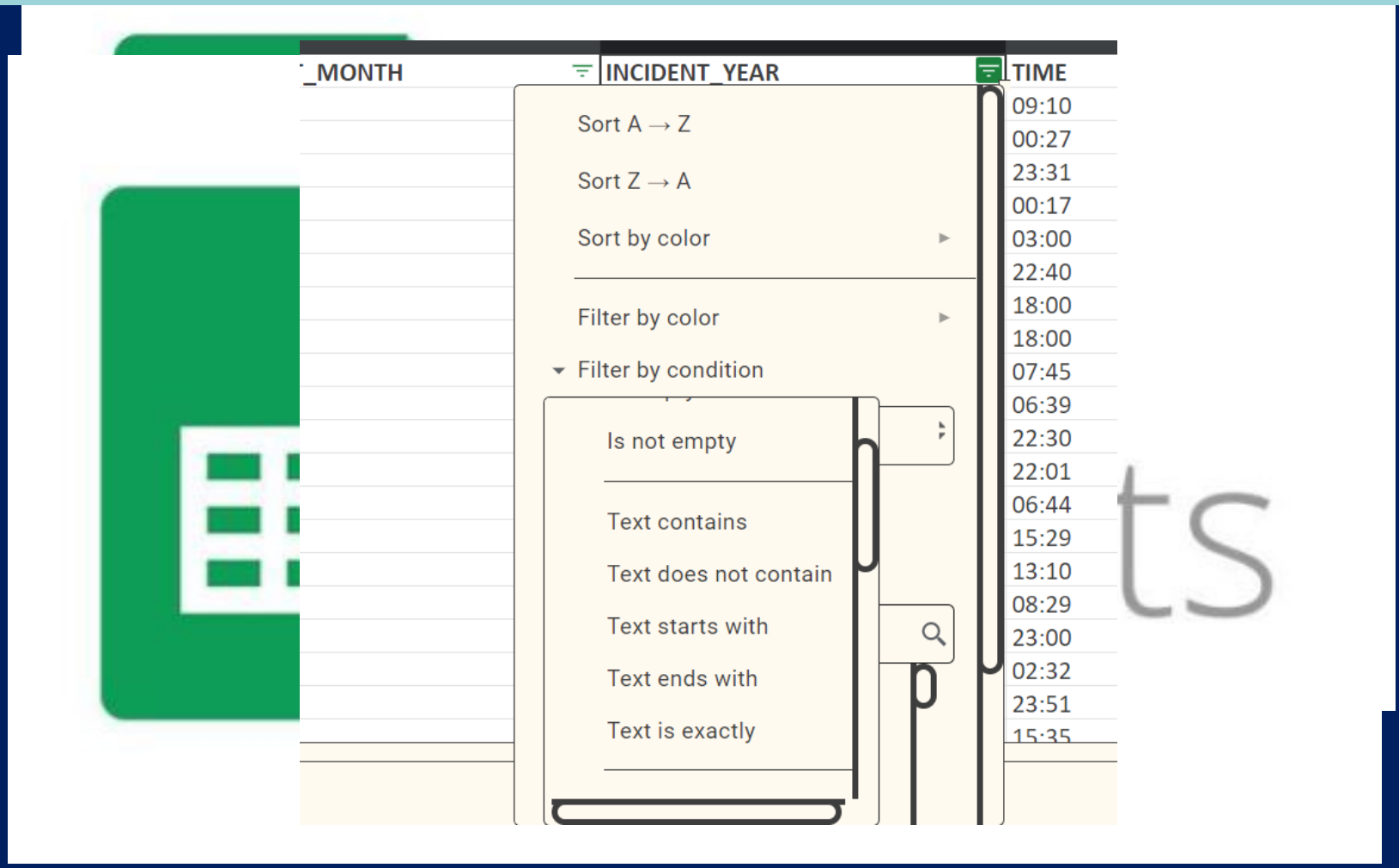


er CC BY

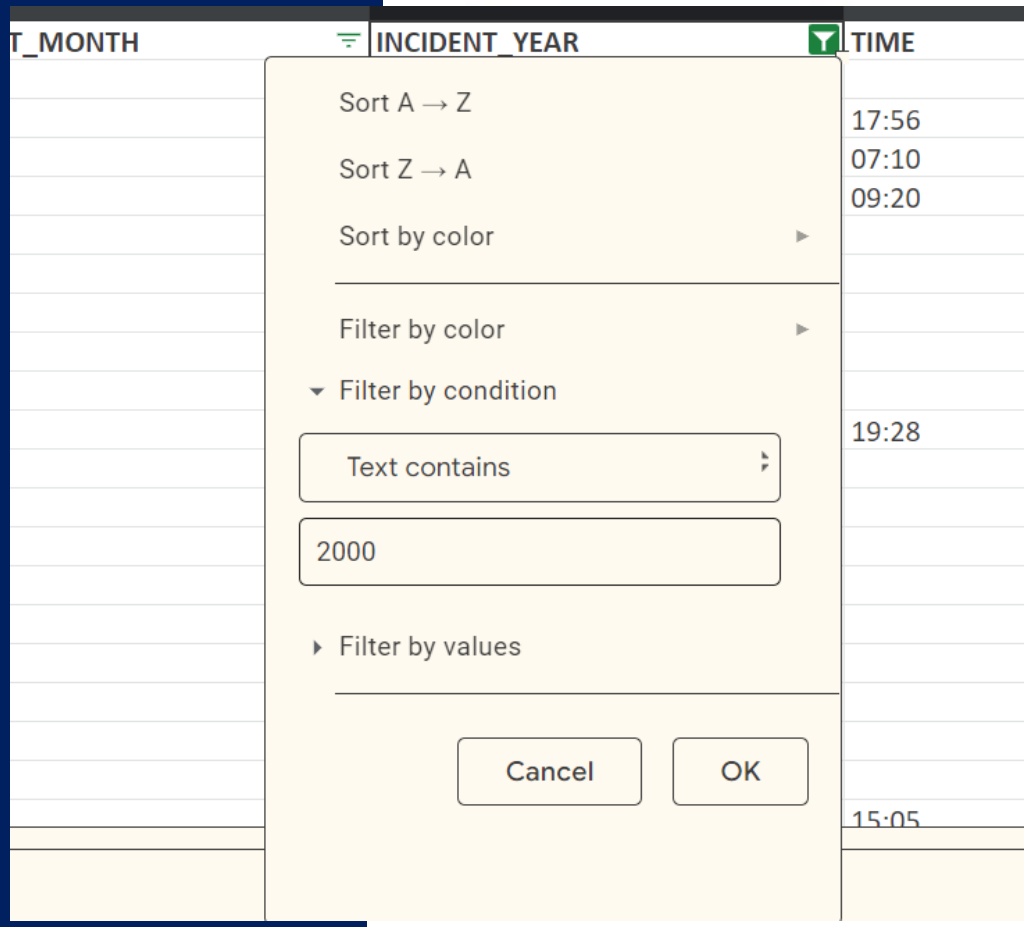
Conditional Filtering

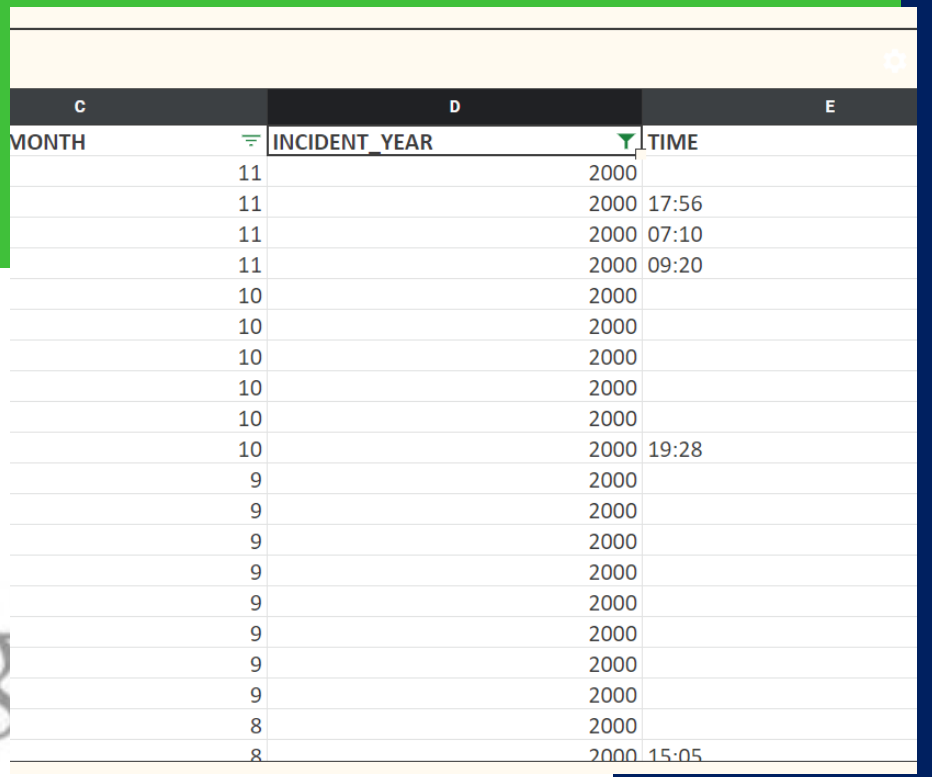


Click on Filter by Condition and Choose TEXT CONTAINS

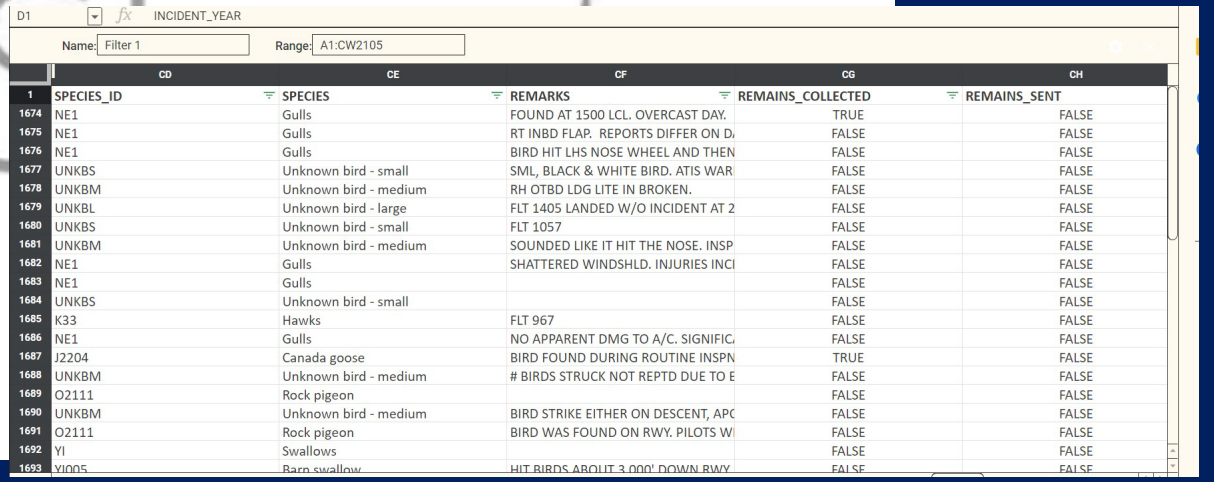


Type in “2000” and click OK





C	D	E
MONTH	INCIDENT_YEAR	TIME
11	2000	
11	2000	17:56
11	2000	07:10
11	2000	09:20
10	2000	
10	2000	
10	2000	
10	2000	
10	2000	
10	2000	19:28
9	2000	
9	2000	
9	2000	
9	2000	
9	2000	
9	2000	
9	2000	
9	2000	
9	2000	
8	2000	
8	2000	15:05

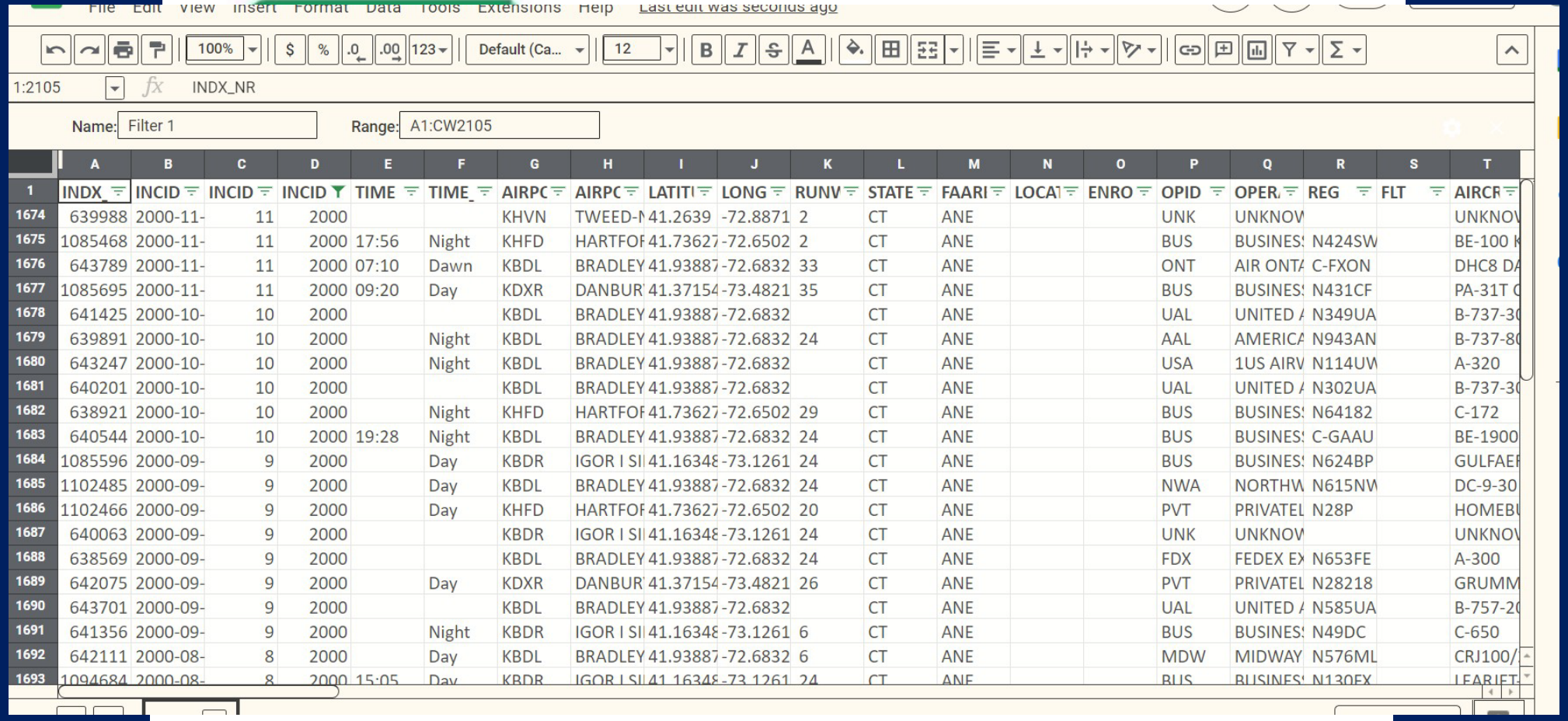


D1 INCIDENT_YEAR

Name: Filter 1 Range: A1:CW2105

	CD	CE	CF	CG	CH
1	SPECIES_ID	SPECIES	REMARKS	REMAINS_COLLECTED	REMAINS_SENT
1674	NE1	Gulls	FOUND AT 1500 LCL. OVERCAST DAY.	TRUE	FALSE
1675	NE1	Gulls	RT INBD FLAP. REPORTS DIFFER ON D	FALSE	FALSE
1676	NE1	Gulls	BIRD HIT LHS NOSE WHEEL AND THEN	FALSE	FALSE
1677	UNKBS	Unknown bird - small	SML, BLACK & WHITE BIRD. ATIS WAR	FALSE	FALSE
1678	UNKBM	Unknown bird - medium	RH OTBD LDG LITE IN BROKEN.	FALSE	FALSE
1679	UNKBL	Unknown bird - large	FLT 1405 LANDED W/O INCIDENT AT 2	FALSE	FALSE
1680	UNKBS	Unknown bird - small	FLT 1057	FALSE	FALSE
1681	UNKBM	Unknown bird - medium	SOUNDED LIKE IT HIT THE NOSE. INSP	FALSE	FALSE
1682	NE1	Gulls	SHATTERED WINDSHLD. INJURIES INCI	FALSE	FALSE
1683	NE1	Gulls		FALSE	FALSE
1684	UNKBS	Unknown bird - small		FALSE	FALSE
1685	K33	Hawks	FLT 967	FALSE	FALSE
1686	NE1	Gulls	NO APPARENT DMG TO A/C. SIGNIFIC	FALSE	FALSE
1687	J2204	Canada goose	BIRD FOUND DURING ROUTINE INSPN	TRUE	FALSE
1688	UNKBM	Unknown bird - medium	# BIRDS STRUCK NOT REPTD DUE TO E	FALSE	FALSE
1689	O2111	Rock pigeon		FALSE	FALSE
1690	UNKBM	Unknown bird - medium	BIRD STRIKE EITHER ON DESCENT, APC	FALSE	FALSE
1691	O2111	Rock pigeon	BIRD WAS FOUND ON RWY. PILOTS W	FALSE	FALSE
1692	YI	Swallows		FALSE	FALSE
1693	YI005	Barn swallow	HIT BIRDS ABOUT 3,000' DOWN RWY	FALSE	FALSE

We'll Only Get the Incidents in 2000



File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

1:2105 fx INDX_NR

Name: Filter 1 Range: A1:CW2105

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	INDX_	INCID	INCID	INCID	TIME	TIME_	AIRPC	AIRPC	LATITI	LONG	RUNV	STATE	FAARI	LOCAT	ENRO	OPID	OPER.	REG	FLT	AIRCR
1674	639988	2000-11-	11	2000			KHVN	TWEED-N	41.2639	-72.8871	2	CT	ANE			UNK	UNKNOV			UNKNOV
1675	1085468	2000-11-	11	2000	17:56	Night	KHFD	HARTFOI	41.73627	-72.6502	2	CT	ANE			BUS	BUSINES	N424SW		BE-100 K
1676	643789	2000-11-	11	2000	07:10	Dawn	KBDL	BRADLEY	41.93887	-72.6832	33	CT	ANE			ONT	AIR ONTA	C-FXON		DHC8 DA
1677	1085695	2000-11-	11	2000	09:20	Day	KDXR	DANBUR	41.37154	-73.4821	35	CT	ANE			BUS	BUSINES	N431CF		PA-31T C
1678	641425	2000-10-	10	2000			KBDL	BRADLEY	41.93887	-72.6832		CT	ANE			UAL	UNITED A	N349UA		B-737-3(
1679	639891	2000-10-	10	2000		Night	KBDL	BRADLEY	41.93887	-72.6832	24	CT	ANE			AAL	AMERICA	N943AN		B-737-8(
1680	643247	2000-10-	10	2000		Night	KBDL	BRADLEY	41.93887	-72.6832		CT	ANE			USA	1US AIRV	N114UW		A-320
1681	640201	2000-10-	10	2000			KBDL	BRADLEY	41.93887	-72.6832		CT	ANE			UAL	UNITED A	N302UA		B-737-3(
1682	638921	2000-10-	10	2000		Night	KHFD	HARTFOI	41.73627	-72.6502	29	CT	ANE			BUS	BUSINES	N64182		C-172
1683	640544	2000-10-	10	2000	19:28	Night	KBDL	BRADLEY	41.93887	-72.6832	24	CT	ANE			BUS	BUSINES	C-GAAU		BE-1900
1684	1085596	2000-09-	9	2000		Day	KBDR	IGOR I SI	41.16348	-73.1261	24	CT	ANE			BUS	BUSINES	N624BP		GULFAEI
1685	1102485	2000-09-	9	2000		Day	KBDL	BRADLEY	41.93887	-72.6832	24	CT	ANE			NWA	NORTHW	N615NW		DC-9-30
1686	1102466	2000-09-	9	2000		Day	KHFD	HARTFOI	41.73627	-72.6502	20	CT	ANE			PVT	PRIVATEL	N28P		HOMEBU
1687	640063	2000-09-	9	2000			KBDR	IGOR I SI	41.16348	-73.1261	24	CT	ANE			UNK	UNKNOV			UNKNOV
1688	638569	2000-09-	9	2000			KBDL	BRADLEY	41.93887	-72.6832	24	CT	ANE			FDX	FEDEX EX	N653FE		A-300
1689	642075	2000-09-	9	2000		Day	KDXR	DANBUR	41.37154	-73.4821	26	CT	ANE			PVT	PRIVATEL	N28218		GRUMM
1690	643701	2000-09-	9	2000			KBDL	BRADLEY	41.93887	-72.6832		CT	ANE			UAL	UNITED A	N585UA		B-757-2(
1691	641356	2000-09-	9	2000		Night	KBDR	IGOR I SI	41.16348	-73.1261	6	CT	ANE			BUS	BUSINES	N49DC		C-650
1692	642111	2000-08-	8	2000		Day	KBDL	BRADLEY	41.93887	-72.6832	6	CT	ANE			MDW	MIDWAY	N576ML		CRJ100/
1693	1094684	2000-08-	8	2000	15:05	Day	KBDR	IGOR I SI	41.16348	-73.1261	24	CT	ANE			BUS	BUSINES	N130EX		LEARJET



Spreadsheet Basics

Concept 5: Sorting Data

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Sorting Data

Let's Work with the Connecticut State Police Payroll





This Photo by U

Sorting Data

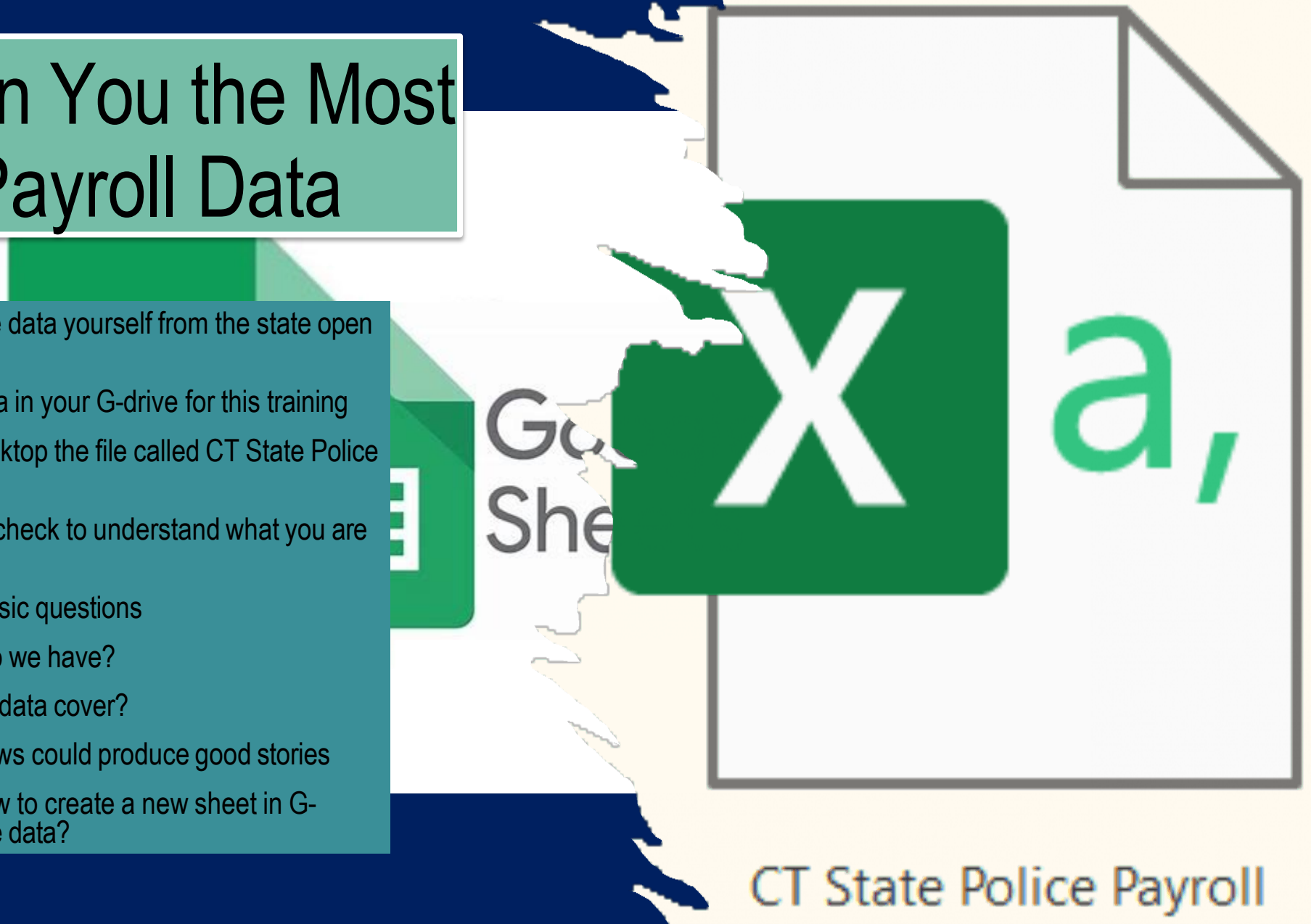
- Sorting allows you to explore data in different ways
- Lowest to highest, highest to lowest, alphabetically
- Must highlight a cell in the column you want to sort on first
- **CTRL-Z** will undo a sort or the Undo button

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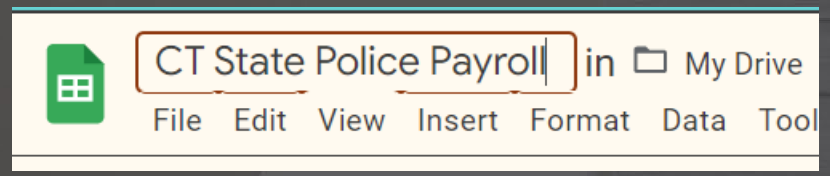
I've Given You the Most Recent Payroll Data

- You can download the data yourself from the state open data portal
- I've given you the data in your G-drive for this training
- Download to your desktop the file called CT State Police Payroll
- Do your four corners check to understand what you are looking at
- Ask yourself some basic questions
- How many records do we have?
- What years does this data cover?
- What columns and rows could produce good stories
- Do you remember how to create a new sheet in G-Sheets and import the data?

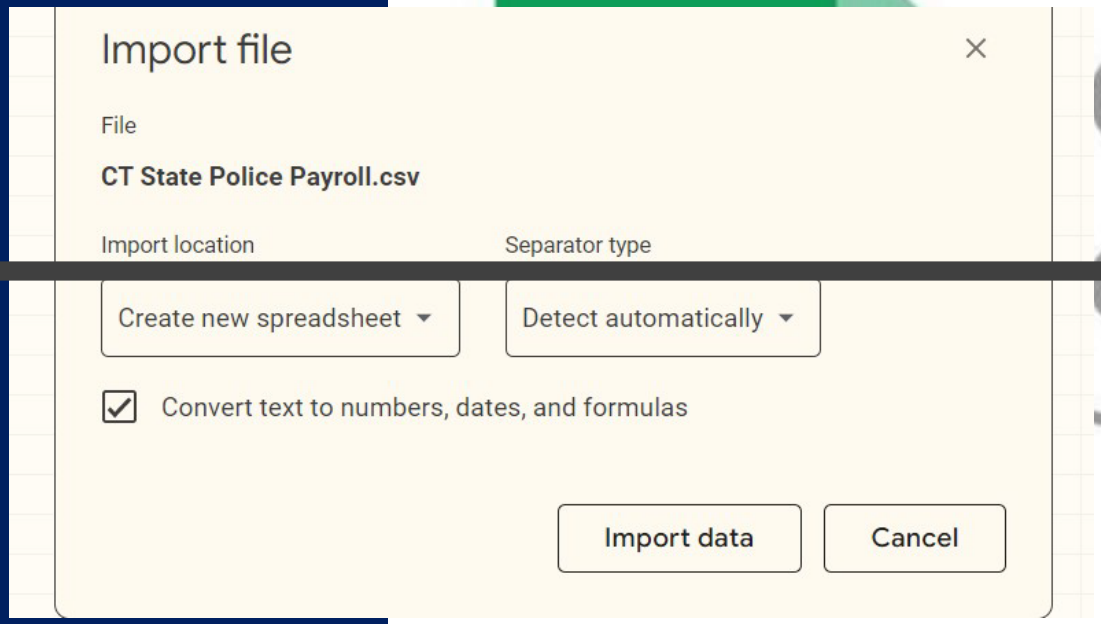


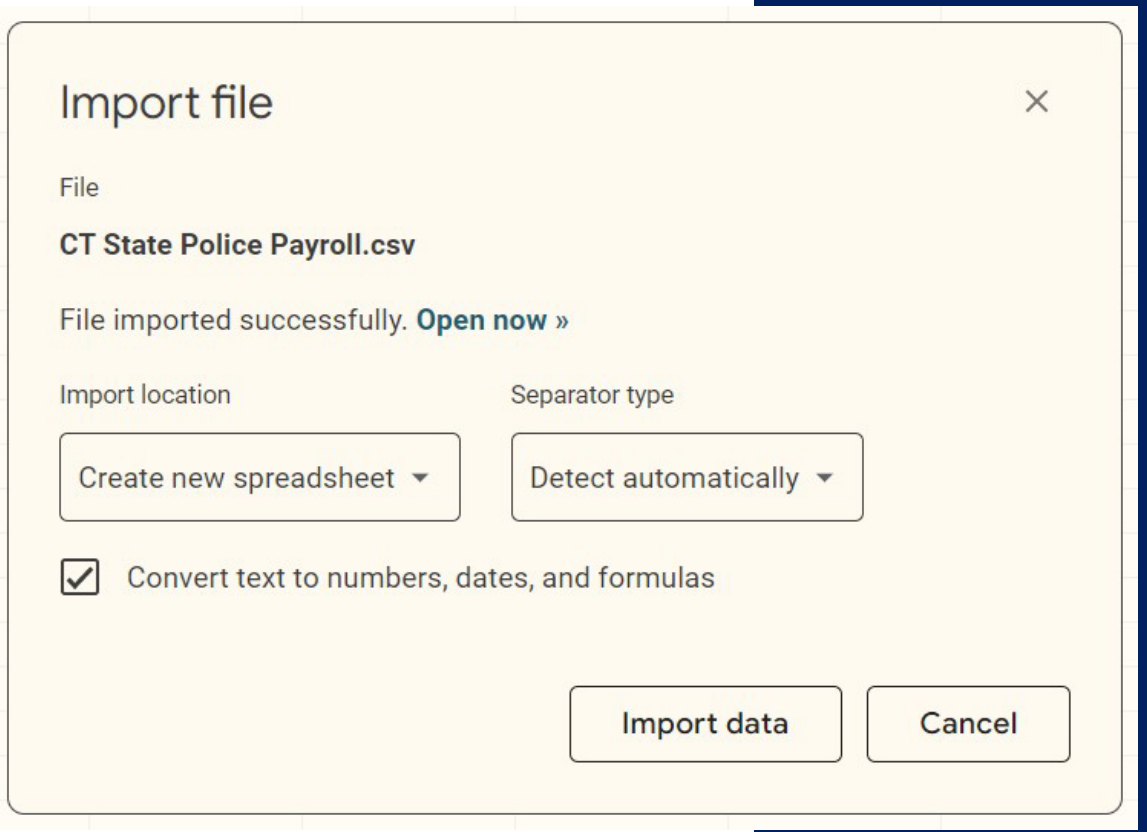
Sorting in G-Sheets

- Do you remember how to create a new G-sheet and import the data?
- Do not forget to name your sheet



Open Your File Once It Is Imported





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Sorting Data

- Click on the column Q – Overtime
- Go up to the ribbon and click on DATA
- We will sort the “range” – which is the column, not the whole sheet



olice Payroll

iew Insert Format Data Tools Extensions Help Last edit was 17 minutes ago

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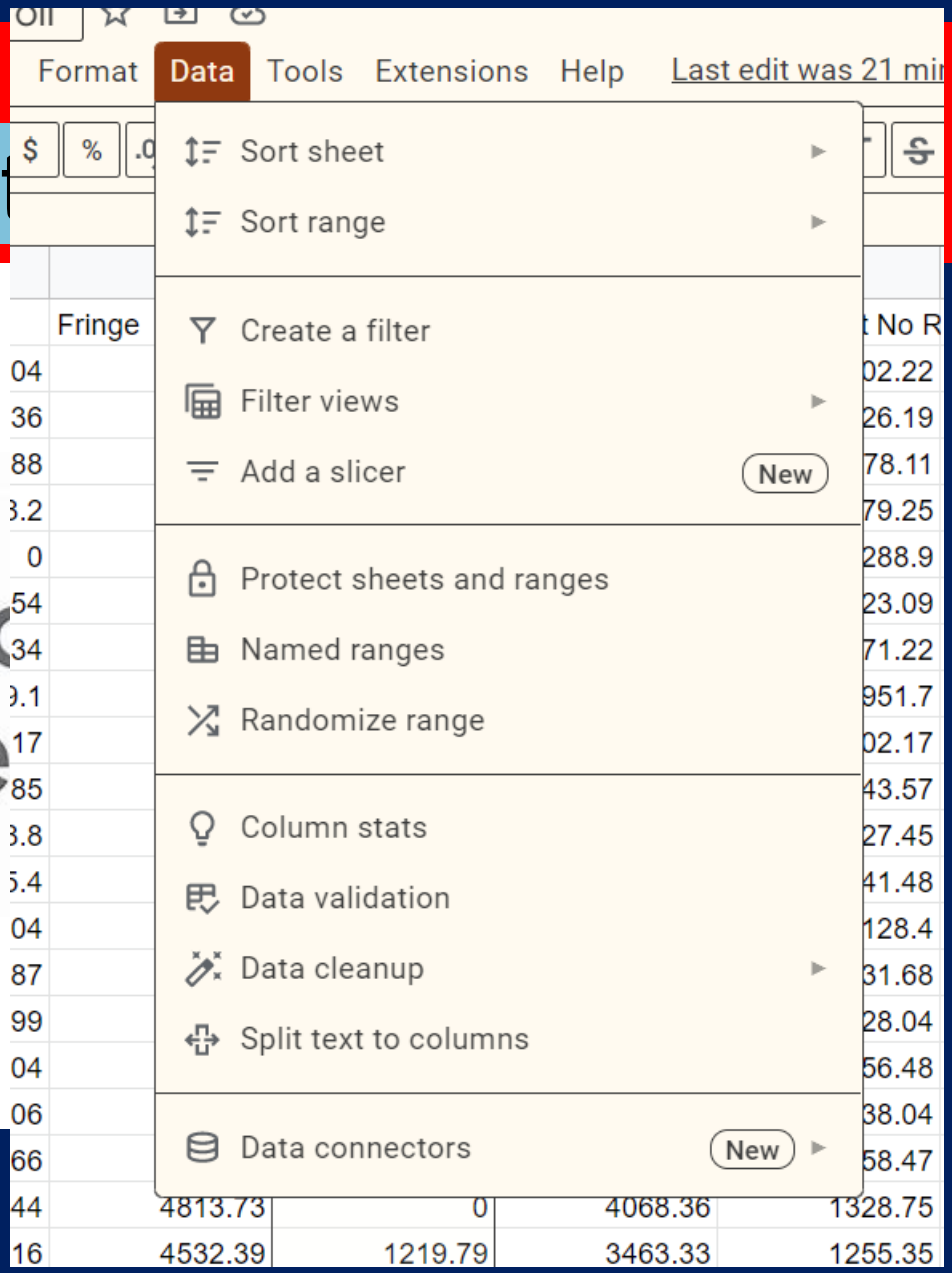
Overtime

O	P	Q	R	S	T
ther	Fringe	Overtime	Salaries & Wage	Fringe Amt No R	SERS Amount
151.04	3246.65	0	3435.33	1002.22	2244.43
232.36	3205.99	117.01	2946.23	626.19	2579.8
277.88	4844.55	2095.43	3335.25	1278.11	3566.44
218.2	4095.74	443.58	3504.07	1179.25	2916.49
0	4930.72	0	5202.92	1288.9	3641.82
206.54	3075.84	93.9	2659.67	623.09	2452.75
301.34	3967.49	0	2855.22	1171.22	2796.27
139.1	2789.91	0	2485.02	951.7	1838.21
172.17	6060.67	928.35	4110.86	1402.17	4658.5
322.85	3528.71	1808.59	2347.26	643.57	2885.14
188.8	2530.22	0	2214.18	1027.45	1502.77
215.4	3485.91	1546.07	3435.33	1241.48	2244.43
141.04	3202.62	556.51	3017.28	1128.4	2074.22
192.87	4407.76	1566.51	3797.32	931.68	3476.08
183.99	7390.18	3074.78	4030.23	1428.04	5962.14
494.04	4370.46	164.15	3504.07	1456.48	2913.98
187.06	3159.01	687.08	2440.23	838.04	2320.97
172.66	2682.13	372.5	2207.21	958.47	1723.66
379.44	4813.73	0	4068.36	1328.75	3484.98
555.16	4532.39	1219.79	3463.33	1255.35	3277.04
155.5	3536.14	650.67	3017.28	1143.51	2392.63

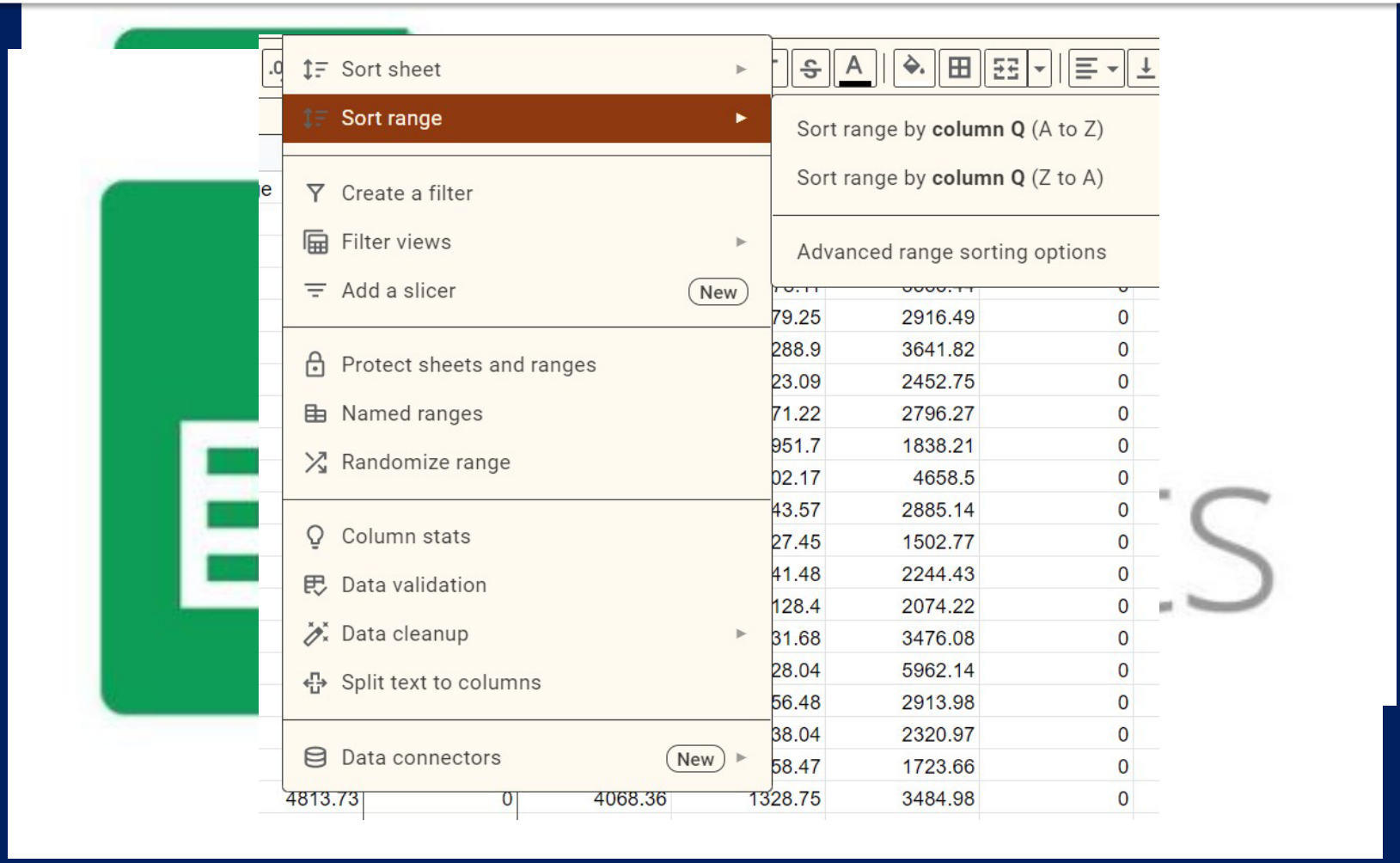


Sorting Dat

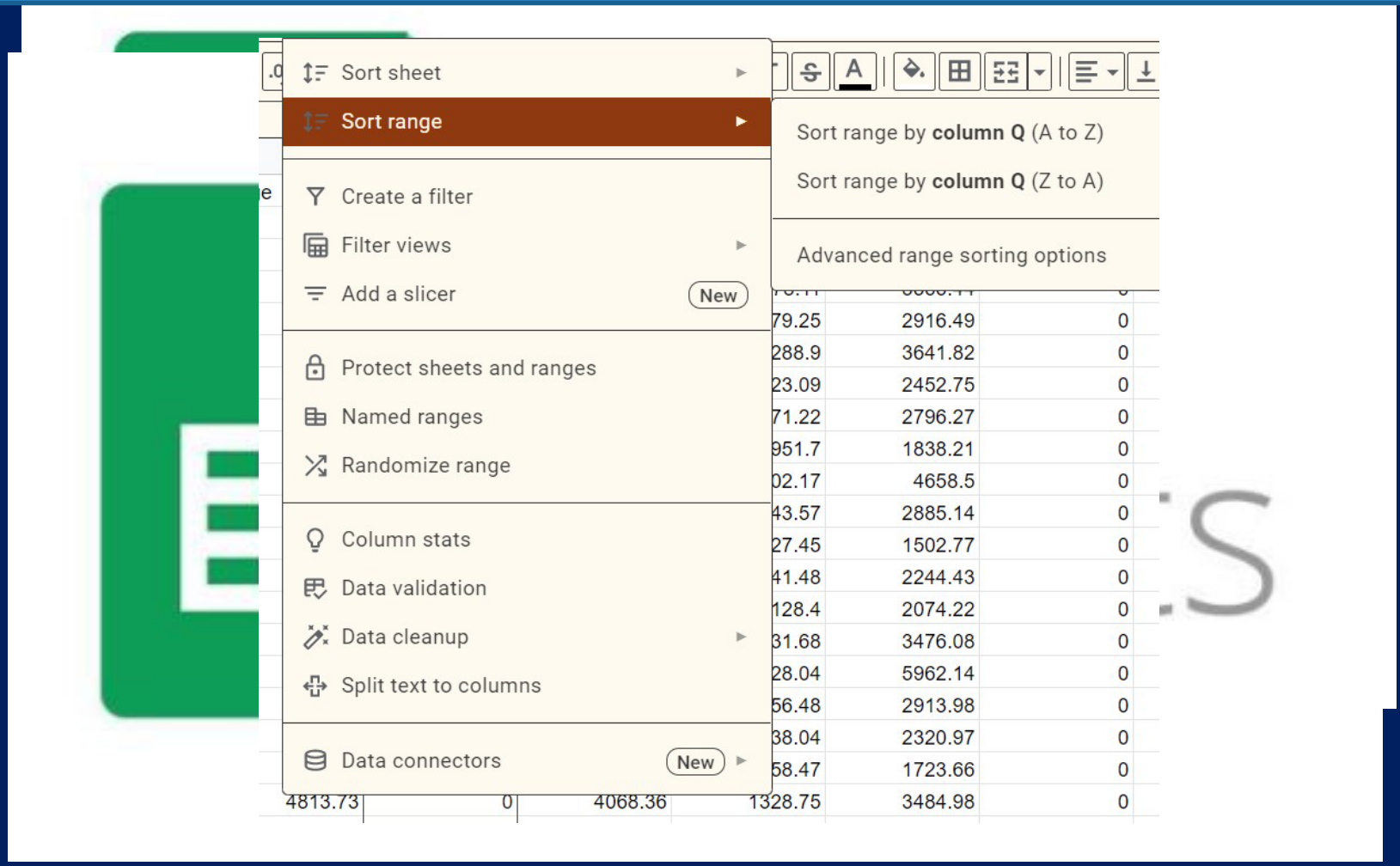
Click “sort range”
It will give you a drop down menu
We want to sort our data from largest to smallest



Sorting in G-Sheets



Let's Sort from Z to A – or largest to smallest



Who Made The Most in Overtime?

Q:Q fx Overtime

	N	O	P	Q	R	S	T	U	V	W	
1	Bi-Weekly Comp	Other	Fringe	Overtime	Salaries & Wage	Fringe Amt No R	SERS Amount	ARP Amount	Teachers Amour	Judges Amount	Tot
2	3435.33	151.04	3246.65	38454.81	3435.33	1002.22	2244.43	0	0	0	
3	2772.92	232.36	3205.99	24724.85	2946.23	626.19	2579.8	0	0	0	
4	3335.25	277.88	4844.55	24159.11	3335.25	1278.11	3566.44	0	0	0	
5	3504.07	218.2	4095.74	21958.35	3504.07	1179.25	2916.49	0	0	0	
6	5202.92	0	4930.72	21681.09	5202.92	1288.9	3641.82	0	0	0	
7	2503.22	206.54	3075.84	20968.89	2659.67	623.09	2452.75	0	0	0	
8	2855.22	301.34	3967.49	19410.09	2855.22	1171.22	2796.27	0	0	0	
9	2485.02	139.1	2789.91	19402.08	2485.02	951.7	1838.21	0	0	0	
10	4110.85	172.17	6060.67	19381.84	4110.86	1402.17	4658.5	0	0	0	
11	2420.54	322.85	3528.71	19367.77	2347.26	643.57	2885.14	0	0	0	
12	2214.18	188.8	2530.22	19207.24	2214.18	1027.45	1502.77	0	0	0	
13	3435.33	215.4	3485.91	19187.46	3435.33	1241.48	2244.43	0	0	0	
14	3017.28	141.04	3202.62	19187.31	3017.28	1128.4	2074.22	0	0	0	
15	3797.32	192.87	4407.76	19160.59	3797.32	931.68	3476.08	0	0	0	
16	4030.23	183.99	7390.18	18466.87	4030.23	1428.04	5962.14	0	0	0	
17	3504.07	494.04	4370.46	18352.3	3504.07	1456.48	2913.98	0	0	0	
18	2440.23	187.06	3159.01	18338.73	2440.23	838.04	2320.97	0	0	0	
19	2207.21	172.66	2682.13	18241.9	2207.21	958.47	1723.66	0	0	0	
20	3802.69	379.44	4813.73	18034.99	4068.36	1328.75	3484.98	0	0	0	
21	3435.33	555.16	4532.39	17729.6	3463.33	1255.35	3277.04	0	0	0	
22	3017.28	155.5	3536.14	17492.58	3017.28	1143.51	2392.63	0	0	0	

What Would Our Lede Be?

Is there anything that is surprising?

CT State Police Payroll

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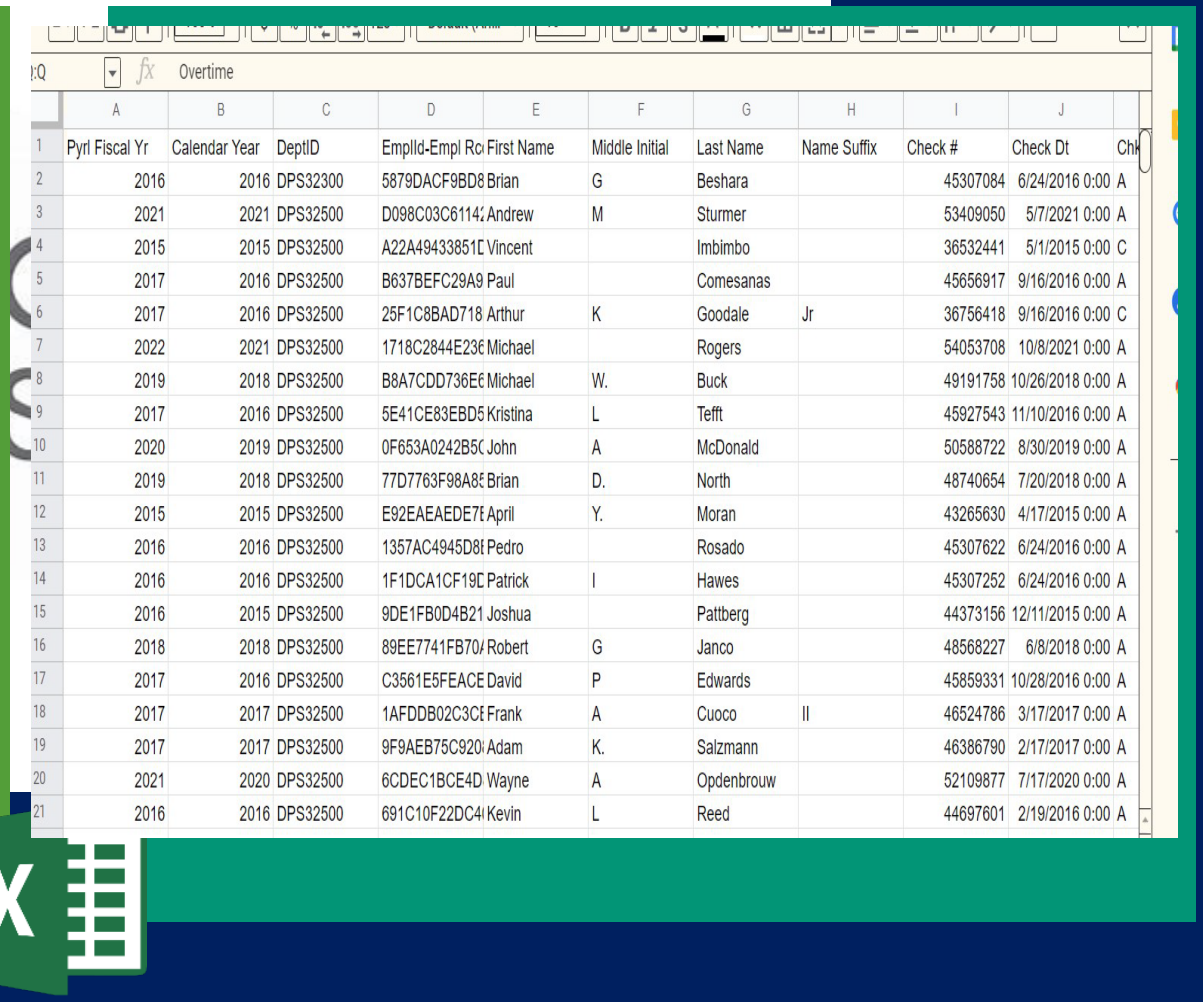
:Q fx Overtime

	A	B	C	D	E	F	G	H	I	J	
1	Pyrl Fiscal Yr	Calendar Year	DeptID	EmplId-Empl Rc	First Name	Middle Initial	Last Name	Name Suffix	Check #	Check Dt	Ch
2	2016	2016	DPS32300	5879DACF9BD8	Brian	G	Beshara		45307084	6/24/2016 0:00	A
3	2021	2021	DPS32500	D098C03C6114	Andrew	M	Sturmer		53409050	5/7/2021 0:00	A
4	2015	2015	DPS32500	A22A49433851	Vincent		Imbimbo		36532441	5/1/2015 0:00	C
5	2017	2016	DPS32500	B637BEFC29A9	Paul		Comesanas		45656917	9/16/2016 0:00	A
6	2017	2016	DPS32500	25F1C8BAD718	Arthur	K	Goodale	Jr	36756418	9/16/2016 0:00	C
7	2022	2021	DPS32500	1718C2844E23	Michael		Rogers		54053708	10/8/2021 0:00	A
8	2019	2018	DPS32500	B8A7CDD736E	Michael	W.	Buck		49191758	10/26/2018 0:00	A
9	2017	2016	DPS32500	5E41CE83EBD5	Kristina	L	Tefft		45927543	11/10/2016 0:00	A
10	2020	2019	DPS32500	0F653A0242B5	John	A	McDonald		50588722	8/30/2019 0:00	A
11	2019	2018	DPS32500	77D7763F98A8	Brian	D.	North		48740654	7/20/2018 0:00	A
12	2015	2015	DPS32500	E92EAEAEDE7	April	Y.	Moran		43265630	4/17/2015 0:00	A
13	2016	2016	DPS32500	1357AC4945D8	Pedro		Rosado		45307622	6/24/2016 0:00	A
14	2016	2016	DPS32500	1F1DCA1CF19	Patrick	I	Hawes		45307252	6/24/2016 0:00	A
15	2016	2015	DPS32500	9DE1FB0D4B21	Joshua		Pattberg		44373156	12/11/2015 0:00	A
16	2018	2018	DPS32500	89EE7741FB70	Robert	G	Janco		48568227	6/8/2018 0:00	A
17	2017	2016	DPS32500	C3561E5FEACE	David	P	Edwards		45859331	10/28/2016 0:00	A
18	2017	2017	DPS32500	1AFDDB02C3C	Frank	A	Cuoco	II	46524786	3/17/2017 0:00	A
19	2017	2017	DPS32500	9F9AEB75C920	Adam	K.	Salzmann		46386790	2/17/2017 0:00	A
20	2021	2020	DPS32500	6CDEC1BCE4D	Wayne	A	Opdenbrouw		52109877	7/17/2020 0:00	A
21	2016	2016	DPS32500	691C10F22DC4	Kevin	L	Reed		44697601	2/19/2016 0:00	A
22	2016	2016	DPS32500	A749814CC850	Albert	C	Gorski		44980070	4/15/2016 0:00	A

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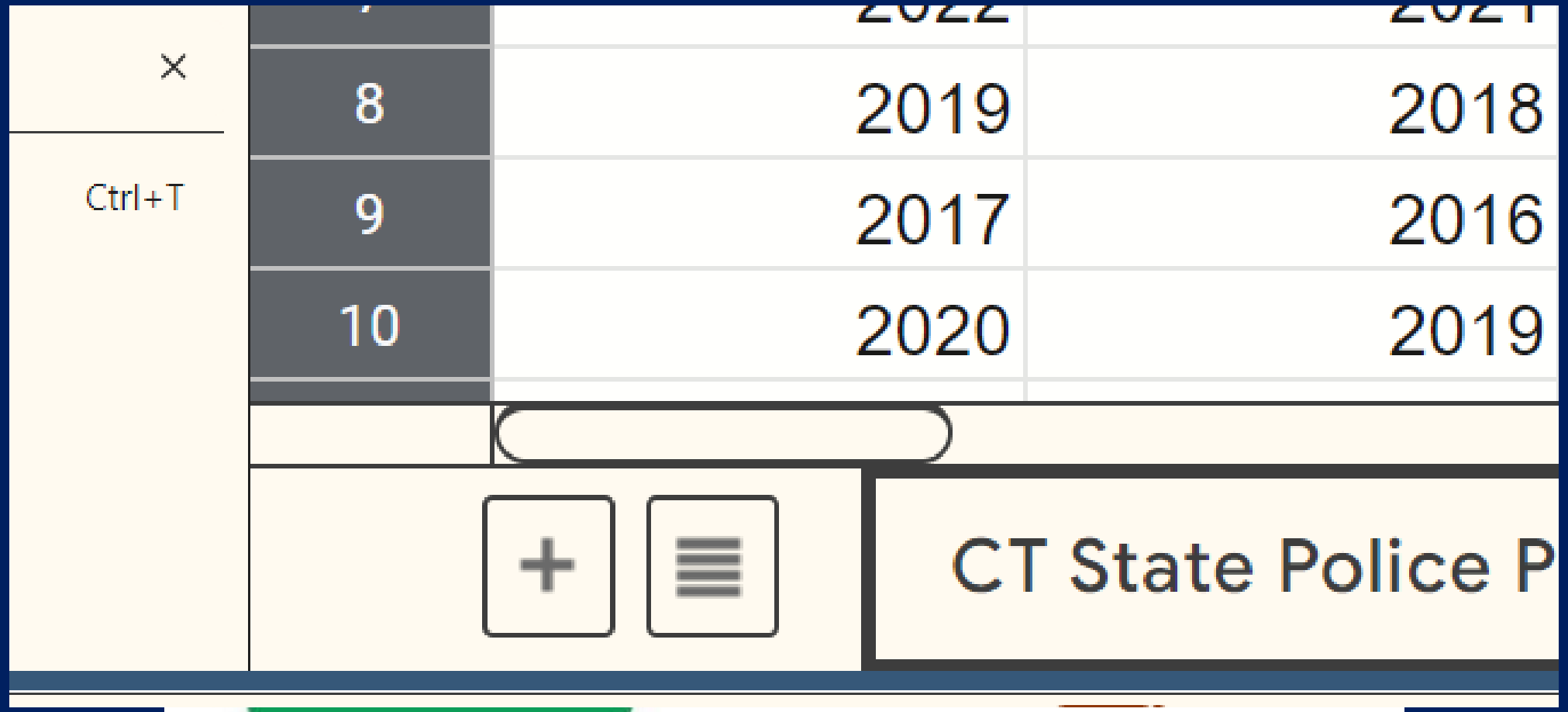
You Never Want To Sort Over Another Sort

- Let's copy our Overtime results to a new sheet
- Hit CMD OR CTRL A – CMD for a MAC and CTRL for a PC
- Go to File
- MAKE A COPY
- Go to the bottom of your sheet and find the plus + button



Overtime

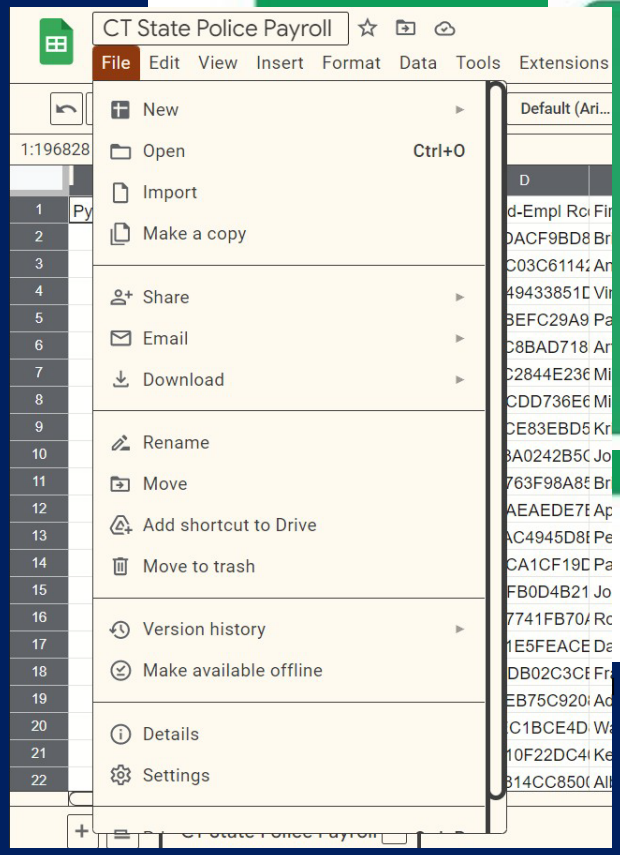
	A	B	C	D	E	F	G	H	I	J	
1	Pyrl Fiscal Yr	Calendar Year	DeptID	EmplId-Empl Rc	First Name	Middle Initial	Last Name	Name Suffix	Check #	Check Dt	Chk
2	2016	2016	DPS32300	5879DACF9BD8	Brian	G	Beshara		45307084	6/24/2016 0:00	A
3	2021	2021	DPS32500	D098C03C6114	Andrew	M	Sturmer		53409050	5/7/2021 0:00	A
4	2015	2015	DPS32500	A22A49433851	Vincent		Imbimbo		36532441	5/1/2015 0:00	C
5	2017	2016	DPS32500	B637BEFC29A9	Paul		Comesanas		45656917	9/16/2016 0:00	A
6	2017	2016	DPS32500	25F1C8BAD718	Arthur	K	Goodale	Jr	36756418	9/16/2016 0:00	C
7	2022	2021	DPS32500	1718C2844E23	Michael		Rogers		54053708	10/8/2021 0:00	A
8	2019	2018	DPS32500	B8A7CDD736E	Michael	W.	Buck		49191758	10/26/2018 0:00	A
9	2017	2016	DPS32500	5E41CE83EBD5	Kristina	L	Tefft		45927543	11/10/2016 0:00	A
10	2020	2019	DPS32500	0F653A0242B5	John	A	McDonald		50588722	8/30/2019 0:00	A
11	2019	2018	DPS32500	77D7763F98A8	Brian	D.	North		48740654	7/20/2018 0:00	A
12	2015	2015	DPS32500	E92EAEAEDE7	April	Y.	Moran		43265630	4/17/2015 0:00	A
13	2016	2016	DPS32500	1357AC4945D8	Pedro		Rosado		45307622	6/24/2016 0:00	A
14	2016	2016	DPS32500	1F1DCA1CF19	Patrick	I	Hawes		45307252	6/24/2016 0:00	A
15	2016	2015	DPS32500	9DE1FB0D4B21	Joshua		Pattberg		44373156	12/11/2015 0:00	A
16	2018	2018	DPS32500	89EE7741FB70	Robert	G	Janco		48568227	6/8/2018 0:00	A
17	2017	2016	DPS32500	C3561E5FEACE	David	P	Edwards		45859331	10/28/2016 0:00	A
18	2017	2017	DPS32500	1AFDDB02C3C	Frank	A	Cuoco	II	46524786	3/17/2017 0:00	A
19	2017	2017	DPS32500	9F9AEB75C920	Adam	K.	Salzmann		46386790	2/17/2017 0:00	A
20	2021	2020	DPS32500	6CDEC1BCE4D	Wayne	A	Opdenbrouw		52109877	7/17/2020 0:00	A
21	2016	2016	DPS32500	691C10F22DC4	Kevin	L	Reed		44697601	2/19/2016 0:00	A



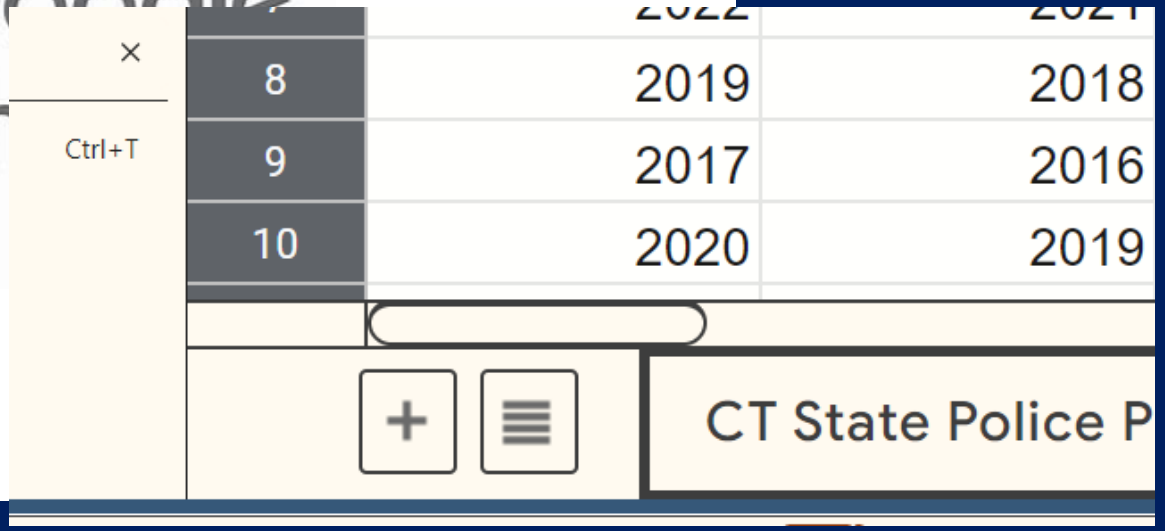
- Go to the bottom of your sheet and find the plus + button

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You Can Paste Your Copy Into the New Sheet







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Don’t Sort Over Another Sort!

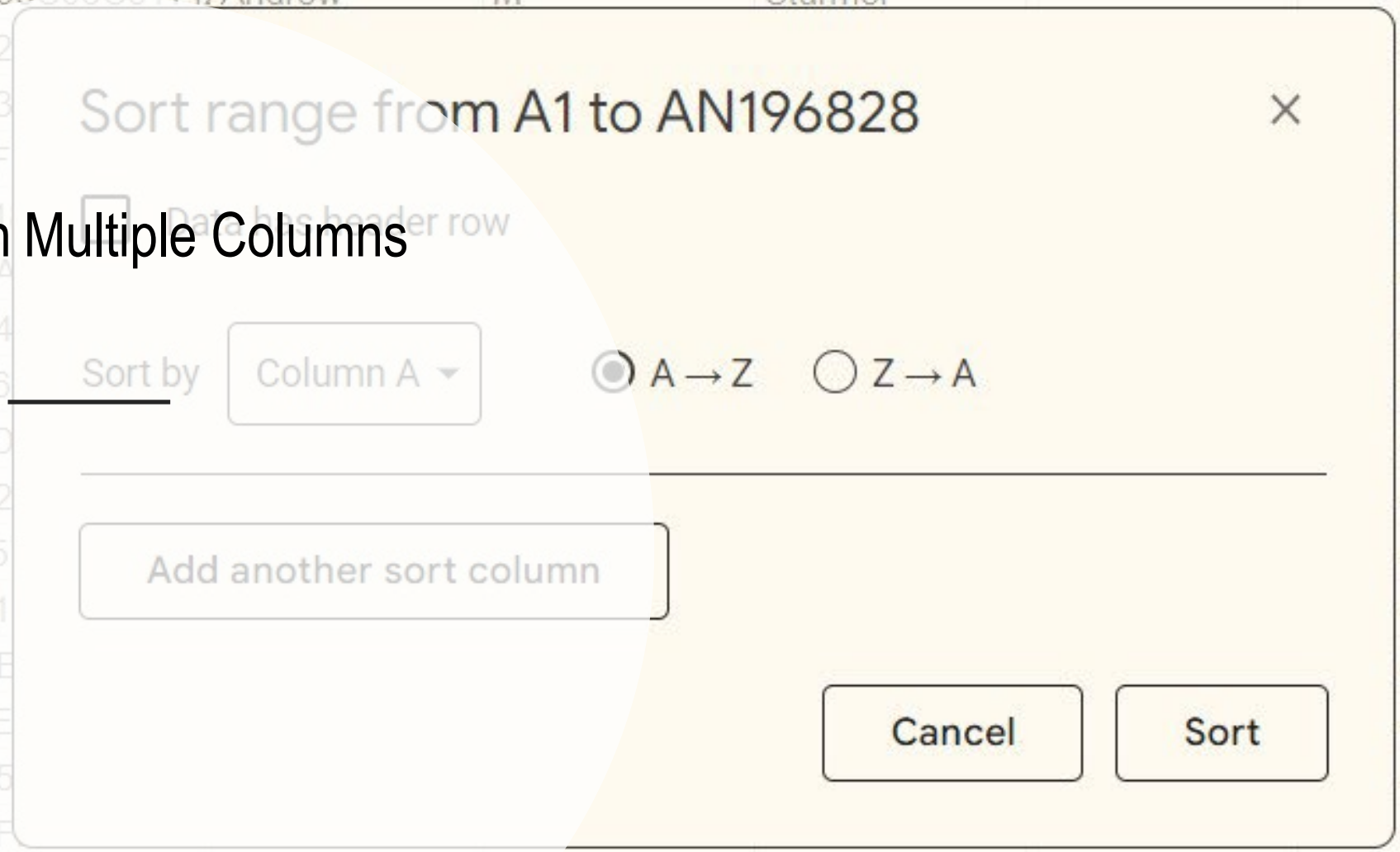
- You never want to sort over another sort
- This can lead to errors
- That is why we are putting our sorted data in new sheets
- So we have it saved if we want to refer to it later



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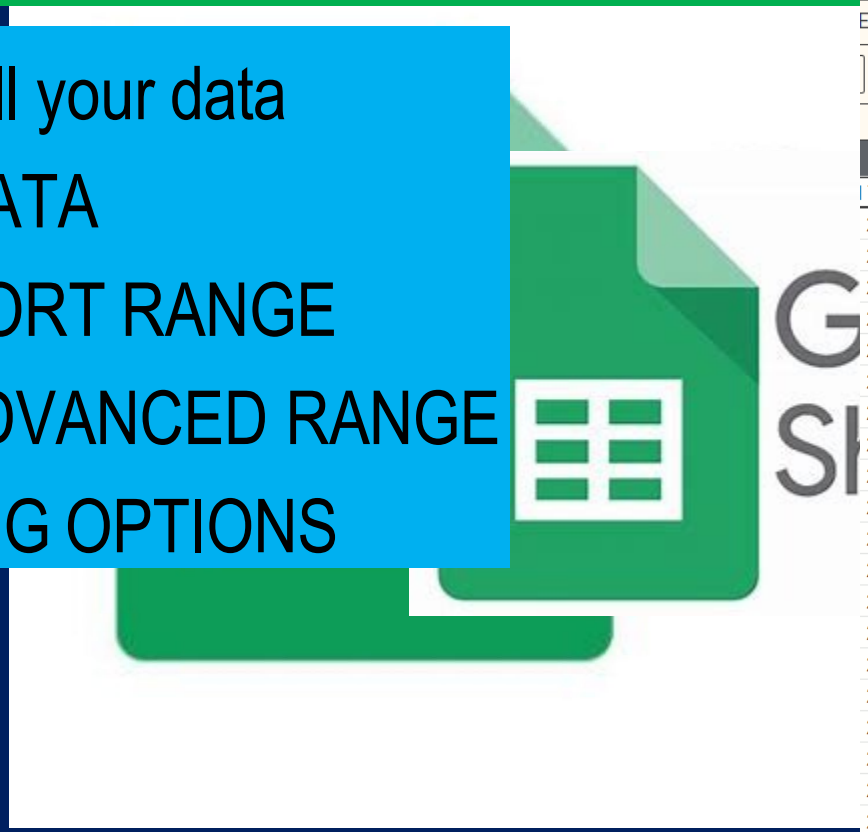
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Sorting on Multiple Columns

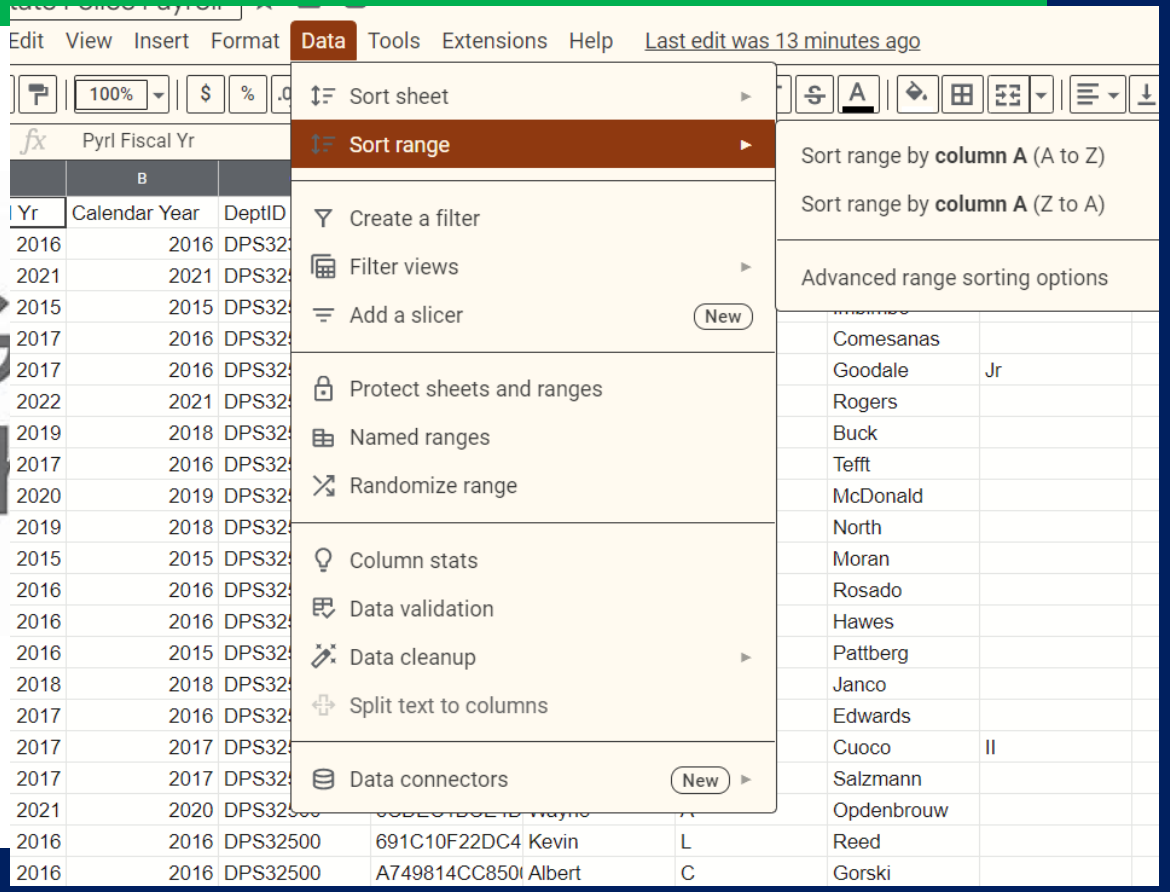


We Can Also Sort More Than One Column

- Select all your data
- Go to DATA
- Go to SORT RANGE
- Go to ADVANCED RANGE
- SORTING OPTIONS

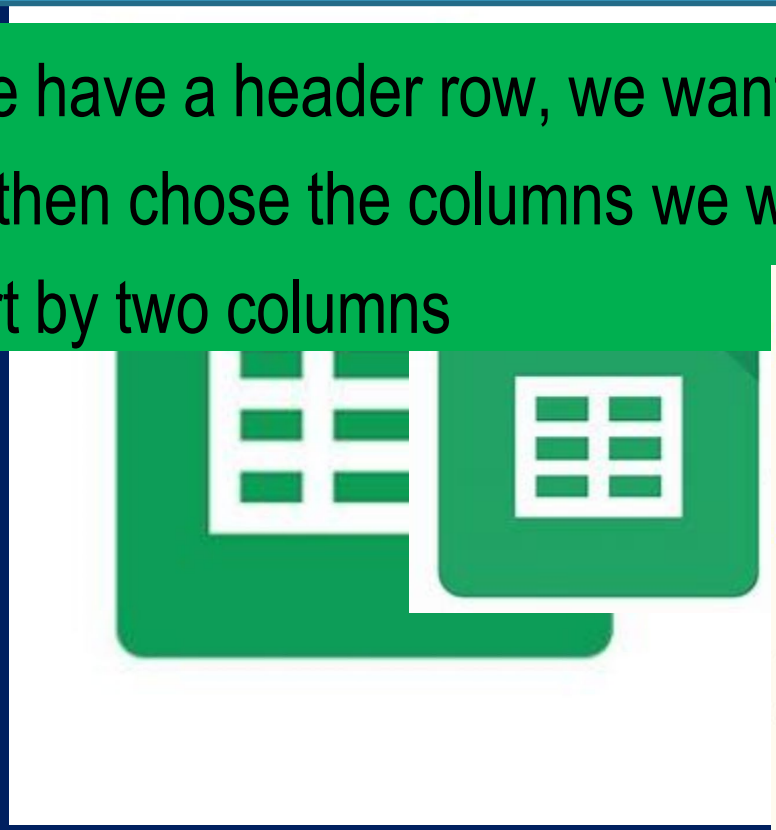


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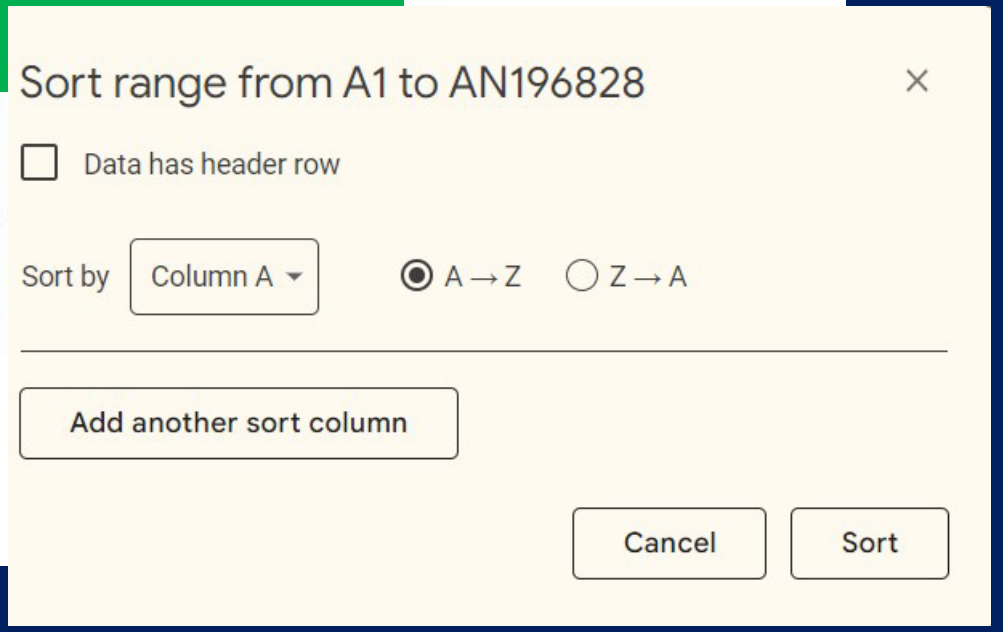


You'll Get This Drop Down Menu

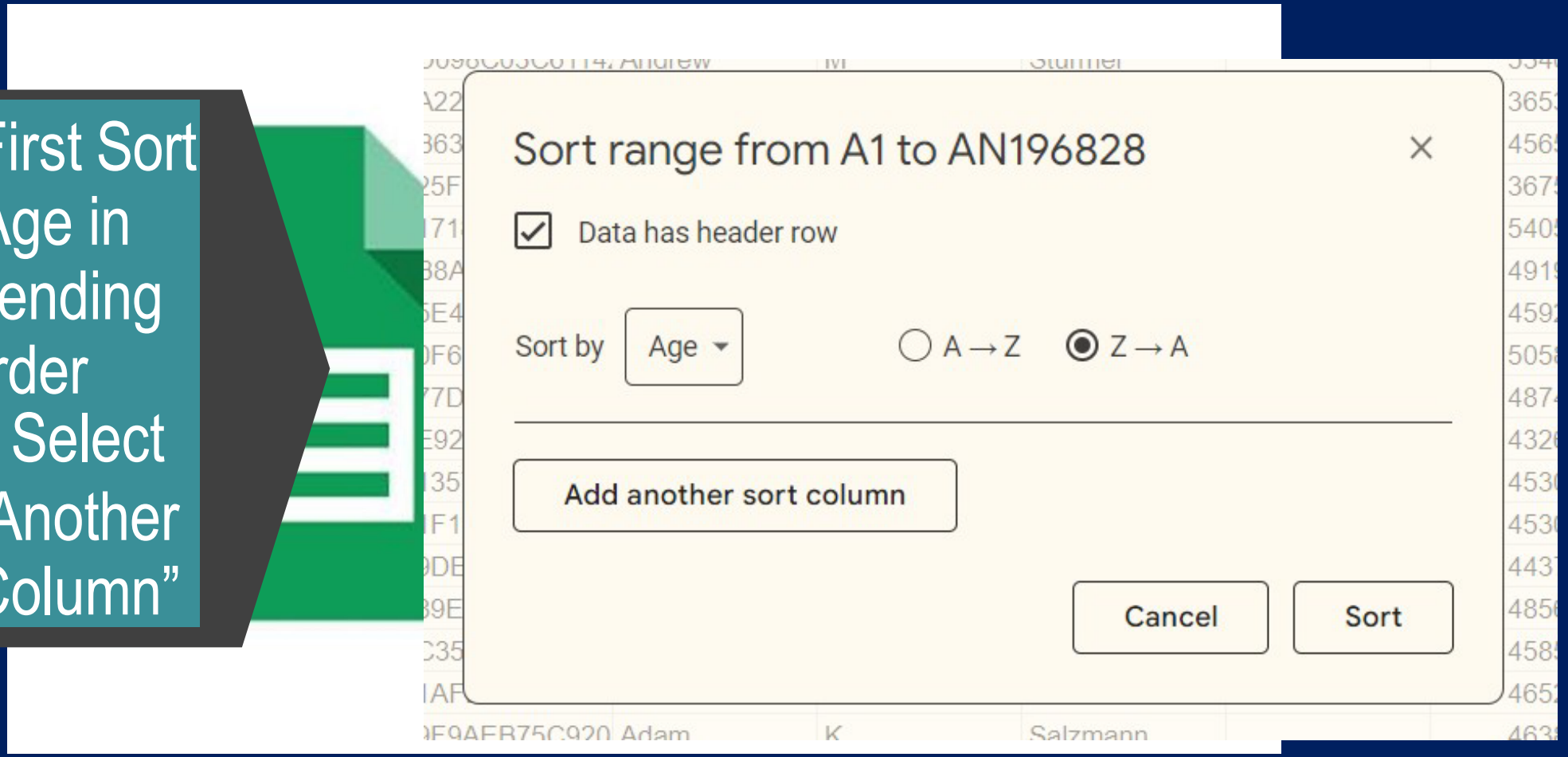
- Since we have a header row, we want that checked
- We can then chose the columns we want to sort by
- Let's sort by two columns



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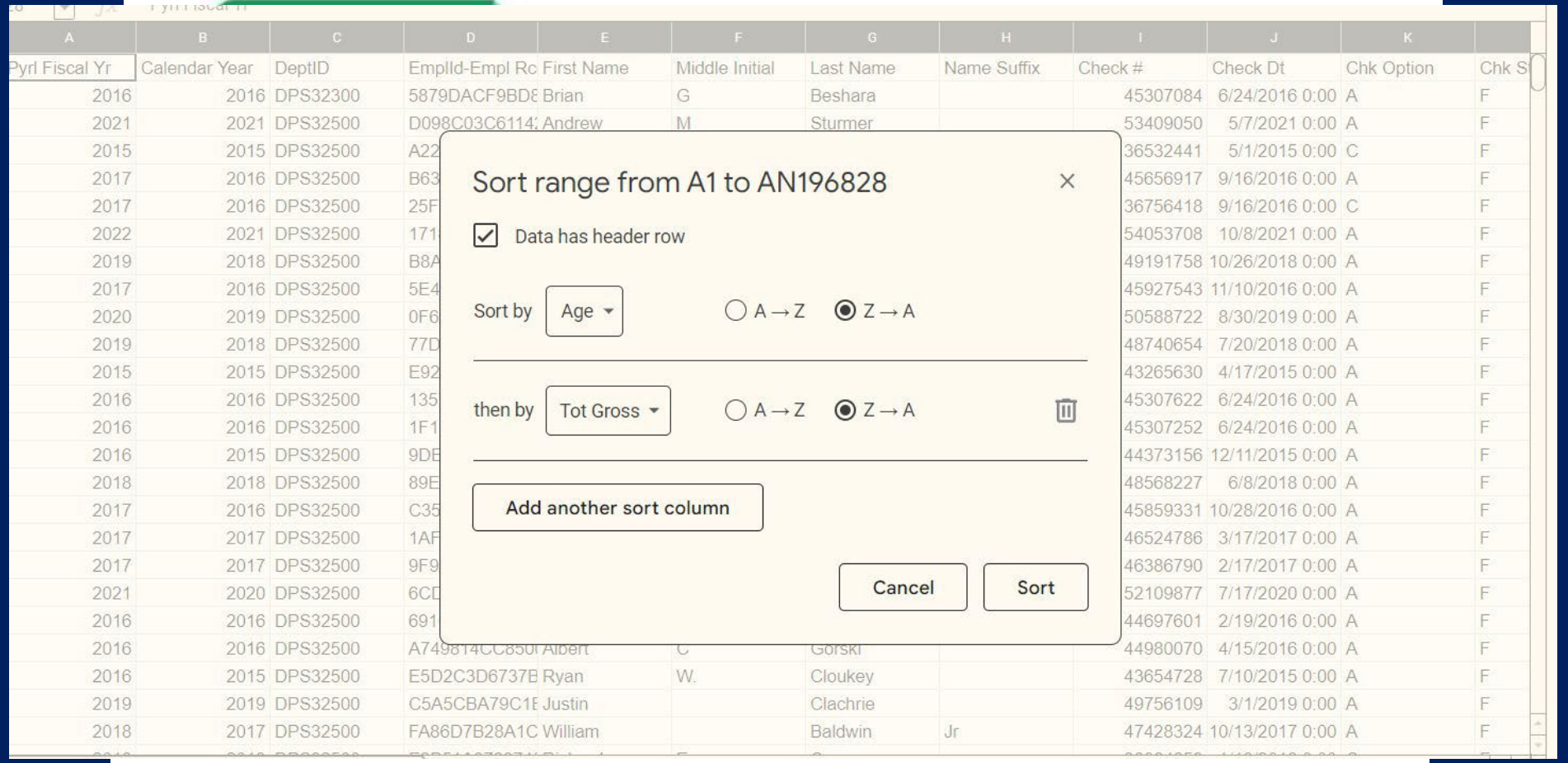


We'll First Sort by Age in Descending Order Then Select "Add Another Sort Column"



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Let's Add the Column with Total Gross and Click SORT



ar Year	DeptID	EmpId-Empl Rc	First Name	Middle Initial	Last Name	Name Suffix	Check #	Check Dt	Chk Option	Chk Status
2019	DPS32500	287216D1851D	KENNETH	J	DAMATO		37187832	9/27/2019 0:00	C	F
2017	DPS32500	287216D1851D	KENNETH	J	DAMATO		36941084	11/24/2017 0:00	C	F
2018	DPS32500	287216D1851D	KENNETH	J	DAMATO		37018521	6/8/2018 0:00	C	F
2017	DPS32500	287216D1851D	KENNETH	J	DAMATO		36949966	12/8/2017 0:00	C	F
2017	DPS32500	287216D1851D	KENNETH	J	DAMATO		36956071	12/22/2017 0:00	C	F
2018	DPS32500	287216D1851D	KENNETH	J	DAMATO		37030524	7/20/2018 0:00	C	F
2018	DPS32500	287216D1851D	KENNETH	J	DAMATO		37027655	7/6/2018 0:00	C	F
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2018	DPS32500	287216D1851D	KENNETH							
2017	DPS32500	287216D1851D	KENNETH							
2019	DPS32500	287216D1851D	KENNETH							

fx Pyrl Fiscal Yr

time	Salaries & Wage	Fringe Amt No R	SERS Amount	ARP Amount	Teachers Amour	Judges Amount	Tot Gross	Age	Job Cd Descr	EE Class Descr	Job In
2982.16	418.39	1291.73	12927.65	0	0	0	17319.54	75	StPolceTrprFrst(	Permanent	S
776.48	3609.94	401.68	4278.69	0	0	0	5229.73	75	StPolceTrprFrst(	Permanent	P
3390.55	3646.07	400.27	4264.43	0	0	0	5212.29	75	StPolceTrprFrst(	Permanent	P
1568.82	3609.93	398.05	4240.14	0	0	0	5182.57	75	StPolceTrprFrst(	Permanent	P
0	3609.93	394.65	4221.21	0	0	0	5159.42	75	StPolceTrprFrst(	Permanent	P
1162.67	3646.06	391.54	4542.55	0	0	0	5130.43	75	StPolceTrprFrst(	Permanent	P
0	3646.05	391.2	4538.36	0	0	0	5125.69	75	StPolceTrprFrst(	Permanent	P
1080.88	3646.06	392.83	4184.91	0	0	0	5115.01	75	StPolceTrprFrst(	Permanent	P
546.96	3646.05	391.73	4173.21	0	0	0	5100.7	75	StPolceTrprFrst(	Permanent	P
5667.23	3646.06	391.06	4165.71	0	0	0	5091.53	75	StPolceTrprFrst(	Permanent	P
140.67	3646.07	390.23	4156.97	0	0	0	5080.84	75	StPolceTrprFrst(	Permanent	P
3702.93	3646.07	389.05	4144.46	0	0	0	5065.53	75	StPolceTrprFrst(	Permanent	P
1028.22	3646.06	389.04	4144.45	0	0	0	5065.52	75	StPolceTrprFrst(	Permanent	P
587.65	3646.06	389.05	4144.45	0	0	0	5065.52	75	StPolceTrprFrst(	Permanent	P
546.96	3646.06	387.15	4124.09	0	0	0	5040.62	75	StPolceTrprFrst(	Permanent	P
4119.7	3646.05	386.09	4113.57	0	0	0	5027.75	75	StPolceTrprFrst(	Permanent	P
615.83	3646.05	345.32	3678.89	0	0	0	4496.03	75	StPolceTrprFrst(	Permanent	P
1419.96	3609.93	343.22	3667.8	0	0	0	4482.47	75	StPolceTrprFrst(	Permanent	P
887.15	3646.05	341.62	3954.22	0	0	0	4465.42	75	StPolceTrprFrst(	Permanent	P
1319.86	3646.05	342.35	3647.24	0	0	0	4457.31	75	StPolceTrprFrst(	Permanent	P
2989.58	3646.06	339	3924.04	0	0	0	4431.31	75	StPolceTrprFrst(	Permanent	P
1224.6	3609.93	335.32	3572.56	0	0	0	4365.96	75	StPolceTrprFrst(	Permanent	P
1830.61	3719.01	318.67	3839.57	0	0	0	4294.53	75	StPolceTrprFrst(	Permanent	P
569.64	3646.06	309.19	3725.49	0	0	0	4166.81	75	StPolceTrprFrst(	Permanent	P

This Photo by Ur

What Is Our Lede?



This Photo by Unknown Author is

For 26 years, Kenneth J. Damato put on a suit and tie and headed to work in his Fairfield law office, where he defended petty criminals and litigated accident claims.

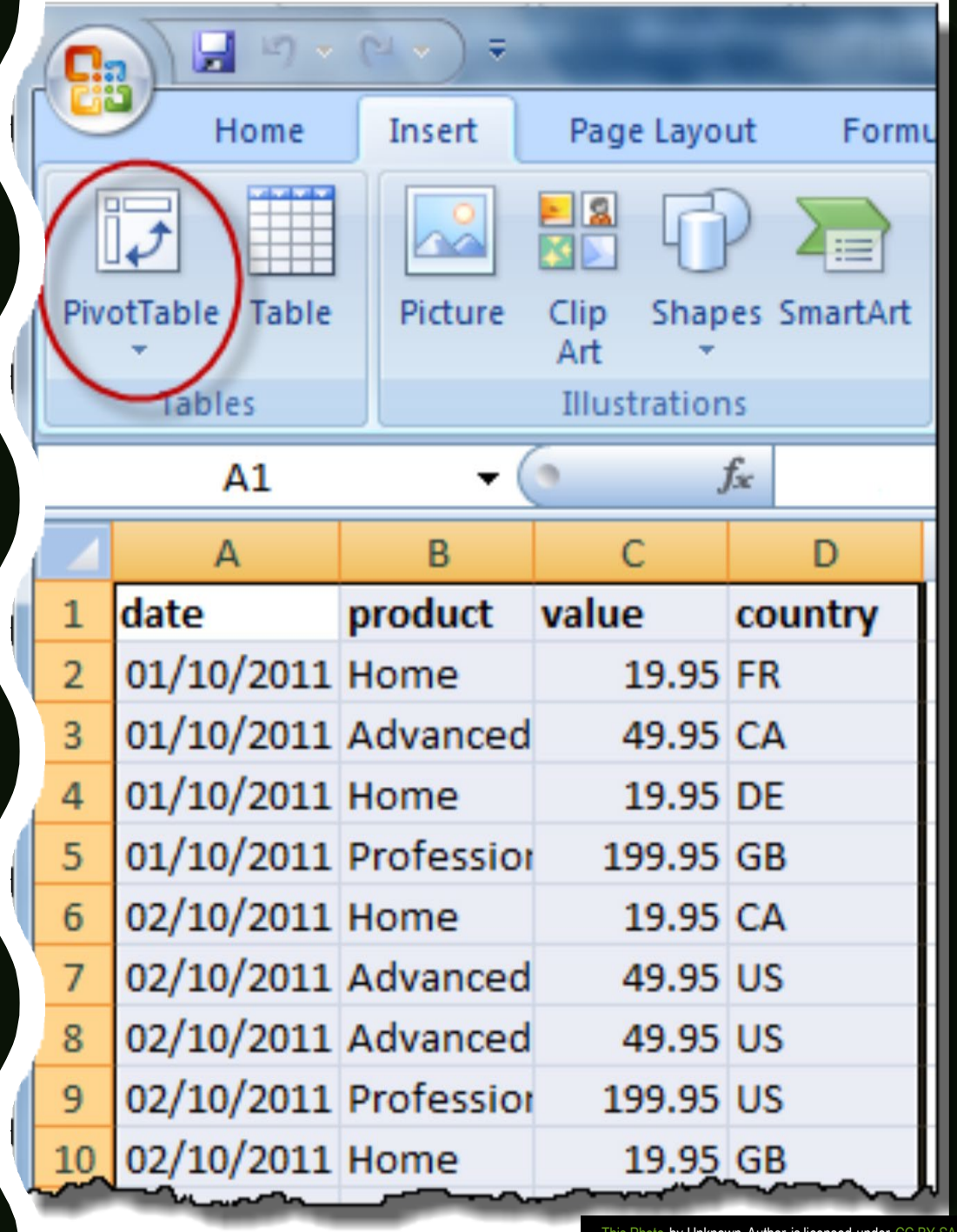
Starting Monday, Damato, 53, will start a new career chasing criminals as a Connecticut state trooper, becoming the oldest graduate in the history of the 97-year-old agency. Thursday, Damato graduated with 35 other recruits -- most of them half his age -- from a grueling 29- week training regimen that sent 16 recruits packing in the first few weeks.

CONNECTICUT

LAWYER, 53, BECOMES ROOKIE STATE TROOPER

By TRACY GORDON FOX; Courant Staff Writer

The Power of Pivot Tables



	A	B	C	D
1	date	product	value	country
2	01/10/2011	Home	19.95	FR
3	01/10/2011	Advanced	49.95	CA
4	01/10/2011	Home	19.95	DE
5	01/10/2011	Professior	199.95	GB
6	02/10/2011	Home	19.95	CA
7	02/10/2011	Advanced	49.95	US
8	02/10/2011	Advanced	49.95	US
9	02/10/2011	Professior	199.95	US
10	02/10/2011	Home	19.95	GB

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Pivoting Your Data

What can a pivot table do?

Quickly summarize data to show you the most and least

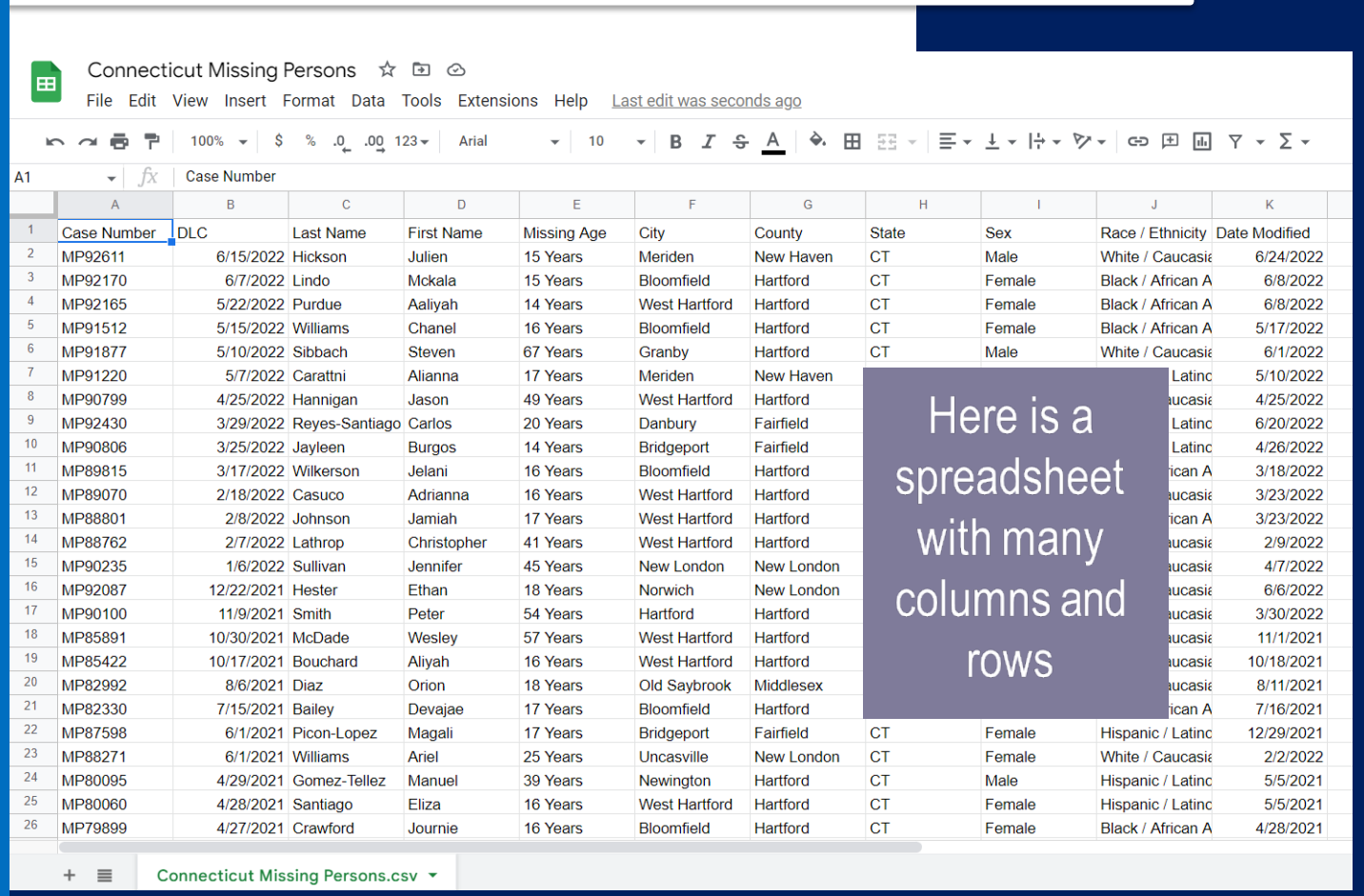
(and a lot more)

Quick way to find anomalies for stories

Also helps check data integrity – how clean is your data

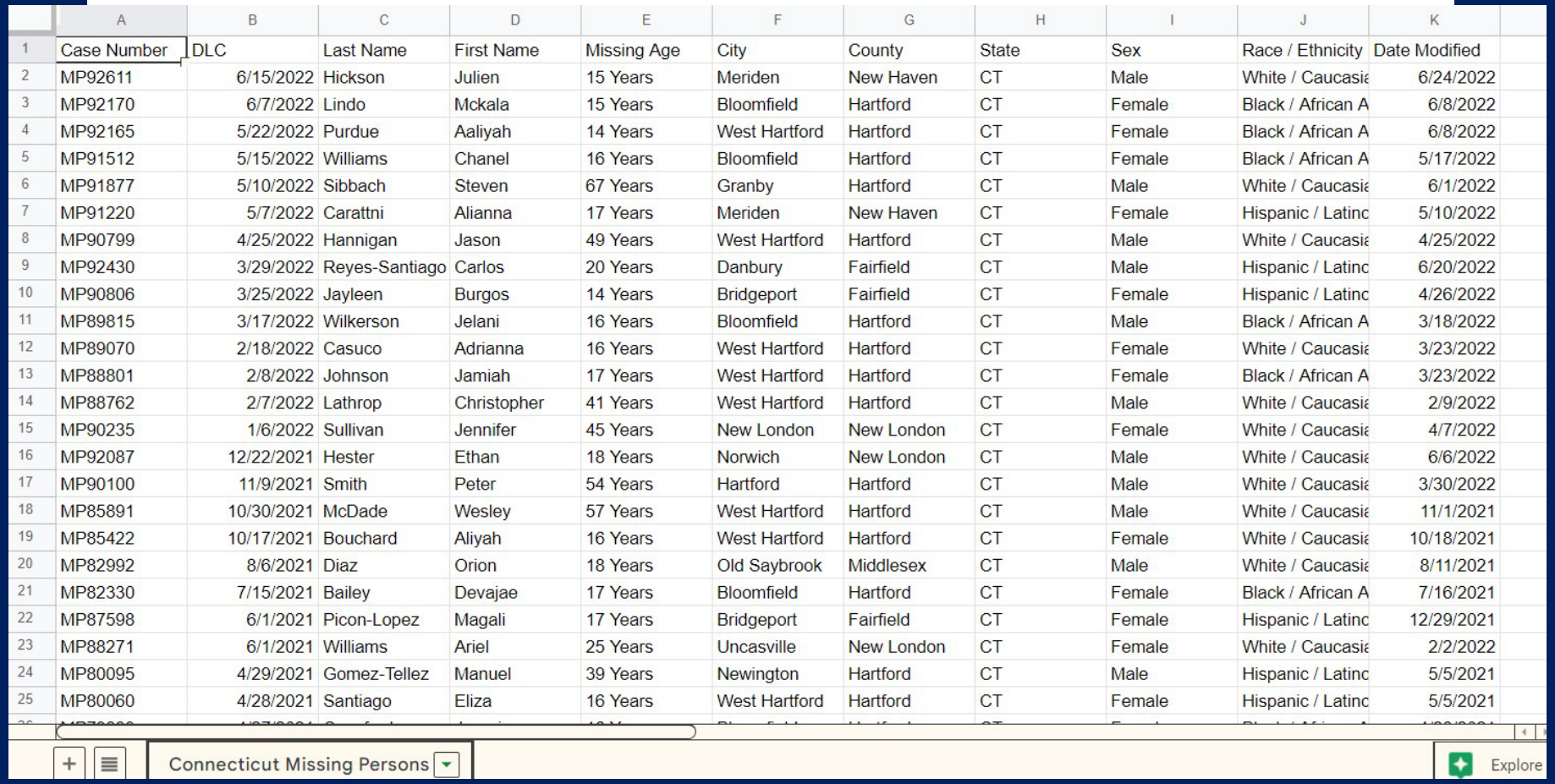
Pivoting Your Data

- With a pivot table, you set the criteria for analyzing the data
- The spreadsheet program then produces a table that displays the results



	Case Number	DLC	Last Name	First Name	Missing Age	City	County	State	Sex	Race / Ethnicity	Date Modified
2	MP92611	6/15/2022	Hickson	Julien	15 Years	Meriden	New Haven	CT	Male	White / Caucasia	6/24/2022
3	MP92170	6/7/2022	Lindo	Mckala	15 Years	Bloomfield	Hartford	CT	Female	Black / African A	6/8/2022
4	MP92165	5/22/2022	Purdue	Aaliyah	14 Years	West Hartford	Hartford	CT	Female	Black / African A	6/8/2022
5	MP91512	5/15/2022	Williams	Chanel	16 Years	Bloomfield	Hartford	CT	Female	Black / African A	5/17/2022
6	MP91877	5/10/2022	Sibbach	Steven	67 Years	Granby	Hartford	CT	Male	White / Caucasia	6/1/2022
7	MP91220	5/7/2022	Carattni	Alianna	17 Years	Meriden	New Haven			Latinc	5/10/2022
8	MP90799	4/25/2022	Hannigan	Jason	49 Years	West Hartford	Hartford			ucasia	4/25/2022
9	MP92430	3/29/2022	Reyes-Santiago	Carlos	20 Years	Danbury	Fairfield			Latinc	6/20/2022
10	MP90806	3/25/2022	Jayleen	Burgos	14 Years	Bridgeport	Fairfield			Latinc	4/26/2022
11	MP89815	3/17/2022	Wilkerson	Jelani	16 Years	Bloomfield	Hartford			ican A	3/18/2022
12	MP89070	2/18/2022	Casuco	Adrianna	16 Years	West Hartford	Hartford			ucasia	3/23/2022
13	MP88801	2/8/2022	Johnson	Jamiah	17 Years	West Hartford	Hartford			ican A	3/23/2022
14	MP88762	2/7/2022	Lathrop	Christopher	41 Years	West Hartford	Hartford			ucasia	2/9/2022
15	MP90235	1/6/2022	Sullivan	Jennifer	45 Years	New London	New London			ucasia	4/7/2022
16	MP92087	12/22/2021	Hester	Ethan	18 Years	Norwich	New London			ucasia	6/6/2022
17	MP90100	11/9/2021	Smith	Peter	54 Years	Hartford	Hartford			ucasia	3/30/2022
18	MP85891	10/30/2021	McDade	Wesley	57 Years	West Hartford	Hartford			ucasia	11/1/2021
19	MP85422	10/17/2021	Bouchard	Aliyah	16 Years	West Hartford	Hartford			ucasia	10/18/2021
20	MP82992	8/6/2021	Diaz	Orion	18 Years	Old Saybrook	Middlesex			ucasia	8/11/2021
21	MP82330	7/15/2021	Bailey	Devajae	17 Years	Bloomfield	Hartford			ican A	7/16/2021
22	MP87598	6/1/2021	Picon-Lopez	Magali	17 Years	Bridgeport	Fairfield	CT	Female	Hispanic / Latinc	12/29/2021
23	MP88271	6/1/2021	Williams	Ariel	25 Years	Uncasville	New London	CT	Female	White / Caucasia	2/2/2022
24	MP80095	4/29/2021	Gomez-Tellez	Manuel	39 Years	Newington	Hartford	CT	Male	Hispanic / Latinc	5/5/2021
25	MP80060	4/28/2021	Santiago	Eliza	16 Years	West Hartford	Hartford	CT	Female	Hispanic / Latinc	5/5/2021
26	MP79899	4/27/2021	Crawford	Journie	16 Years	Bloomfield	Hartford	CT	Female	Black / African A	4/28/2021

We'll Pivot With "Connecticut Missing Persons Data" - Import That Data Into G-Sheets



	A	B	C	D	E	F	G	H	I	J	K
1	Case Number	DLC	Last Name	First Name	Missing Age	City	County	State	Sex	Race / Ethnicity	Date Modified
2	MP92611	6/15/2022	Hickson	Julien	15 Years	Meriden	New Haven	CT	Male	White / Caucasia	6/24/2022
3	MP92170	6/7/2022	Lindo	Mckala	15 Years	Bloomfield	Hartford	CT	Female	Black / African A	6/8/2022
4	MP92165	5/22/2022	Purdue	Aaliyah	14 Years	West Hartford	Hartford	CT	Female	Black / African A	6/8/2022
5	MP91512	5/15/2022	Williams	Chanel	16 Years	Bloomfield	Hartford	CT	Female	Black / African A	5/17/2022
6	MP91877	5/10/2022	Sibbach	Steven	67 Years	Granby	Hartford	CT	Male	White / Caucasia	6/1/2022
7	MP91220	5/7/2022	Carattni	Alianna	17 Years	Meriden	New Haven	CT	Female	Hispanic / Latinc	5/10/2022
8	MP90799	4/25/2022	Hannigan	Jason	49 Years	West Hartford	Hartford	CT	Male	White / Caucasia	4/25/2022
9	MP92430	3/29/2022	Reyes-Santiago	Carlos	20 Years	Danbury	Fairfield	CT	Male	Hispanic / Latinc	6/20/2022
10	MP90806	3/25/2022	Jayleen	Burgos	14 Years	Bridgeport	Fairfield	CT	Female	Hispanic / Latinc	4/26/2022
11	MP89815	3/17/2022	Wilkerson	Jelani	16 Years	Bloomfield	Hartford	CT	Male	Black / African A	3/18/2022
12	MP89070	2/18/2022	Casuco	Adrianna	16 Years	West Hartford	Hartford	CT	Female	White / Caucasia	3/23/2022
13	MP88801	2/8/2022	Johnson	Jamiah	17 Years	West Hartford	Hartford	CT	Female	Black / African A	3/23/2022
14	MP88762	2/7/2022	Lathrop	Christopher	41 Years	West Hartford	Hartford	CT	Male	White / Caucasia	2/9/2022
15	MP90235	1/6/2022	Sullivan	Jennifer	45 Years	New London	New London	CT	Female	White / Caucasia	4/7/2022
16	MP92087	12/22/2021	Hester	Ethan	18 Years	Norwich	New London	CT	Male	White / Caucasia	6/6/2022
17	MP90100	11/9/2021	Smith	Peter	54 Years	Hartford	Hartford	CT	Male	White / Caucasia	3/30/2022
18	MP85891	10/30/2021	McDade	Wesley	57 Years	West Hartford	Hartford	CT	Male	White / Caucasia	11/1/2021
19	MP85422	10/17/2021	Bouchard	Aliyah	16 Years	West Hartford	Hartford	CT	Female	White / Caucasia	10/18/2021
20	MP82992	8/6/2021	Diaz	Orion	18 Years	Old Saybrook	Middlesex	CT	Male	White / Caucasia	8/11/2021
21	MP82330	7/15/2021	Bailey	Devajae	17 Years	Bloomfield	Hartford	CT	Female	Black / African A	7/16/2021
22	MP87598	6/1/2021	Picon-Lopez	Magali	17 Years	Bridgeport	Fairfield	CT	Female	Hispanic / Latinc	12/29/2021
23	MP88271	6/1/2021	Williams	Ariel	25 Years	Uncasville	New London	CT	Female	White / Caucasia	2/2/2022
24	MP80095	4/29/2021	Gomez-Tellez	Manuel	39 Years	Newington	Hartford	CT	Male	Hispanic / Latinc	5/5/2021
25	MP80060	4/28/2021	Santiago	Eliza	16 Years	West Hartford	Hartford	CT	Female	Hispanic / Latinc	5/5/2021

Connecticut Missing Persons

Explore

Pivoting Your Data



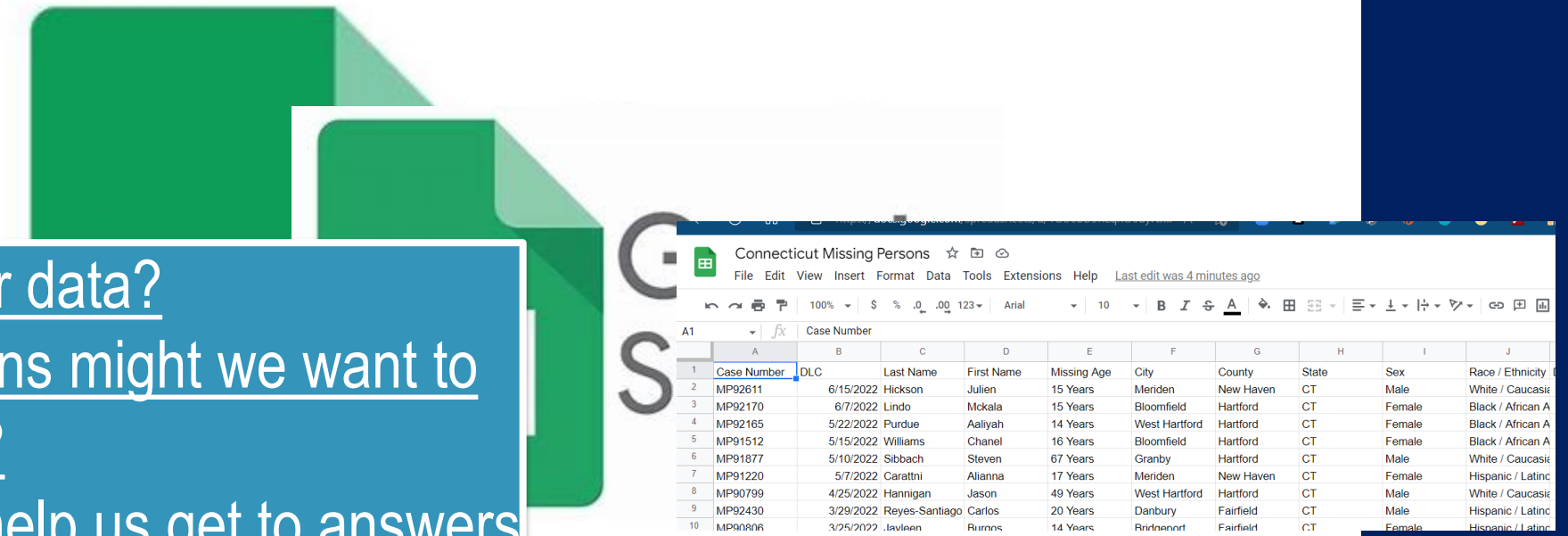
	A	B	C
1	Country	(All)	
2			
3	Row Labels	Sum of Amount	
4	Apple	191257	
5	Banana	340295	
6	Beans	57281	
7	Broccoli	142439	
8	Carrots	136945	
9	Mango	57079	
10	Orange	104438	
11	Grand Total	1029734	
12			



- Do your “four corners check”
- How many records do we have?
- What is in our data?
- What do the columns and rows show?

Do A Four Corners Check

What is in our data?
What questions might we want to ask the data?
Pivot tables help us get to answers to our questions quickly



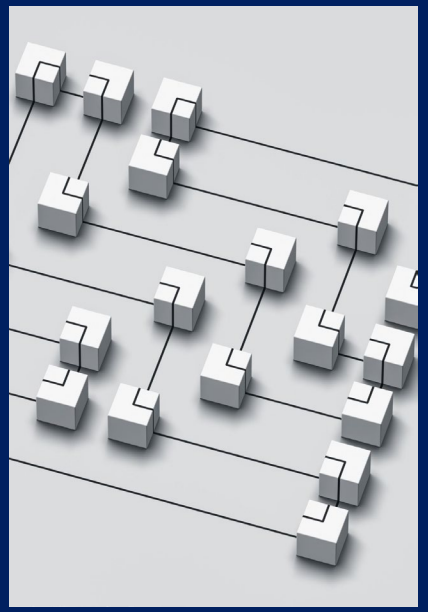
	A	B	C	D	E	F	G	H	I	J
1	Case Number	DLC	Last Name	First Name	Missing Age	City	County	State	Sex	Race / Ethnicity
2	MP92611	6/15/2022	Hickson	Julien	15 Years	Meriden	New Haven	CT	Male	White / Caucasia
3	MP92170	6/7/2022	Lindo	Mckala	15 Years	Bloomfield	Hartford	CT	Female	Black / African A
4	MP92165	5/22/2022	Purdue	Aaliyah	14 Years	West Hartford	Hartford	CT	Female	Black / African A
5	MP91512	5/15/2022	Williams	Chanel	16 Years	Bloomfield	Hartford	CT	Female	Black / African A
6	MP91877	5/10/2022	Sibbach	Steven	67 Years	Granby	Hartford	CT	Male	White / Caucasia
7	MP91220	5/7/2022	Carattni	Alianna	17 Years	Meriden	New Haven	CT	Female	Hispanic / Latinc
8	MP90799	4/25/2022	Hannigan	Jason	49 Years	West Hartford	Hartford	CT	Male	White / Caucasia
9	MP92430	3/29/2022	Reyes-Santiago	Carlos	20 Years	Danbury	Fairfield	CT	Male	Hispanic / Latinc
10	MP90806	3/25/2022	Jayleen	Burgos	14 Years	Bridgeport	Fairfield	CT	Female	Hispanic / Latinc

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Pivoting Your Data

- You build PIVOT TABLES by dragging and dropping your criteria from the FIELD LIST into the four boxes in your grid
- You can also right click and select your criteria instead of dragging and dropping
- Learn how to make simple PIVOT TABLES first
- Then you can layer additional criteria into your table from the FIELD LIST to create more complex PIVOT TABLES

- All the fields appear as criteria for your analysis
- You can analyze by rows, values, filters or columns
- Let's start with rows

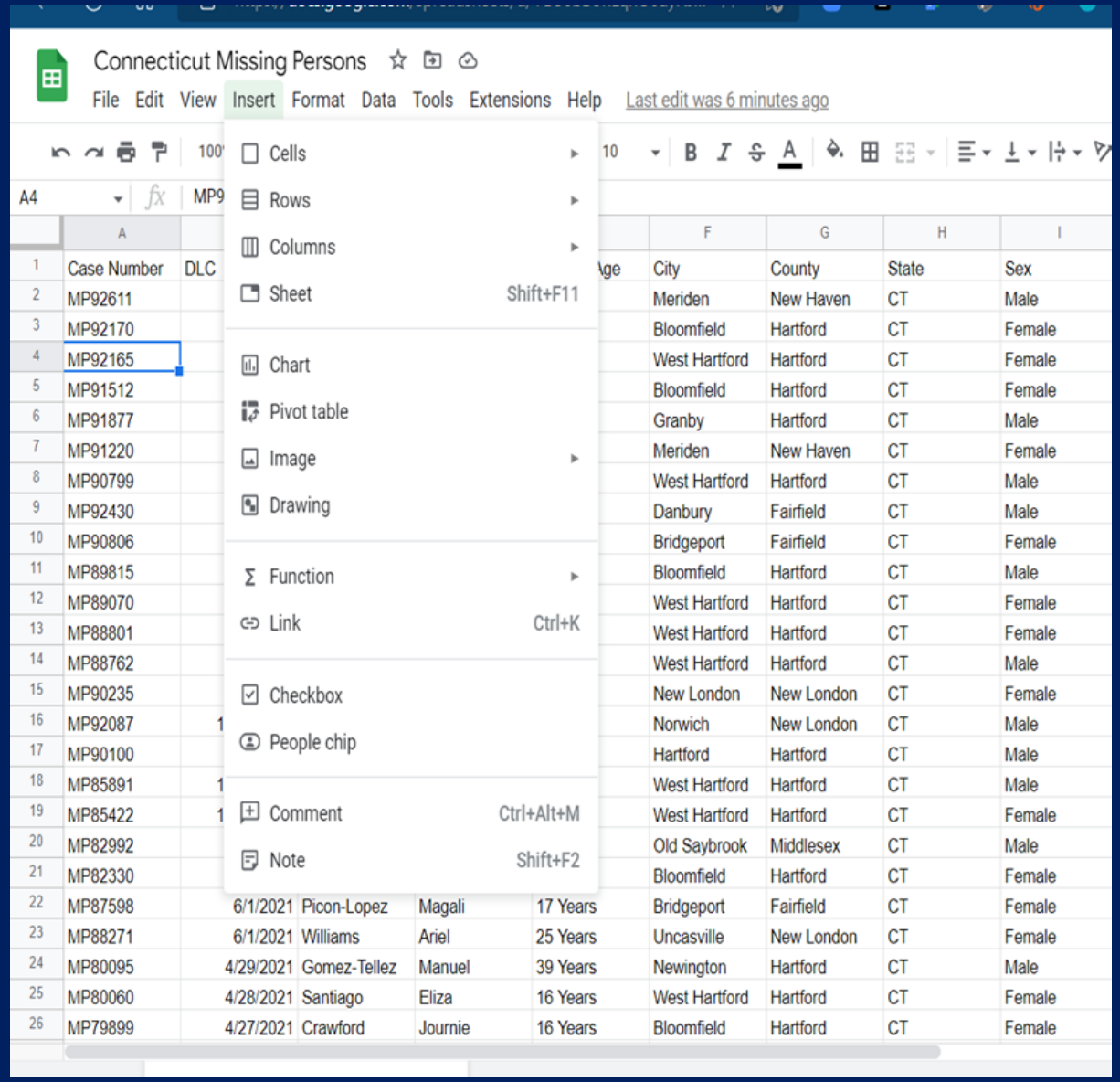


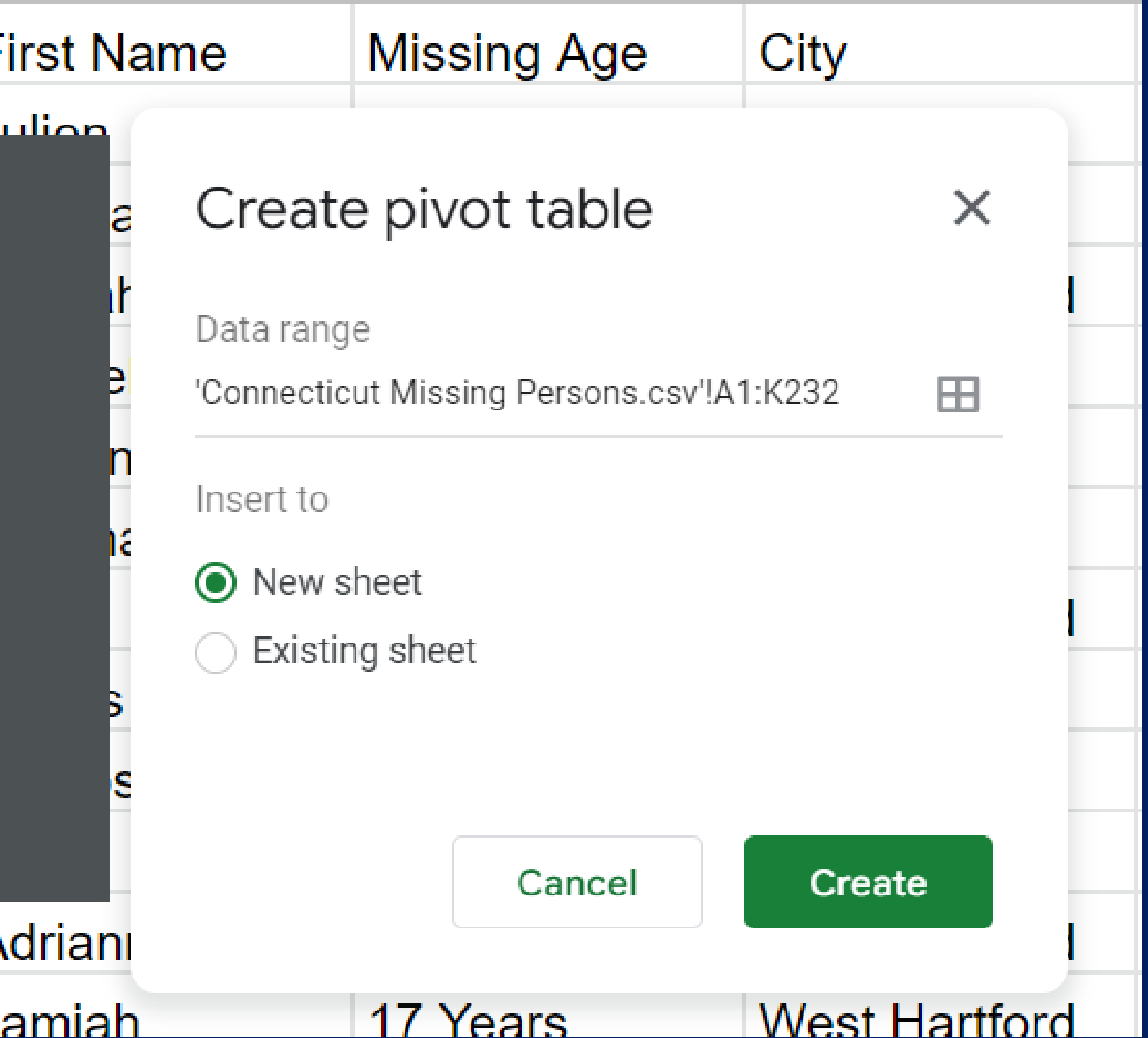
Pivoting Your Data

Start by clicking on any cell in your data

Go to INSERT

Choose PIVOT TABLE





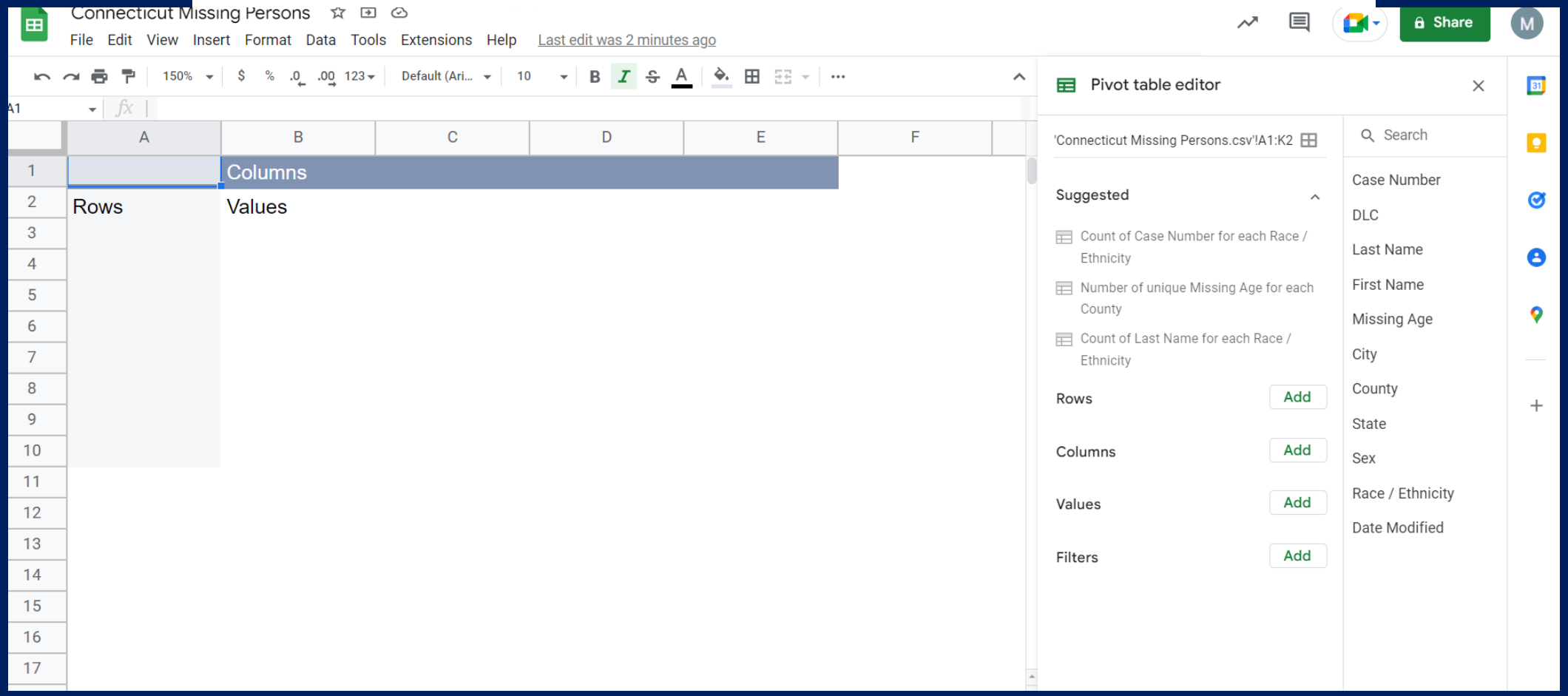
Pivoting Your Data

We will put our pivot table in a NEW SHEET at the bottom of your workbook

Click CREATE

Look at the bottom – you'll see your original data is in the first sheet

You'll Get A Grid of Options



Pivoting Your Data



Take your time building pivot tables



The key is learning what to ask the data

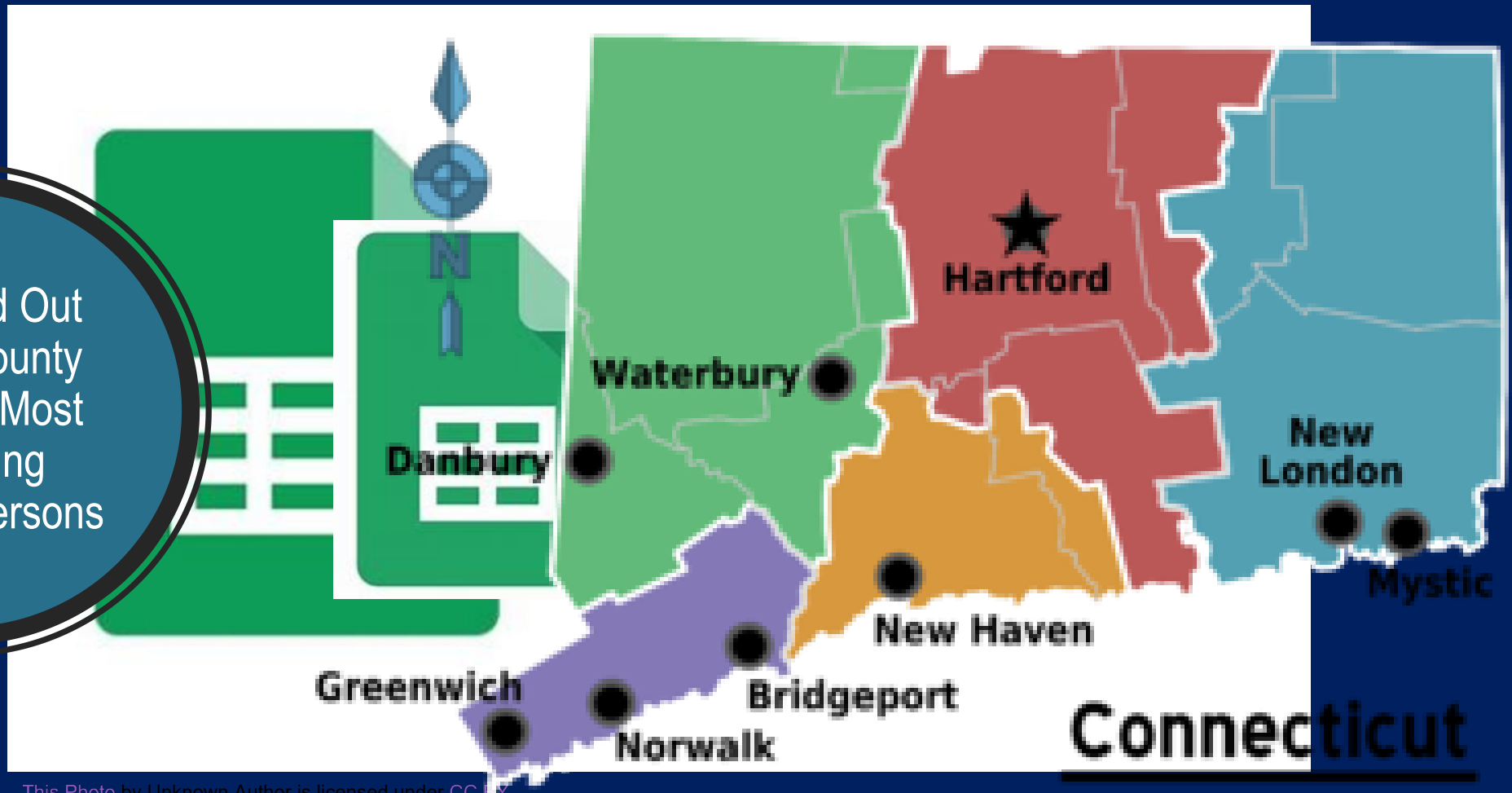


You will have to experiment lots of times to get the answers you want



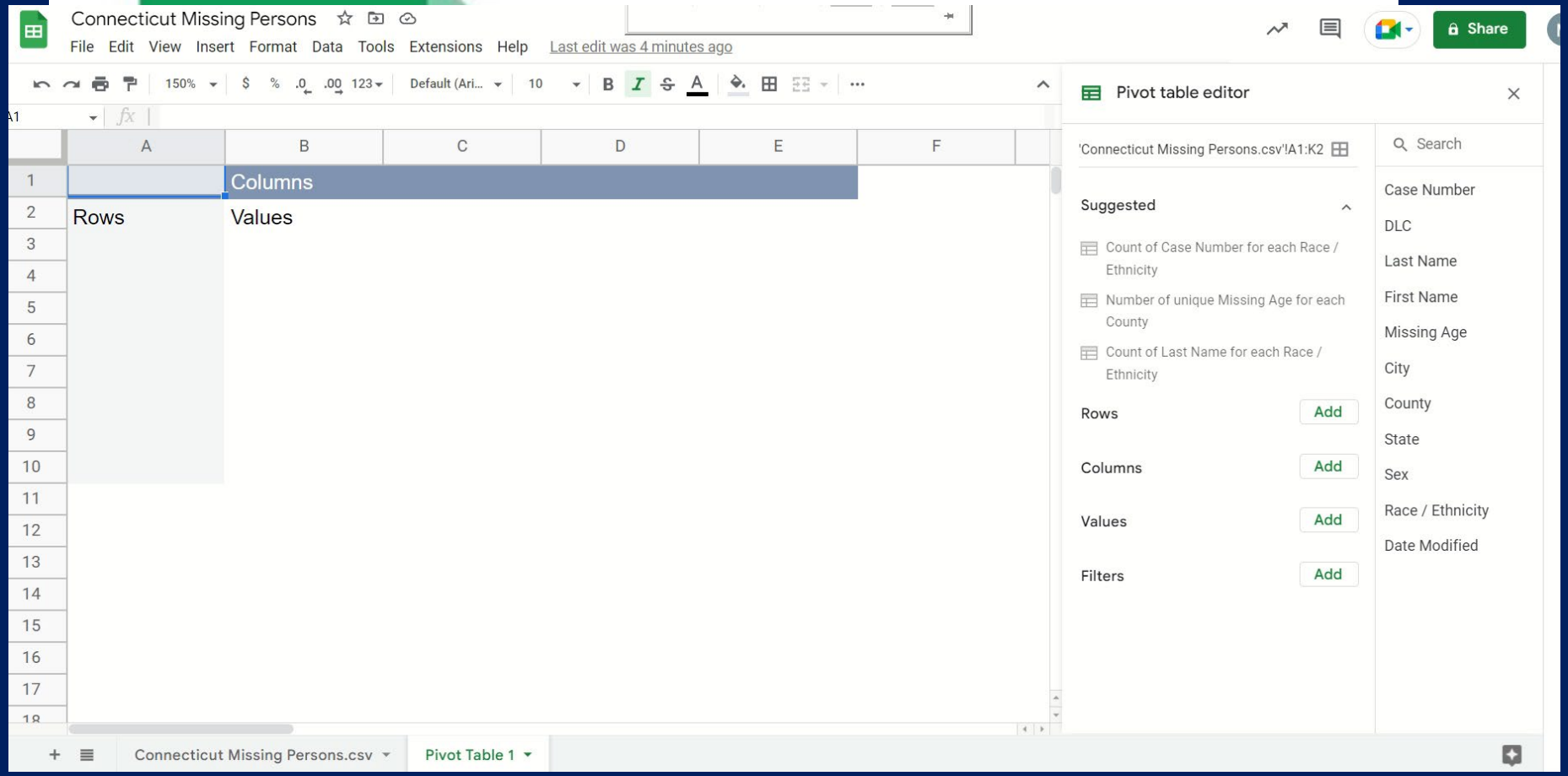
Let’s try one to show you how to question your data

Let's Find Out Which County Had The Most Reporting Missing Persons

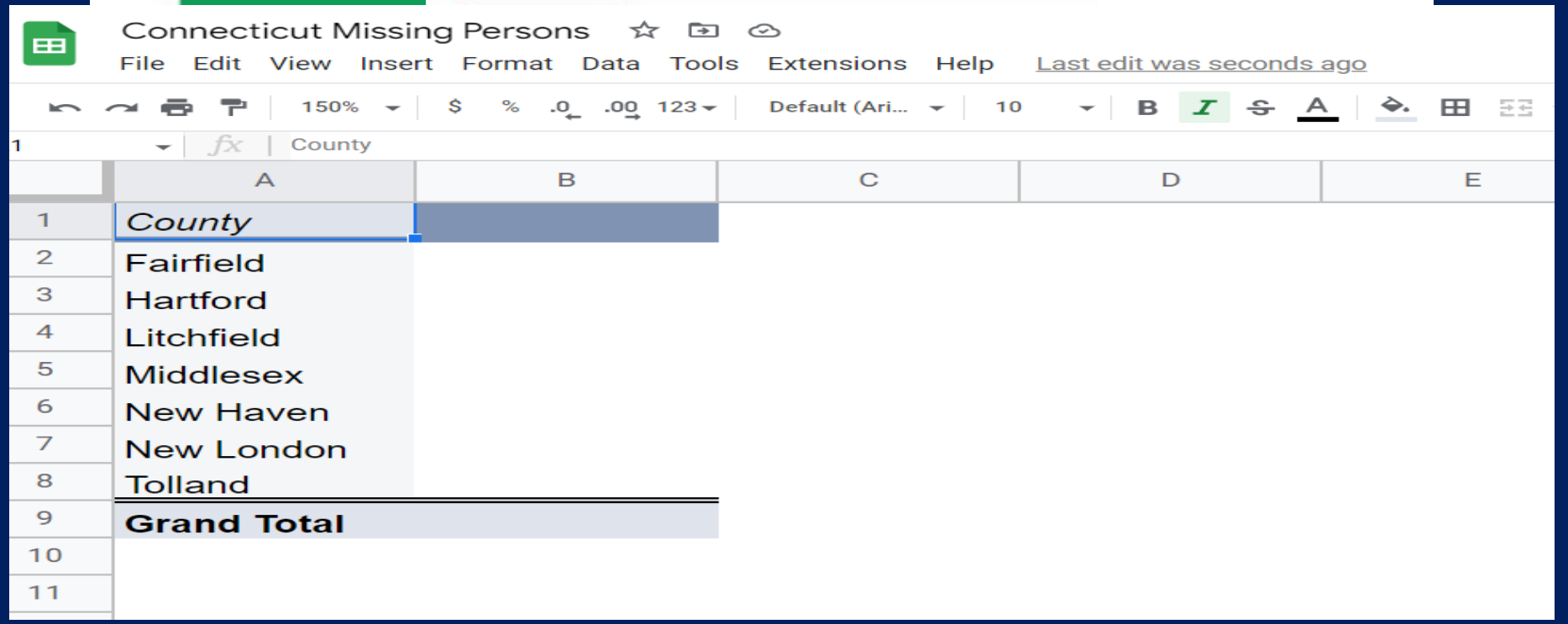


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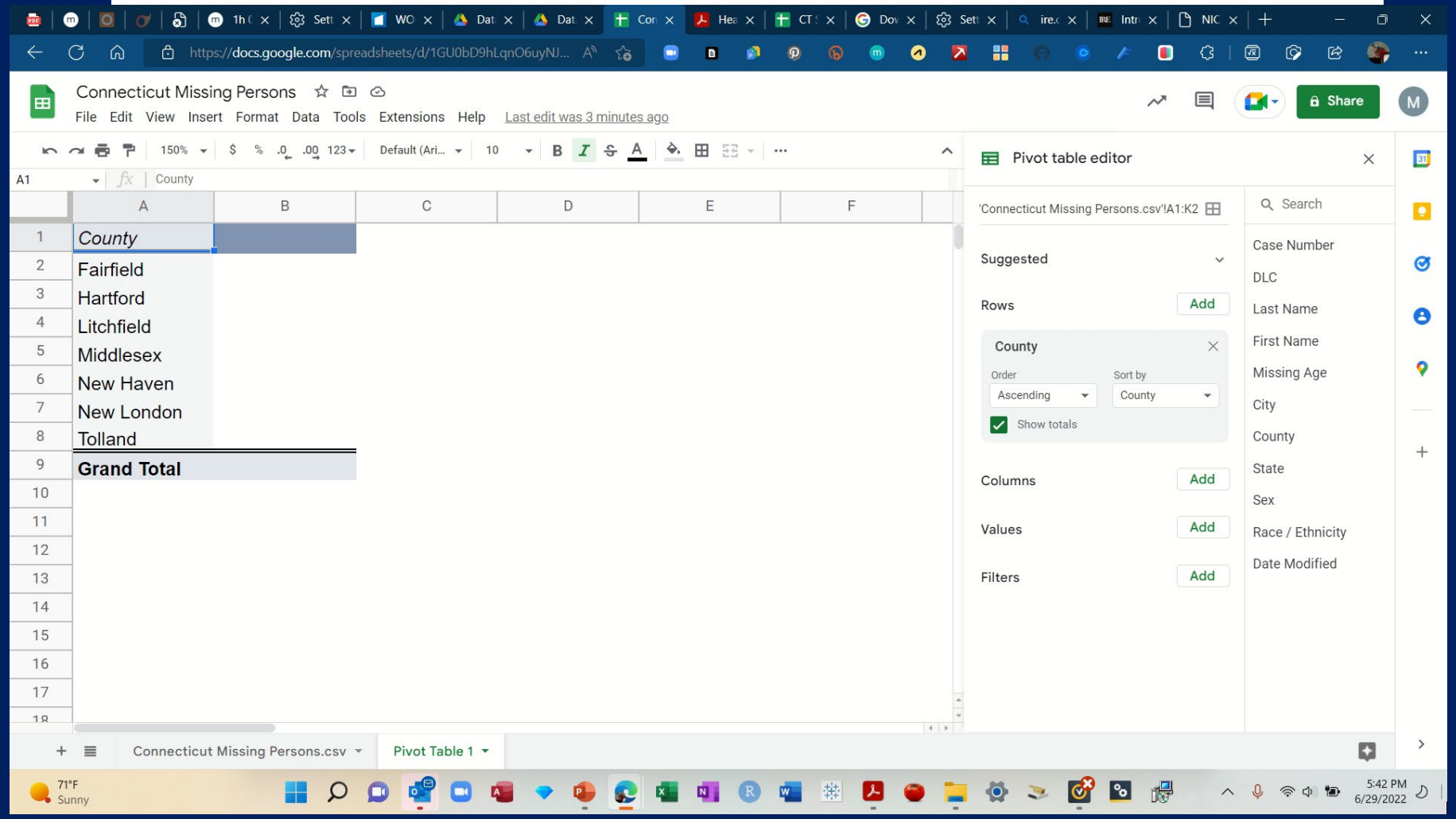
We Are Going to Drag Counties To Rows



G-Sheets Has Set the Counties Up in the Grid so We Can Do Analysis



Now Let's Drag Counties to Values



Values is a Calculation Field

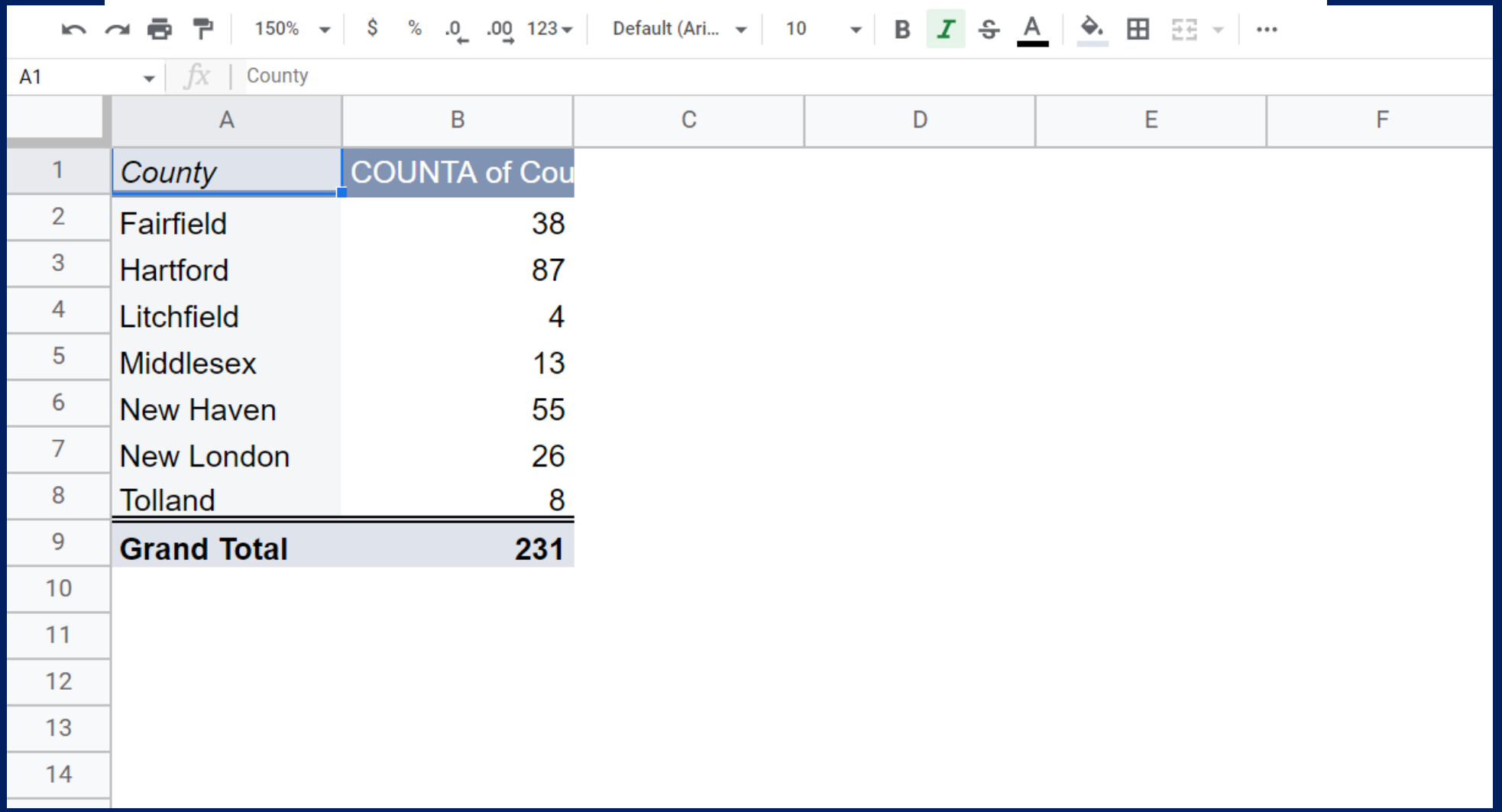
When we bring something into “values” in a pivot table, G-Sheets knows it has to calculate something

It defaults to count

G-Sheets has counted up the number of reported missing persons by county in the data

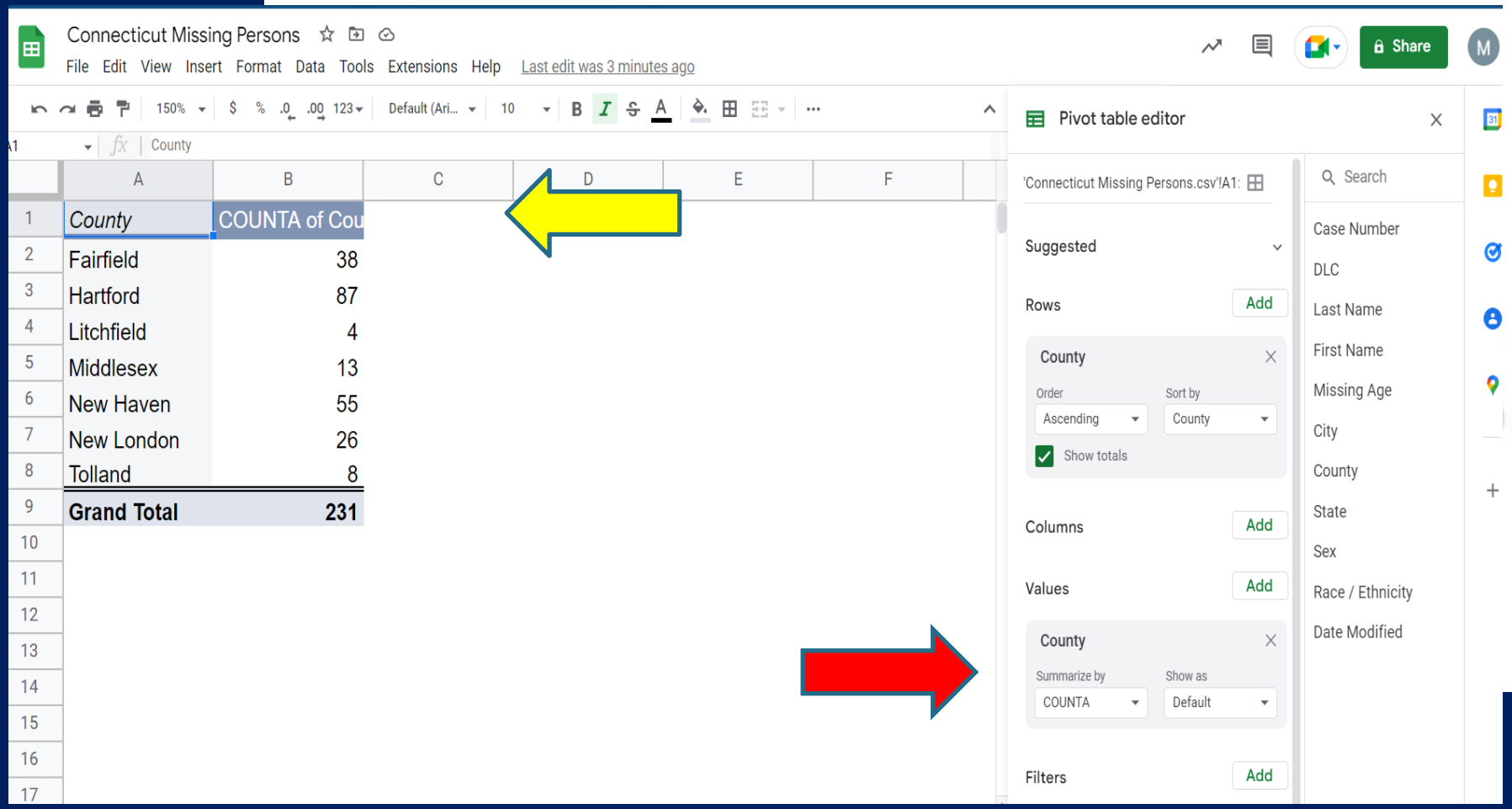
This Photo by Unknown Author is licensed under CC BY

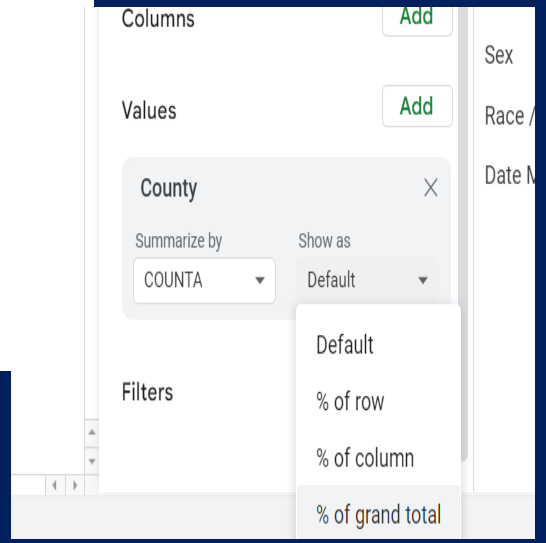
Let's Tweak Our Pivot Table for News Purposes



	A	B	C	D	E	F
1	*County*	COUNTA of Cou				
2	Fairfield	38				
3	Hartford	87				
4	Litchfield	4				
5	Middlesex	13				
6	New Haven	55				
7	New London	26				
8	Tolland	8				
9	**Grand Total**	**231**				
10						
11						
12						
13						
14						

We Can Look At the Percentage of Cases by County
In the Lower Left, Change "Show As" from Default to % of Grand Total





B2 | 16.45%

	A	B	C
1	*County*	COUNTA of Cou	
2	Fairfield	16.45%	
3	Hartford	37.66%	
4	Litchfield	1.73%	
5	Middlesex	5.63%	
6	New Haven	23.81%	
7	New London	11.26%	
8	Tolland	3.46%	
9	**Grand Total**	**100.00%**	
10			

- By pivoting your data you are isolating out just certain columns and rows to answer a question or find a story angle
- We have just two columns and seven rows (you don't count the header row)

Let’s Pivot This Data A Different Way

Right click on the sheet at the bottom, Pivot Table 1, and name it “County %”

We might need that for a story

Go back to your original data, select a column, and insert a new pivot table

Remember, it is under DATA and then click PIVOT TABLE

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NEWS

Missing in Connecticut



by: Olivia Lank
Posted: Apr 22, 2022 / 11:30 AM EDT
Updated: May 18, 2022 / 09:48 AM EDT

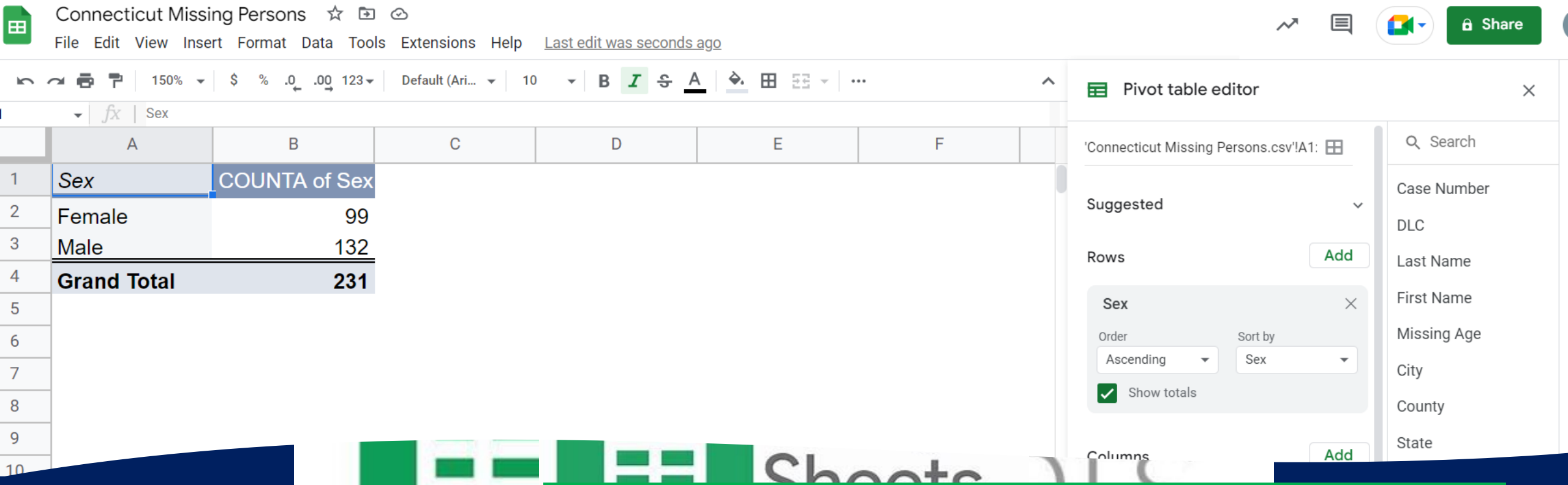
SHARE

(WTNH) – Law enforcement throughout Connecticut works to solve missing person cases, some of whom have been missing for years or even decades.

Below is a list of missing person cases in Connecticut that remain unsolved. This list includes missing person's names, which are linked to more details about their disappearance. They often include age-progressed photos and what agency to contact for more information.

Click on the names or photos of the missing people below to find out more about their disappearance and the investigation into the case.


These Are the Top Fi
in Succasunna
× Close Ad



What Else Can We Pivot On?

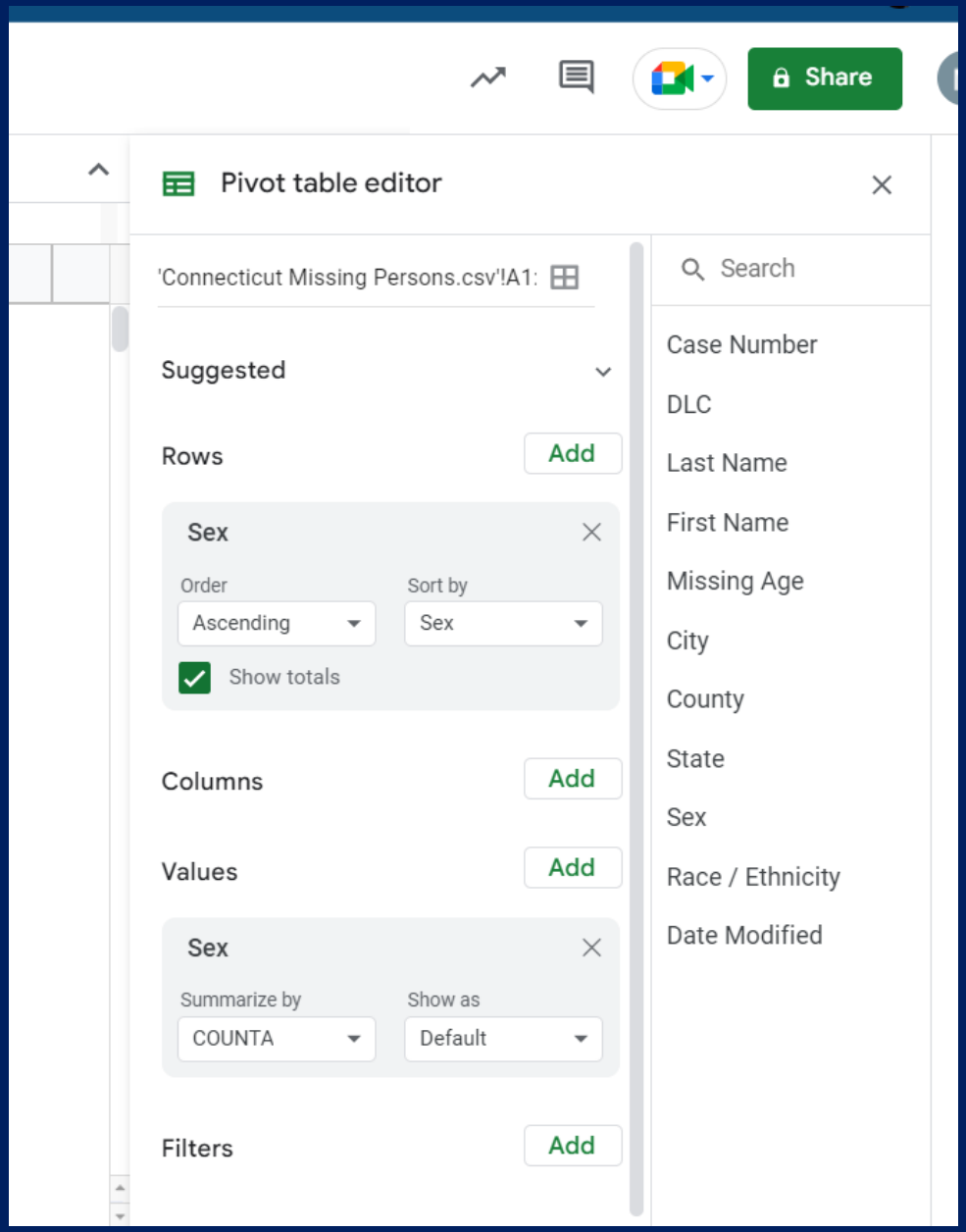
This Photo by Unknown Author is lic

Let's count the number of males vs. females missing in this data

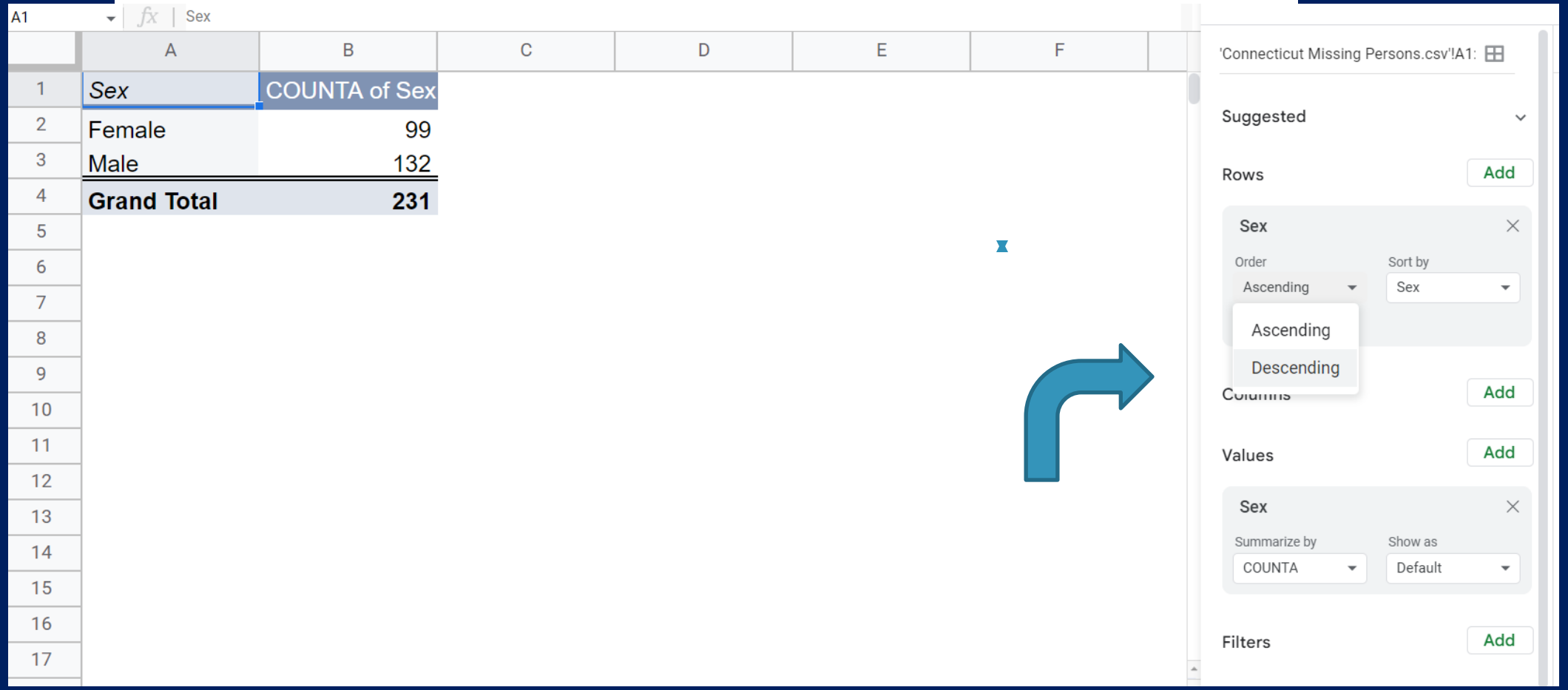
How far does the data go back

Here is the finished pivot table; on the next slide I'll show you how I did it

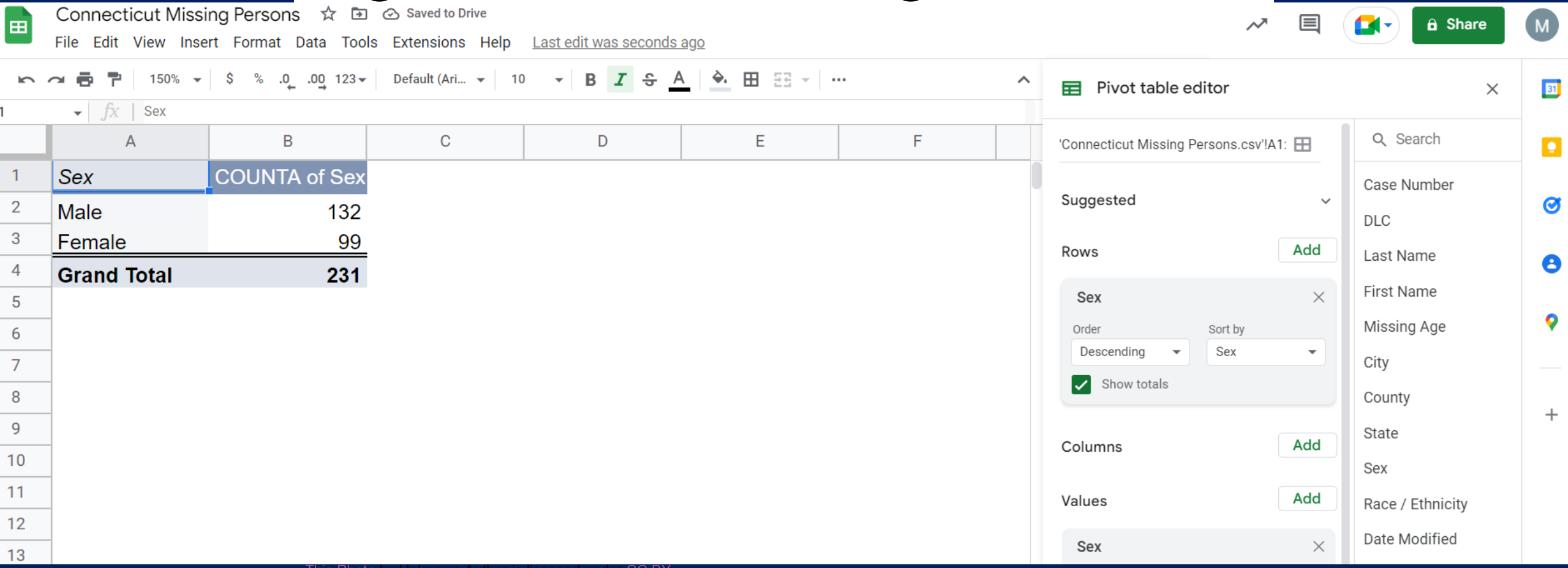
Drag “Sex” to Rows and Again to Values



Sort Your Findings in Descending Order



Pivoting in Descending Order

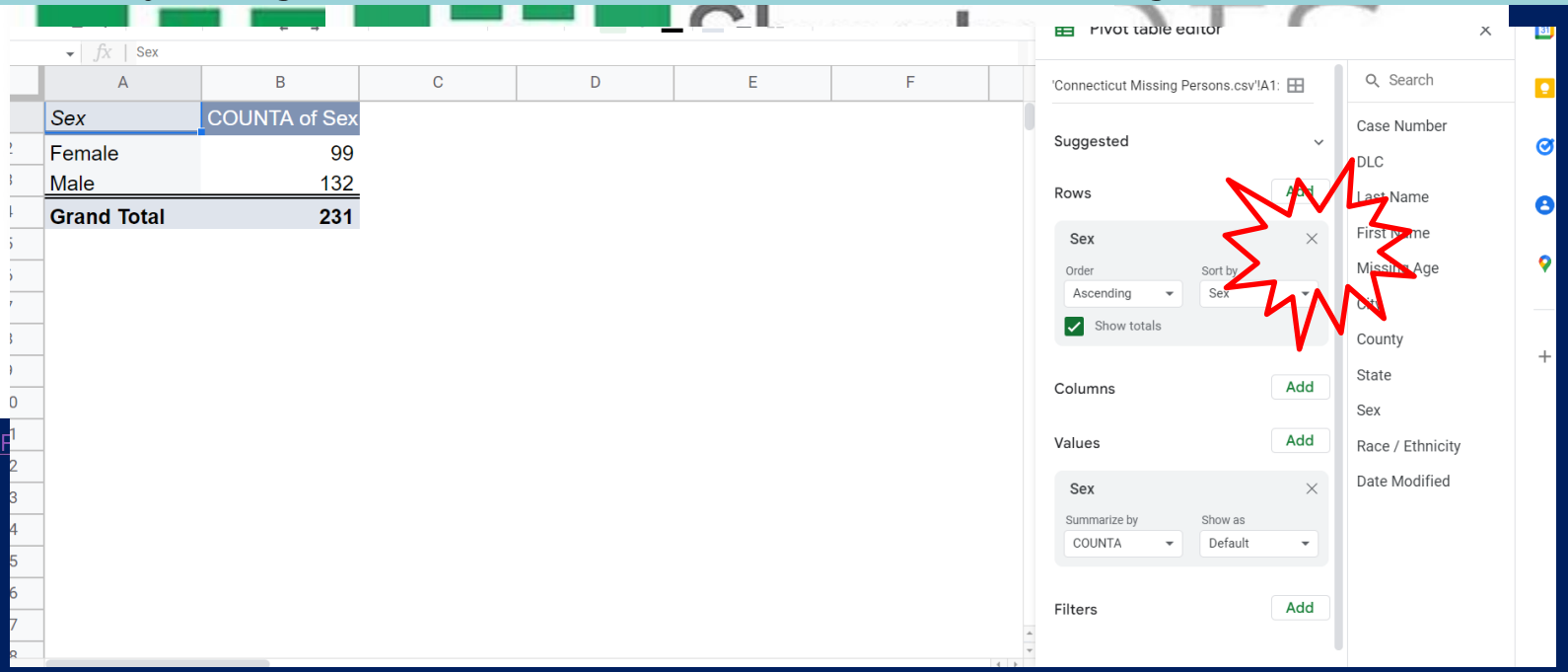


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Pivoting Your Data

To clear your pivot table and start over, click on the “x” in the areas on the field list that you want to clear

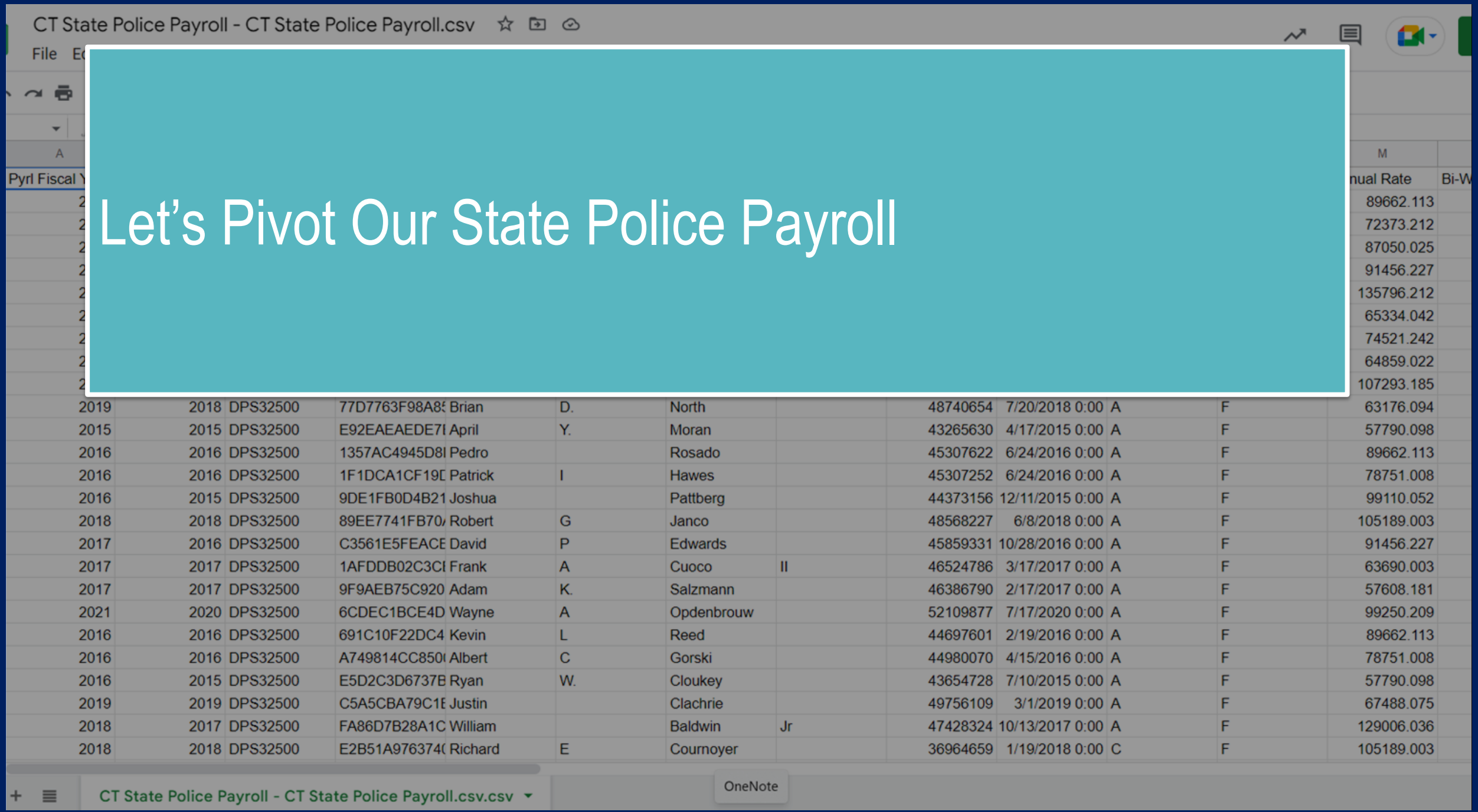
I want to clear everything, so I’ll click on both x and I will get a clear pivot table



Building Pivot Tables

Experiment with building pivot tables with some of the other field choices and we can share screens to show results




CT State Police Payroll - CT State Police Payroll.csv
File
Let's Pivot Our State Police Payroll
Pyrl Fiscal Y
nual Rate
Bi-W
89662.113
72373.212
87050.025
91456.227
135796.212
65334.042
74521.242
64859.022
107293.185
2019 2018 DPS32500 77D7763F98A8 Brian D. North 48740654 7/20/2018 0:00 A F 63176.094
2015 2015 DPS32500 E92EAEAEDE7 April Y. Moran 43265630 4/17/2015 0:00 A F 57790.098
2016 2016 DPS32500 1357AC4945D8 Pedro Rosado 45307622 6/24/2016 0:00 A F 89662.113
2016 2016 DPS32500 1F1DCA1CF19 Patrick I Hawes 45307252 6/24/2016 0:00 A F 78751.008
2016 2015 DPS32500 9DE1FB0D4B21 Joshua Pattberg 44373156 12/11/2015 0:00 A F 99110.052
2018 2018 DPS32500 89EE7741FB70 Robert G Janco 48568227 6/8/2018 0:00 A F 105189.003
2017 2016 DPS32500 C3561E5FEACE David P Edwards 45859331 10/28/2016 0:00 A F 91456.227
2017 2017 DPS32500 1AFDDB02C3C Frank A Cuoco II 46524786 3/17/2017 0:00 A F 63690.003
2017 2017 DPS32500 9F9AEB75C920 Adam K. Salzmann 46386790 2/17/2017 0:00 A F 57608.181
2021 2020 DPS32500 6CDEC1BCE4D Wayne A Opdenbrouw 52109877 7/17/2020 0:00 A F 99250.209
2016 2016 DPS32500 691C10F22DC4 Kevin L Reed 44697601 2/19/2016 0:00 A F 89662.113
2016 2016 DPS32500 A749814CC850 Albert C Gorski 44980070 4/15/2016 0:00 A F 78751.008
2016 2015 DPS32500 E5D2C3D6737B Ryan W. Cloukey 43654728 7/10/2015 0:00 A F 57790.098
2019 2019 DPS32500 C5A5CBA79C1E Justin Clachrie 49756109 3/1/2019 0:00 A F 67488.075
2018 2017 DPS32500 FA86D7B28A1C William Baldwin Jr 47428324 10/13/2017 0:00 A F 129006.036
2018 2018 DPS32500 E2B51A976374 Richard E Cournoyer 36964659 1/19/2018 0:00 C F 105189.003
CT State Police Payroll - CT State Police Payroll.csv.csv
OneNote

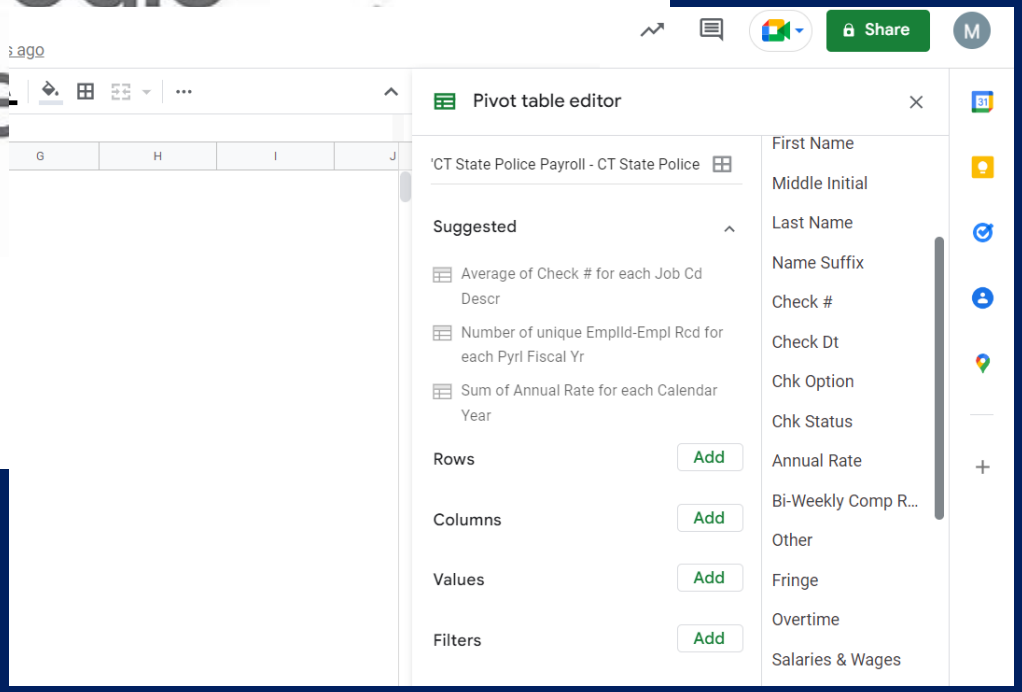
We'll Pivot To Determine Which Gender and Race Made the Most in Total Pay

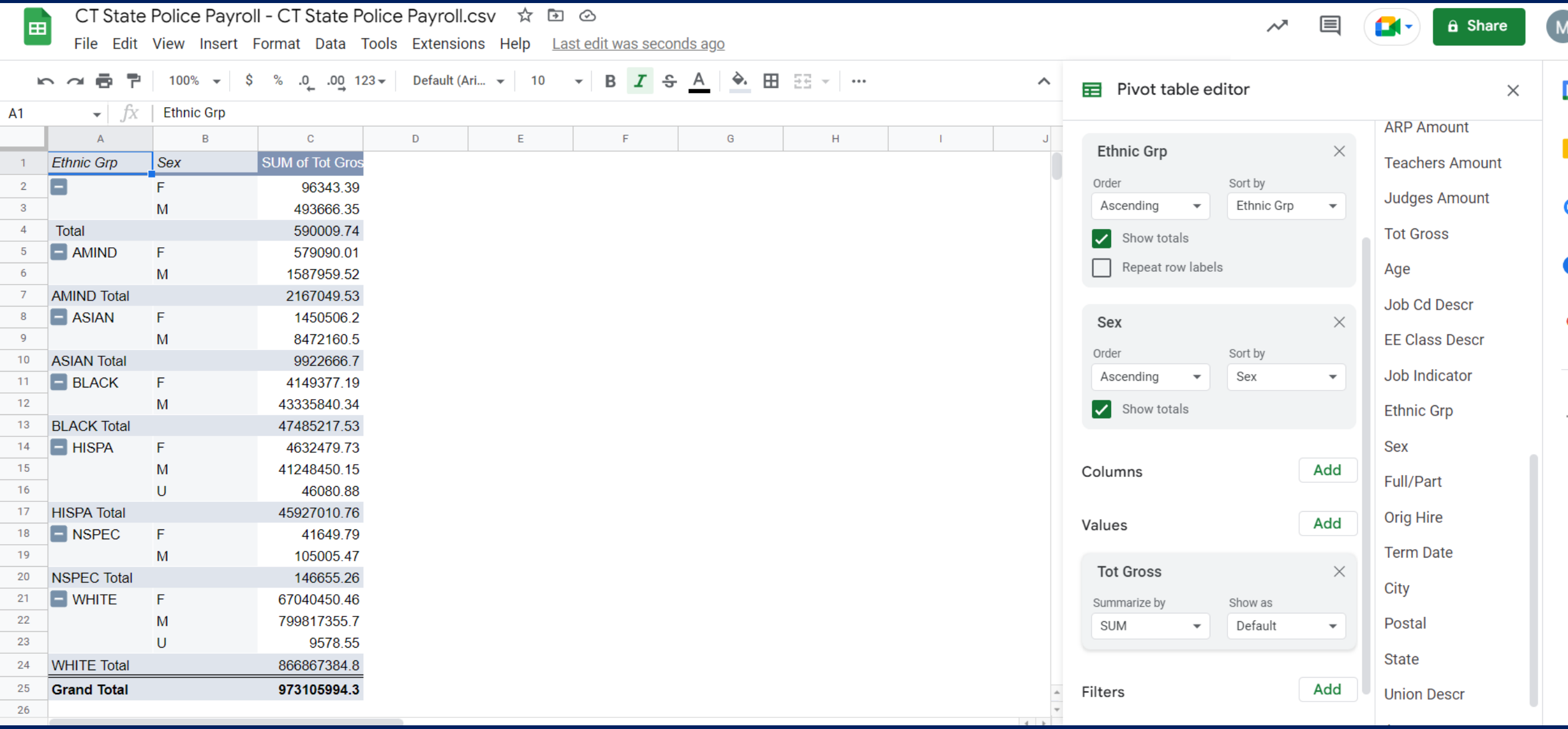
data

We'll drag "Ethnic Grp" and "Sex" to our rows

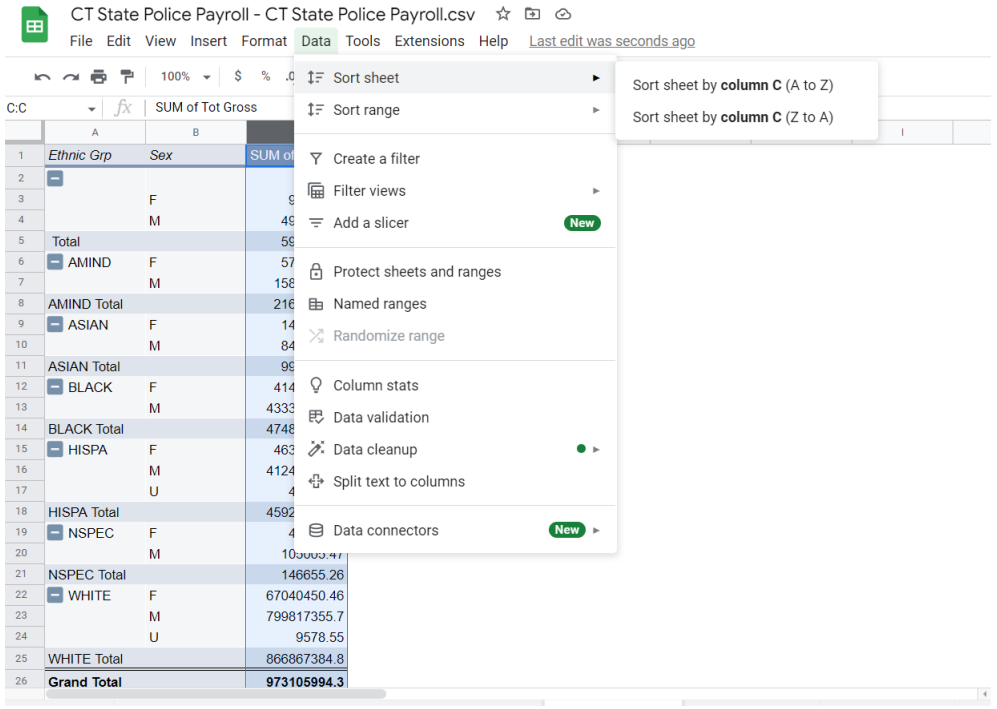
Then drag your "Total Gross" to your values

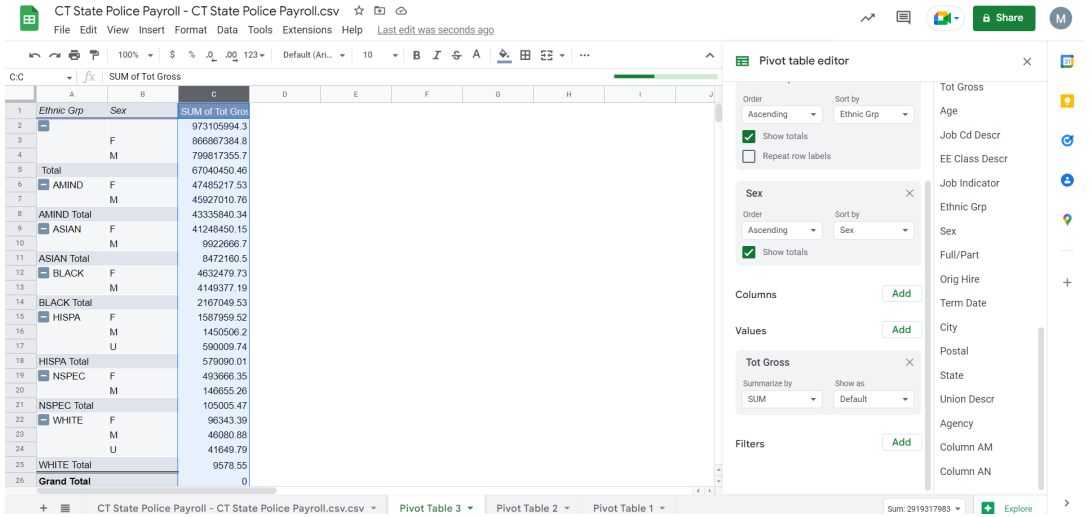
Remember values can do calculations for you





Ethnic Grp	Sex	SUM of Tot Gros
	F	96343.39
	M	493666.35
Total		590009.74
AMIND	F	579090.01
	M	1587959.52
AMIND Total		2167049.53
ASIAN	F	1450506.2
	M	8472160.5
ASIAN Total		9922666.7
BLACK	F	4149377.19
	M	43335840.34
BLACK Total		47485217.53
HISPA	F	4632479.73
	M	41248450.15
	U	46080.88
HISPA Total		45927010.76
NSPEC	F	41649.79
	M	105005.47
NSPEC Total		146655.26
WHITE	F	67040450.46
	M	799817355.7
	U	9578.55
WHITE Total		866867384.8
Grand Total		**973105994.3**





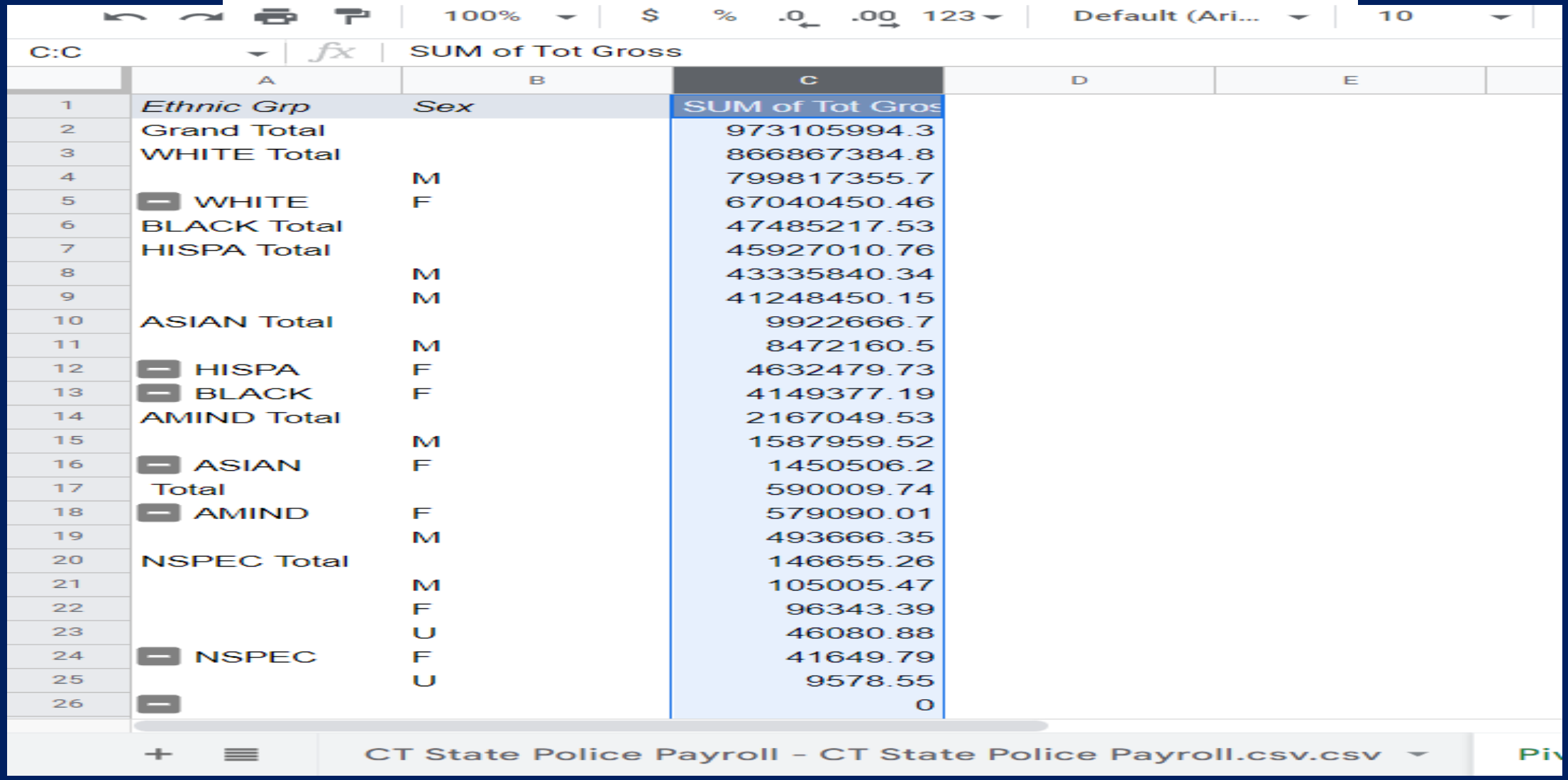
Let's Sort The Total Gross in Descending Order

Click on the column C heading and make sure all of your data is highlighted

Click on DATA

Select sort sheet for column C from Z to A

What is a Story Lede?



100% $ % .0 .00 123 Default (Ari... 10

C:C | SUM of Tot Gross

	A	B	C	D	E
1	*Ethnic Grp*	*Sex*	SUM of Tot Gros		
2	Grand Total		973105994.3		
3	WHITE Total		866867384.8		
4		M	799817355.7		
5	− WHITE	F	67040450.46		
6	BLACK Total		47485217.53		
7	HISPA Total		45927010.76		
8		M	43335840.34		
9		M	41248450.15		
10	ASIAN Total		9922666.7		
11		M	8472160.5		
12	− HISPA	F	4632479.73		
13	− BLACK	F	4149377.19		
14	AMIND Total		2167049.53		
15		M	1587959.52		
16	− ASIAN	F	1450506.2		
17	Total		590009.74		
18	− AMIND	F	579090.01		
19		M	493666.35		
20	NSPEC Total		146655.26		
21		M	105005.47		
22		F	96343.39		
23		U	46080.88		
24	− NSPEC	F	41649.79		
25		U	9578.55		
26	−		0		

+ ≡ CT State Police Payroll – CT State Police Payroll.csv.csv Piv



Working Lunch – Practice Your New Skills with a Data Set of Your Own


Advanced Pivot Tables and Functions and Formulas in G-Sheets

Advanced Pivot Tables

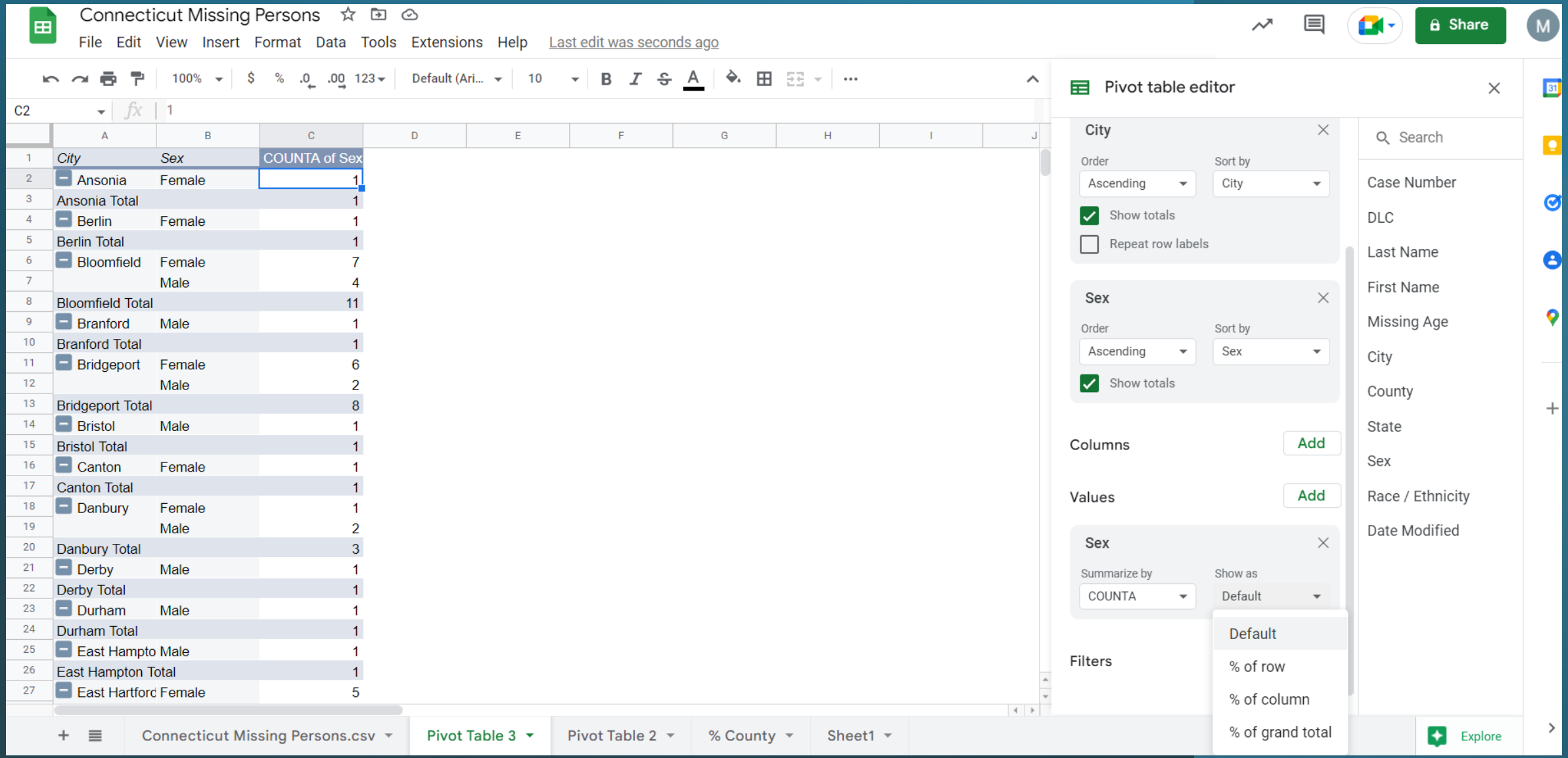
We Can Also Filter on a Pivot Table

Let's pivot our Connecticut Missing Person's Data To Show the "City" and "Sex" of each missing person

Do that by dragging both of those fields into the ROWS area

Drag "Sex" Into the VALUES area so we can calculate how many persons of each sex are missing from each city
Now we are going to add a FILTER to see these missing persons are from

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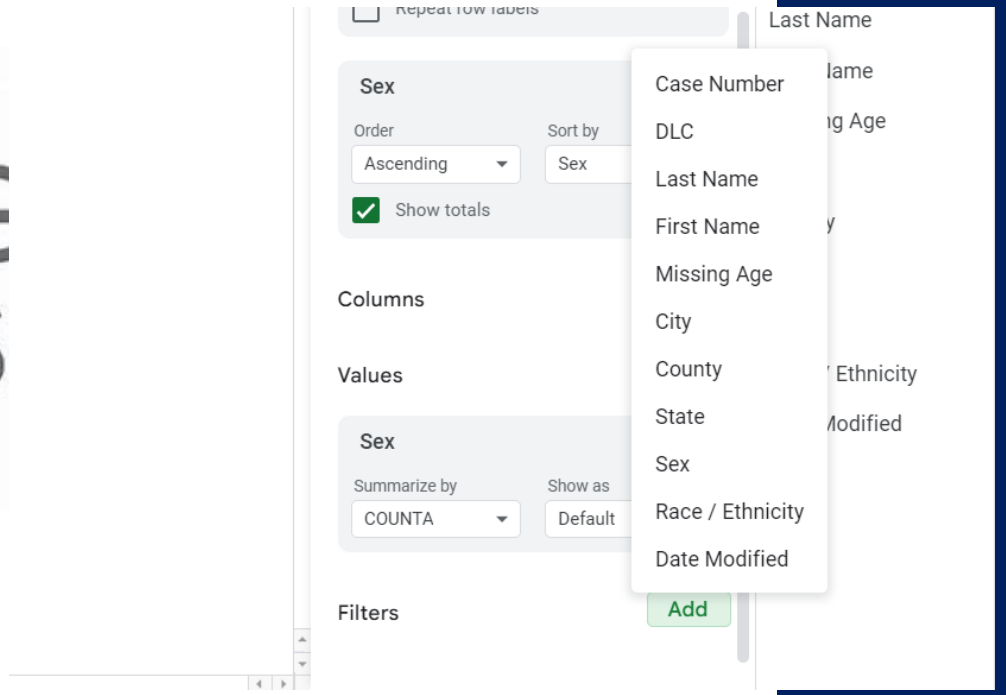

Connecticut Missing Persons
File Edit View Insert Format Data Tools Extensions Help
Last edit was seconds ago
Share
C2
1
City Sex COUNTA of Sex
Ansonia Female 1
Ansonia Total 1
Berlin Female 1
Berlin Total 1
Bloomfield Female 7
Male 4
Bloomfield Total 11
Branford Male 1
Branford Total 1
Bridgeport Female 6
Male 2
Bridgeport Total 8
Bristol Male 1
Bristol Total 1
Canton Female 1
Canton Total 1
Danbury Female 1
Male 2
Danbury Total 3
Derby Male 1
Derby Total 1
Durham Male 1
Durham Total 1
East Hampto Male 1
East Hampton Total 1
East Hartforc Female 5
Pivot table editor
City
Order
Ascending
Sort by
City
Show totals
Repeat row labels
Sex
Order
Ascending
Sort by
Sex
Show totals
Columns
Add
Values
Add
Sex
Summarize by
COUNTA
Show as
Default
Filters
Default
% of row
% of column
% of grand total
Search
Case Number
DLC
Last Name
First Name
Missing Age
City
County
State
Sex
Race / Ethnicity
Date Modified
Connecticut Missing Persons.csv
Pivot Table 3
Pivot Table 2
% County
Sheet1
Explore

Add a Filter To Your Pivot Table

Now we are going to add a FILTER to see these missing persons are from

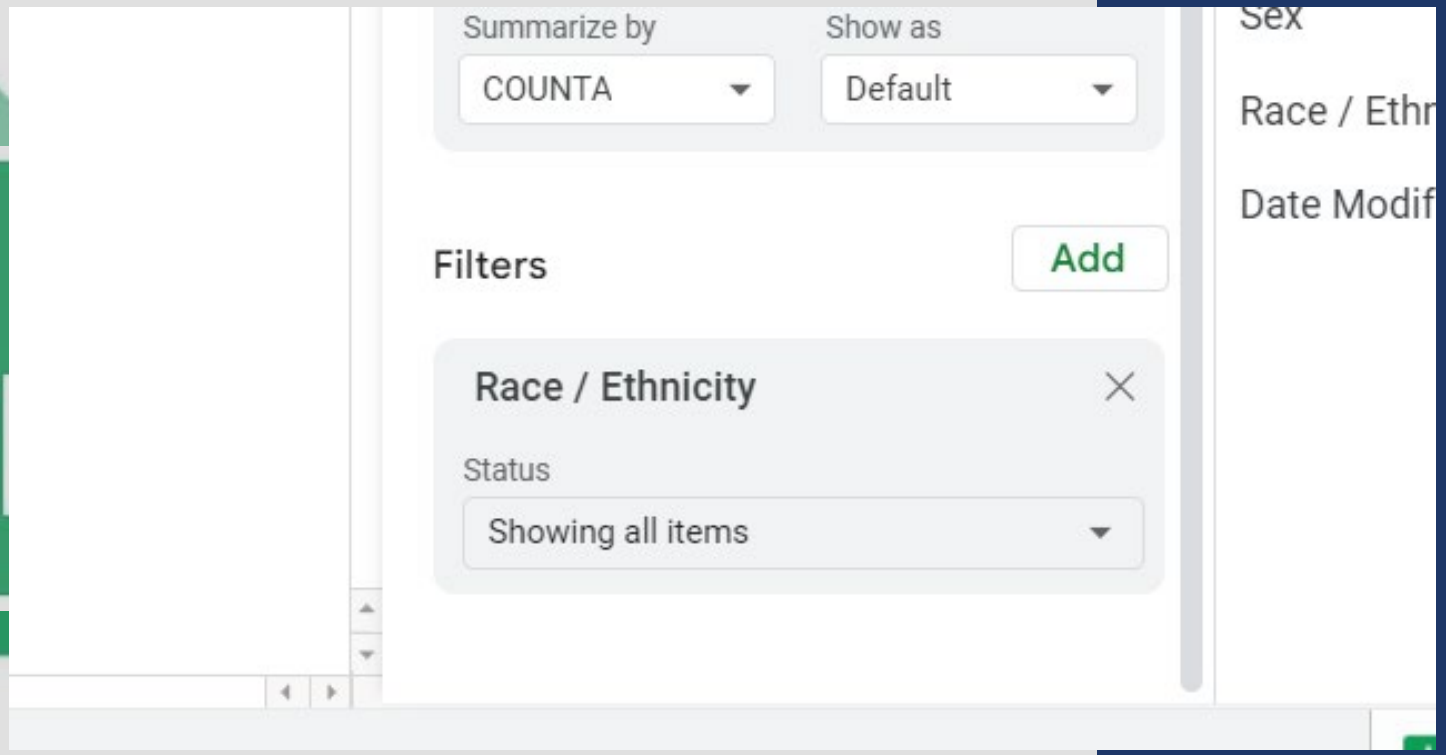
Choose ADD under the FILTER option

We are going to filter on RACE/ETHNICITY



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Click the Down Arrow Next To “Showing All Items”



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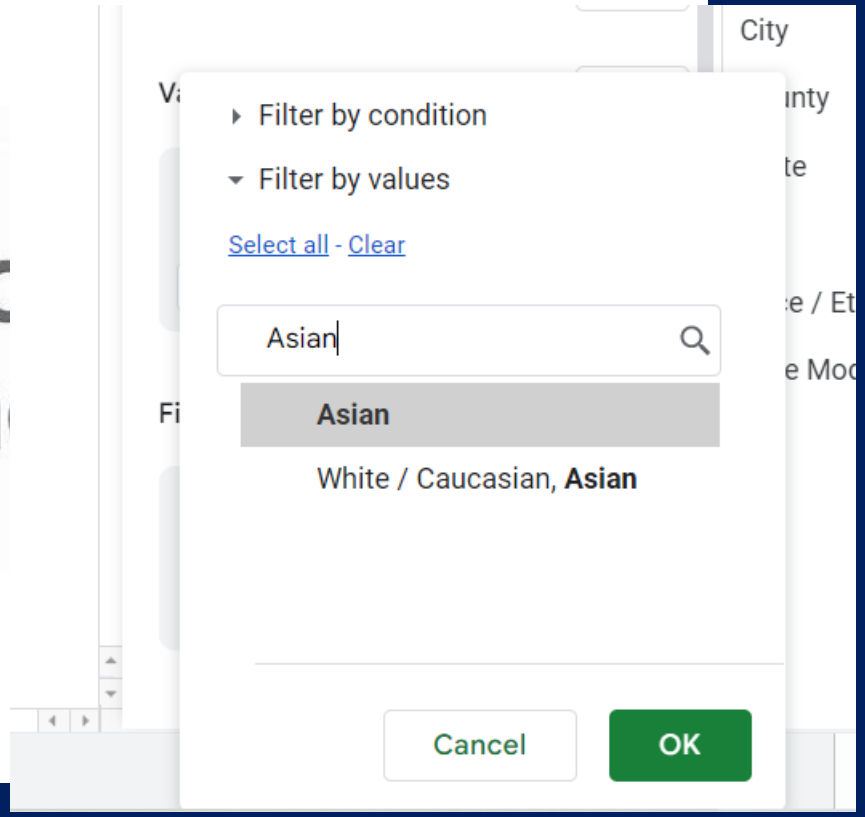
We'll Filter by Values

Select CLEAR ALL

Then type "Asian" in the search bar

Click on each option that comes up - there should be two

and hit OK

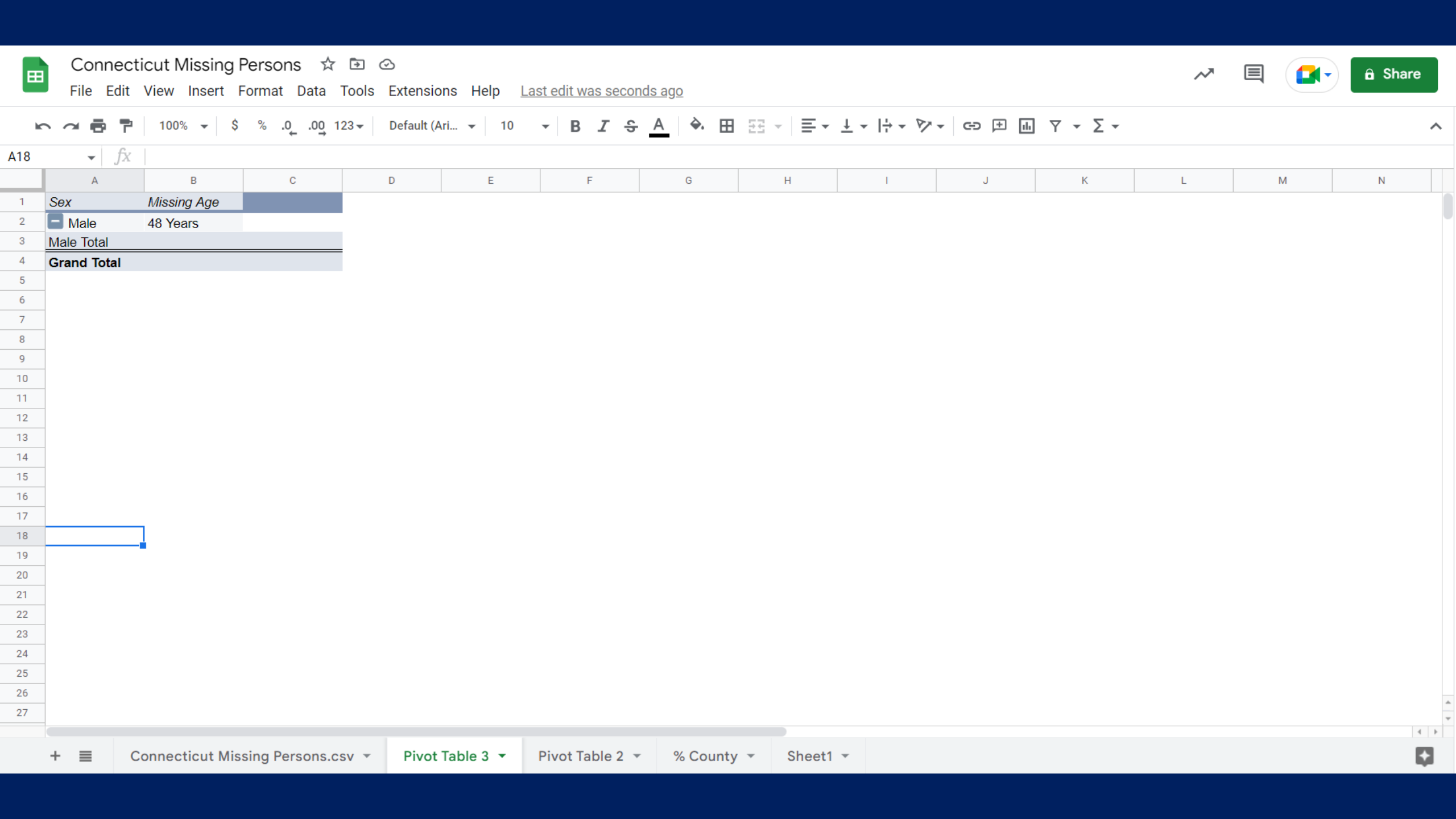


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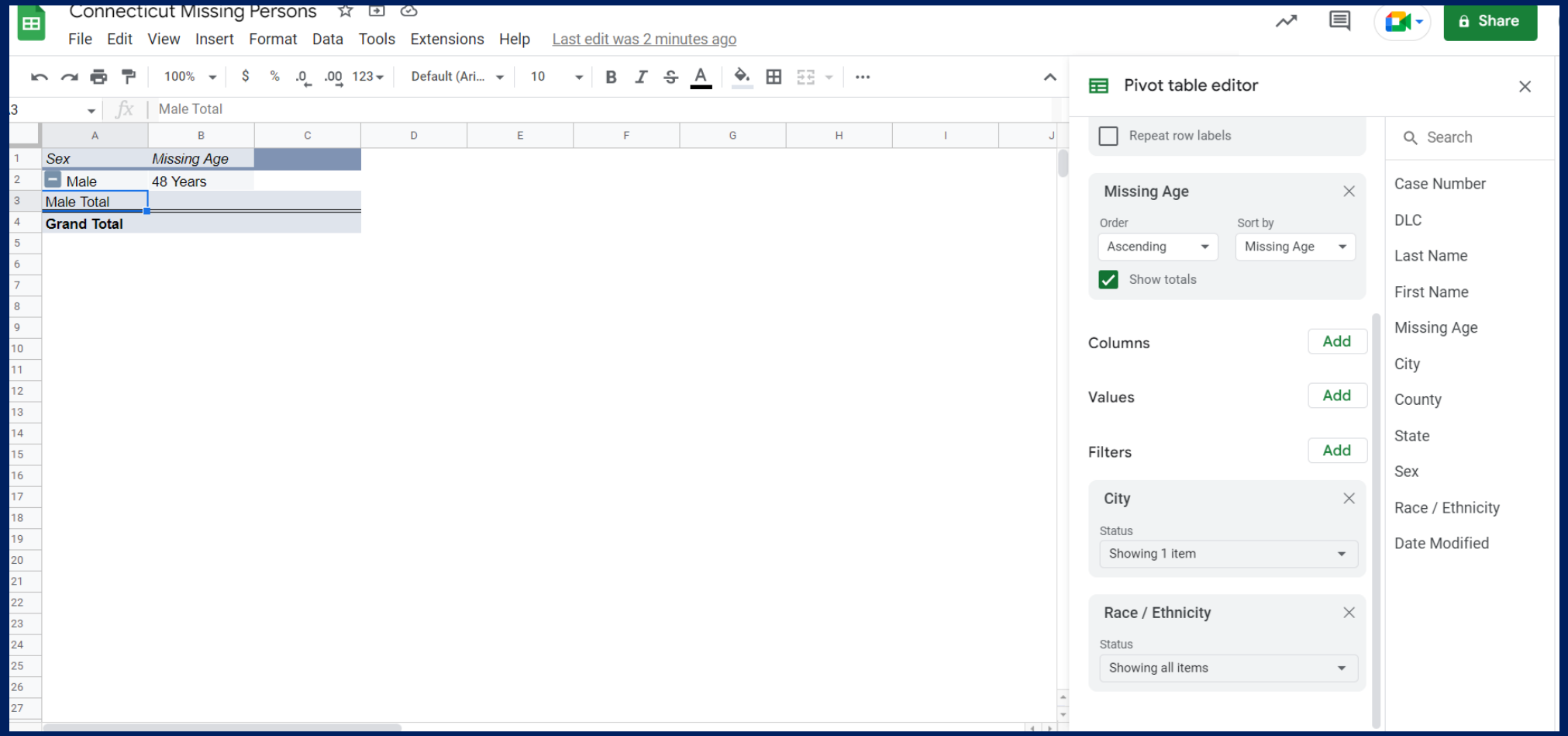
C2 | fx | 1

	A	B	C	D
1	*City*	*Sex*	COUNTA of Sex	
2	Hamden	Female	1	
3	Hamden Total		1	
4	New Haven	Male	1	
5	New Haven Total		1	
6	Norwalk	Female	1	
7				
8	Grand Total		3	
9				

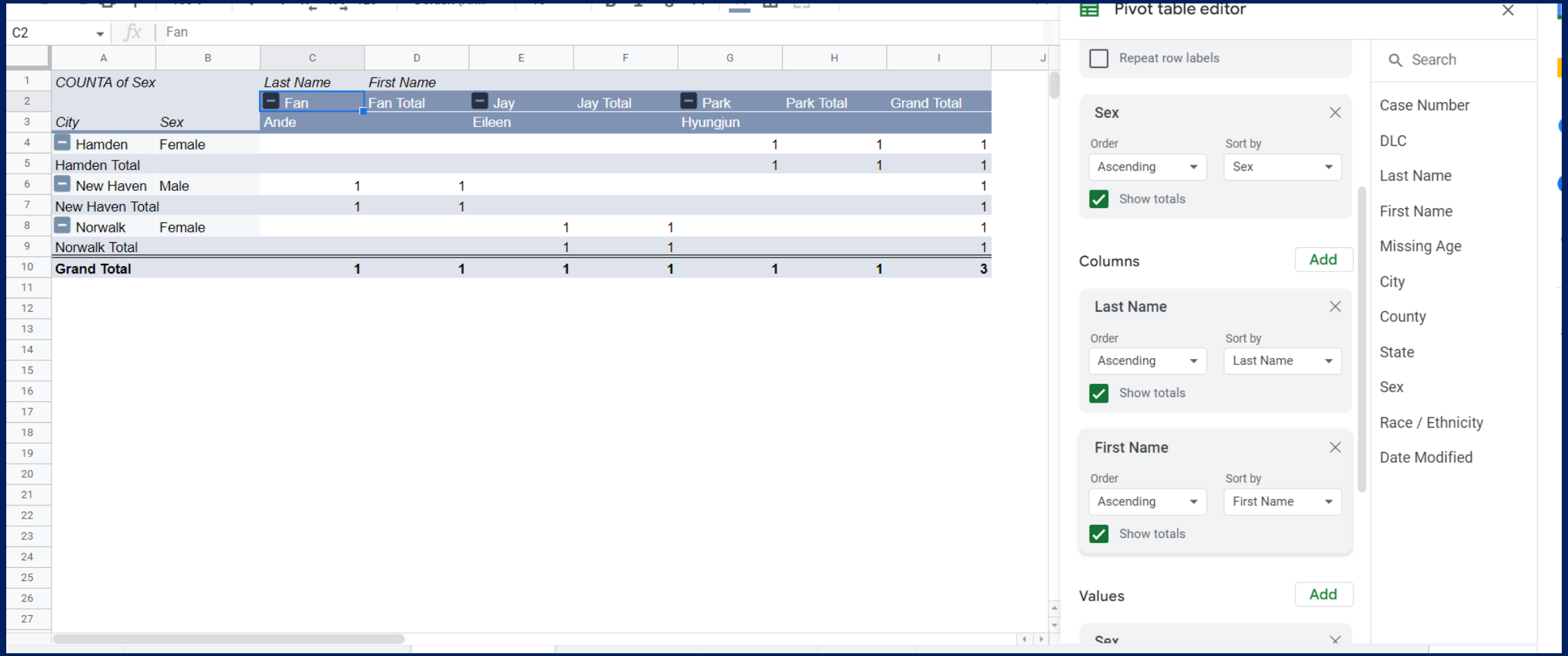
What Is Your Result?


Connecticut Missing Persons
File Edit View Insert Format Data Tools Extensions Help
Last edit was seconds ago
Share
100% $ % .0 .00 123 Default (Ari... 10
A18
Sex
Missing Age
Male
48 Years
Male Total
Grand Total
Connecticut Missing Persons.csv
Pivot Table 3
Pivot Table 2
% County
Sheet1

Click on Any Cell; Your Editor Will Reappear



We Can Also Add Columns to Our Pivot Table to See the Last Name, First Name of Each Missing Person



C2 | Fan

	A	B	C	D	E	F	G	H	I	J
1	*COUNTA of Sex*		*Last Name*	*First Name*						
2			Fan	Fan Total	Jay	Jay Total	Park	Park Total	Grand Total	
3	*City*	*Sex*	Ande		Eileen		Hyungjun			
4	Hamden	Female						1	1	1
5	Hamden Total							1	1	1
6	New Haven	Male	1	1						1
7	New Haven Total		1	1						1
8	Norwalk	Female			1	1				1
9	Norwalk Total				1	1				1
10	**Grand Total**		**1**	**1**	**1**	**1**	**1**	**1**	**3**	

Pivot table editor

Repeat row labels

Sex

Order: Ascending | Sort by: Sex

Show totals

Columns Add

Last Name

Order: Ascending | Sort by: Last Name

Show totals

First Name

Order: Ascending | Sort by: First Name

Show totals

Values Add

Sex

Search

Case Number
DLC
Last Name
First Name
Missing Age
City
County
State
Sex
Race / Ethnicity
Date Modified

Open Your State Police G-Sheets

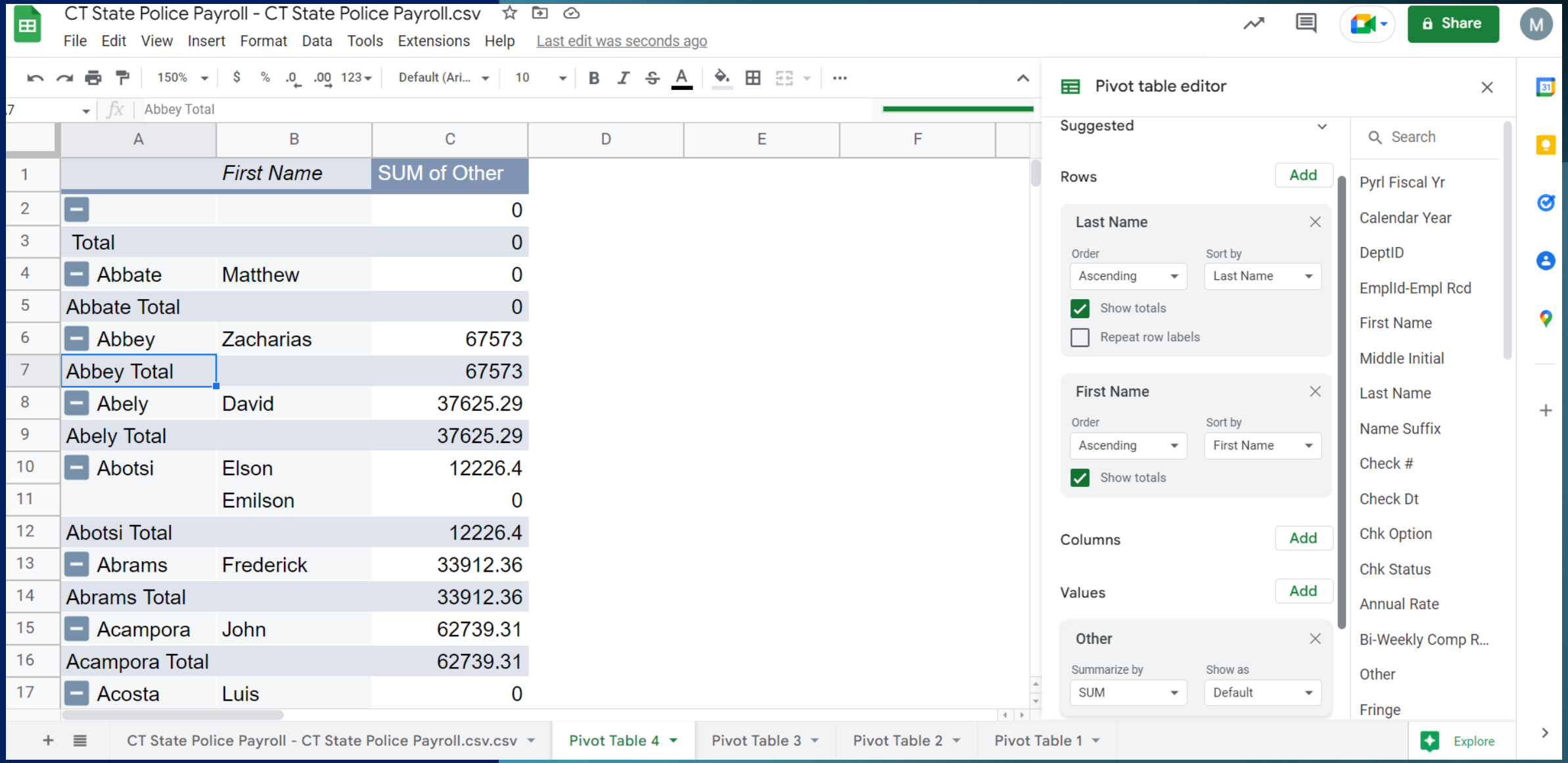
We can do some filtering here

Let’s create a Pivot Table for the Last Name, First Name and Fringe Pay

You’ll drag Last Name, First Name to your ROWS area

Then drag “Other” to your Values area to calculate the amount of Other Pay for each employee

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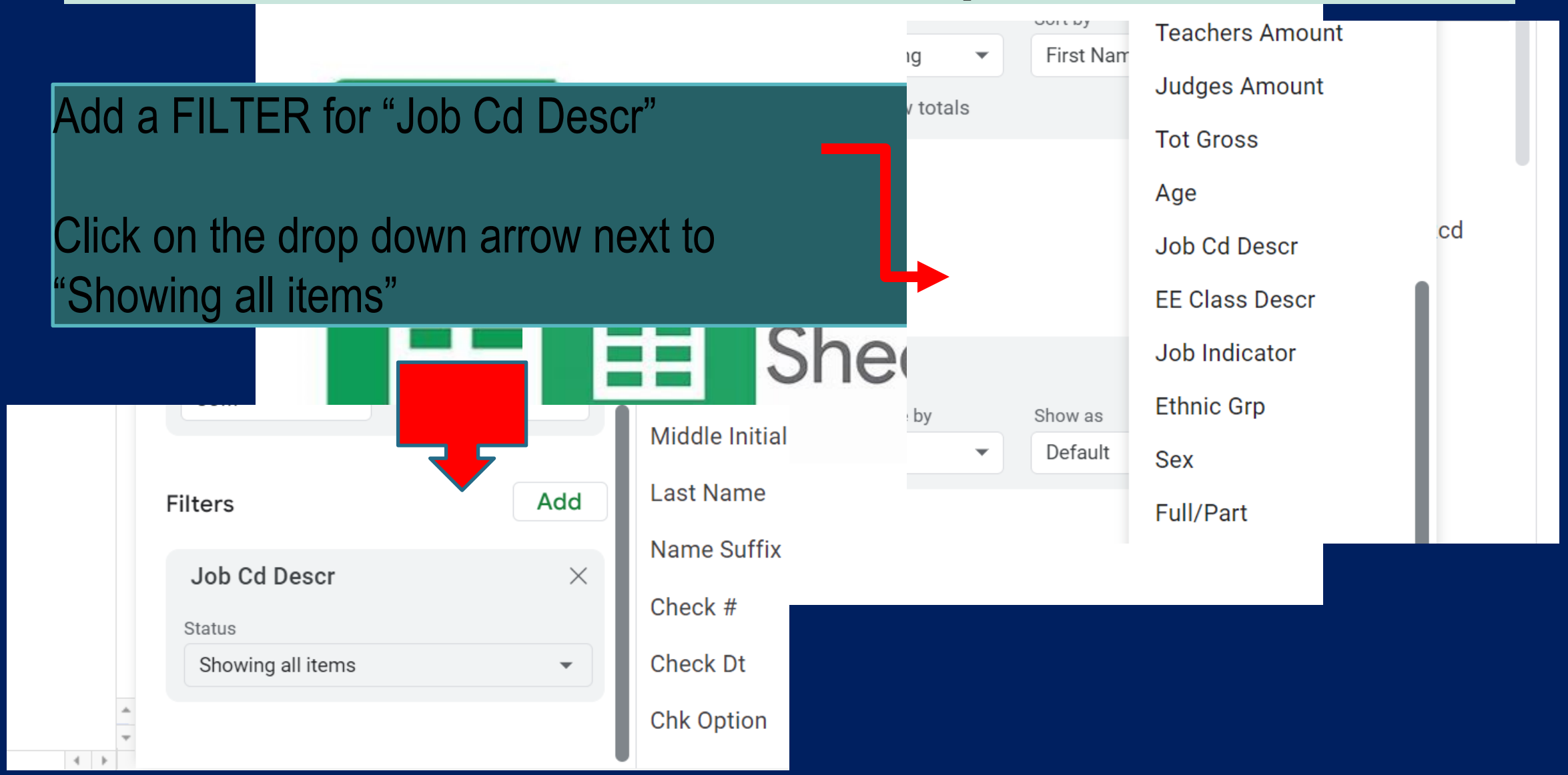


	A	B	C	D	E	F
1		*First Name*	SUM of Other			
2			0			
3	Total		0			
4	Abbate	Matthew	0			
5	Abbate Total		0			
6	Abbey	Zacharias	67573			
7	Abbey Total		67573			
8	Abely	David	37625.29			
9	Abely Total		37625.29			
10	Abotsi	Elson	12226.4			
11		Emilson	0			
12	Abotsi Total		12226.4			
13	Abrams	Frederick	33912.36			
14	Abrams Total		33912.36			
15	Acampora	John	62739.31			
16	Acampora Total		62739.31			
17	Acosta	Luis	0			

Now Let's Filter for "Captains"

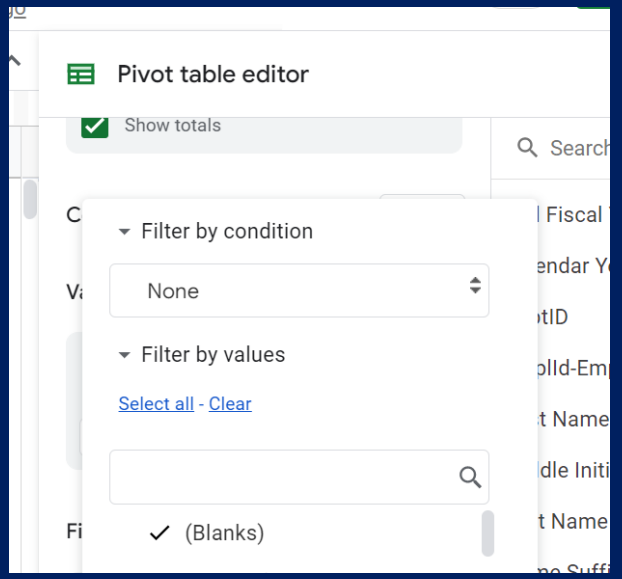
Add a FILTER for "Job Cd Descr"

Click on the drop down arrow next to "Showing all items"

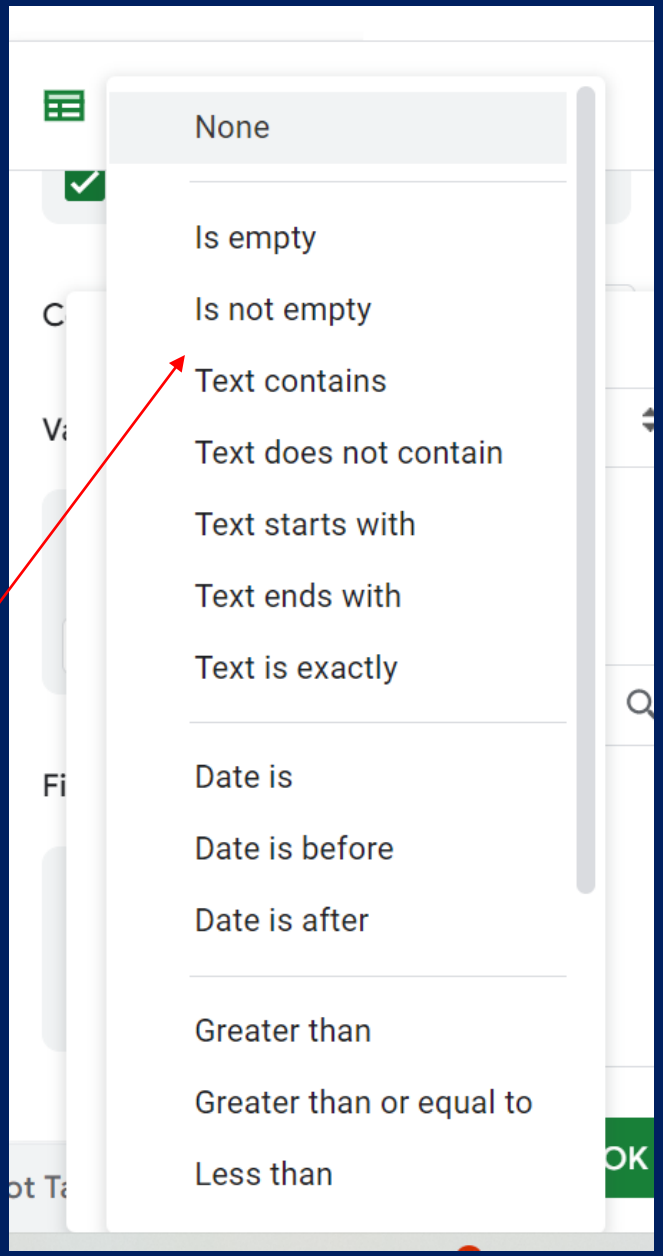


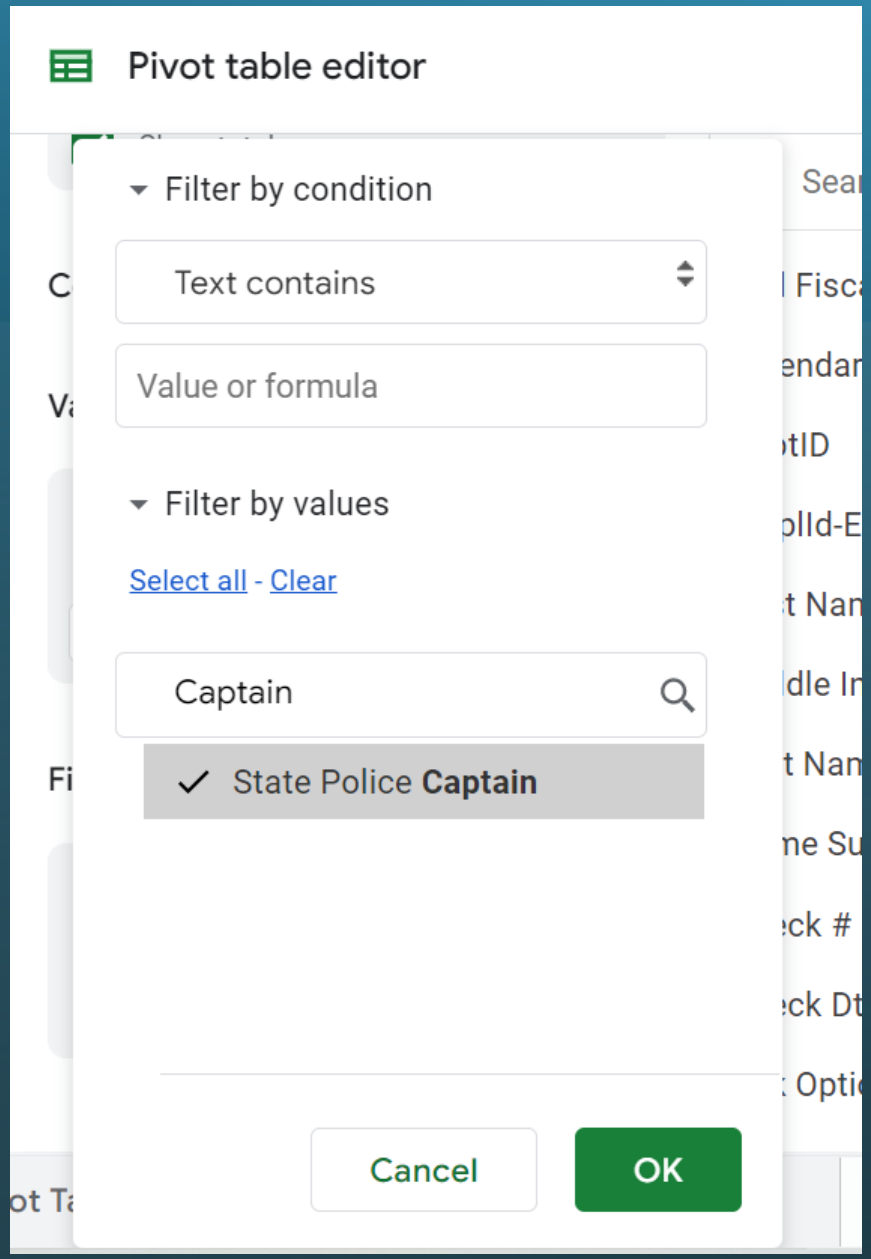
Let's Filter by Condition Instead of Values

Click on "Filter by Condition"

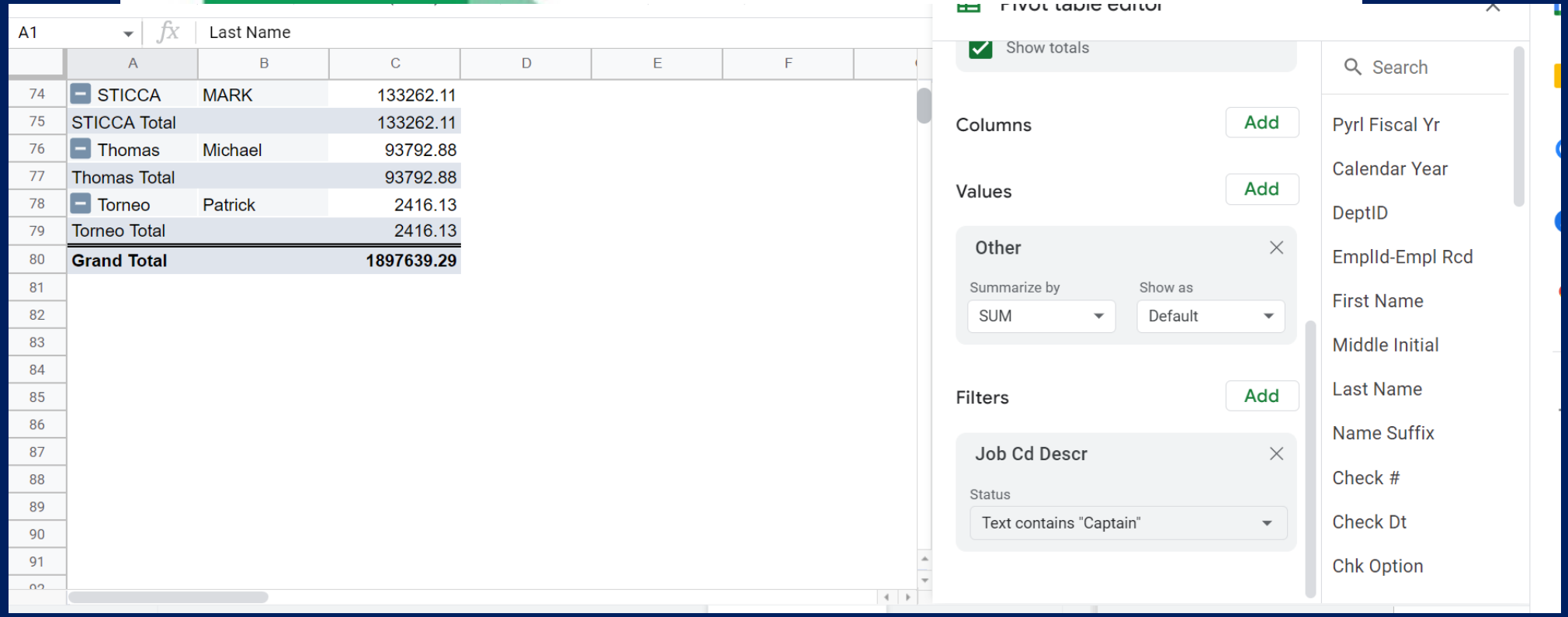


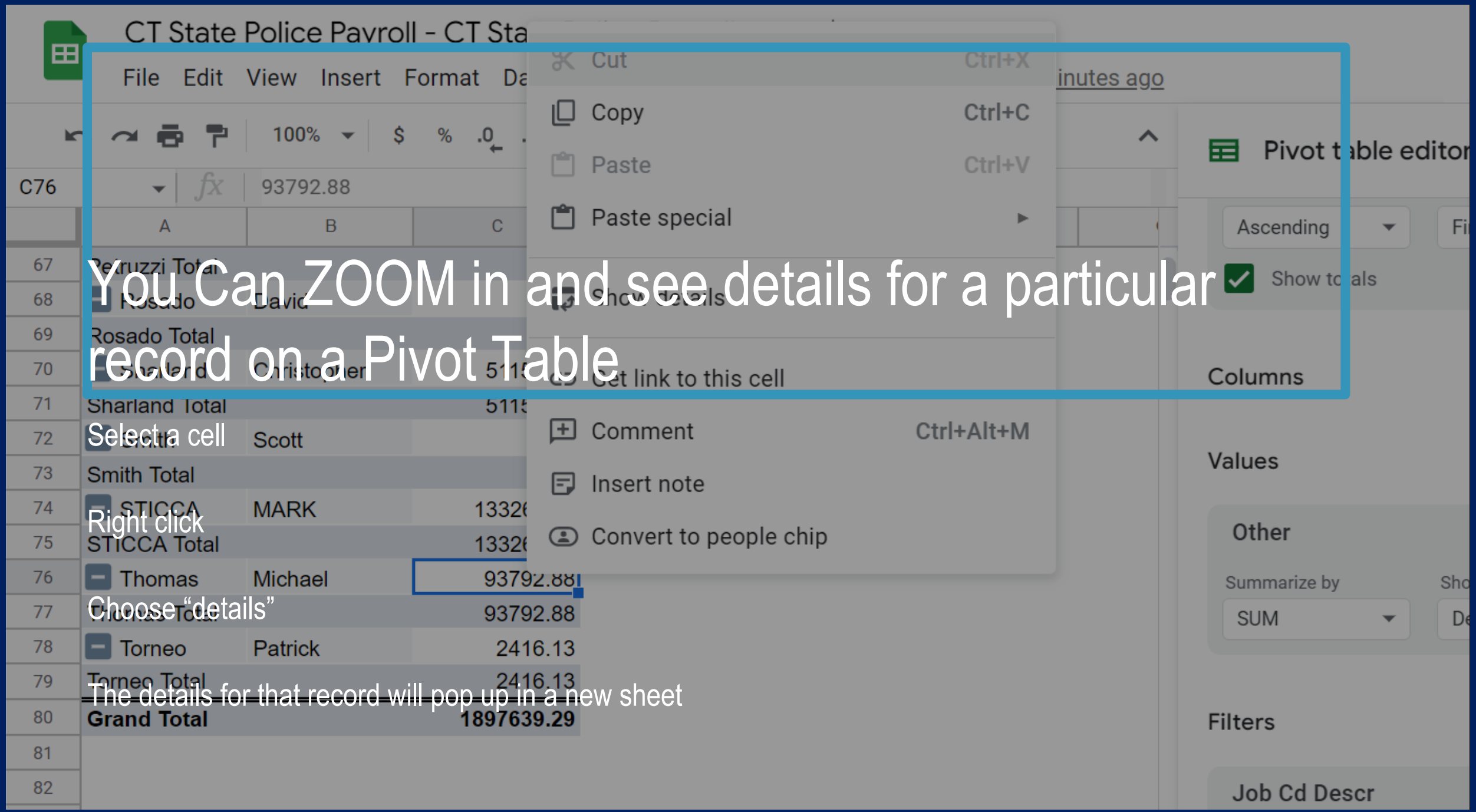
On the option stating "text contains" type "Captain"

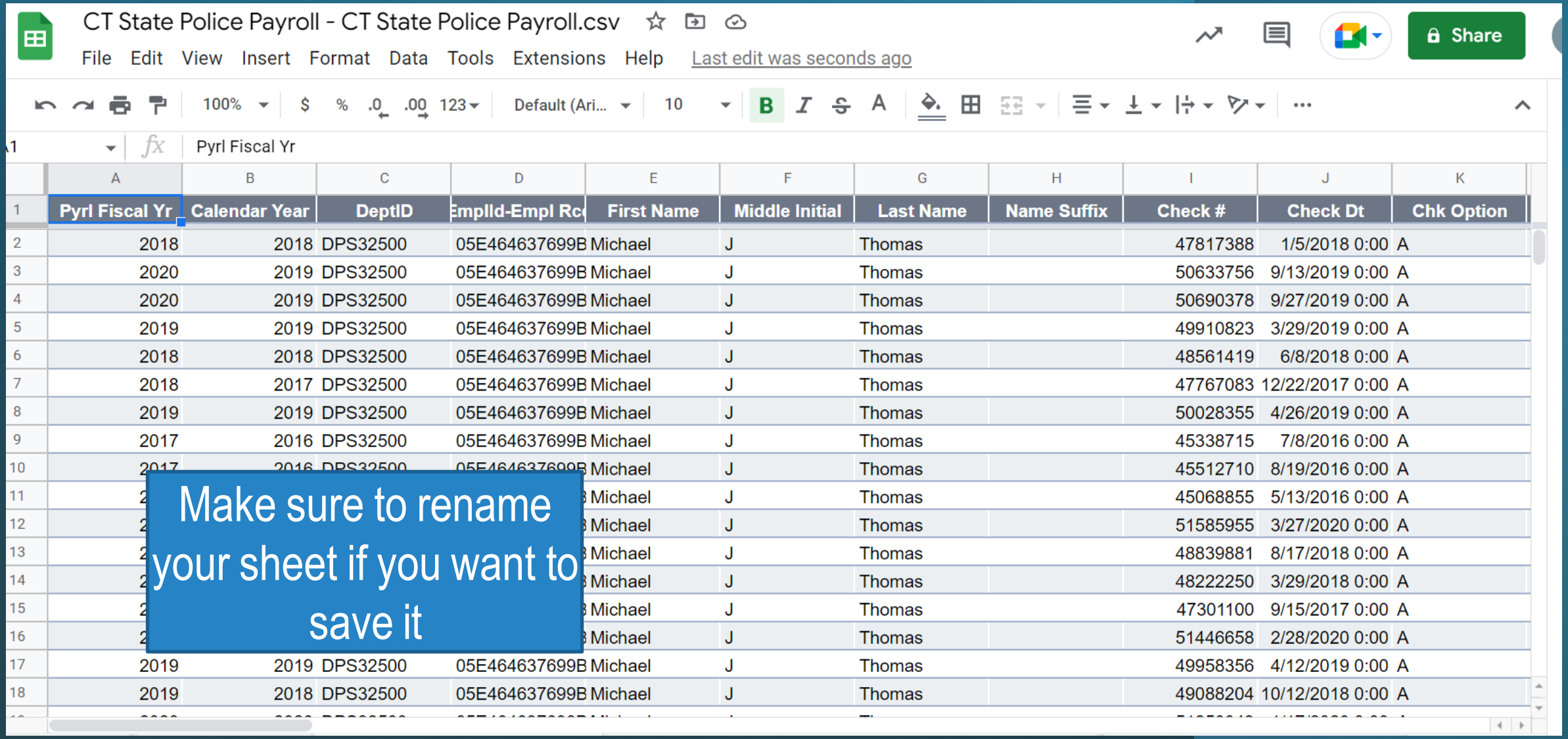



Pivot table editor
Filter by condition
Text contains
Value or formula
Filter by values
Select all - Clear
Captain
State Police Captain
Cancel
OK

You Should Get the Total Amount of Other Pay for Just Captains




CT State Police Payroll - CT Sta
File Edit View Insert Format Da
inutes ago
100%
C76
93792.88
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste special
Show details
Get link to this cell
Comment Ctrl+Alt+M
Insert note
Convert to people chip
Pivot table editor
Ascending
Show totals
Columns
Values
Other
Summarize by
SUM
Filters
Job Cd Descr
Rosado Total
Sharland Total
Smith Total
STICCA Total
Thomas Michael 93792.88
93792.88
Torneo Patrick 2416.13
2416.13
Grand Total 1897639.29
You Can ZOOM in and see details for a particular record on a Pivot Table
Select a cell
Right click
Choose “details”
The details for that record will pop up in a new sheet

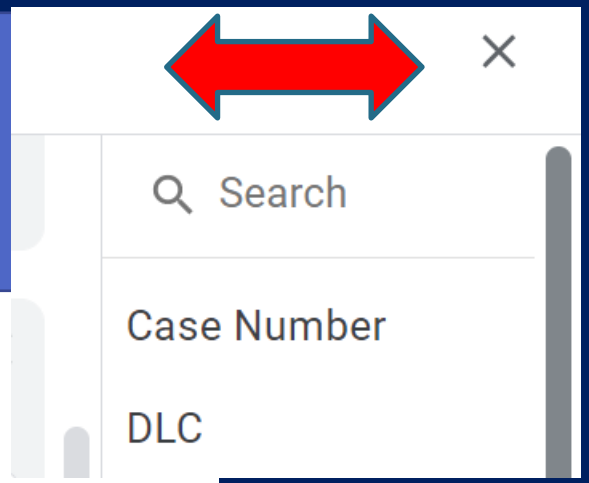

CT State Police Payroll - CT State Police Payroll.csv
File Edit View Insert Format Data Tools Extensions Help
Last edit was seconds ago
Share
Pyrl Fiscal Yr
Pyrl Fiscal Yr | Calendar Year | DeptID | EmpId-Empl Rc | First Name | Middle Initial | Last Name | Name Suffix | Check # | Check Dt | Chk Option
2018 | 2018 | DPS32500 | 05E464637699B | Michael | J | Thomas | 47817388 | 1/5/2018 0:00 | A
2020 | 2019 | DPS32500 | 05E464637699B | Michael | J | Thomas | 50633756 | 9/13/2019 0:00 | A
2020 | 2019 | DPS32500 | 05E464637699B | Michael | J | Thomas | 50690378 | 9/27/2019 0:00 | A
2019 | 2019 | DPS32500 | 05E464637699B | Michael | J | Thomas | 49910823 | 3/29/2019 0:00 | A
2018 | 2018 | DPS32500 | 05E464637699B | Michael | J | Thomas | 48561419 | 6/8/2018 0:00 | A
2018 | 2017 | DPS32500 | 05E464637699B | Michael | J | Thomas | 47767083 | 12/22/2017 0:00 | A
2019 | 2019 | DPS32500 | 05E464637699B | Michael | J | Thomas | 50028355 | 4/26/2019 0:00 | A
2017 | 2016 | DPS32500 | 05E464637699B | Michael | J | Thomas | 45338715 | 7/8/2016 0:00 | A
Michael | J | Thomas | 45512710 | 8/19/2016 0:00 | A
Michael | J | Thomas | 45068855 | 5/13/2016 0:00 | A
Michael | J | Thomas | 51585955 | 3/27/2020 0:00 | A
Michael | J | Thomas | 48839881 | 8/17/2018 0:00 | A
Michael | J | Thomas | 48222250 | 3/29/2018 0:00 | A
Michael | J | Thomas | 47301100 | 9/15/2017 0:00 | A
Michael | J | Thomas | 51446658 | 2/28/2020 0:00 | A
2019 | 2019 | DPS32500 | 05E464637699B | Michael | J | Thomas | 49958356 | 4/12/2019 0:00 | A
2019 | 2018 | DPS32500 | 05E464637699B | Michael | J | Thomas | 49088204 | 10/12/2018 0:00 | A
Make sure to rename your sheet if you want to save it

Pivot Table Editor, Transposing

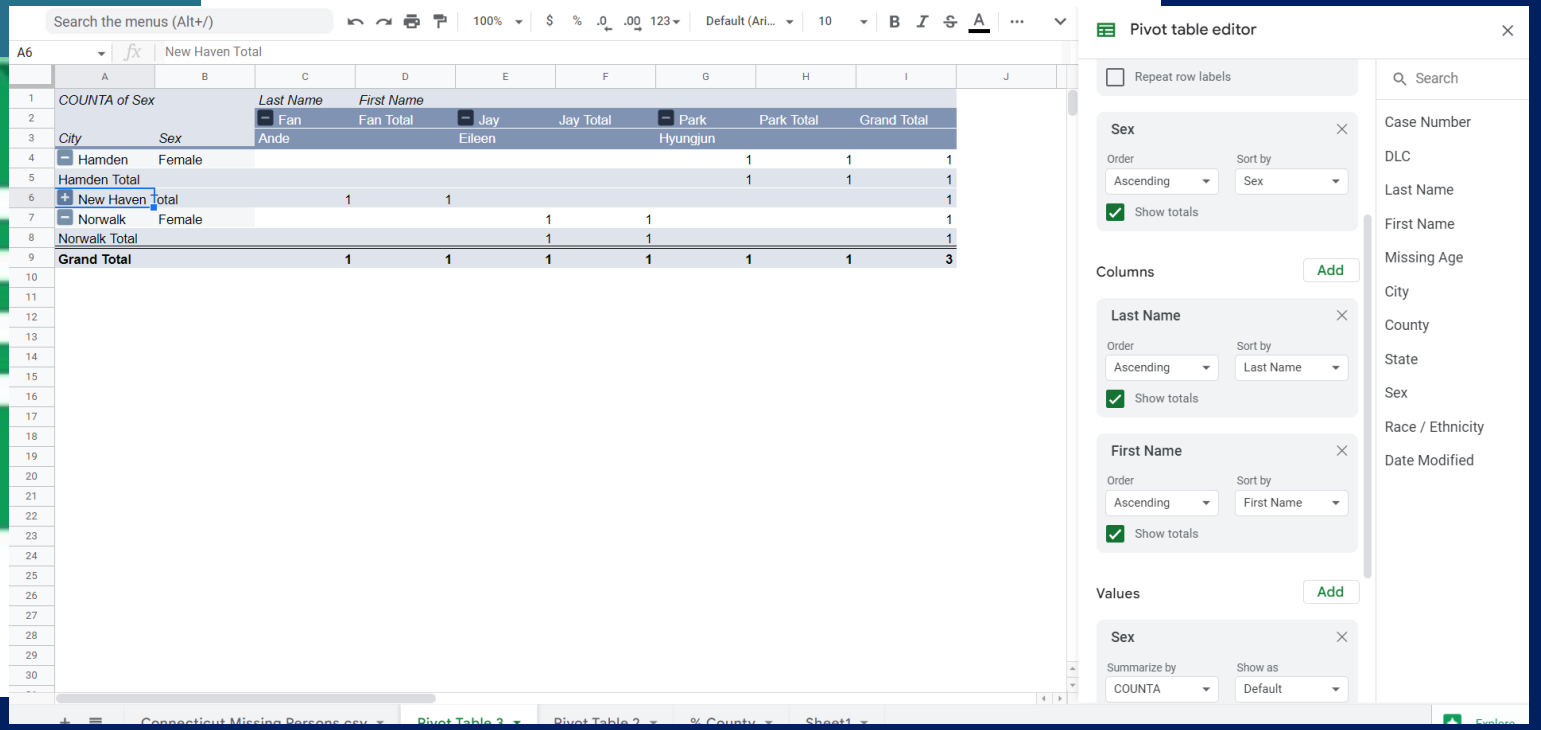


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We Can Hide The Pivot Table Editor by Click in the X on the Upper Right







Copying Field Names

CT State Police Payroll - CT State Police Payroll.csv

File Edit View Insert Format Data Tools Extensions Help Last edit was 6 minutes ago

Share

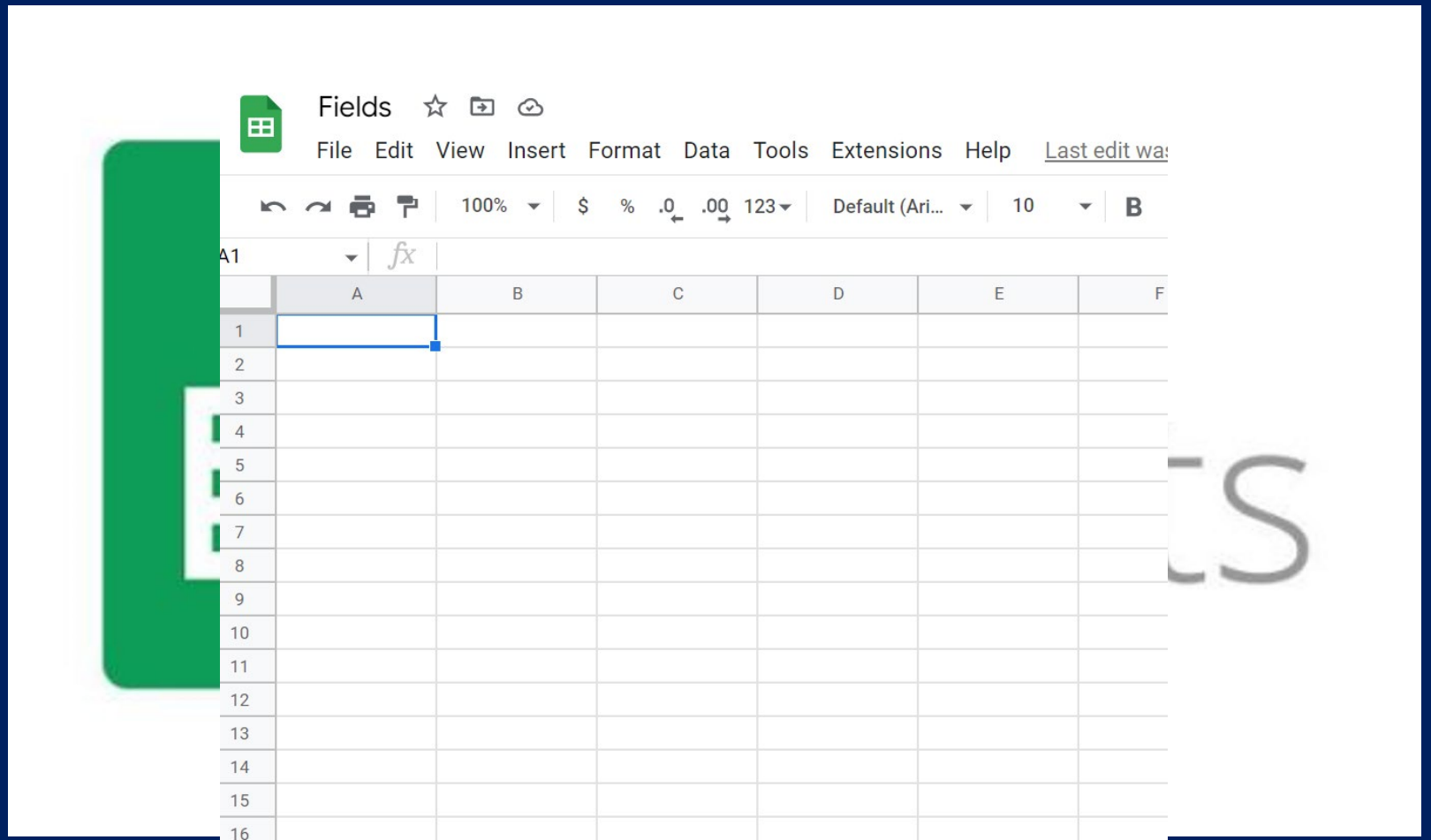
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste special
Insert 1 row above
Insert 1 row below
Delete row
Clear row

	D	E	F	G	H	I	J	K
	EmpId-Empl Rc	First Name	Middle Initial	Last Name	Name Suffix	Check #	Check Dt	Chk Option
	5879DACF9BD8	Brian	G	Beshara		45307084	6/24/2016 0:00	A
	D098C03C6114	Andrew	M	Sturmer		53409050	5/7/2021 0:00	A
	A22A49433851[	Vincent		Imbimbo		36532441	5/1/2015 0:00	C
	B637BEFC29A9	Paul		Comesanas		45656917	9/16/2016 0:00	A
	25F1C8BAD718	Arthur	K	Goodale	Jr	36756418	9/16/2016 0:00	C
	1718C2844E23	Michael		Rogers		54053708	10/8/2021 0:00	A
	B8A7CDD736E	Michael	W.	Buck		49191758	10/26/2018 0:00	A
	5E41CE83EBD5	Kristina	L	Tefft		45927543	11/10/2016 0:00	A
	0F653A0242B5	John	A	McDonald		50588722	8/30/2019 0:00	A
	77D7763F98A8	Brian	D.	North		48740654	7/20/2018 0:00	A
	E92EAEAEDE7	April	Y.	Moran		43265630	4/17/2015 0:00	A



- You can also copy the field names and put them in a sheet so you can see them more quickly and just choose the ones you want to use
- To do this, copy the row of column names from your original data set

Start a New Sheet and Name it “Fields”



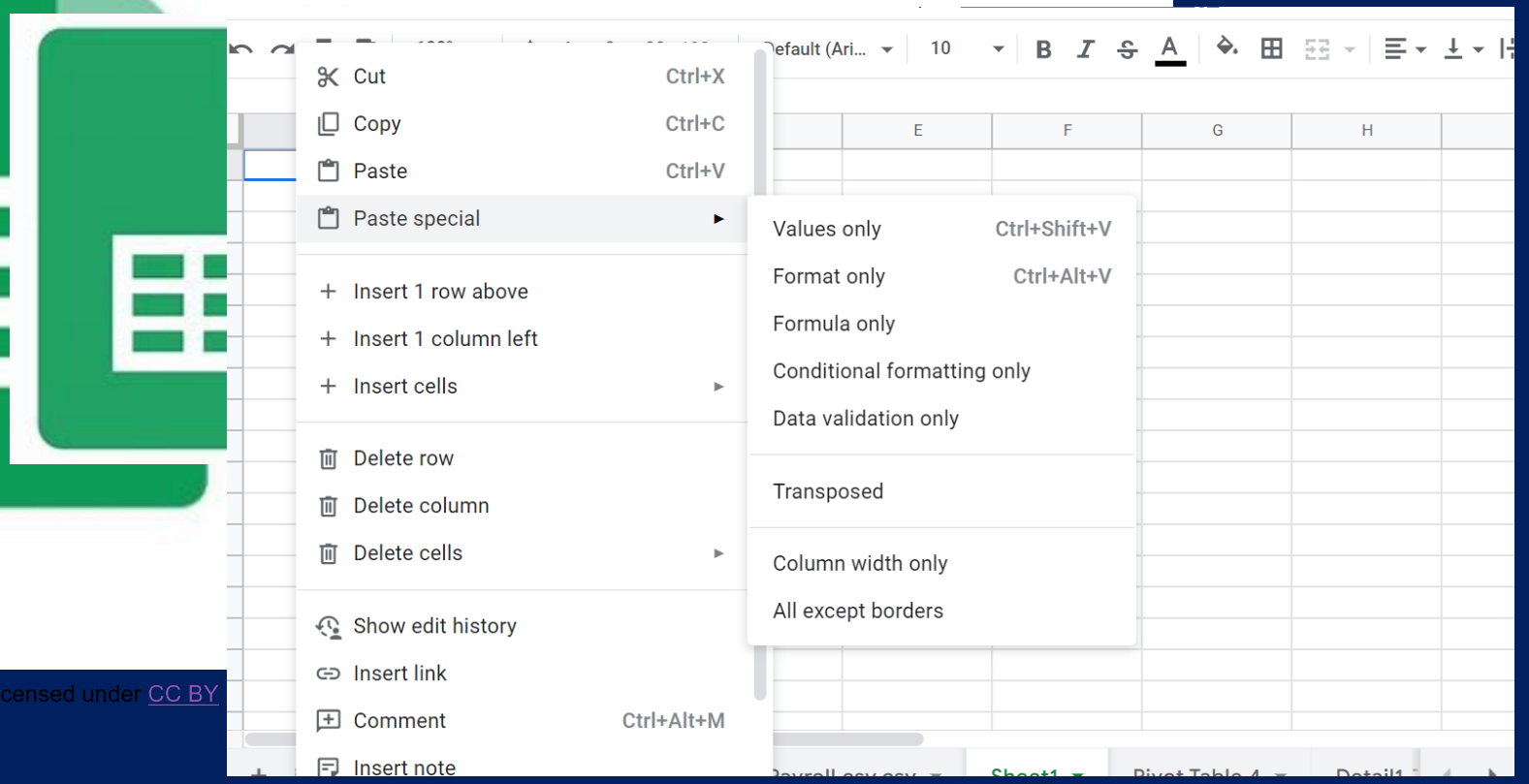
This Photo by Unkno

In Cell A1, click PASTE SPECIAL

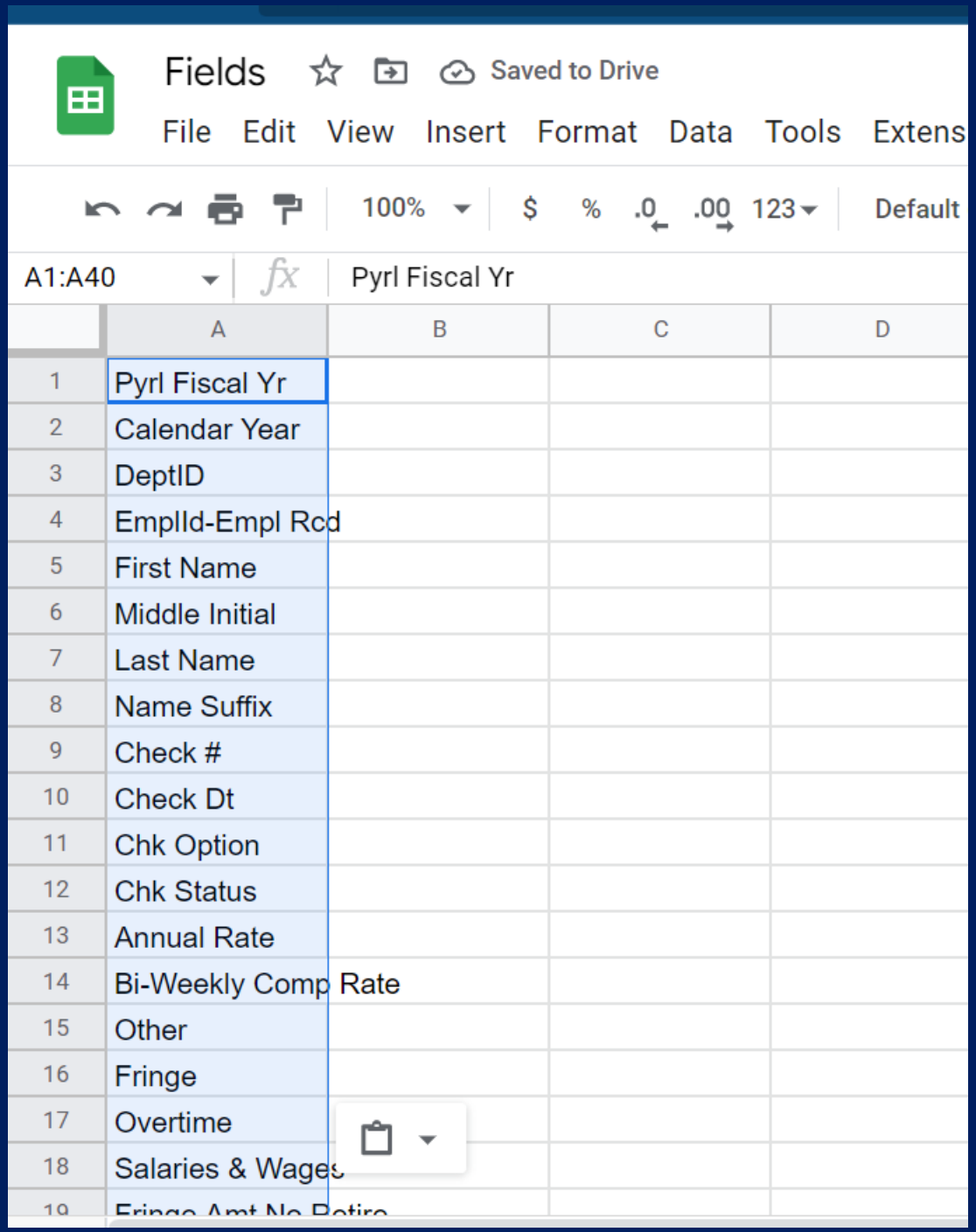
Choose “transposed”

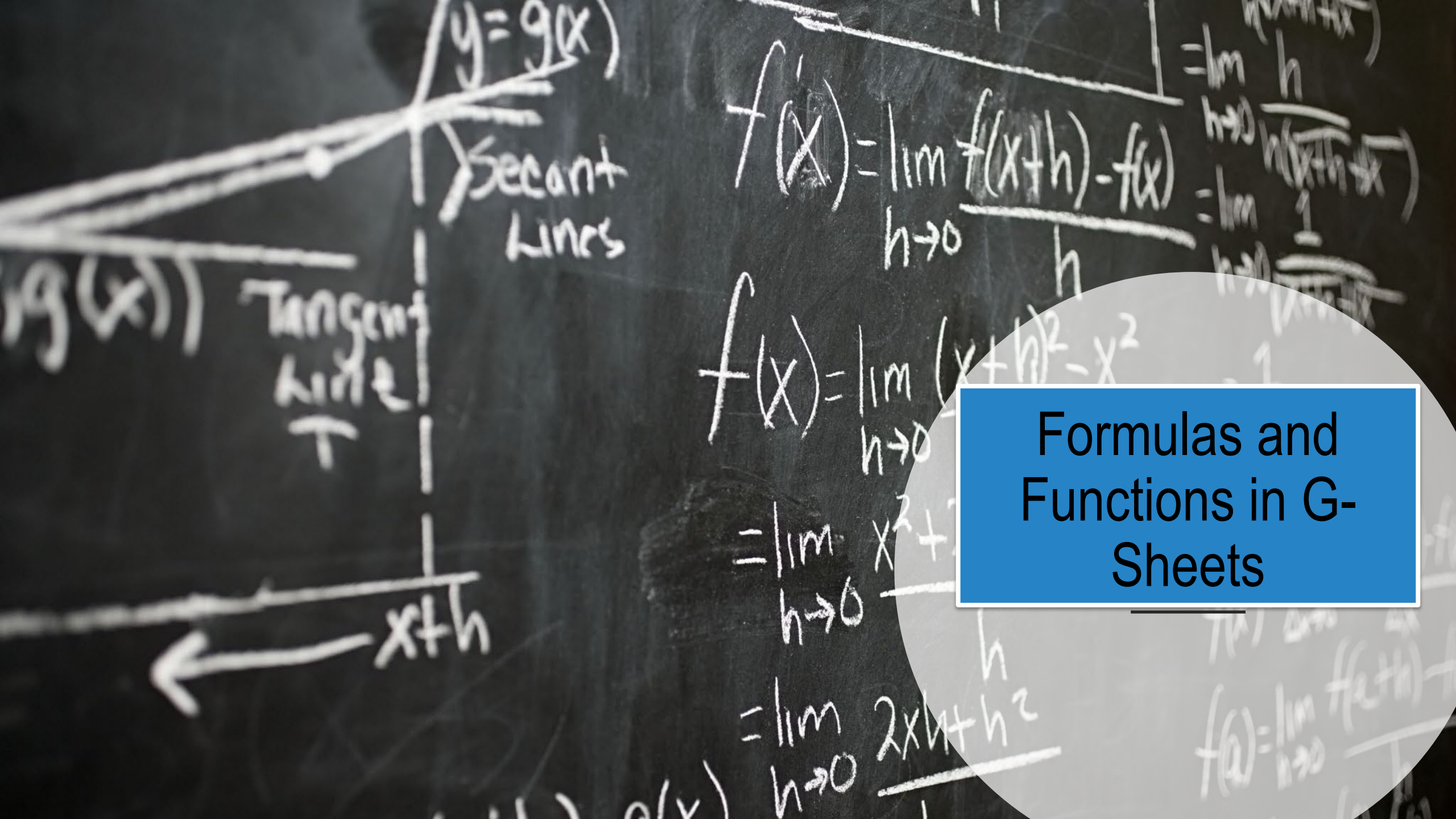
Paste your fields in

You will get a vertical list of column names



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Fields
Saved to Drive
File Edit View Insert Format Data Tools Extens
100% $ % .0 .00 123 Default
A1:A40
Pyrl Fiscal Yr
A B C D
1 Pyrl Fiscal Yr
2 Calendar Year
3 DeptID
4 EmplId-Empl Rcd
5 First Name
6 Middle Initial
7 Last Name
8 Name Suffix
9 Check #
10 Check Dt
11 Chk Option
12 Chk Status
13 Annual Rate
14 Bi-Weekly Comp Rate
15 Other
16 Fringe
17 Overtime
18 Salaries & Wages


y=g(x)
Secant Lines
Tangent Line
x+h
f'(x)=lim f(x+h)-f(x)
h→0
h
f(x)=lim (x+h)²-x²
h→0
=lim x²+
h→0
=lim 2xh+h²
h→0
Formulas and Functions in G-Sheets

Write Formulas and Functions with Cell Addresses To Get Insight Into Your Data

Introduction to functions

Functions give you the ability to do a variety of things, like perform mathematical operations, look up values, or even calculate dates and times. Let's try a few ways to add up values with the **SUM** function.

1. Under the Amount column for Fruit (cell D7), enter **=SUM(D3:D6)**, or type **=SUM(**, then select that range with the mouse, and press **Enter**. This will sum the values in cells D3, D4, D5, and D6. Your answer should be 170.
2. Now let's try **AutoSum**. Select the yellow cell under the column for Meat (cell G7), then go to **Formulas** > **AutoSum** > select **SUM**. You'll see Excel automatically enter the formula for you. Press **Enter** to confirm it. The **AutoSum** feature has all of the most common functions.
3. Here's a neat keyboard shortcut. Select cell D15, then press Alt then =, then **Enter**. This automatically enters **SUM** for you.

Dive down for more detail

Next step

Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40
SUM >	170

Meat	Amount
Beef	50
Chicken	30
Pork	10
Fish	50
SUM >	

Item	Amount
Bread	50

Item	Amount
Bread	50
	100
	40
	50
	20

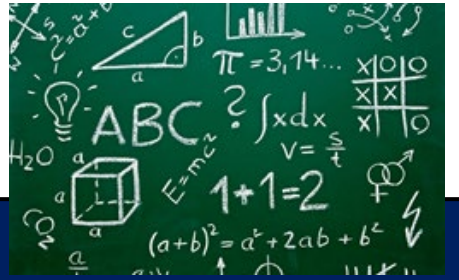
=sum(D3:D6)

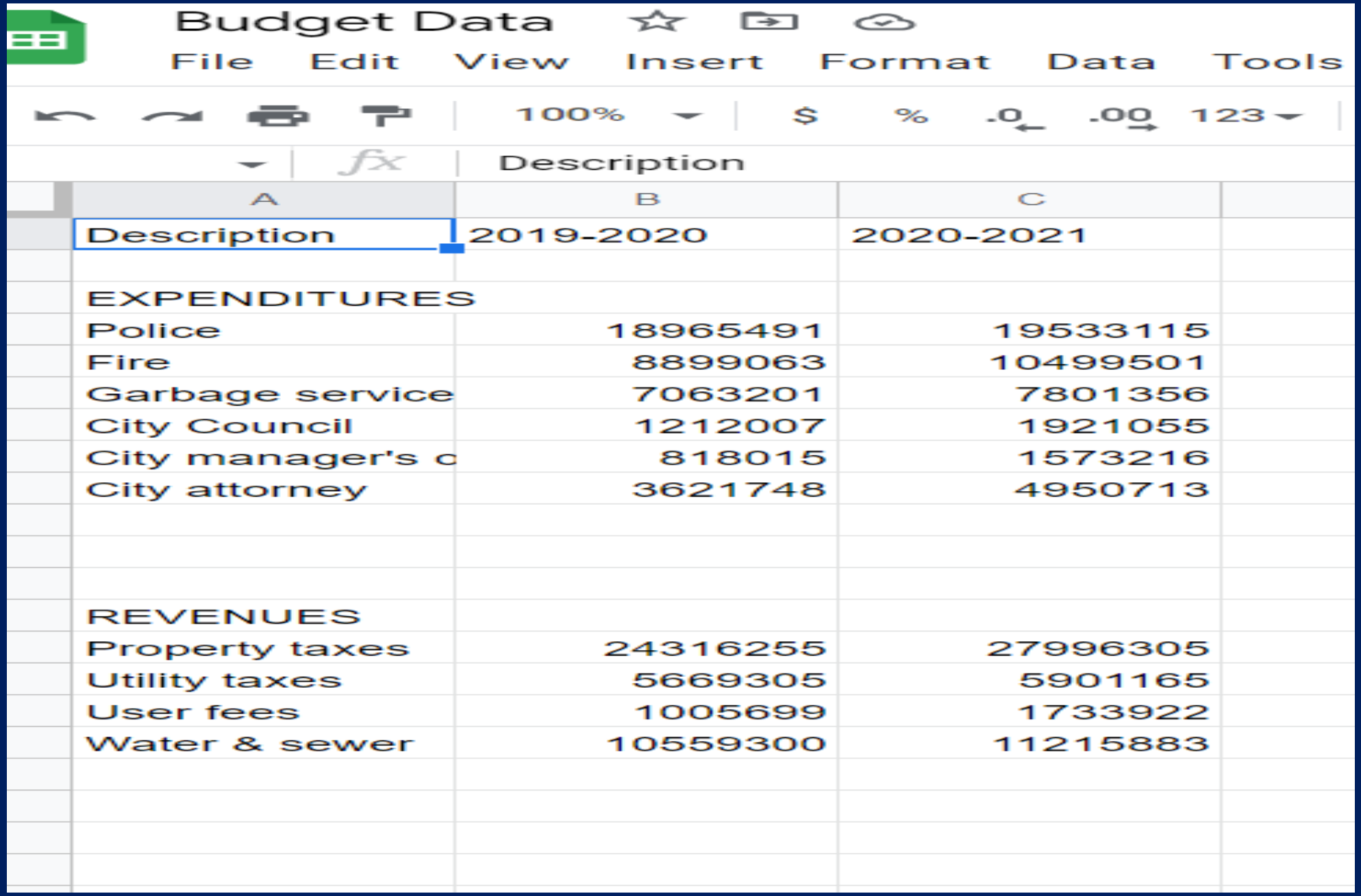
EXTRA CREDIT

Try the **COUNT** function using any of the methods you've already tried. The **COUNT** function counts the number of cells in a range that contain numbers.

Math Skills

- Open the **Budget Data** provided for today's training
- Let's "interview the data" for stories by using math skills
  - What questions should we ask of the data?



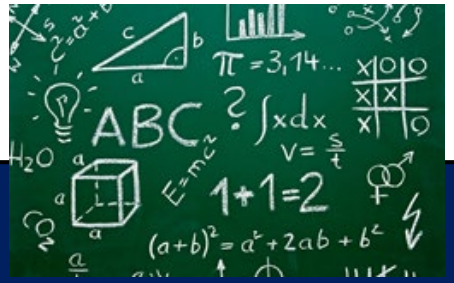


Description	2019-2020	2020-2021
EXPENDITURES		
Police	18965491	19533115
Fire	8899063	10499501
Garbage service	7063201	7801356
City Council	1212007	1921055
City manager's c	818015	1573216
City attorney	3621748	4950713
REVENUES		
Property taxes	24316255	27996305
Utility taxes	5669305	5901165
User fees	1005699	1733922
Water & sewer	10559300	11215883

Math Skills – Subtraction

Difference

- How much did total expenditures rise?
- Always start your formula or function with a = sign
- In column D, type heading – “dollar change”
- In cell D 4, type your formula
- =C4-B4
- Hit enter



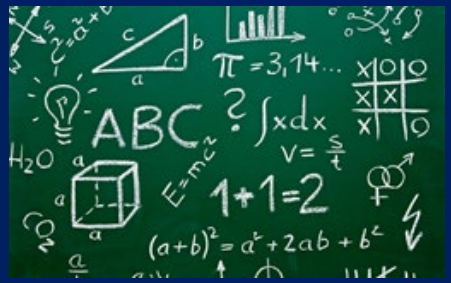
City Budget E

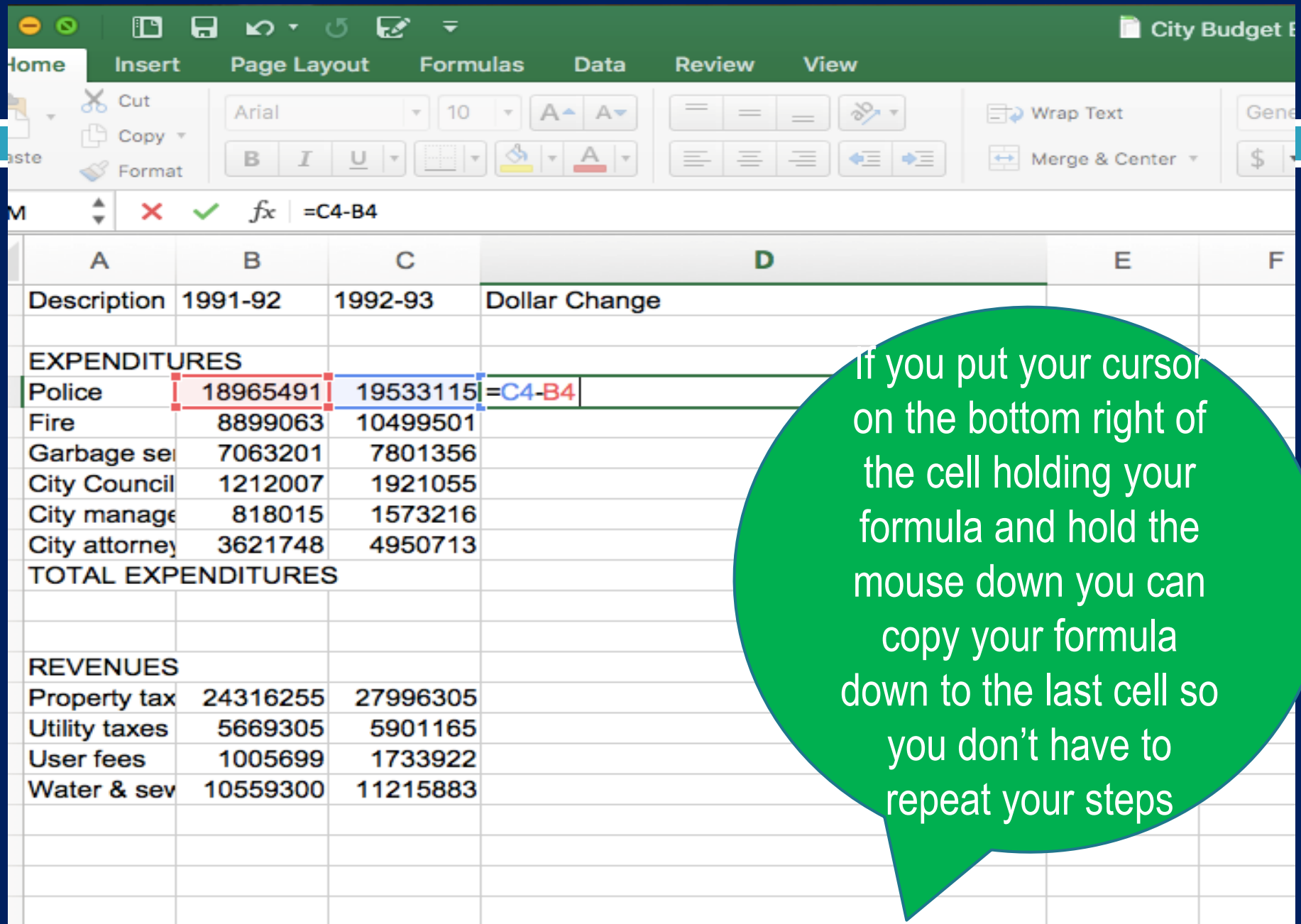
Home | Insert | Page Layout | Formulas | Data | Review | View

Cut | Copy | Format | Arial | 10 | Wrap Text | Merge & Center

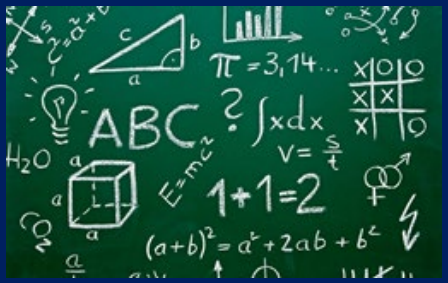
M | =C4-B4

	A	B	C	D	E	F
	Description	1991-92	1992-93	Dollar Change		
	EXPENDITURES					
	Police	18965491	19533115	=C4-B4		
	Fire	8899063	10499501			
	Garbage se	7063201	7801356			
	City Council	1212007	1921055			
	City manage	818015	1573216			
	City attorney	3621748	4950713			
	TOTAL EXPENDITURES					
	REVENUES					
	Property tax	24316255	27996305			
	Utility taxes	5669305	5901165			
	User fees	1005699	1733922			
	Water & sev	10559300	11215883			





If you put your cursor on the bottom right of the cell holding your formula and hold the mouse down you can copy your formula down to the last cell so you don't have to repeat your steps



Home Insert Page Layout Formulas Data Review View

Cut Copy Format

Arial 10

Wrap Text Merge & Center

=C4-B4

Click in the cell and you see the formula

	A	B	C	D	E	F
	Description	1991-92	1992-93	Dollar Change		
	EXPENDITURES					
	Police	18965491	19533115	=C4-B4		
	Fire	8899063	10499501			
	Garbage ser	7063201	7801356			
	City Council	1212007	1921055			
	City manage	818015	1573216			
	City attorney	3621748	4950713			
	TOTAL EXPENDITURES					
	REVENUES					
	Property tax	24316255	27996305			
	Utility taxes	5669305	5901165			
	User fees	1005699	1733922			
	Water & sev	10559300	11215883			





D10 =C10-B10

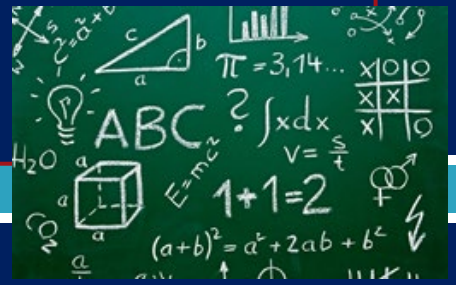
City Budget Exercise Data [Compatibility Mode] *

	A	B	C	D	E	F	G
1	Description	1991-92	1992-93				
2							
3	EXPENDITURES						
4	Police	18965491	19533115	567624			
5	Fire	8899063	10499501	1600438			
6	Garbage s	7063201	7801356	738155			
7	City Counc	1212007	1921055	709048			
8	City manag	818015	1573216	755201			
9	City attorne	3621748	4950713	1328965			
10	Total exper	43690312	48125201	4434889			
11							
12							
13	REVENUES						
14	Property ta	24316255	27996305				
15	Utility taxes	5669305	5901165				
16	User fees	1005699	1733922				
17	Water & se	10559300	11215883				
18	Total reven	43690312	48125201				
19							
20							
21							



Click in the cell and you can see your formula is =*C10-B10*

Math Skills – difference



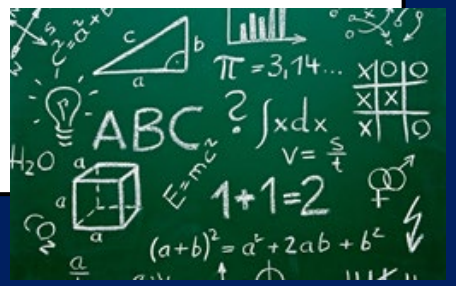
- Can see some stories
- Which categories of expenditures rose the most?

	Description	1991-92	1992-93	Dollar change
2				
3	EXPENDITURES			
4	Police	18965491	19533115	567624
5	Fire	8899063	10499501	1600438
6	Garbage service	7063201	7801356	738155
7	City Council	1212007	1921055	709048
8	City manager's office	818015	1573216	755201
9	City attorney	3621748	4950713	1328965
10	Total expenditures	43690312	48125201	4434889
11				

Math Skills – Percent Change

Percent Change

- Let's look at the percent change in the expenditures
- In column E, type the heading Percent Change
- Formula for percent change is
- New number/old number

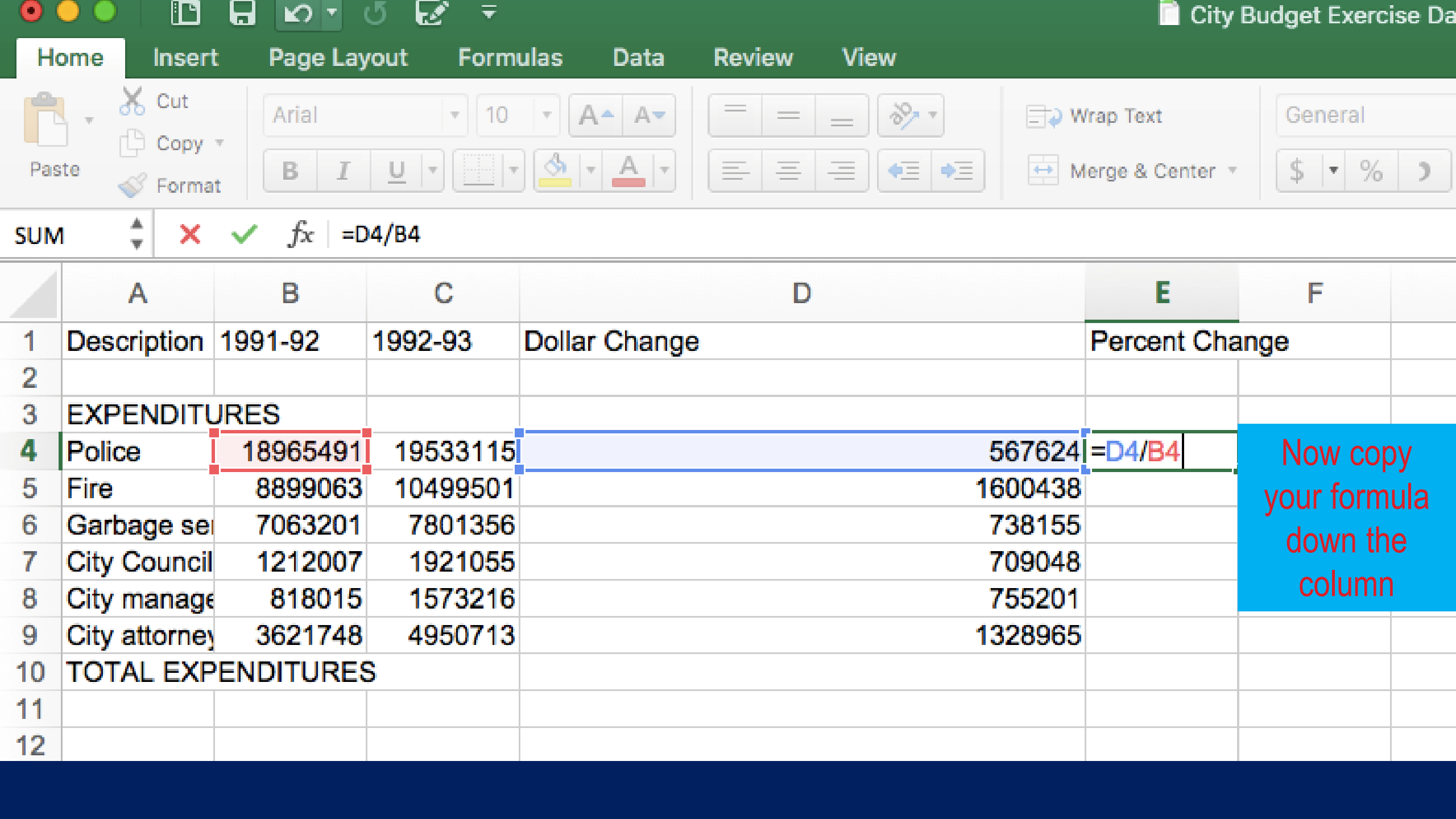


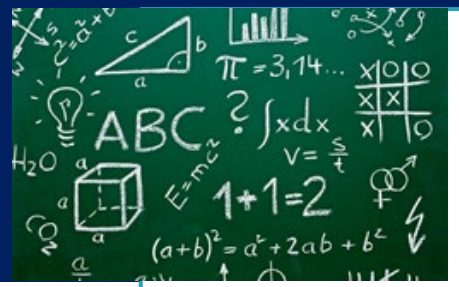
Math Skills – Percent Change

Percent Change



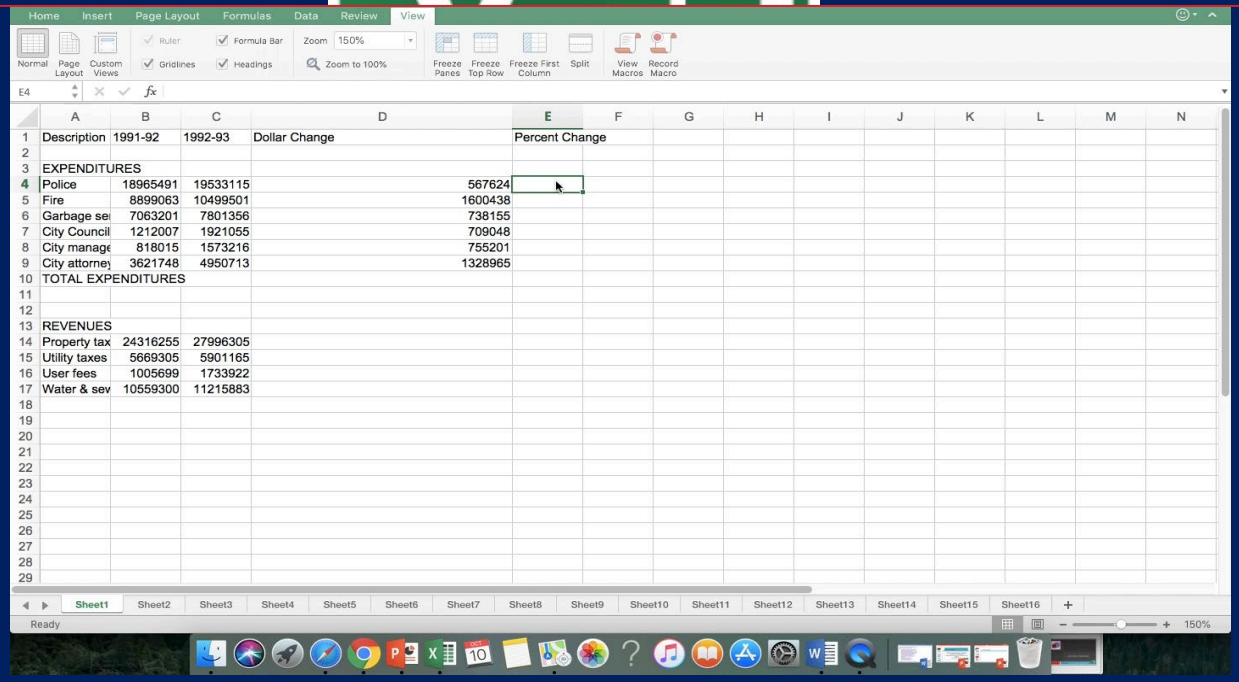
- New – Old/Old
- We've already done the subtraction
- So here it will be D4 – our new number
- Divided by B4 – our old number


City Budget Exercise Da
Home
Insert
Page Layout
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Data
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View
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Paste
Arial
10
Wrap Text
General
Merge & Center
SUM
=D4/B4
Description
1991-92
1992-93
Dollar Change
Percent Change
EXPENDITURES
Police
18965491
19533115
567624
=D4/B4
Fire
8899063
10499501
1600438
Garbage se
7063201
7801356
738155
City Council
1212007
1921055
709048
City manage
818015
1573216
755201
City attorney
3621748
4950713
1328965
TOTAL EXPENDITURES
Now copy your formula down the column



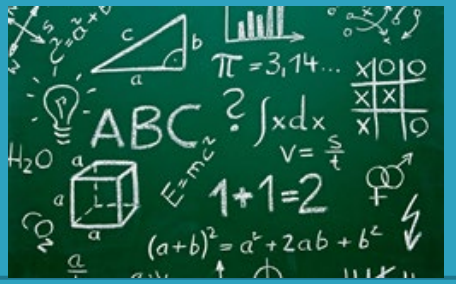
Math Skills – Percent Change

Percent Change



	A	B	C	D	E
1	Description	1991-92	1992-93	Dollar Change	Percent Change
2					
3	EXPENDITURES				
4	Police	18965491	19533115	567624	
5	Fire	8899063	10499501	1600438	
6	Garbage se	7063201	7801356	738155	
7	City Council	1212007	1921055	709048	
8	City manage	818015	1573216	755201	
9	City attorney	3621748	4950713	1328965	
10	TOTAL EXPENDITURES				
11					
12					
13	REVENUES				
14	Property tax	24316255	27996305		
15	Utility taxes	5669305	5901165		
16	User fees	1005699	1733922		
17	Water & sev	10559300	11215883		

Math Skills – Percent Change



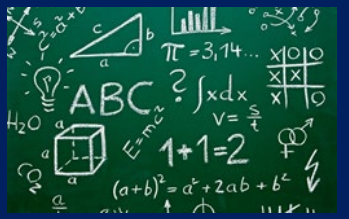
- Now you practice with “Revenues”
  - Create a formula for the dollar difference
    - Create the percent change
- Copy your formula up in both columns

Google Sheets

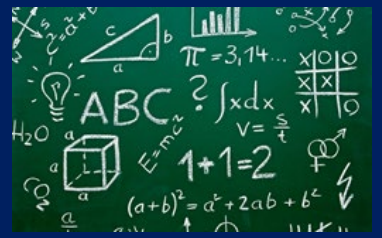
Math Skills – Dollar Difference

Google Sheets

	A	B	C	D	E	F
1	Description	1991-92	1992-93	Dollar Change	Percent Change	
2						
3	EXPENDITURES					
4	Police	18965491	19533115	567624	3%	
5	Fire	8899063	10499501	1600438	18%	
6	Garbage se	7063201	7801356	738155	10%	
7	City Council	1212007	1921055	709048	59%	
8	City manage	818015	1573216	755201	92%	
9	City attorney	3621748	4950713	1328965	37%	
10	TOTAL EXPENDITURES					
11						
12						
13	REVENUES					
14	Property tax	24316255	27996305	=C14-B14		
15	Utility taxes	5669305	5901165			
16	User fees	1005699	1733922			
17	Water & sev	10559300	11215883			
18						
19						

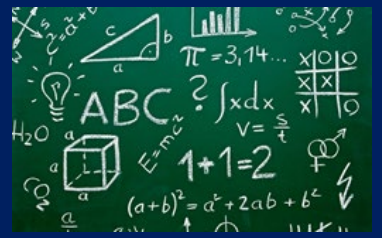


Math Skills – Percent Change



	A	B	C	D	E	F
1	Description	1991-92	1992-93	Dollar Change	Percent Change	
2						
3	EXPENDITURES					
4	Police	18965491	19533115	567624	3%	
5	Fire	8899063	10499501	1600438	18%	
6	Garbage se	7063201	7801356	738155	10%	
7	City Council	1212007	1921055	709048	59%	
8	City manage	818015	1573216	755201	92%	
9	City attorney	3621748	4950713	1328965	37%	
10	TOTAL EXPENDITURES					
11						
12						
13	REVENUES					
14	Property tax	24316255	27996305	3680050	=D14/B14	
15	Utility taxes	5669305	5901165	231860		
16	User fees	1005699	1733922	728223		
17	Water & sev	10559300	11215883	656583		
18	TOTAL REVENUES					
19						

Math Skills – Percent Change

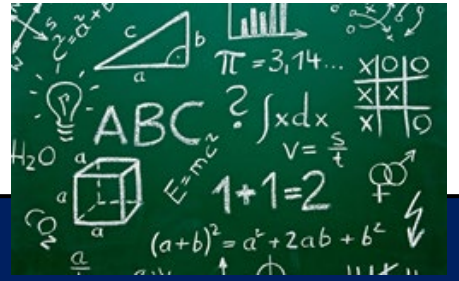


	A	B	C	D	E
	Description	1991-92	1992-93	Dollar Change	Percent Chang
	EXPENDITURES				
	Police	18965491	19533115	567624	3%
	Fire	8899063	10499501	1600438	18%
	Garbage se	7063201	7801356	738155	10%
	City Council	1212007	1921055	709048	59%
	City manage	818015	1573216	755201	92%
	City attorney	3621748	4950713	1328965	37%
0	TOTAL EXPENDITURES				
1					
2					
3	User fees	1005699	1733922	728223	72%
4	Property tax	24316255	27996305	3680050	15%
5	Water & sev	10559300	11215883	656583	6%
6	Utility taxes	5669305	5901165	231860	4%
7	REVENUES				
8	TOTAL REVENUES				

Math Skills – Percent Change

Percent Change

- What stories do you see about the city budget changes?



Math Skills - Sums

Sums

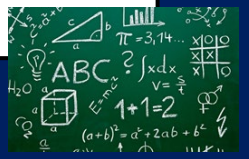
- Always start with the = sign
- Excel knows you are asking it to do something
- Formula for SUM - =SUM(cell address 1:cell address2)



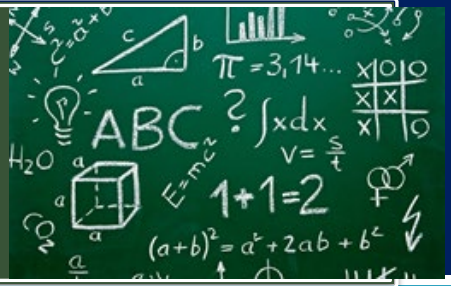
Splitting Cells



- Open **Employees** in G-Sheets
- It Is In Your G-Drive for Today's Training
- Save it to your desktop
- Let's explore it
- How many records do we have?
- What might we want to change?



Text to Columns



- Let's split the last name, first name and middle name into three different columns
- Put your cursor in the column header
- Highlight it
- Copy it into a new sheet
- Name it COPY EMPLOYEES

Employees

File Edit View Insert Format Data Tools E

100% $ % .0 .00 123

A:A | Name

	A	B	C	D
1	Name	DOB		
2	DeLeon,Carolyn	19661108		
3	Detrich,Chrissie	19840821		
4	Drasil,Lindsey	19830204		
5	Dunham,Courtne	19860217		
6	Fischer,Ashley	19850830		
7	Henry,Holly Chri	19870829		
8	Hergenrader,Sus	19601020		
9	Jones,Velvet	19821101		
10	LeBeau,Audra	19860516		
11	Lee,David J.	19800118		
12	List,Martha	19490718		
13	Perez,Carlos M	19531103		
14	Purdy,Haley Elis	19880118		
15	Sata,Jennifer S	19770919		
16	Wade,Lauren E.	19860514		
17				
18				
19				
20				
21				



Employees

File Edit View Insert Format Data Tools Extensions

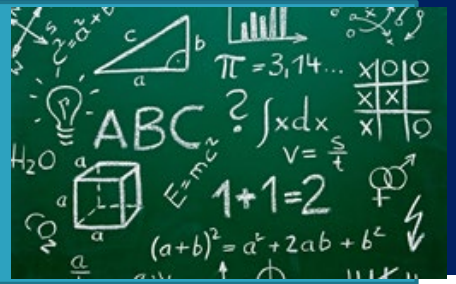
150% $ % .0 .00 123 Default (Ari...

:A1000 fx Name

	A	B	C
1	Name		
2	DeLeon,Carolyn Renee		
3	Detrich,Chrissie		
4	Drasil,Lindsey		
5	Dunham,Courtney Colleen		
6	Fischer,Ashley		
7	Henry,Holly Christine		
8	Hergenrader,Susan M		
9	Jones,Velvet		
10	LeBeau,Audra		
11	Lee,David J.		
12	List,Martha		
13	Perez,Carlos M		
14	Purdy,Haley Elisabeth		
15	Sata,Jennifer S		
16	Wade,Lauren E.		
17			

Employees.csv Copy Employees

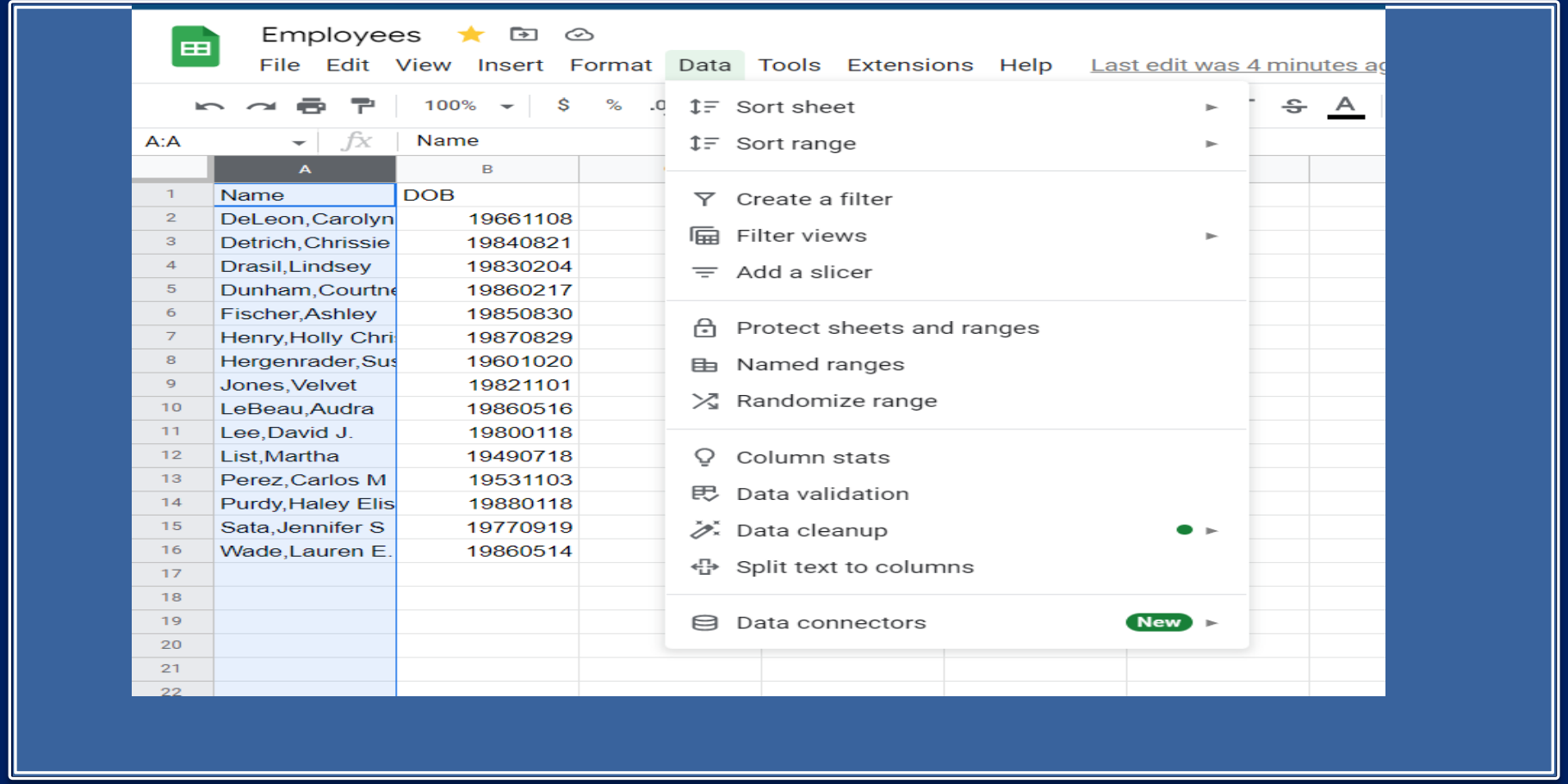
Splitting Cells



In that sheet, go to the ribbon

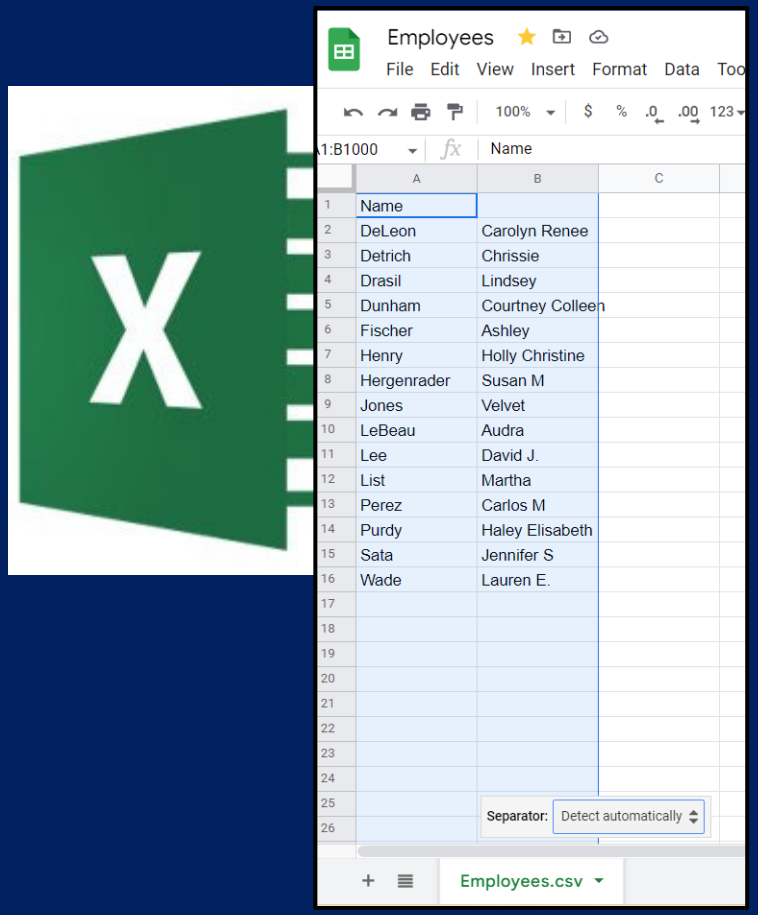
Go to DATA

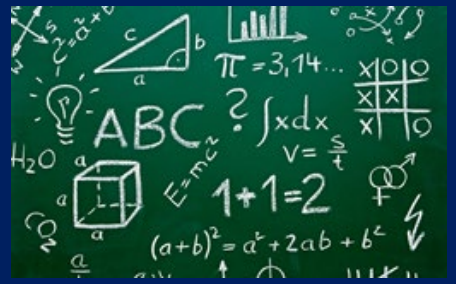
Select TEXT TO COLUMNS



	A	B
1	Name	DOB
2	DeLeon,Carolyn	19661108
3	Detrich,Chrissie	19840821
4	Drasil,Lindsey	19830204
5	Dunham,Courtne	19860217
6	Fischer,Ashley	19850830
7	Henry,Holly Chri	19870829
8	Hergenrader,Sus	19601020
9	Jones,Velvet	19821101
10	LeBeau,Audra	19860516
11	Lee,David J.	19800118
12	List,Martha	19490718
13	Perez,Carlos M	19531103
14	Purdy,Haley Elis	19880118
15	Sata,Jennifer S	19770919
16	Wade,Lauren E.	19860514
17		
18		
19		
20		
21		
22		

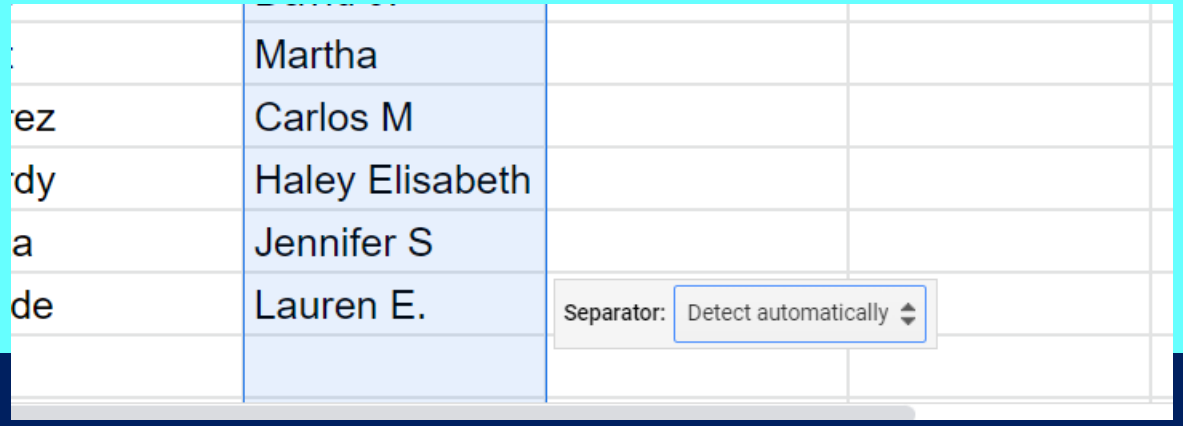
Your Data Will Split

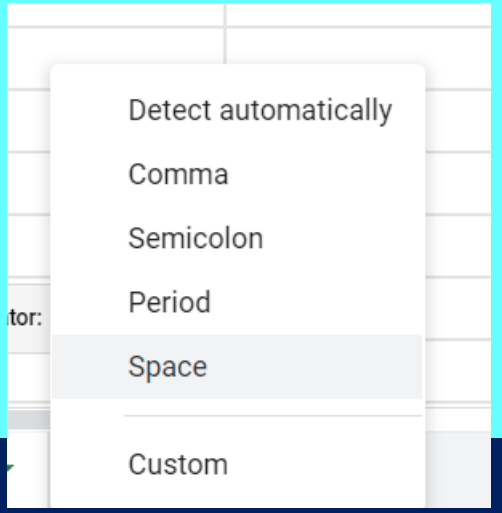




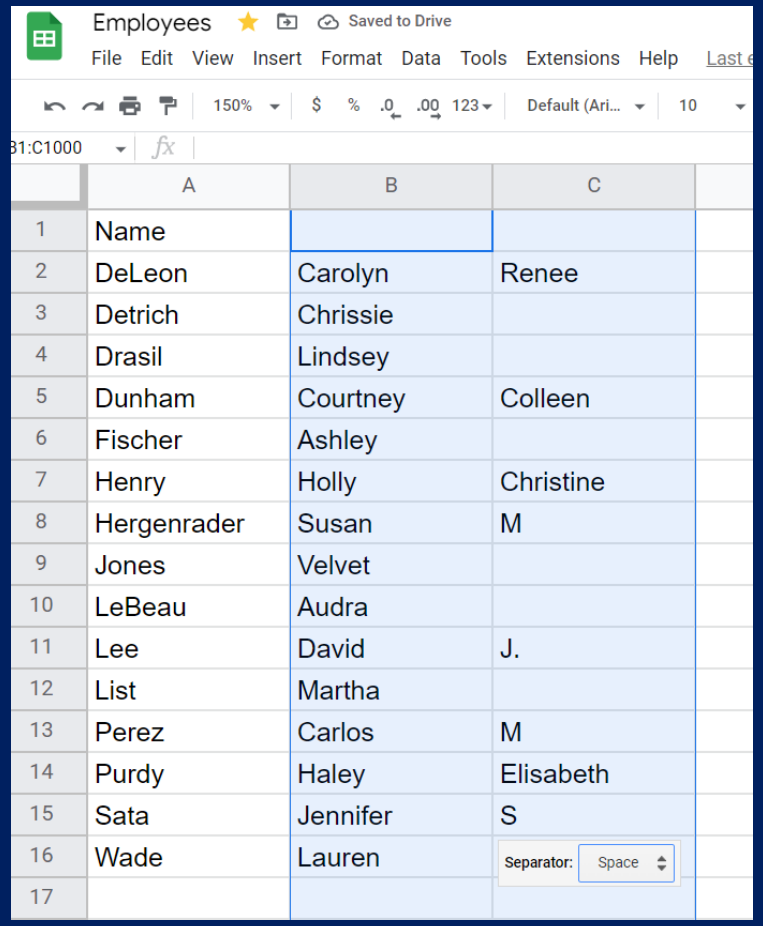
Now Highlight Your Split Column – Column B

- Click on DATA
- Click on TEXT TO COLUMNS
- At the bottom of the sheet, you'll see an option to choose the separator that separates the data
- Choose SPACE





G-Sheets Will Split That Into Another Column



	A	B	C
1	Name		
2	DeLeon	Carolyn	Renee
3	Detrich	Chrissie	
4	Drasil	Lindsey	
5	Dunham	Courtney	Colleen
6	Fischer	Ashley	
7	Henry	Holly	Christine
8	Hergenrader	Susan	M
9	Jones	Velvet	
10	LeBeau	Audra	
11	Lee	David	J.
12	List	Martha	
13	Perez	Carlos	M
14	Purdy	Haley	Elisabeth
15	Sata	Jennifer	S
16	Wade	Lauren	
17			

You Can Repeat Those Steps on the Date Column

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Employees

File Edit View Insert Format Data Tools Extensions Help Last edit was 2 m

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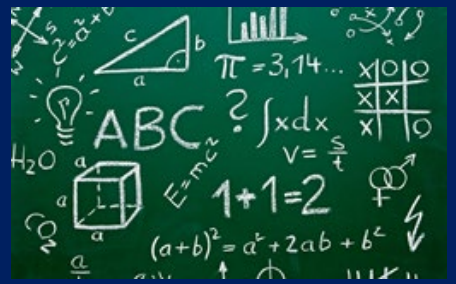
A:A Name

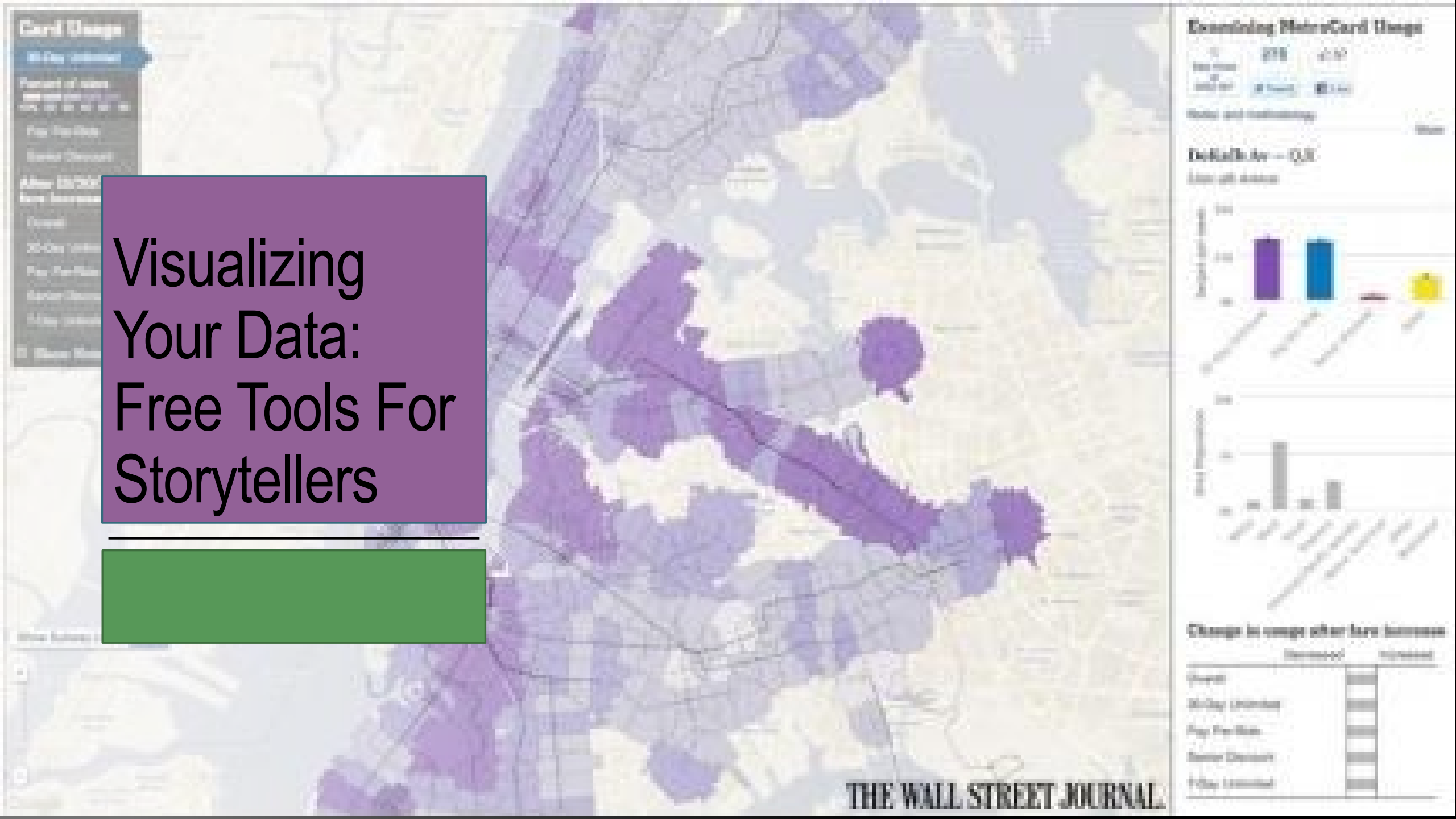
	A	B	C	D
1	Name	DOB		
2	DeLeon,Carolyn	19661108		
3	Detrich,Chrissie	19840821		
4	Drasil,Lindsey	19830204		
5	Dunham,Courtne	19860217		
6	Fischer,Ashley	19850830		
7	Henry,Holly Chri	19870829		
8	Hergenrader,Sus	19601020		
9	Jones,Velvet	19821101		
10	LeBeau,Audra	19860516		
11	Lee,David J.	19800118		
12	List,Martha	19490718		
13	Perez,Carlos M	19531103		
14	Purdy,Haley Elis	19880118		
15	Sata,Jennifer S	19770919		
16	Wade,Lauren E.	19860514		
17				

+ Employees.csv Copy Employees





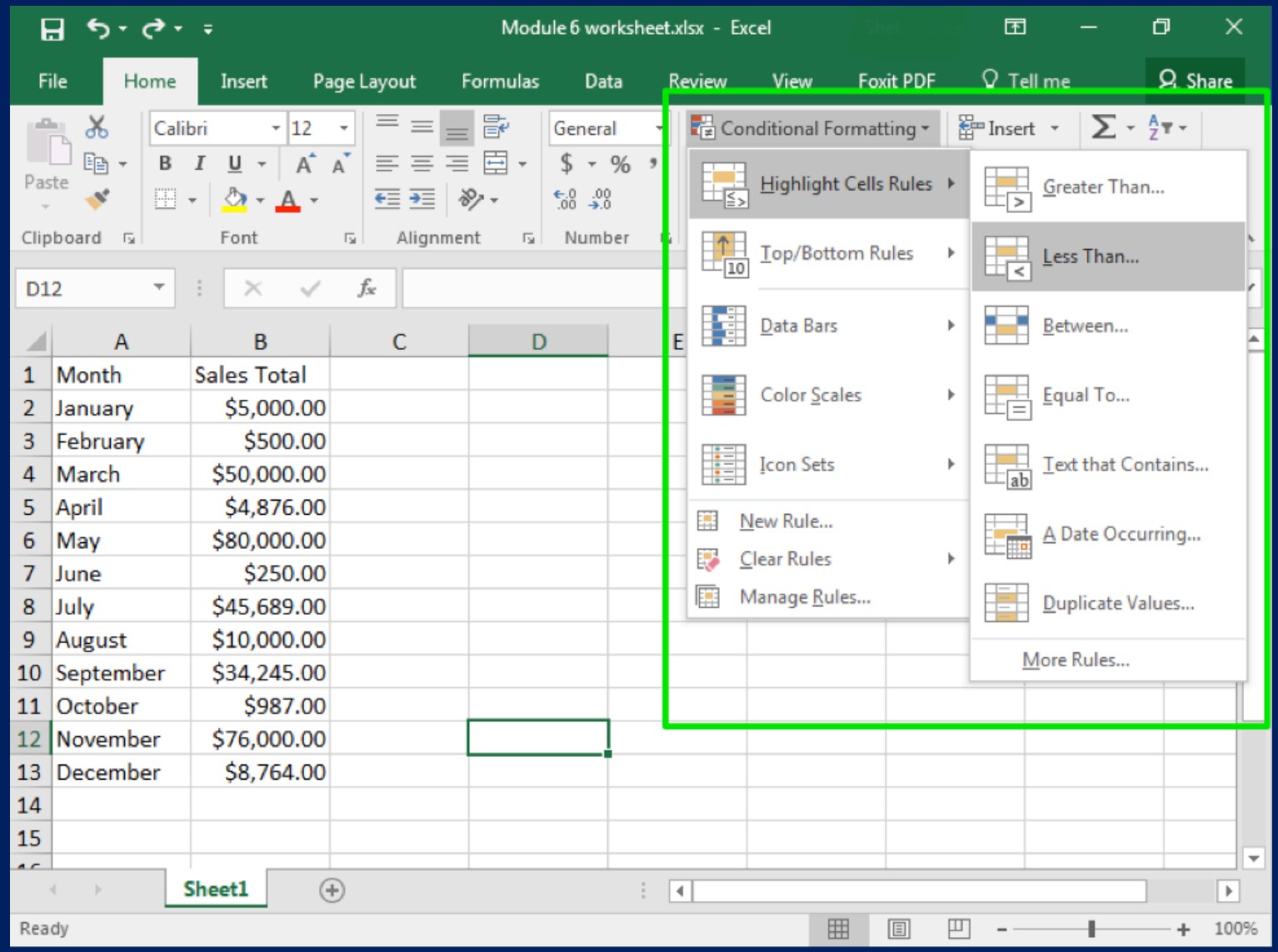




Visualizing Your Data: Free Tools For Storytellers

Conditional Formatting

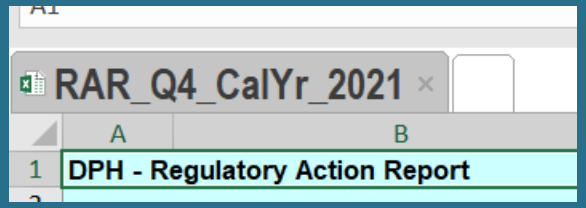
Google Sheets



	A	B	C	D
1	Month	Sales Total		
2	January	$5,000.00		
3	February	$500.00		
4	March	$50,000.00		
5	April	$4,876.00		
6	May	$80,000.00		
7	June	$250.00		
8	July	$45,689.00		
9	August	$10,000.00		
10	September	$34,245.00		
11	October	$987.00		
12	November	$76,000.00		
13	December	$8,764.00		
14				
15				

Create a New G-Sheet

Upload this file to it and name it “Fourth Quarter Enforcement Actions”



These are enforcement actions taken by the Connecticut Department of Public Health Against licensed professionals

Always know the time range for your data; this is only the 4th quarter of 2021



Connecticut State
Department of Public Health

June 24, 2022: The Centers for Disease Control and Prevention has listed Fairfield, Hartford, New London, Middlesex, Tolland, and Windham Counties in Low/Green the as part of its COVID-19 Community Levels Map. Only Litchfield, Middlesex and New Haven County are listed in the Medium/Yellow category. Residents who live in the Medium /Yellow counties who are at a high risk for severe illness, should talk to their health care provider about whether to wear a mask and take other precautions. These residents should stay up to date with their COVID-19 vaccines and get tested if they have symptoms. Visit the CDC COVID-19 Community Levels Map for updates.

Services and Programs
Regulation & Licensure
Vital Records
News Room
Topics A-Z
Statistics and Research

Regulatory Action Report

The Regulatory Action Report is a compilation of disciplinary actions taken against licensed individuals and organizations by the Connecticut Department of Public Health. The report is updated on a quarterly basis and for the first time it is now available to you on our website for viewing and download.

2013, First Quarter | 2013, Second Quarter | 2013, Third Quarter | 2013, Fourth Quarter

Do Your Four Corners Check

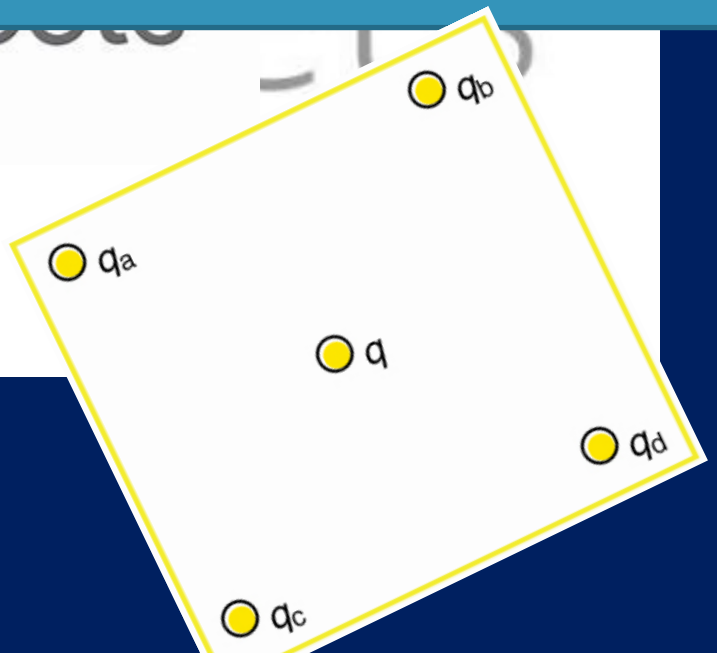
What data do we have?

How many records?

How many columns?

Is the data missing information or are there are a lot of blanks?

What is the time frame for these records?
Is the data missing information or are there are a lot of blanks?



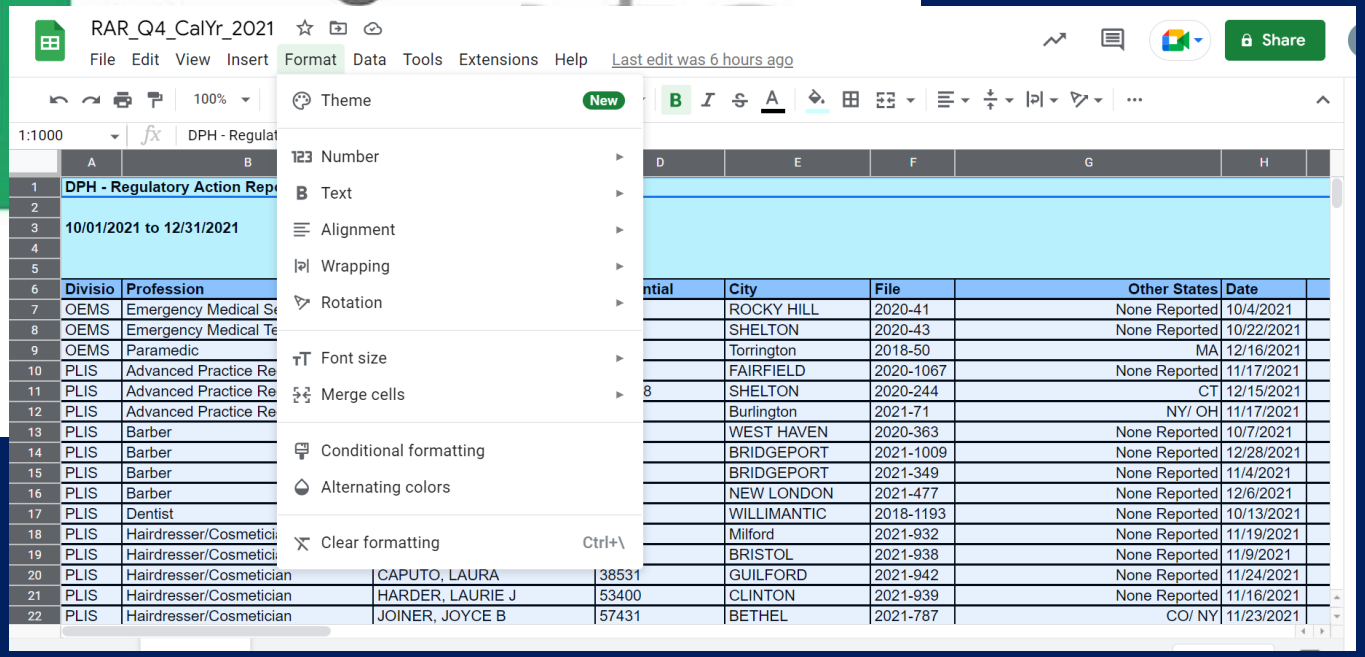
This Photo by Unknown Author is licensed under CC BY

We Are Going to Do Some Conditional Formatting On The Data to Glean Some Insights

Highlight the data

Go to FORMAT in the ribbon

Choose CONDITIONAL FORMATTING from the drop down menu



RAR_Q4_CalYr_2021

File Edit View Insert Format Data Tools Extensions Help Last edit was 6 hours ago

Share

100%

1:1000 DPH - Regulat

Theme New

Number

Text

Alignment

Wrapping

Rotation

Font size

Merge cells

Conditional formatting

Alternating colors

Clear formatting Ctrl+\

DPH - Regulatory Action Repo

10/01/2021 to 12/31/2021

	A	B	C	D	E	F	G	H
6	Divisio	Profession		ntial	City	File	Other States	Date
7	OEMS	Emergency Medical Se			ROCKY HILL	2020-41	None Reported	10/4/2021
8	OEMS	Emergency Medical Te			SHELTON	2020-43	None Reported	10/22/2021
9	OEMS	Paramedic			Torrington	2018-50	MA	12/16/2021
10	PLIS	Advanced Practice Re			FAIRFIELD	2020-1067	None Reported	11/17/2021
11	PLIS	Advanced Practice Re		8	SHELTON	2020-244	CT	12/15/2021
12	PLIS	Advanced Practice Re			Burlington	2021-71	NY/ OH	11/17/2021
13	PLIS	Barber			WEST HAVEN	2020-363	None Reported	10/7/2021
14	PLIS	Barber			BRIDGEPORT	20		
15	PLIS	Barber			BRIDGEPORT	20		
16	PLIS	Barber			NEW LONDON	20		
17	PLIS	Dentist			WILLIMANTIC	20		
18	PLIS	Hairdresser/Cosmetici			Milford	20		
19	PLIS	Hairdresser/Cosmetici			BRISTOL	20		
20	PLIS	Hairdresser/Cosmetician	CAPUTO, LAURA	38531	GUILFORD	20		
21	PLIS	Hairdresser/Cosmetician	HARDER, LAURIE J	53400	CLINTON	20		
22	PLIS	Hairdresser/Cosmetician	JOINER, JOYCE B	57431	BETHEL	20		

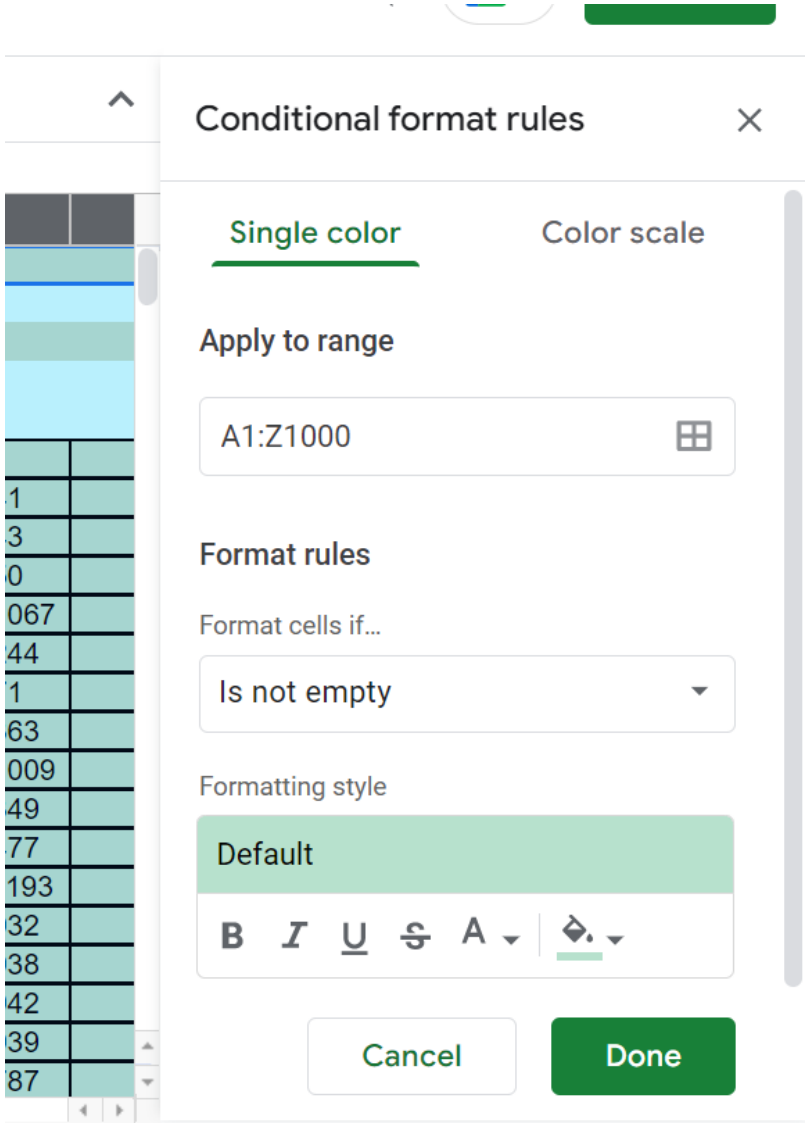
Google Sheets

Conditional Formatting

You'll get options to format the data and color-code anything interesting

Let's format in a single color

Make sure G-Sheets has recognized the full range of the data we want to format

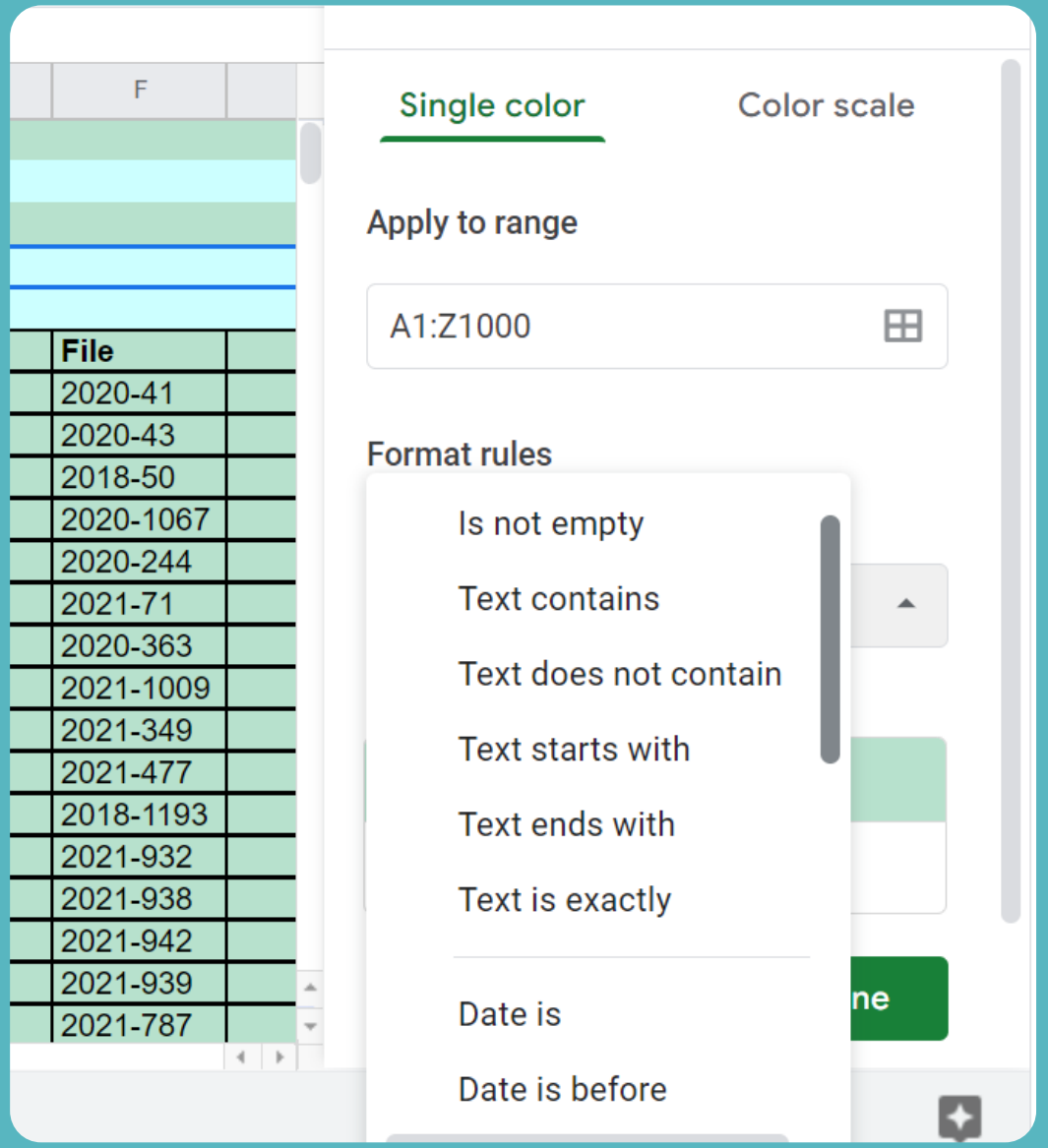


Let's Find Any Enforcement Action In Which "Drug" or "drug" is mentioned

choose "text contains" from the drop down menu

Then type "drug"

Click "done"



File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

100% $ % .0 .00 123 Arial 10 B I S A

1:1000 fx DPH - Regulatory Action Report

	Case Action	Case Nature	Case	Case Status
7	Probation Completed	Business Practice	0	COMPLETE
8	Probation/ Restriction/ Therapy	Substance Abuse/Drug Related	0	CLOSED
9	Probation/ Remedial Education/	Negligence	0	CLOSED
10	Fine/ Reprimand/ Restriction	Drug Related, Inappropriate	2500	CLOSED
11	Employer Reports/ Probation/ Remedial	Incompetence/Negligence/ Mandatory	0	CLOSED
12	Suspension	Mandatory Report/ Mental Illness	0	COMPLETE
13	Fine/ Reprimand	Reinstatement	500	CLOSED
14	Fine	Reinstatement	400	CLOSED
15	Fine/ Reprimand	Reinstatement	600	CLOSED
16	Fine/ Reprimand	Reinstatement	100	CLOSED
17	Probation/ Remedial Education/	Incompetence/Negligence	0	CLOSED
18	Fine/ Reprimand	Reinstatement	800	CLOSED
19	Fine/ Reprimand	Reinstatement	400	CLOSED
20	Fine/ Reprimand	Reinstatement	400	CLOSED
21	Fine/ Reprimand	Reinstatement	600	CLOSED
22	Fine/ Reprimand	Reinstatement	200	CLOSED

Sheet1

Conditional format rules

Single color | Color scale

Apply to range

A1:Z1000

Format rules

Format cells if...

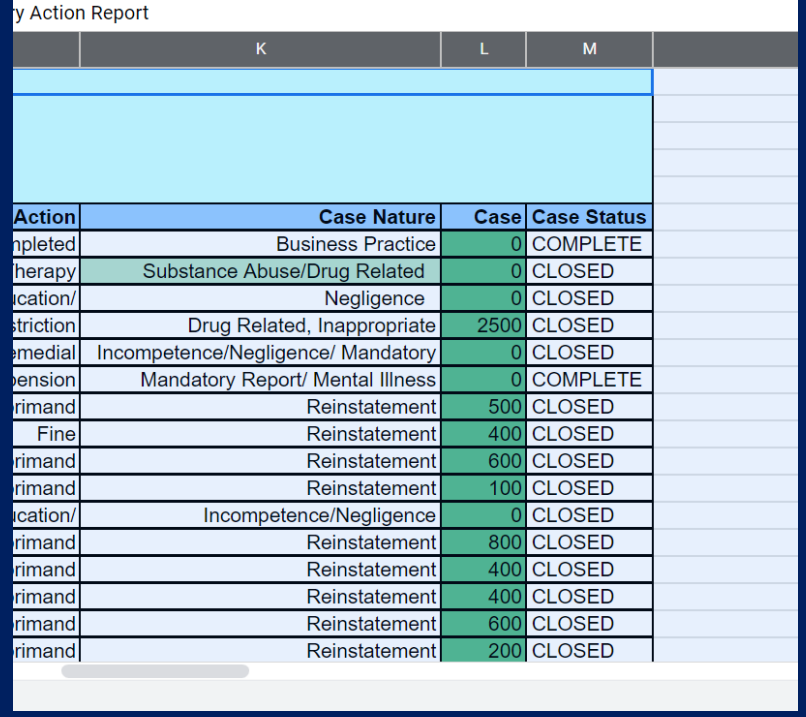
Text contains

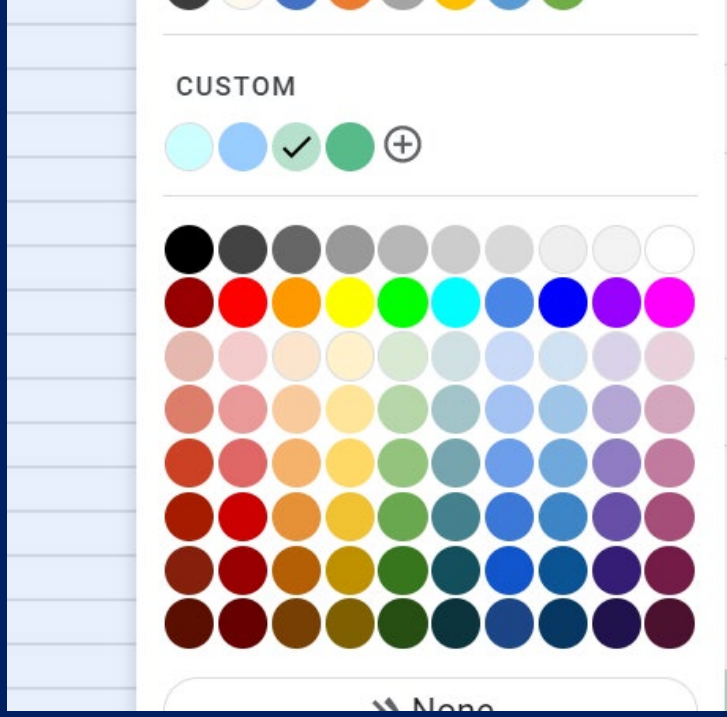
drug

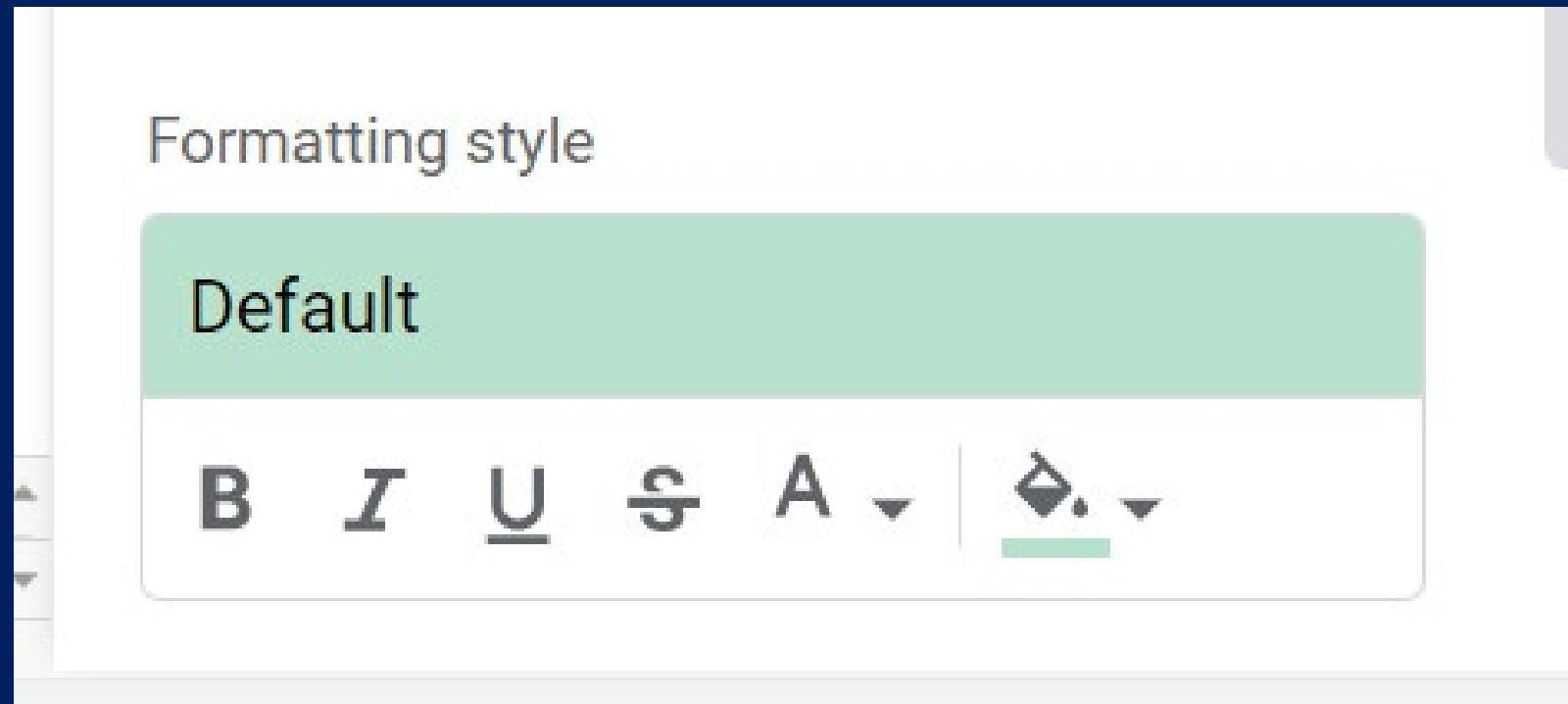
Formatting style

Default

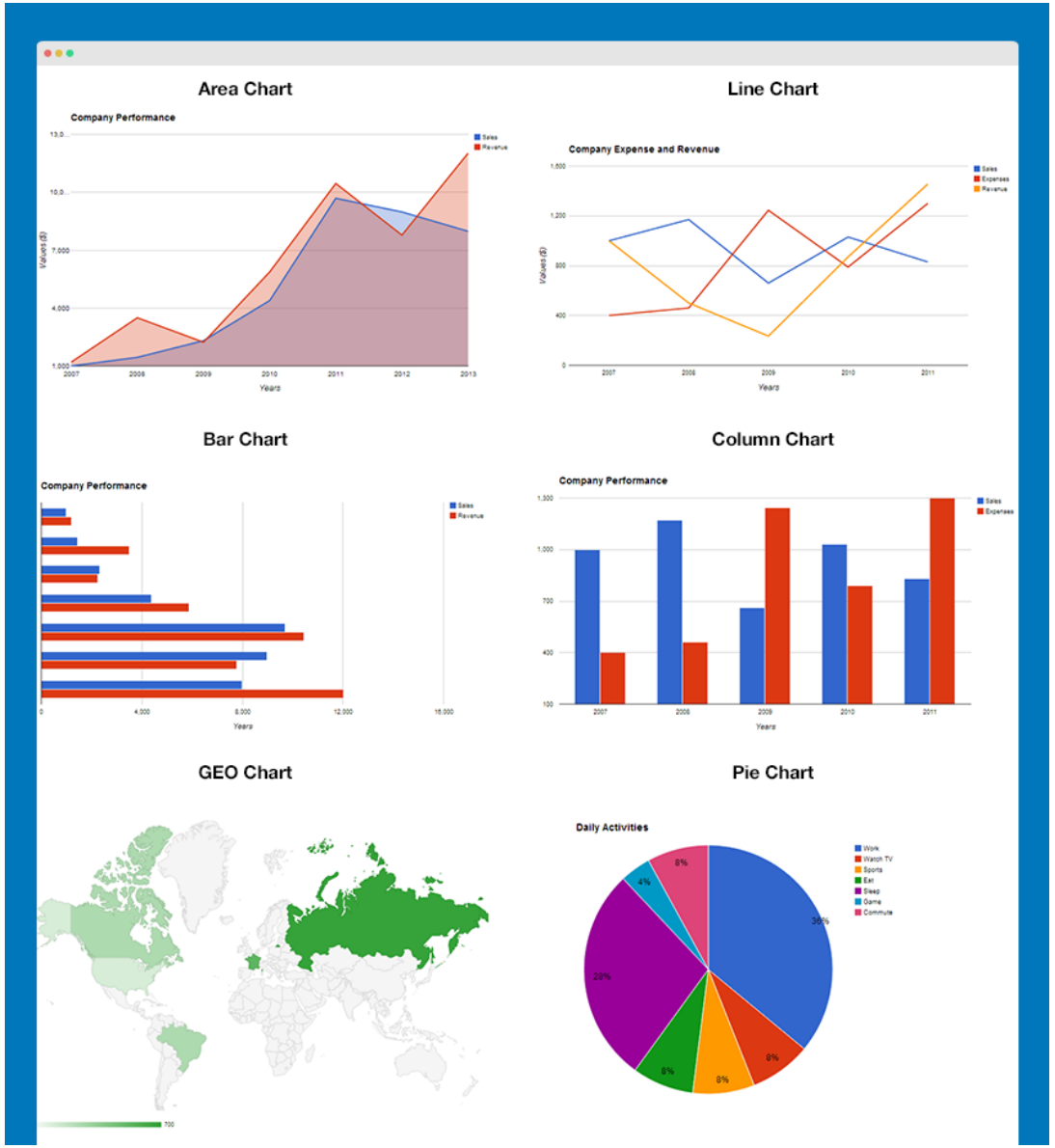
B I U S A





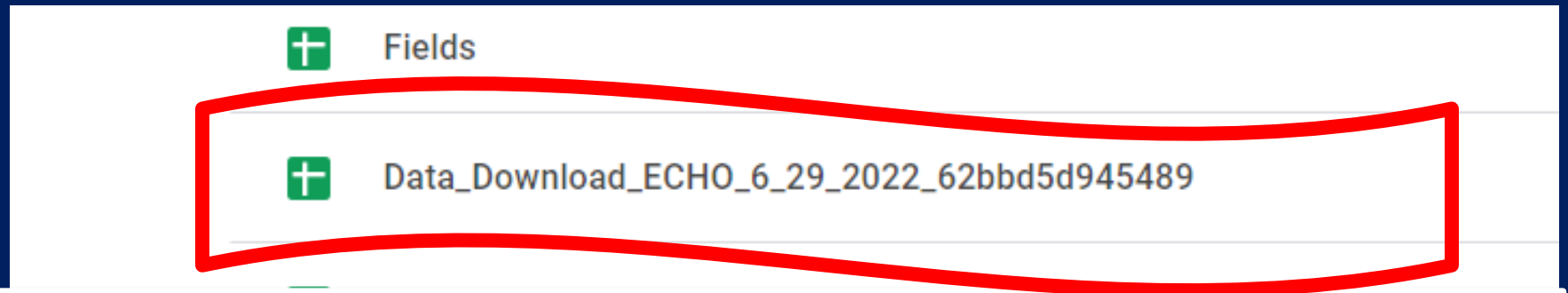


- G-Sheets will color code any “rule” you create
- You can also change the colors or formatting here



Charting Data in G-Sheets

Google Sheets



These are enforcement actions taken in Connecticut for violations of the U.S. Environmental Protection Agency laws

Open the file above in G-Sheets

EPA United States Environmental Protection Agency

Environmental Topics | Laws & Regulations | About EPA | Search EPA.gov

ECHO Enforcement and Compliance History Online

Login | Contact Us

Quick Search

- Search Options
- Analyze Trends
- News

Quick Search

Search By

Location | Facility Name/ID

Enter city, state, and/or zip code

Search

More Search Options



's Enforcement and Compliance History Online website to search for facilities in your
nity to assess their compliance with environmental regulations. You can use ECHO to:

ch for Facilities
stigate Pollution Sources
ch for EPA Enforcement Cases
ine and Create Enforcement-Related Maps
yze Trends in Compliance & Enforcement Data

Read the Quick Start Guide | Watch a Video Tutorial | Explore the Tool Guide

Data_Download_ECHO_6_29_2022_62bbd5d945489

File Edit View Insert Format Data Tools Extensions Help Last edit was yesterday at 5:08 PM

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100% $ % .0 .00 123 Arial 10

A1

What data do we have?

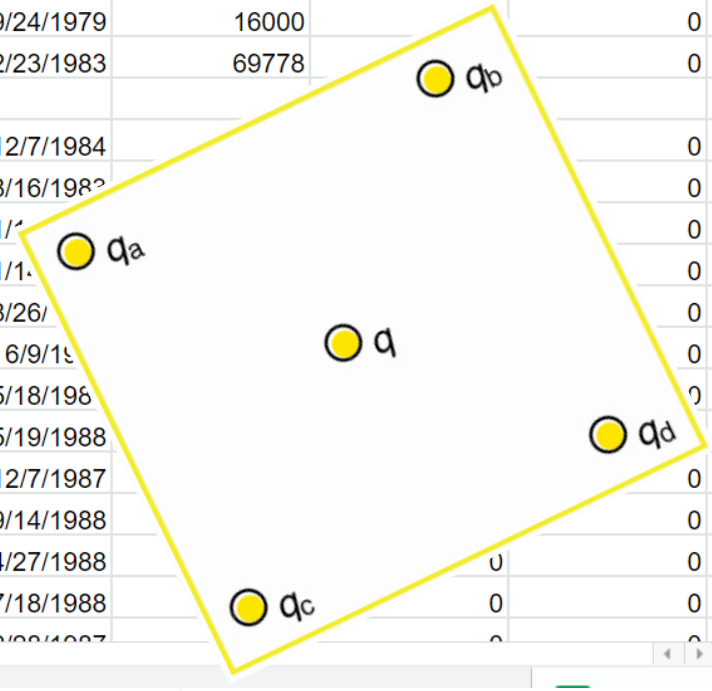
How many records?

How many columns?

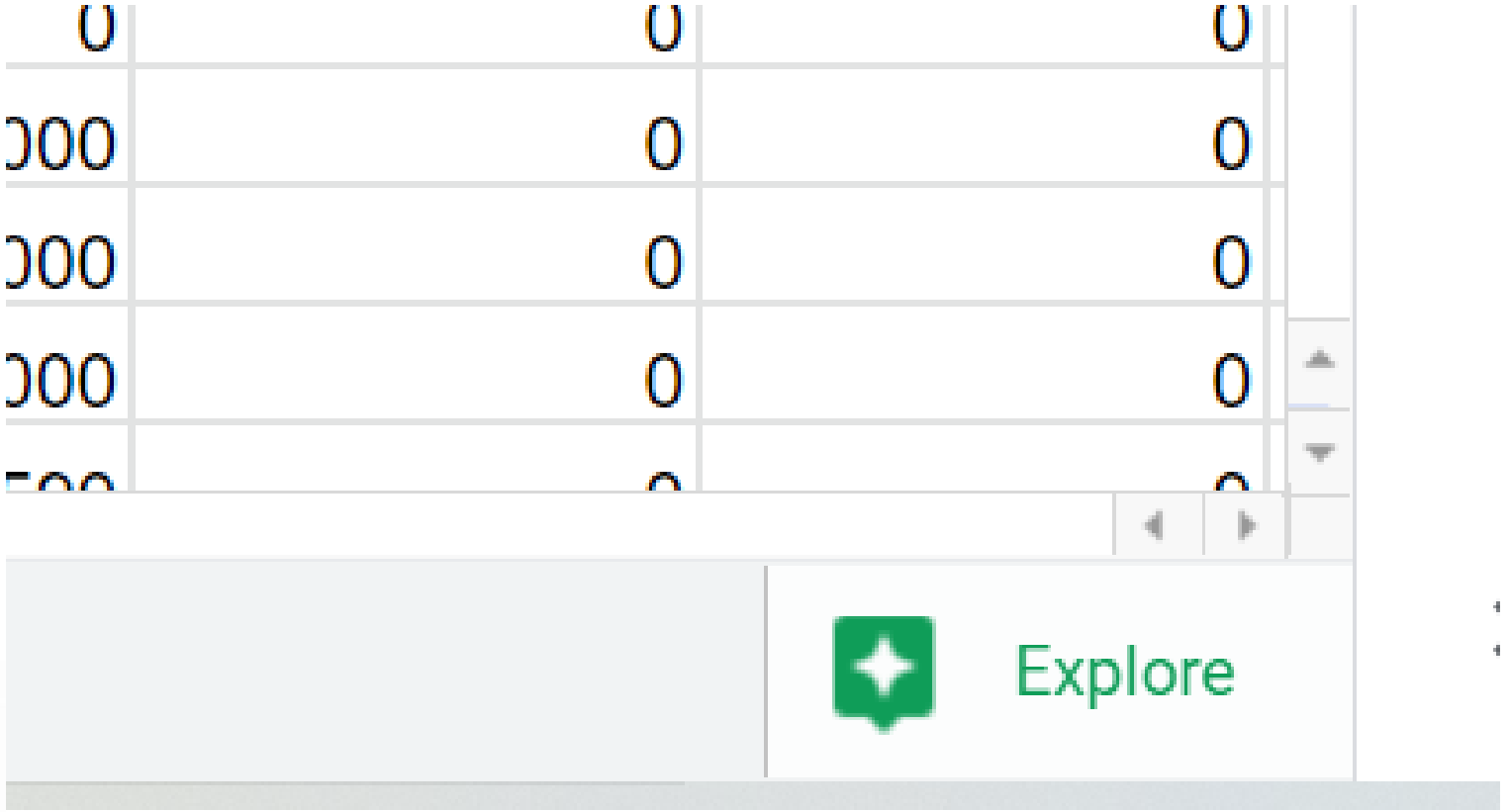
Is the data missing information or are there are a lot of blanks?

	F	G	H	I	J	K
1	PrimarySection	DateFiled	SettlementDate	FedPenalty	SEPCost	TotalCompActior
2	110	3/14/1977				
3	110	9/21/1976	5/2/1979	0	0	0
4	110	12/4/1978	9/24/1979	16000		0
5	7003	12/17/1979	2/23/1983	69778		0
6	7003	12/17/1979				
7	110	7/14/1982	12/7/1984			0
8	110	4/26/1983	8/16/198			0
9	3008	6/9/1982	11/			0
10	110	8/19/1983	1/1			0
11	211	2/24/1984	8/26/			0
12	112	10/2/1985	6/9/19			0
13	112	2/18/1986	5/18/198			0
14	112	6/27/1986	5/19/1988			
15	107	2/26/1986	12/7/1987			0
16	3008A	3/31/1986	9/14/1988			0
17	3008A	3/31/1986	4/27/1988		0	0
18	3008A	3/31/1986	7/18/1988		0	0

	A	B	C	D	E
16	01-1986-0004	PLAINVILLE ELE	Judicial	Concluded	RCRA
17	01-1986-0005	STANLEY PLAT	Judicial	Concluded	RCRA
18	01-1986-0006	SUSAN BATES,	Judicial	Closed	RCRA



On the Lower Left, Click “Explore”



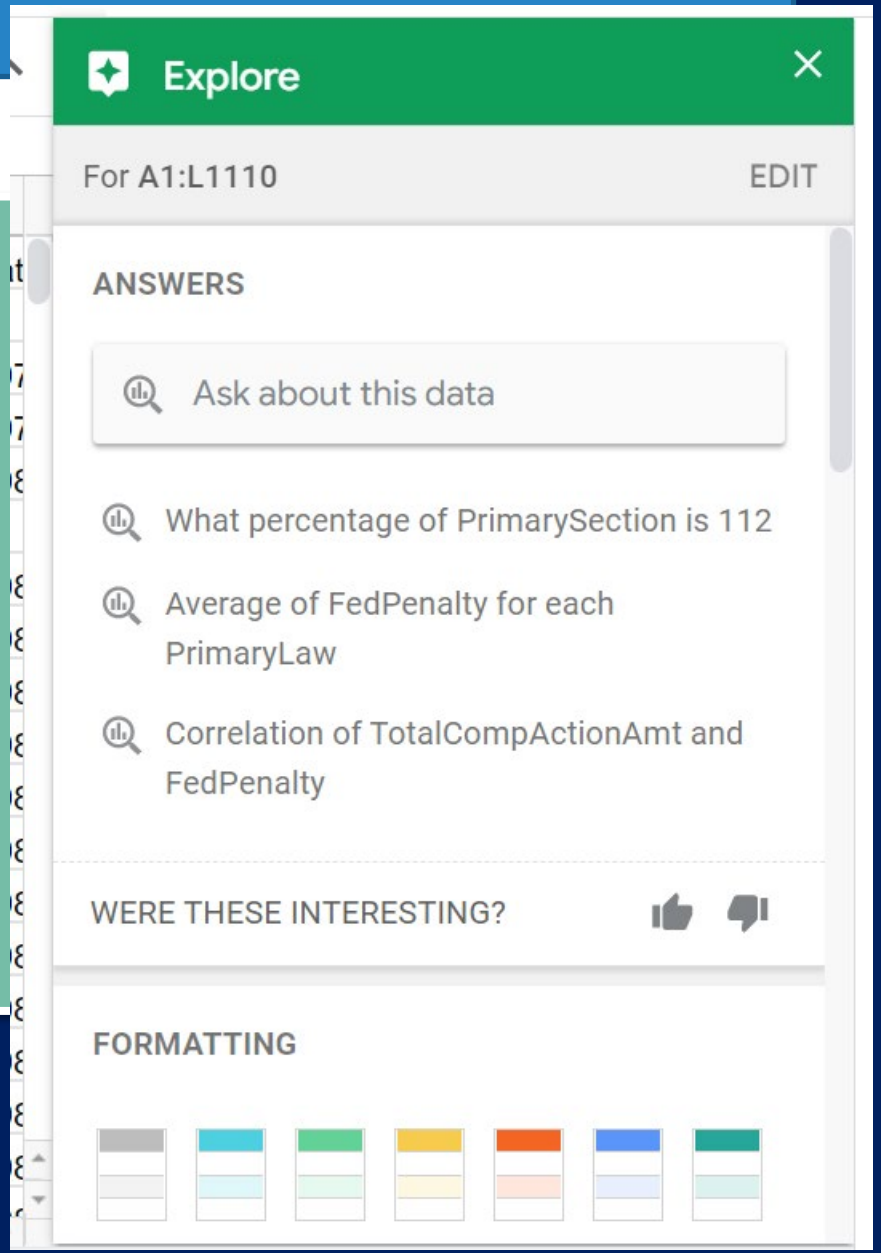
Google Sheets

G-Sheets - Explore

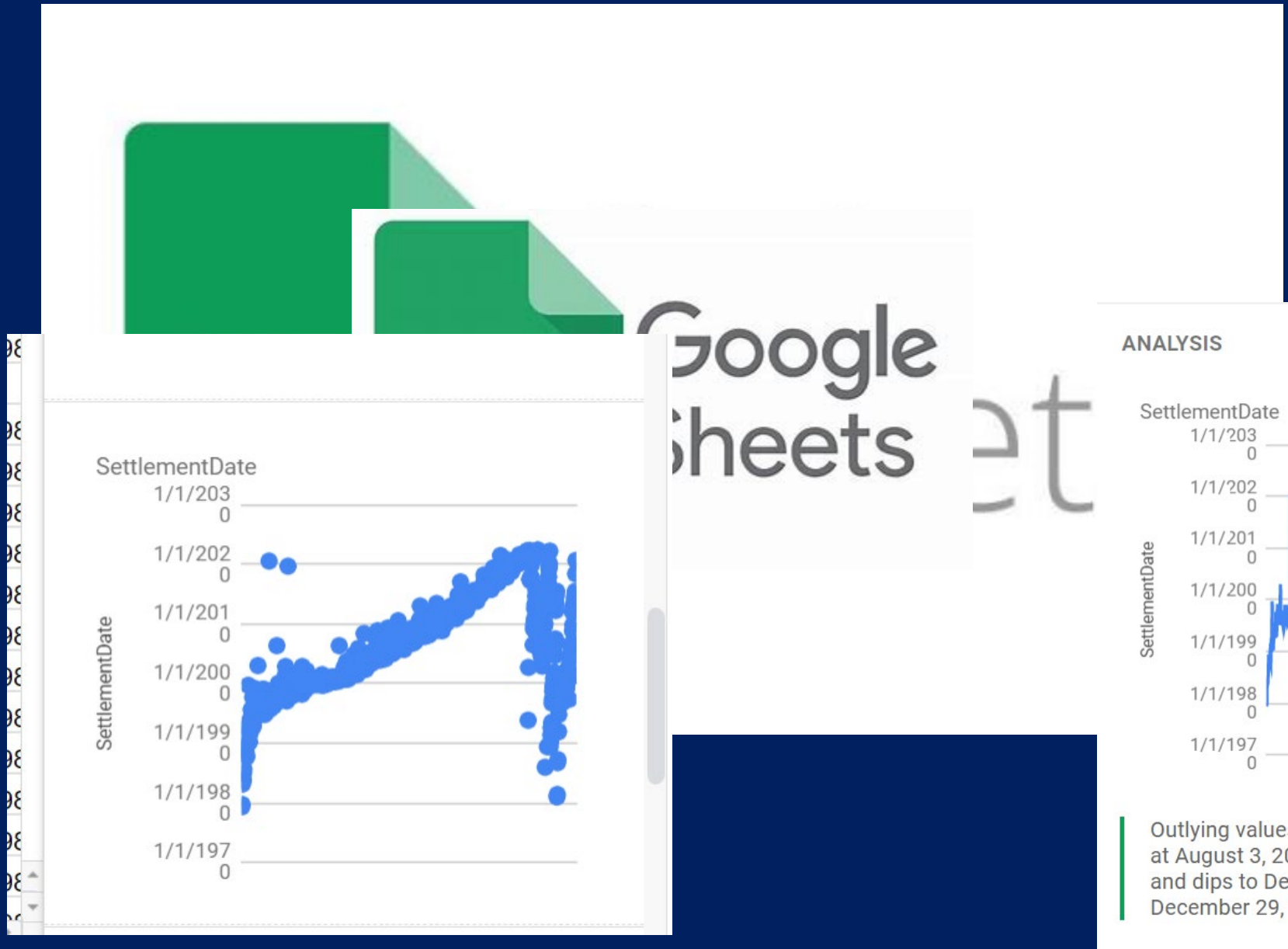
Make sure the range selected is accurate

G-sheets suggests ways for you to explore the data

It also gives you options for creating some visualizations



Explore: Charting Settlement Dates

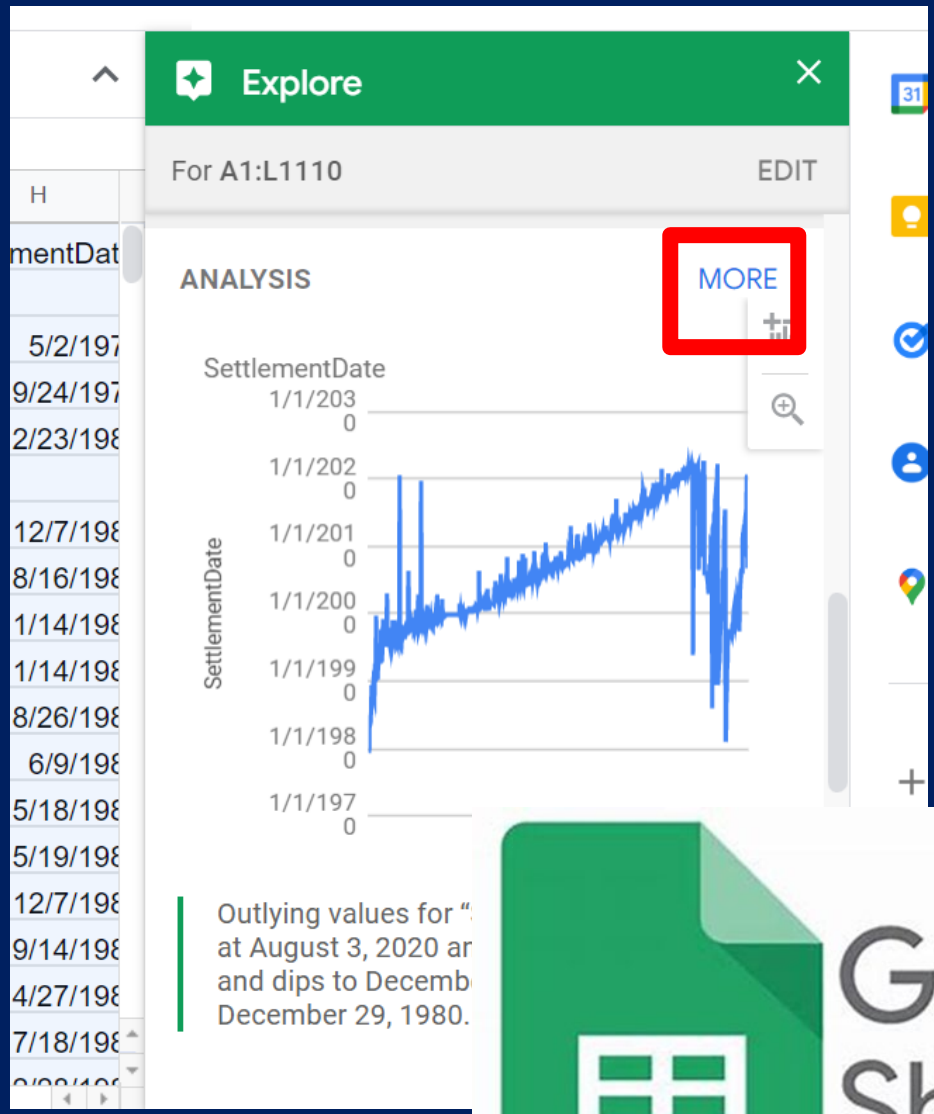


We Can Insert A Chart Into Our Data

Hover with your cursor over “more” to the left of the first suggested chart

You see an option to insert your own chart





Google Sheets

Data_Download_ECHO_6_29_2022_62bbd5d945489

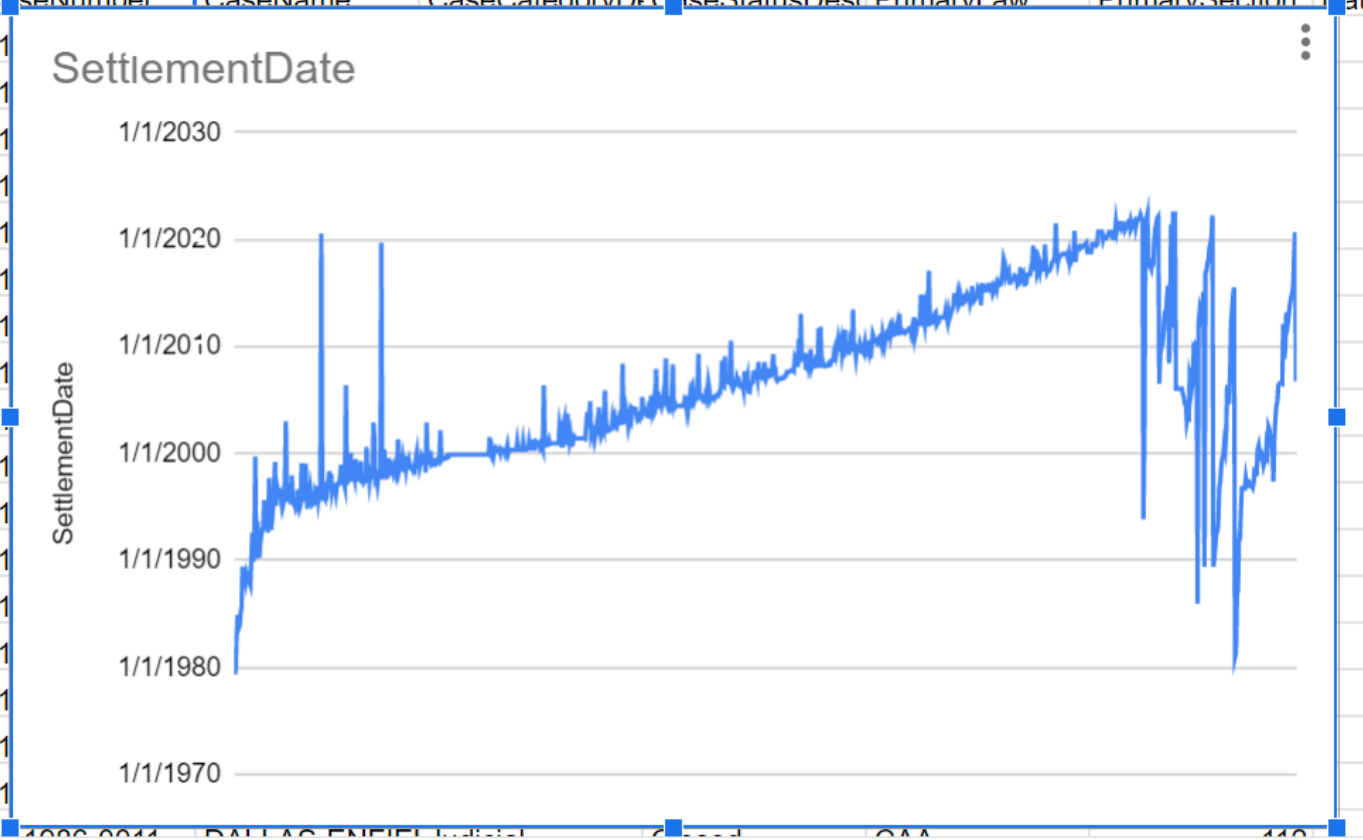
File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

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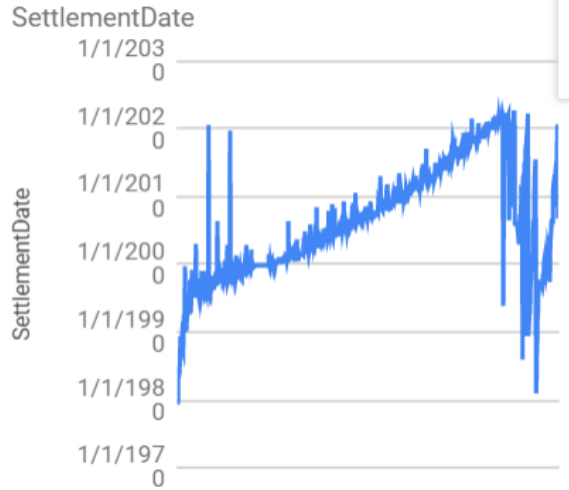
fx CaseNumber

A	B	C	D	E	F	G	H
CaseNumber	CaseName	CaseCategoryDe	CaseStatusDesc	PrimaryLaw	PrimarySection	DateFiled	SettlementDat
01						3/14/1977	
01						9/21/1976	5/2/197
01						12/4/1978	9/24/197
01						12/17/1979	2/23/198
01						12/17/1979	
01						7/14/1982	12/7/198
01						4/26/1983	8/16/198
01						6/9/1982	11/14/198
01						8/19/1983	1/14/198
01						2/24/1984	8/26/198
01						10/2/1985	6/9/198
01						2/18/1986	5/18/198
01						6/27/1986	5/19/198
01						2/26/1986	12/7/198
01						3/31/1986	9/14/198
01						3/31/1986	4/27/198
01						3/31/1986	7/18/198



Analysis

For A1:L1110 EDIT



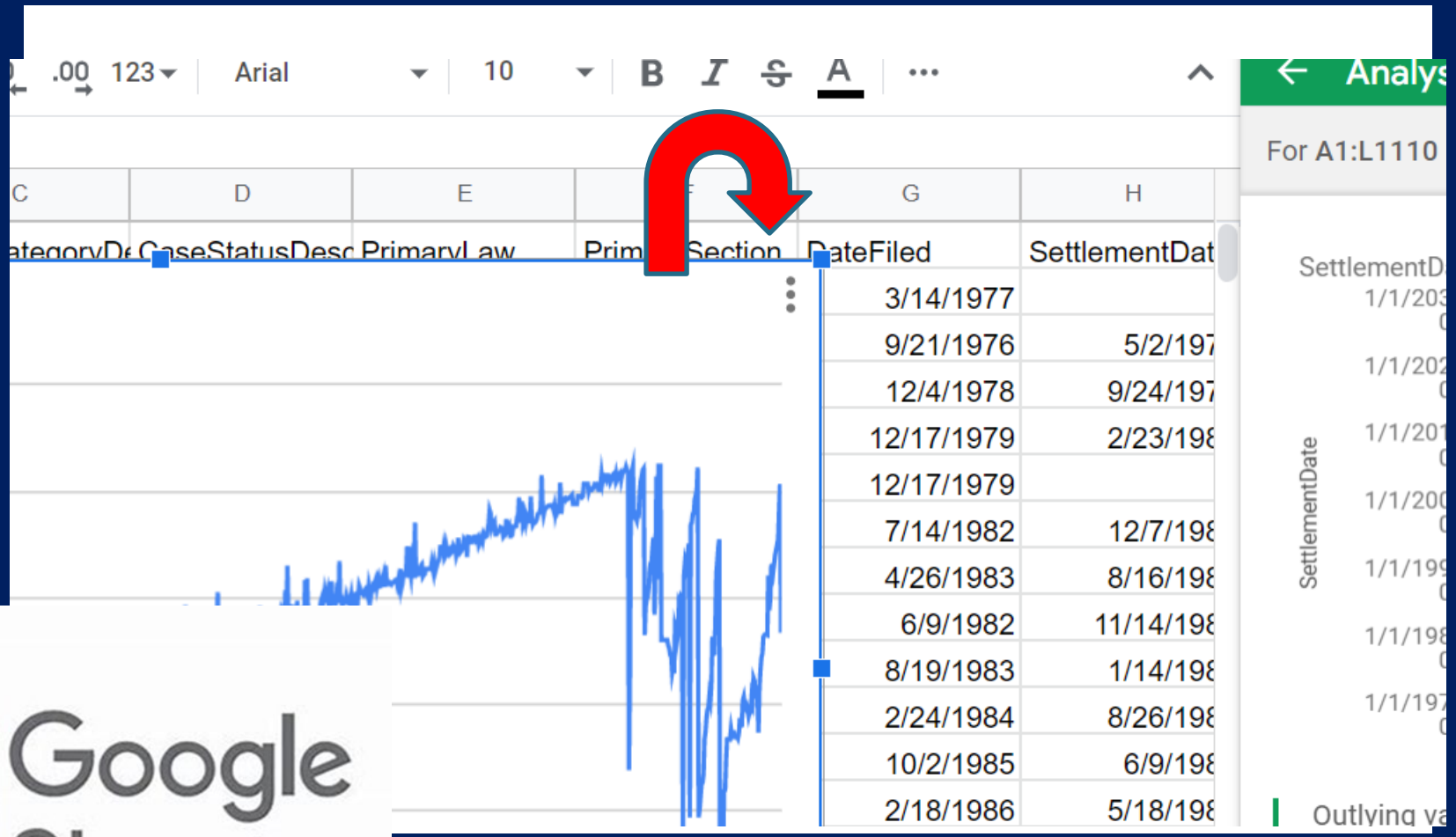
Outlying values for “SettlementDate”: peaks at August 3, 2020 and September 24, 2019 and dips to December 23, 1985 and December 29, 1980.

SettlementDate

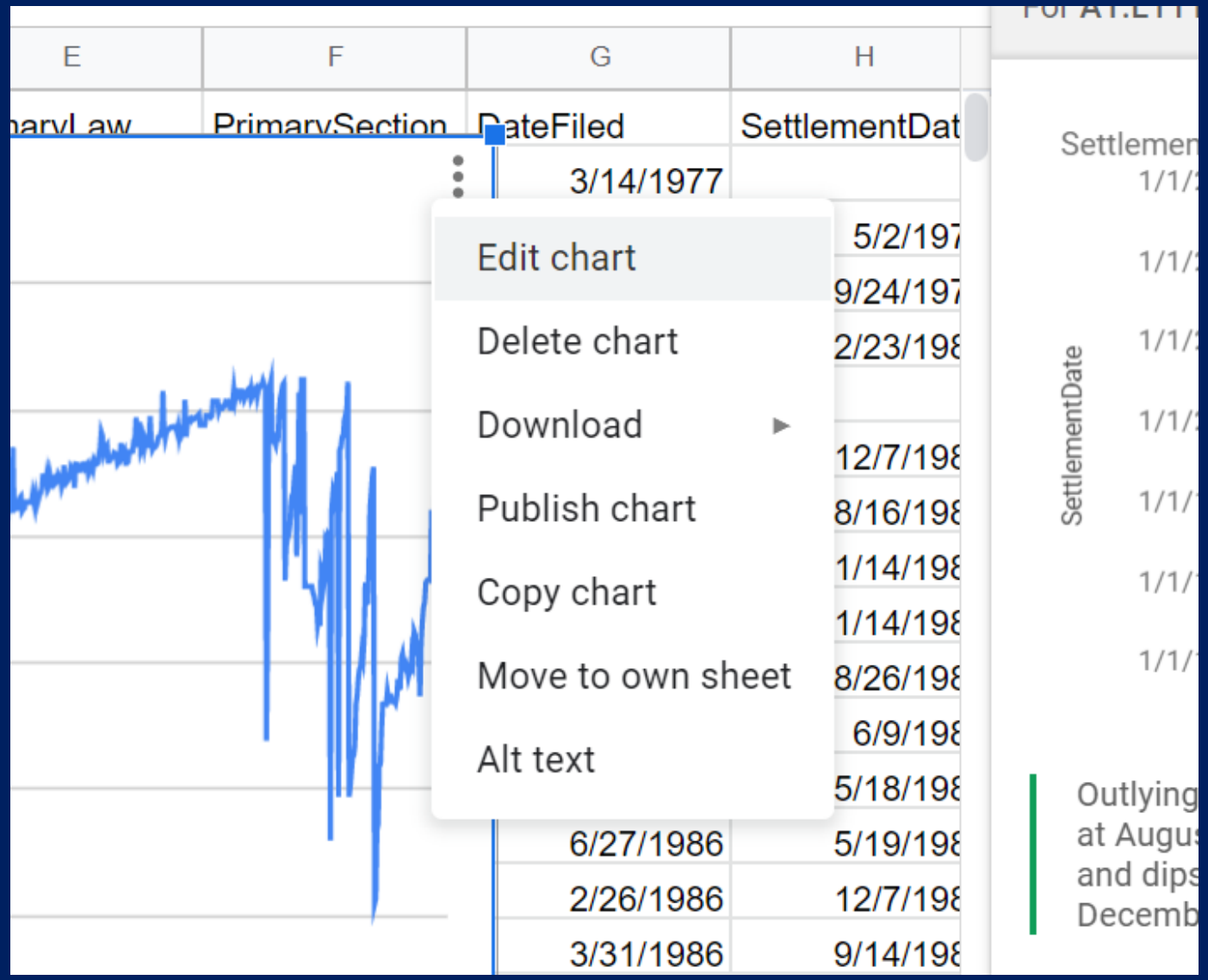
Data_Download_ECHO_6_29_2022_62

Explore

Click on the Three Dots In the Upper Right



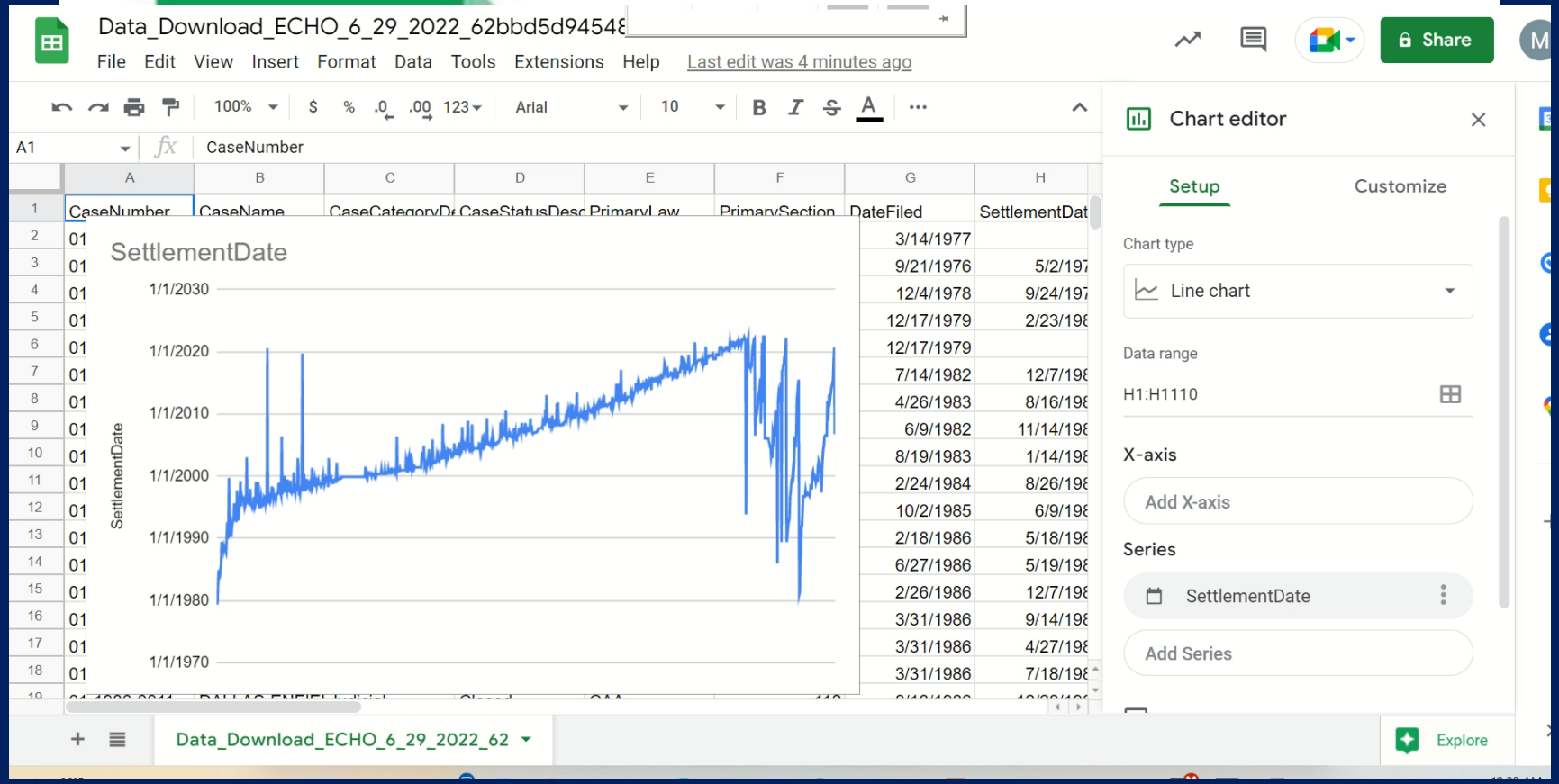
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Click “Edit Chart”

Google Sheets

We Have a Range of Options to Customize Our Chart

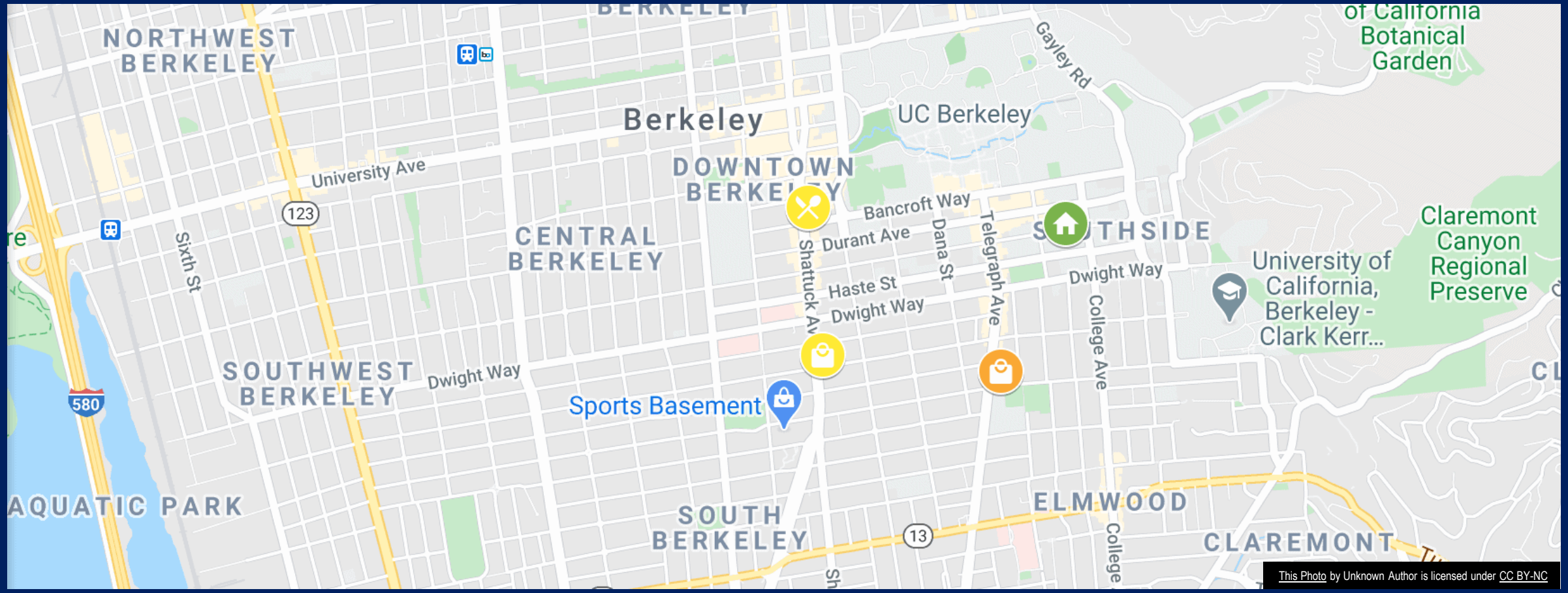


Mapping



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Google My Maps



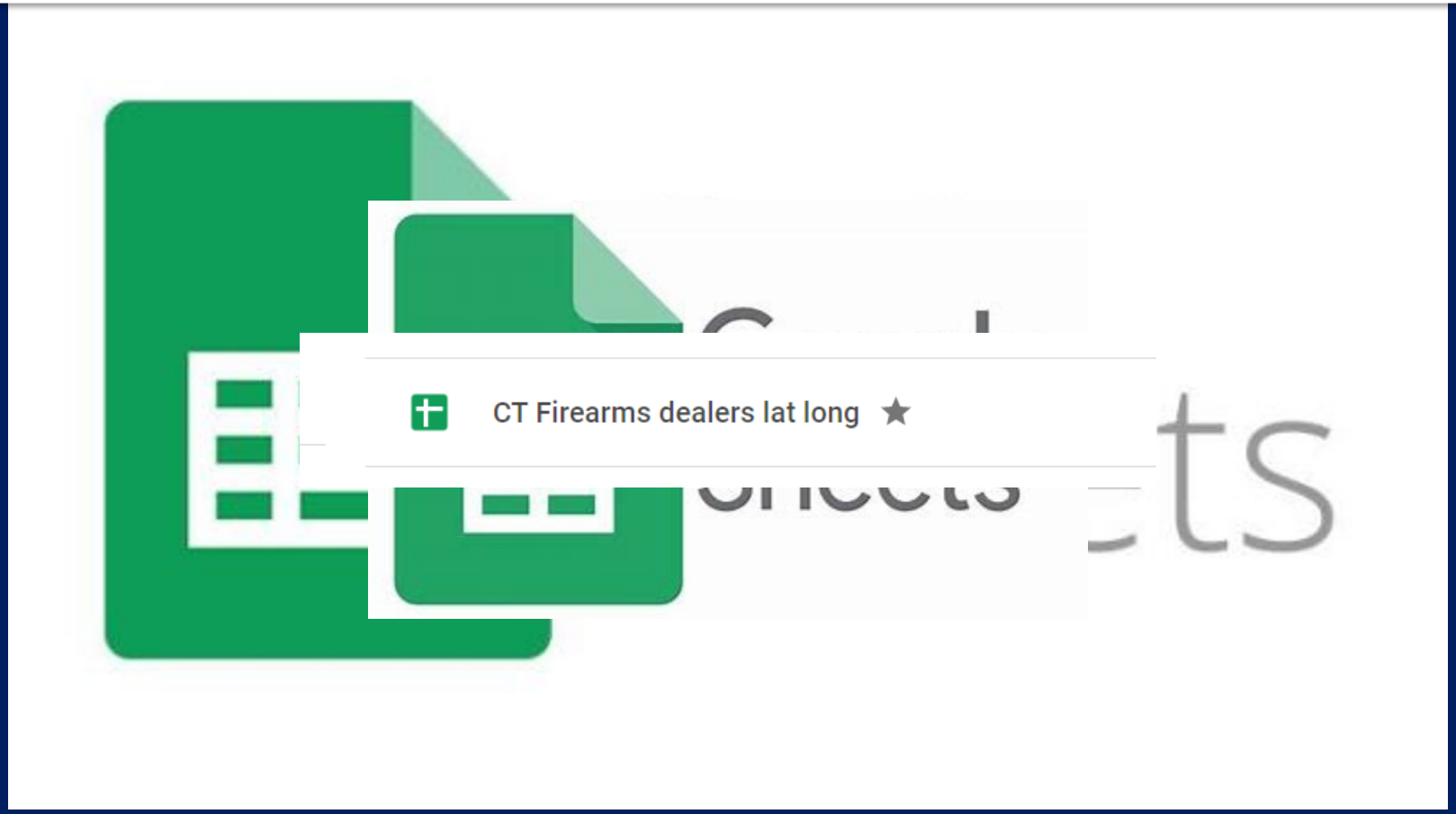
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Mapping

- Mapping software can be very complicated
- Try to find a simple, reliable tool that you are comfortable with
- Google My Maps allows you to create your own maps based off the layers of Google Maps
- Each layer is based off one data set
- Same functionality as Google Maps

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Open The Below File in G-Sheets



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This Is The Latitude and Longitude of Firearms Dealers in Connecticut

CT Firearms dealers lat long

File Edit View Insert Format Data Tools Extensions Help Last

100% $ % .0 .00 123 Default (Ari... 10

A1 fx Location

	A	B	C	D	E
1	Location	Latitude	Longitude		
2	TRZ TRADING I	41.19429	-73.13214		
3	EVANKO, ROGE	41.19883	-73.1293		
4	STRATFORD GU	41.17515	-73.14765		
5	WAKEFIELD AR	41.15605	-73.12354		
6	FRANK ROTH C	41.18456	-73.14516		
7	DELTA LEVEL D	41.180456	-73.148991		
8	OTERO, EZEQU	41.18469	-73.14038		
9	A GUY IN A GAR	41.21573	-73.13766		
10	MARINI, VINCEI	41.25065	-73.23348		
11	MOORE, HAYES	41.25408	-73.16845		
12	BILL'S GUNSMI	41.2373	-73.17148		
13	MINUTEMEN AR	41.24629	-73.18019		
14	HOLINKO, BRIA	41.29257	-73.19902		
15	HAUG, WILLIAM C JR W & H ARMS 94 HICKORY ST BRIDGEPORT CT 066100000				
16	BASS PRO OUT	41.17826	-73.1776		
17	BRIDGEPORT S	41.1828	-73.15525		
18	M2TS LLC M2 T	41.1828	-73.15525		
19	CONNECTICUT	41.17688	-73.15866		
20	DA MOTTA, WA	41.182731	-73.155171		
21	PARK CITY TAC	41.1828	-73.15525		
22	CRD DEFENSE	41.1994	-73.18995		

CT Firearms dealers lat long.csv

Batch Geocode

Please paste the address list into field below. Every line must have one address.

Address fields order: **Name Address City State Zipcode** and **Country** if possible.

Example: *One Infinite Loop Street CA 95014 US*

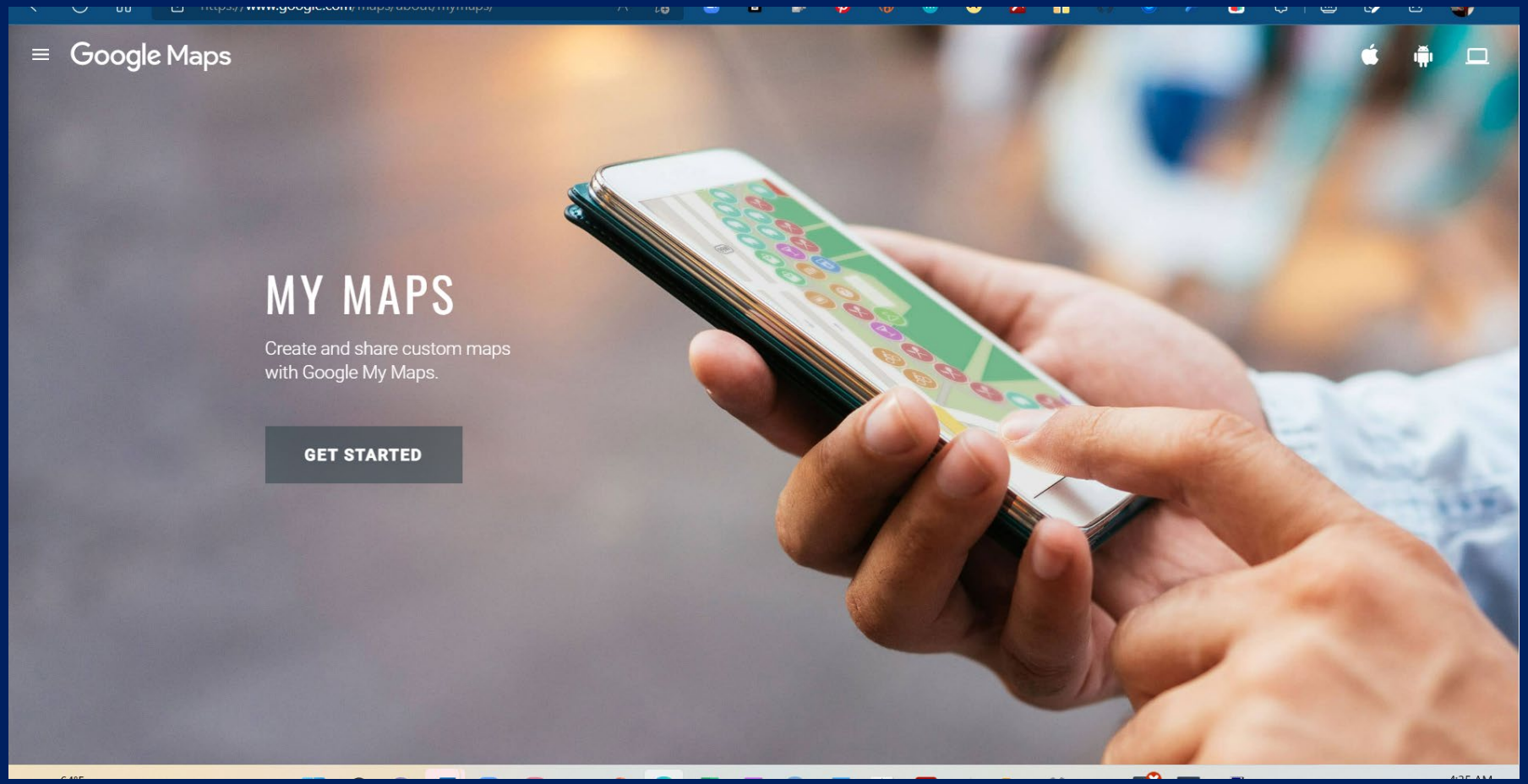
9917 quota left.

Only first 500 locations will be processed.

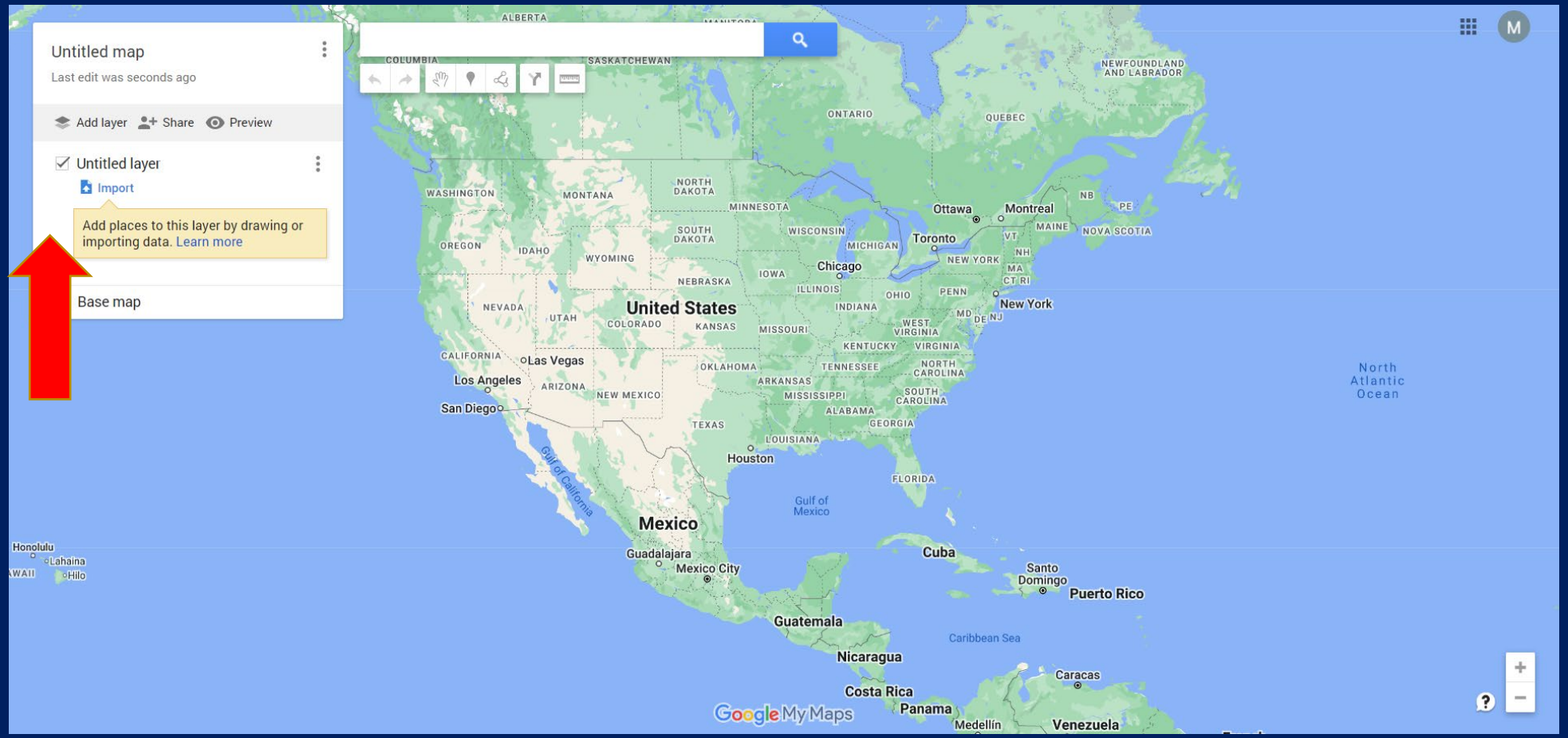
500 locations added to the geocode process queue. Will be ready in 1 hour max.

You can check the status on My Batch Geocodes page.

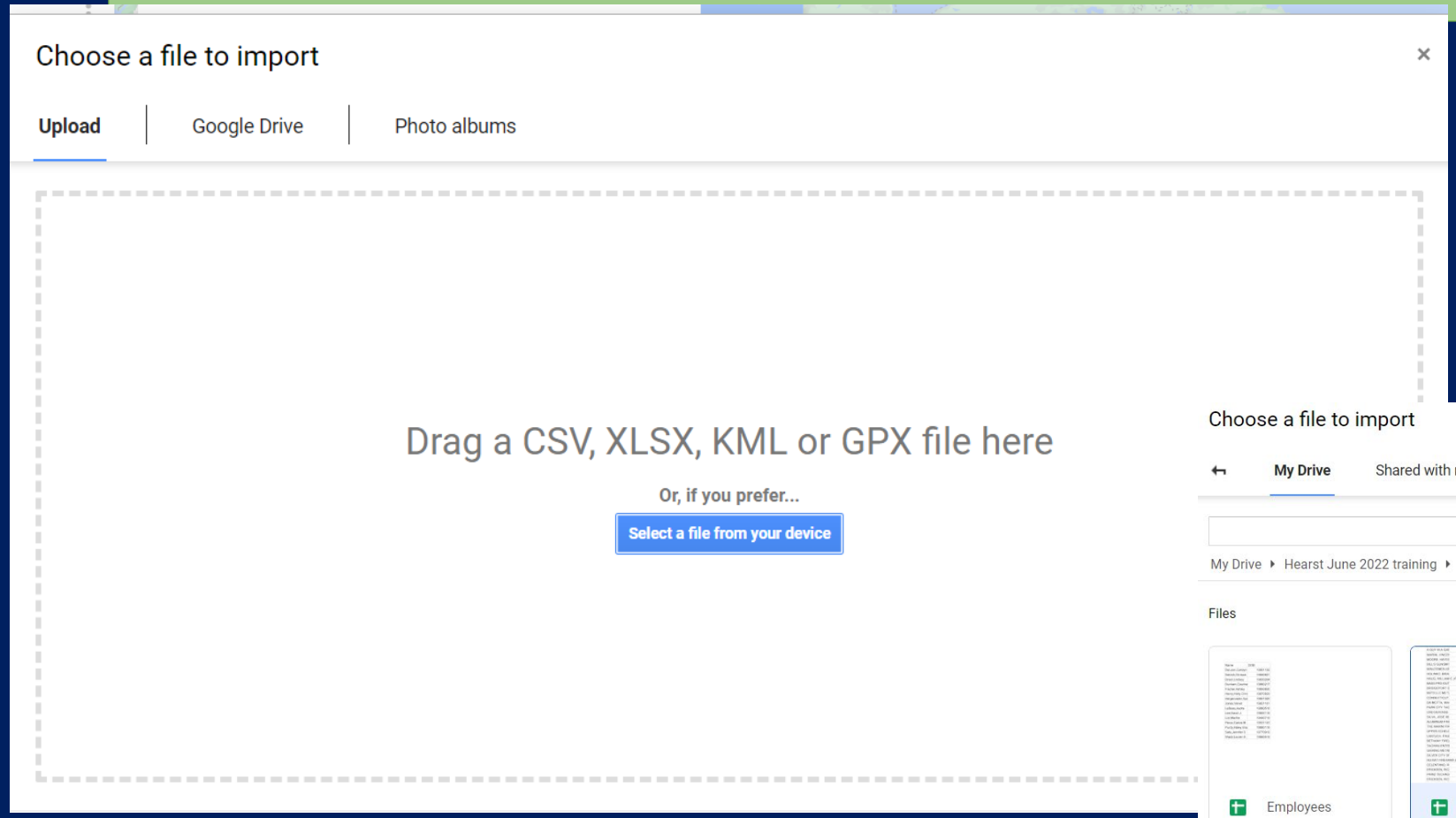
Search the Web for Google My Maps

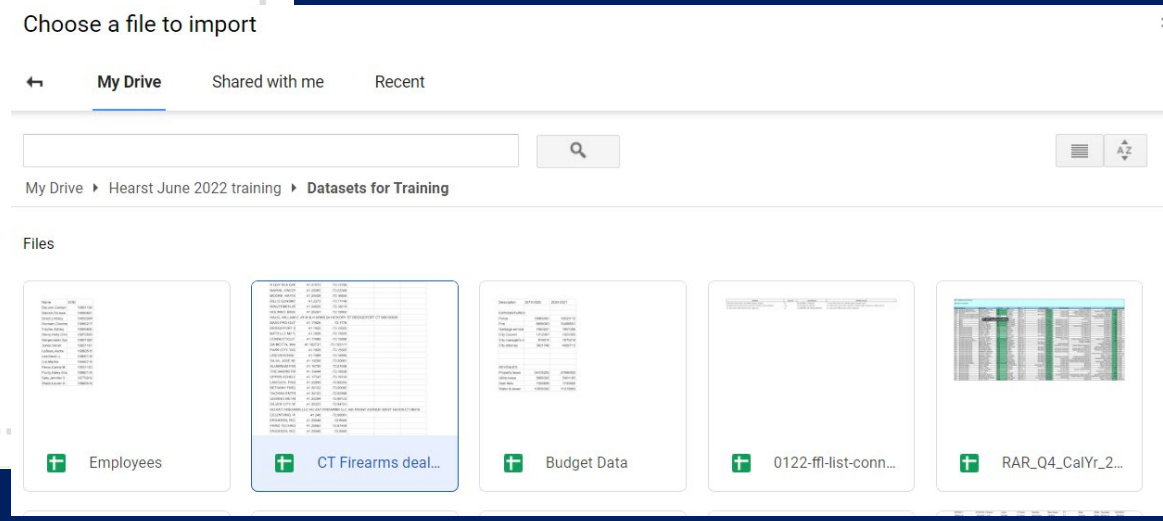


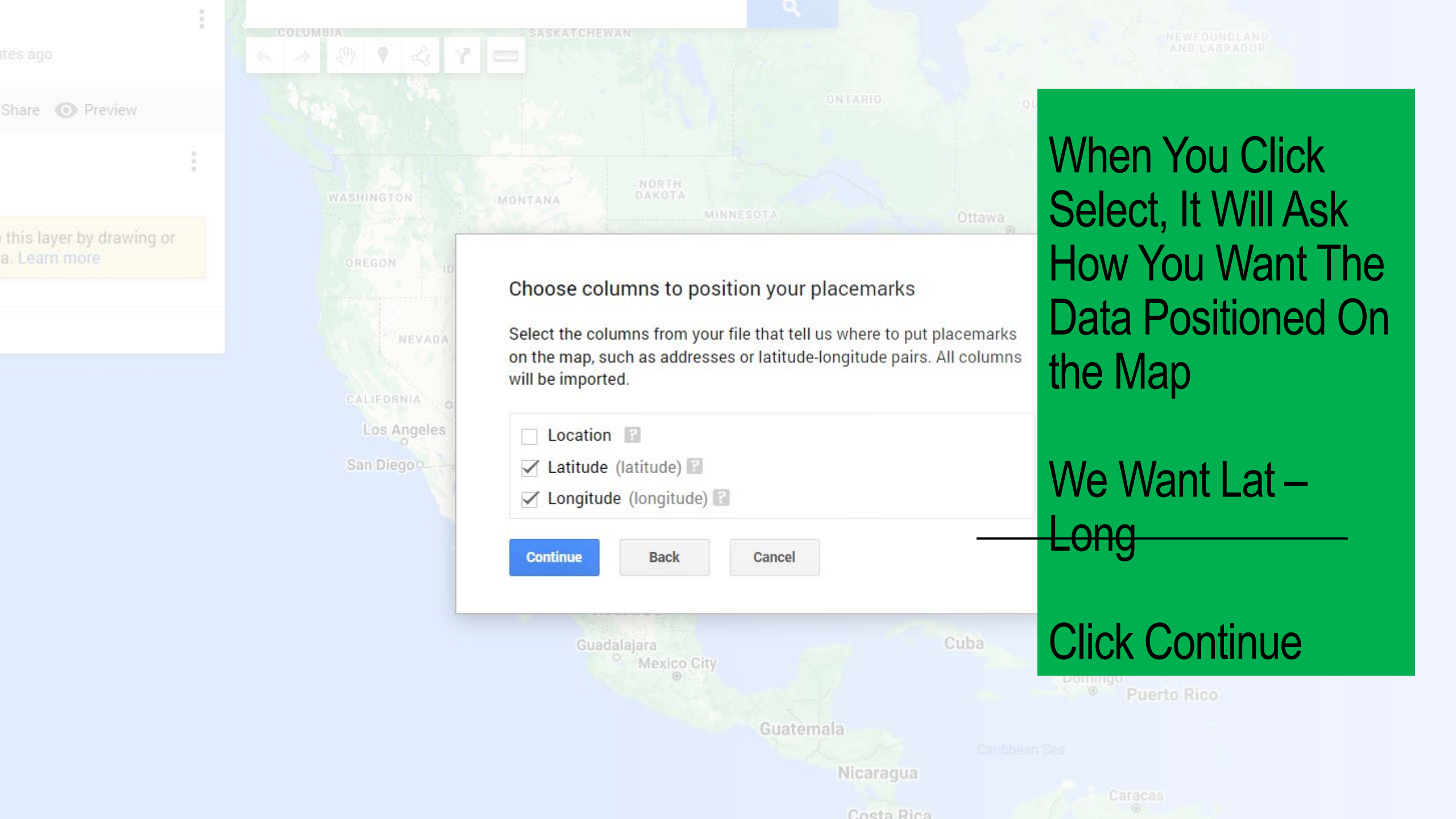
You'll Get An Option to Import Your Data

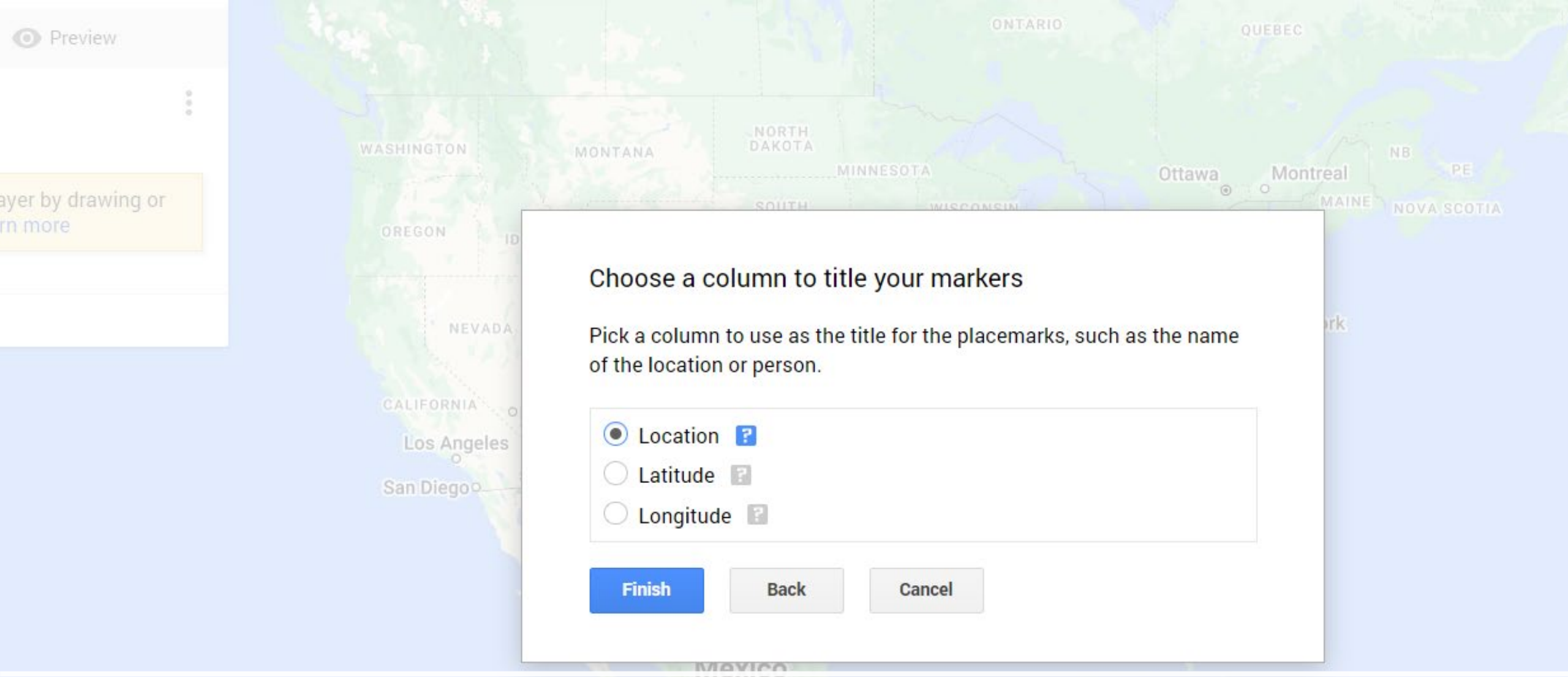


Click IMPORT and find your file
You Can Import It Right From G-Drive

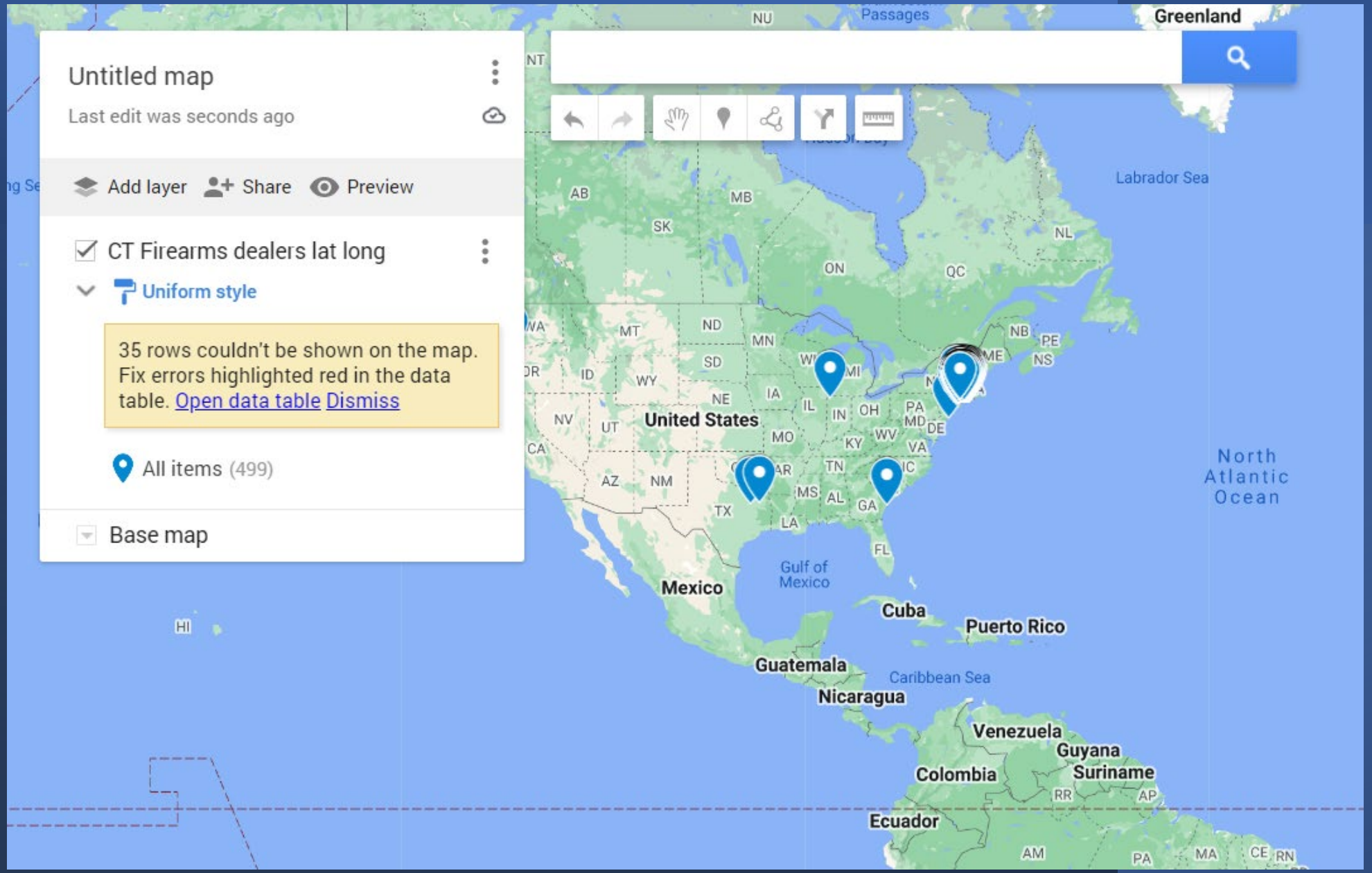





Choose columns to position your placemarks
Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.
Location
Latitude (latitude)
Longitude (longitude)
Continue
Back
Cancel
When You Click Select, It Will Ask How You Want The Data Positioned On the Map
We Want Lat – Long
Click Continue

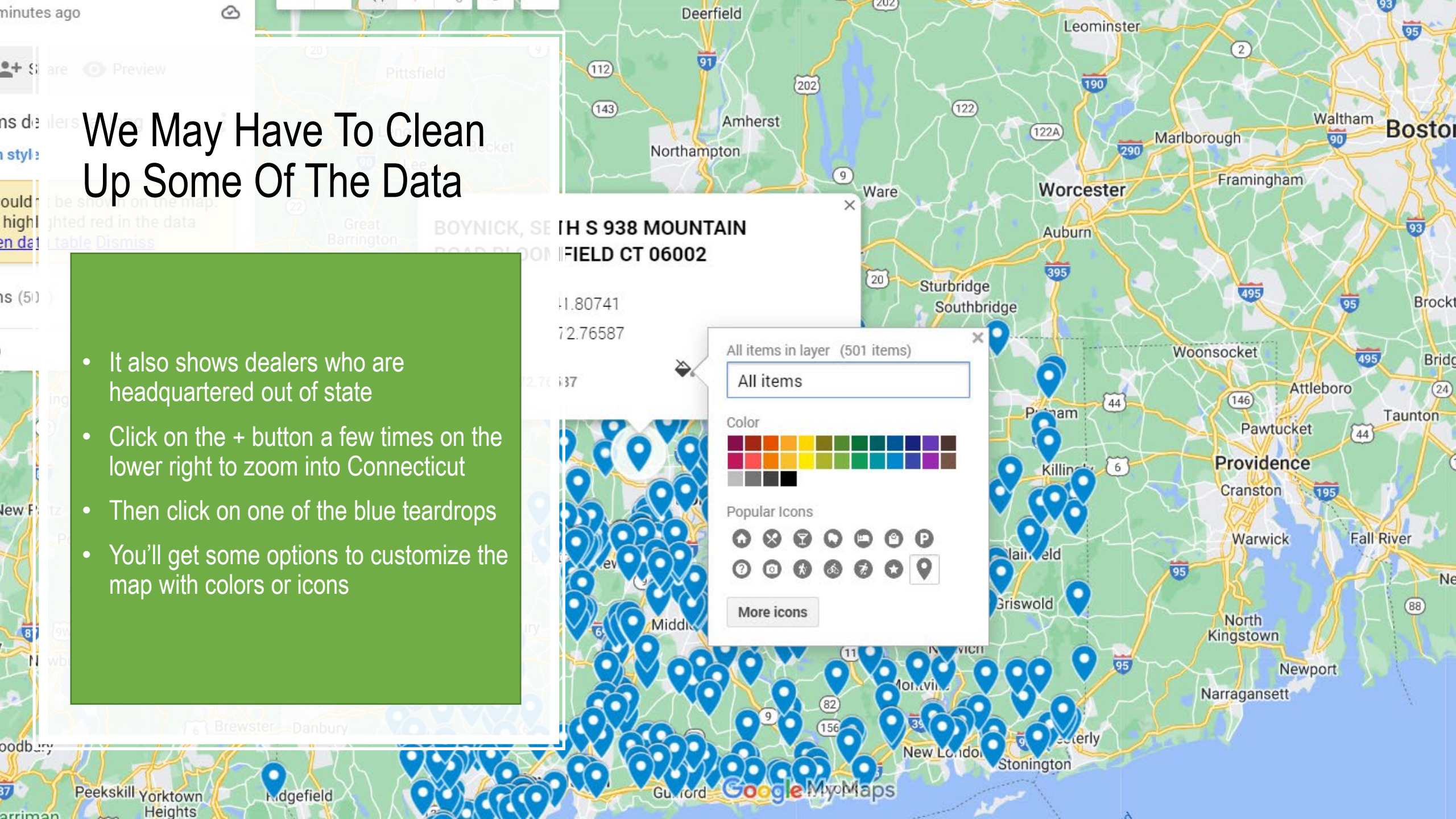


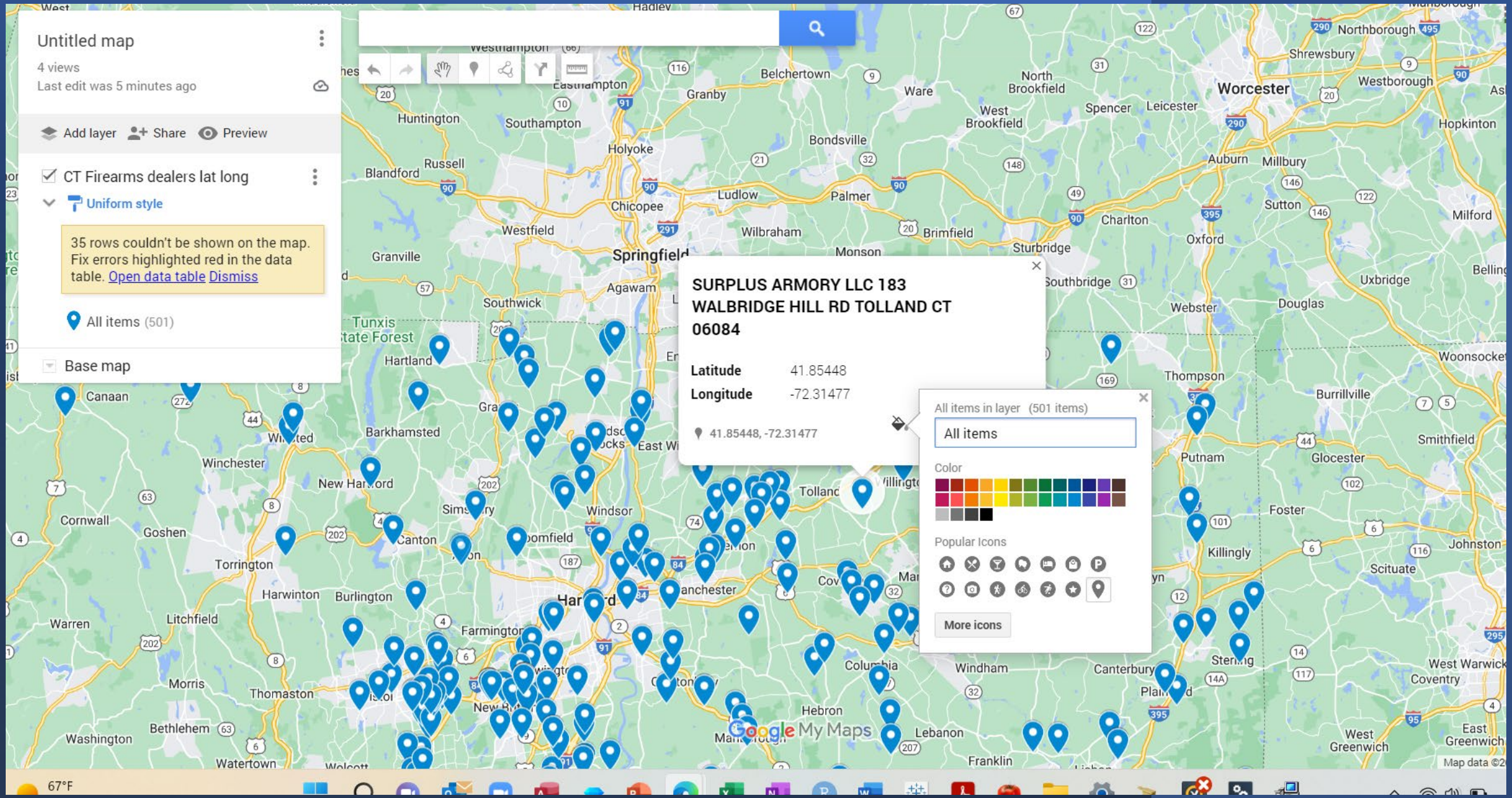
Click Finish and It Will Create a Map


Untitled map
Last edit was seconds ago
Add layer
Share
Preview
CT Firearms dealers lat long
Uniform style
35 rows couldn't be shown on the map. Fix errors highlighted red in the data table. Open data table Dismiss
All items (499)
Base map
Greenland
Labrador Sea
North Atlantic Ocean
United States
Mexico
Gulf of Mexico
Cuba
Puerto Rico
Guatemala
Caribbean Sea
Nicaragua
Venezuela
Guyana
Suriname
Colombia
Ecuador

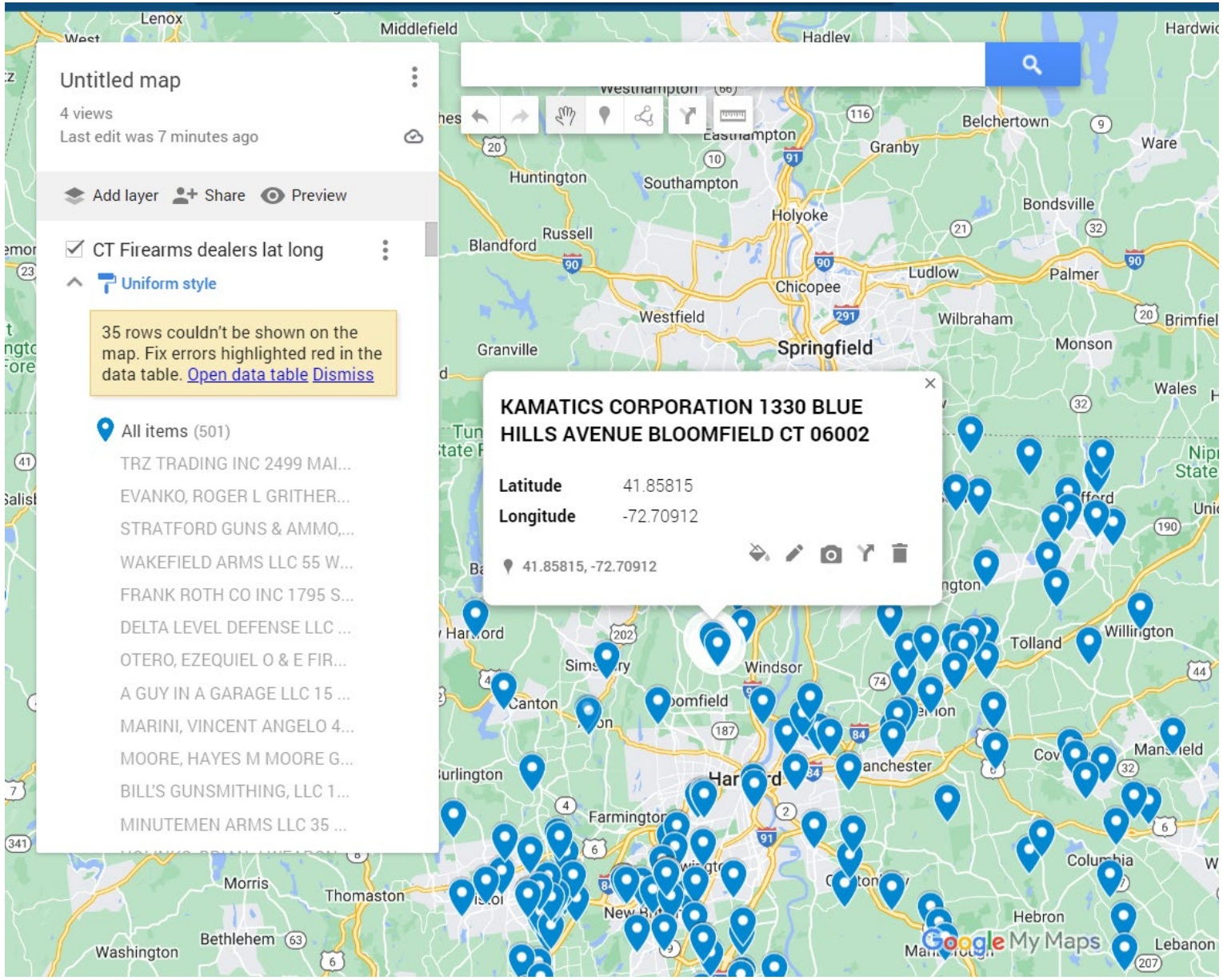
We May Have To Clean Up Some Of The Data

- It also shows dealers who are headquartered out of state
- Click on the + button a few times on the lower right to zoom into Connecticut
- Then click on one of the blue teardrops
- You'll get some options to customize the map with colors or icons




Untitled map
4 views
Last edit was 5 minutes ago
Add layer
Share
Preview
CT Firearms dealers lat long
Uniform style
35 rows couldn't be shown on the map. Fix errors highlighted red in the data table. Open data table Dismiss
All items (501)
Base map
SURPLUS ARMORY LLC 183
WALBRIDGE HILL RD TOLLAND CT
06084
Latitude 41.85448
Longitude -72.31477
41.85448, -72.31477
All items in layer (501 items)
All items
Color
Popular Icons
More icons
Google My Maps
Map data ©2
67°F

You Can Do A Lot of Customization and Then Share or Publish Your Map





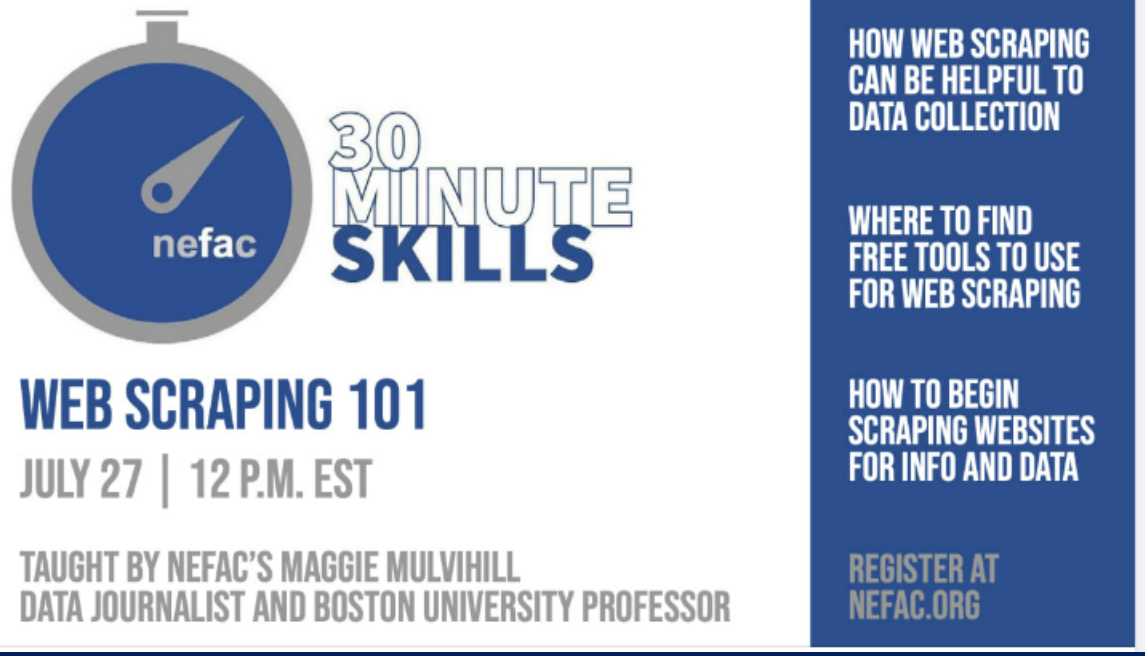
Training Evaluations

Scraping and Cleaning Data for Stories



New England First Amendment Coalition
July 13, 2021 ·

30 Minute Skills: Web Scraping 101 Featuring Boston University Professor and Data Journalist Maggie Mulvihill > Register Now for Our 7/27 Lesson: https://www.nefac.org/.../30-minute-skills-web-scraping-101/ View All Previous Classes: https://www.nefac.org/30minuteskills/ #journalism #opengov #data



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NEFAC 30 Minute Skills: Data Cleaning 101



About

NEFAC's Mission

The New England First Amendment Coalition defends, promotes and expands public access to government and the work it does. The coalition is a broad-based organization of people who believe in the power of transparency in a democratic society. Its members include lawyers, journalists, historians, librarians and academicians, as well as private citizens and organizations whose core beliefs include the principles of the First Amendment. The coalition aspires to advance and protect the five freedoms of the First Amendment, and the principle of the public's right to know, in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. In collaboration with other like-minded advocacy organizations, NEFAC also seeks to advance understanding of the First Amendment across the nation and freedom of speech and press issues around the world.

NEFAC is a 501(c)(3) non-profit organization. Tax ID: 20-4826233.

"Congress shall make no law respecting an establishment of **religion**, or prohibiting the free exercise thereof; or abridging the freedom of **speech**, or of the **press**; or the right of the people peaceably to **assemble**, and to **petition** the Government for a redress of grievances."

First Amendment of U.S. Constitution

NEFAC Programs and Presentations

June 29 | Online | New Hampshire: Introduction to Open Meeting Law | Learn More and Register

June 30 | Online | Hearst Connecticut Media Group Newsroom Training

July 13 | Online | Rhode Island: Introduction to Open Meeting Law | Learn More and Register



Thank you!

Questions?

Maggie Mulvihill
mmulvih@bu.edu