

LibreOffice Calc for Data Cleaning

Facilitation Guide - 60 minutes

Description

In this module, participants will discuss the best uses for spreadsheet tools and learn data cleaning methods specific to LibreOffice Calc. They will learn how to import and sort/filter data in Calc. They will learn to navigate the Function Wizard and Text-to-Column Wizard to manipulate their data, and export the cleaned data.

Learning Objectives

Participants will...

- Learn to import, sort, and filter data in LibreOffice Calc.
- Learn to use built-in functions.
- Learn how to build their own functions.

Materials

Presentation

Pre and Post Assessment

Optional: Virtual Question Parking Lot (i.e. Jamboard)

Facilitator Guide

Welcome and Getting Started (Slides 1-3) - Introduce yourself and your role. Share the purpose of the session and discuss the Learning Objectives.

5 Minutes

Tips & Tricks

- Key Ideas to Highlight
 - This is going to be fun! You'll learn a lot.
- Resources to Share
 - Pre-Assessment

- We will introduce and discuss the potential uses for a spreadsheet
 - a tool for holding data in rows and columns

- for disposable data-cleanup or visualization

Take a few minutes to go through the pre-assessment and see what you know. If you're unsure/have questions about the content, those are great places to start when engaging with the presentation.

Consider – Using a virtual tool like Jamboard to serve as a question parking lot for participants to share questions that come to mind throughout the module.

Spreadsheet Tools (Slides 3-7) - In this section, we'll provide an overview of three common spreadsheet tools and what a spreadsheet can be used for.

10 Minutes

Tips & Tricks

- Key Ideas to Highlight
- Resources to Share

- We will...
 - Provide a comparison of common spreadsheet tools.
 - Provide examples of spreadsheet "Don'ts"
 - Compare the purpose of tables and spreadsheets.

Accessing and Summarizing Data (Slides 8-20) - In this section, we'll cover the process of importing data in Calc. We will also discuss different methods of sorting and filtering data to optimize how it is organized.

20 Minutes

Tips & Tricks

- Key Ideas to Highlight
 - How to import data into Calc.
 - The 4 sort/filter buttons.
- Resources to Share

- We will...
 - Guide participants through the process of opening a data file in Calc.
 - Discuss sorting and filtering methods.
 - Provide examples of when you would want to Sort vs Filter data.
 - Introduce participants to the Data menu.

Manipulating/Mangling Data into Calc (Slides 21-34) - In this section, we'll introduce participants to the Function Wizard and Text-to-Columns Wizard to help them carry out functions. We will also teach a deduplication method.

20 Minutes

Tips & Tricks

- Key Ideas to Highlight
 - CONCATENATE
 - Split Text-to columns
 - Deduplication
 - VLOOKUP
- Resources to Share

- We will...
 - Guide participants through the process of building your own functions.
 - Explore the Function Wizard.
 - Guide participants through using built-in functions.
 - Guide participants through the process of deduplicating.
 - Discuss alternative to installing Deduplicating extension.

Getting Data out of Calc & Recap (Slides 35-41) - In this section, we'll cover how to save a copy of your Calc data. We will also revisit the learning objectives and address participant's questions.

5 Minutes

Tips & Tricks

- Key Ideas to Highlight
- Resources to Share
 - Post Assessment

- We will...
 - Recommend that participants use the "Save As" function to avoid overwriting the original data file.
 - Revisit the Learning Objectives.
- **Questions?** - Check to see if your audience has any questions about the presentation. If used, refer back to the virtual question parking lot (i.e. Jamboard) to answer any last questions.
- **Thank you!** – Give yourself a round of applause! Share link to post-assessment for the final Check for Understanding.