

EXCERCISE

What	Why	How
Available places for future students in the 2015/16 academic year	Get the data out of pdf. Check data against the original.	PDF-file: www.kaasogmulvad.dk/unv/delo/vpisna_mesta_slo_2015_2016.pdf CometDocs and Excel
Mountaineering accidents	You are writing about ski accidents. From this pdf you need the tables on page 2 and 5 and the list of accidents on page 14-22	PDF-file: www.kaasogmulvad.dk/unv/delo/grzs-kinfo-analiza_nesrec_in_resevaln_ega_dela_v_letu_2012.pdf CometDocs and Excel
Brown bears: Extract PDF-image	You need this table on page 2 from this PDF. You need then to take a picture from parts of the table, rotate and save as jpg. Then you can use openocr and get the data in Excel. Check against the original. This is a 3-month reports on number and specifications of brown bear, wolves and lynxes shot in Slovenia. Older ones are published here: http://www.mop.gov.si/si/delovna_podrocja/narava/velike_zveri/ ... scroll down to Poročila o odvzemu.	www.kaasogmulvad.dk/unv/delo/porocilo_riavi_medved_volk_ris_julij_september_2014.pdf An imageprogram (Jing, SnagIt), Openocr and Excel. If you don't have an imageprogram, then just use these images: www.kaasogmulvad.dk/unv/delo/image1.jpg www.kaasogmulvad.dk/unv/delo/image2.jpg
Bomb shelters in Slovenia?	Get the data on bomb shelters out from here. Steps in excel: 1. Delete empty rows in the top. 2. Sort on ID – delete missing. 3. Sort on type, check extremes against original. 4. Sort on Municipality and owner, and move many cells in one step 5. Check extremes – especially on numbers. 6. Add address for mapping, formula: =F2&" "&G2&" "&E2	www.kaasogmulvad.dk/unv/delo/seznam_zaklonisc.pdf CometDocs and Excel
Extracting one table on bank transactions	Extract the table on page 6-7 to excel. Clean the table by moving cells and compare with original. This is a list of bank transactions over 30.000 eur, which go to countries deemed as tax havens or countries w/lax anti-laundering etc. legislature	www.kaasogmulvad.dk/unv/delo/Seznam_drzav_indikat_januar_2015.pdf CometDocs and Excel
List of	Steps in excel:	www.kaasogmulvad.dk/unv

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<p>industrial sites which could pose an environmental risk (from 2008)</p>	<ol style="list-style-type: none"> 1. Add an ID and sort on another field to delete missing. 2. Move wrongly placed data to the right column. 3. Inspect data: Every address is 3 or 4 rows – most are 3. <table border="1" data-bbox="368 409 967 584"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12</td> <td>1</td> <td>IMN d.o.o</td> <td></td> <td>Cesta žele 4270 Jesenice</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>13</td> <td></td> <td>Cesta železarjev 8</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>14</td> <td></td> <td>4270 Jesenice</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>15</td> <td>2</td> <td>TERMOELEKTRARNA BRESTANICA d.o.o.</td> <td></td> <td>Cesta prvih borcev 18</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>16</td> <td></td> <td>8280 Brestanica</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>17</td> <td></td> <td>3</td> <td>ISTRABENZ PLINI d.o.o</td> <td></td> <td>Ulica Hero 8340 Črnomelj</td> <td></td> </tr> <tr> <td>7</td> <td>18</td> <td></td> <td>Ulica Heroja Starihe 24</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>19</td> <td></td> <td>8340 Črnomelj</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ol style="list-style-type: none"> 4. E1=C2, F1=C3. Then mark E1-F3 and copy down. Correct when you reach an address on 4 rows. 5. Copy to values. 6. Sort on ID. 7. Delete all in the bottom. 8. Add address for mapping, formula: =D2&" "&E2 		A	B	C	D	E	F	G	1	12	1	IMN d.o.o		Cesta žele 4270 Jesenice			2	13		Cesta železarjev 8					3	14		4270 Jesenice					4	15	2	TERMOELEKTRARNA BRESTANICA d.o.o.		Cesta prvih borcev 18			5	16		8280 Brestanica					6	17		3	ISTRABENZ PLINI d.o.o		Ulica Hero 8340 Črnomelj		7	18		Ulica Heroja Starihe 24					8	19		8340 Črnomelj					9	20							<p>/delo/seznam obratov.pdf</p> <p>CometDocs and Excel</p>
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<p>Plan for cleaning mountain accidents:</p>	<ol style="list-style-type: none"> 1. Copy relevant data to new worksheet 2. Add id in new column A 3. Sort on date 4. Delete unnecessary rows 5. Sort by id 6. Manually clean messy data – check against original 7. Move columns and rows for country to get all data in same rows – check against original 8. Sort columns for place – two level sort 9. Move cells from one column on place to the right column 10. Merge cells when content in both columns on place: E2= C2&" "&D2 11. Formulas to values on the merged cells 12. If-formula to fill empty cells: =IF(C2="",D1,C2) 13. Formula to value 14. Change date to date-format (text to columns) 15. Replace year (2015 to 2012) 																																																																																	

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16. Copy Place to new column
17. Extract 7 characters from right =Right(K2,7)
18. Formulas to values
19. Text to columns – dividing on space
20. Sort on height – check data
21. Measure length on place cell with heights =Len(K2)
22. Measure length on height cell
23. Calculate the length of place without height
24. Extract place without height
25. Formulas to values
26. Add places without height in the original cell.

See excel-file:

<http://www.kaasogmulvad.dk/unv/delo/MountainClean.xlsx>