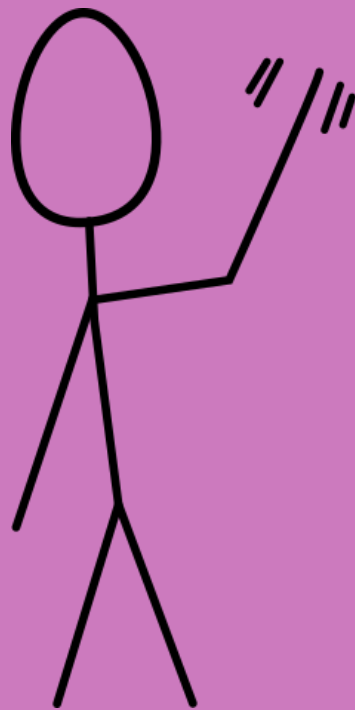


How Not to Be Afraid of Spreadsheets

exposure therapy

Adriana Homolová

Data journalist and
data skills trainer



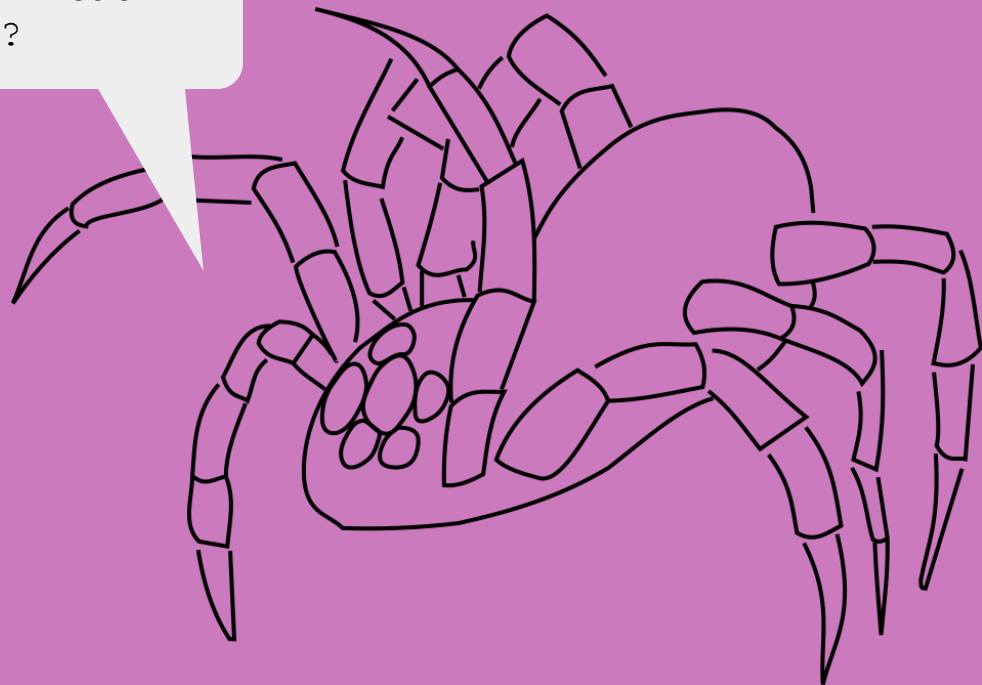
The Spreadsheet phobia



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	originalName	family	genus	species	subspecies	trait	traitFullName	traitCategory	value	value numeri	measure	sex	lifeStage
2	Atypus affinis	Atypidae	Atypus	affinis		bole	Body length	Morphometry	8	8	Mean	Male	Adult
3	Atypus affinis	Atypidae	Atypus	affinis		bole	Body length	Morphometry	12.5	12.5	Mean	Female	Adult
4	Atypus muralis	Atypidae	Atypus	muralis		bole	Body length	Morphometry	9	9	Mean	Male	Adult
5	Atypus muralis	Atypidae	Atypus	muralis		bole	Body length	Morphometry	12	12	Mean	Female	Adult
6	Atypus piceus	Atypidae	Atypus	piceus		bole	Body length	Morphometry	9	9	Mean	Male	Adult
7	Atypus piceus	Atypidae	Atypus	piceus		bole	Body length	Morphometry	12.5	12.5	Mean	Female	Adult
8	Scytodes fusca	Scytodidae	Scytodes	fusca		bole	Body length	Morphometry	4.75	4.75	Mean	Male	Adult
9	Scytodes fusca	Scytodidae	Scytodes	fusca		bole	Body length	Morphometry	5.2	5.2	Mean	Female	Adult
10	Scytodes thoracici	Scytodidae	Scytodes	thoracica		bole	Body length	Morphometry	3.75	3.75	Mean	Male	Adult
11	Scytodes thoracici	Scytodidae	Scytodes	thoracica		bole	Body length	Morphometry	4.75	4.75	Mean	Female	Adult
12	Theotima minutis	Ochyroceratidae	Theotima	minutissima		bole	Body length	Morphometry	0.96	0.96	Mean	Female	Adult
13	Crossopriza lyoni	Pholcidae	Crossopriza	lyoni		bole	Body length	Morphometry	5.9	5.9	Mean	Male	Adult
14	Crossopriza lyoni	Pholcidae	Crossopriza	lyoni		bole	Body length	Morphometry	4.1	4.1	Mean	Female	Adult
15	Holocnemus pluci	Pholcidae	Holocnemus	pluchel		bole	Body length	Morphometry	6	6	Mean	Male	Adult
16	Holocnemus pluci	Pholcidae	Holocnemus	pluchel		bole	Body length	Morphometry	6.25	6.25	Mean	Female	Adult
17	Micropholcus fauoi	Pholcidae	Micropholcus	fauoi		bole	Body length	Morphometry	2.4	2.4	Mean	Male	Adult
18	Micropholcus fauoi	Pholcidae	Micropholcus	fauoi		bole	Body length	Morphometry	2.7	2.7	Mean	Female	Adult
19	Modisimus culicini	Pholcidae	Modisimus	culicinus		bole	Body length	Morphometry	1.3	1.3	Mean	Male	Adult
20	Modisimus culicini	Pholcidae	Modisimus	culicinus		bole	Body length	Morphometry	1.35	1.35	Mean	Female	Adult
21	Pholcus opilionis	Pholcidae	Pholcus	opilionoides		bole	Body length	Morphometry	4.5	4.5	Mean	Male	Adult
22	Pholcus opilionis	Pholcidae	Pholcus	opilionoides		bole	Body length	Morphometry	4.75	4.75	Mean	Female	Adult
23	Pholcus phalangis	Pholcidae	Pholcus	phalangioides		bole	Body length	Morphometry	8.5	8.5	Mean	Male	Adult
24	Pholcus phalangis	Pholcidae	Pholcus	phalangioides		bole	Body length	Morphometry	7.5	7.5	Mean	Female	Adult
25	Psilochorus simoni	Pholcidae	Psilochorus	simoni		bole	Body length	Morphometry	2.45	2.45	Mean	Male	Adult
26	Psilochorus simoni	Pholcidae	Psilochorus	simoni		bole	Body length	Morphometry	2.45	2.45	Mean	Female	Adult
27	Segestria bavarica	Segestridae	Segestria	bavarica		bole	Body length	Morphometry	7.5	7.5	Mean	Male	Adult
28	Segestria bavarica	Segestridae	Segestria	bavarica		bole	Body length	Morphometry	12	12	Mean	Female	Adult
29	Segestria florentina	Segestridae	Segestria	florentina		bole	Body length	Morphometry	12.5	12.5	Mean	Male	Adult
30	Segestria florentis	Segestridae	Segestria	florentina		bole	Body length	Morphometry	18	18	Mean	Female	Adult
31	Segestria senoculi	Segestridae	Segestria	senoculata		bole	Body length	Morphometry	7	7	Mean	Male	Adult

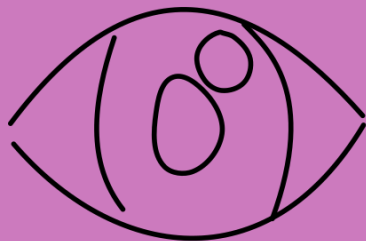


Can I eat
you?

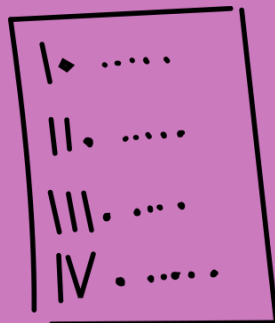


Fear not!

eyes



a plan

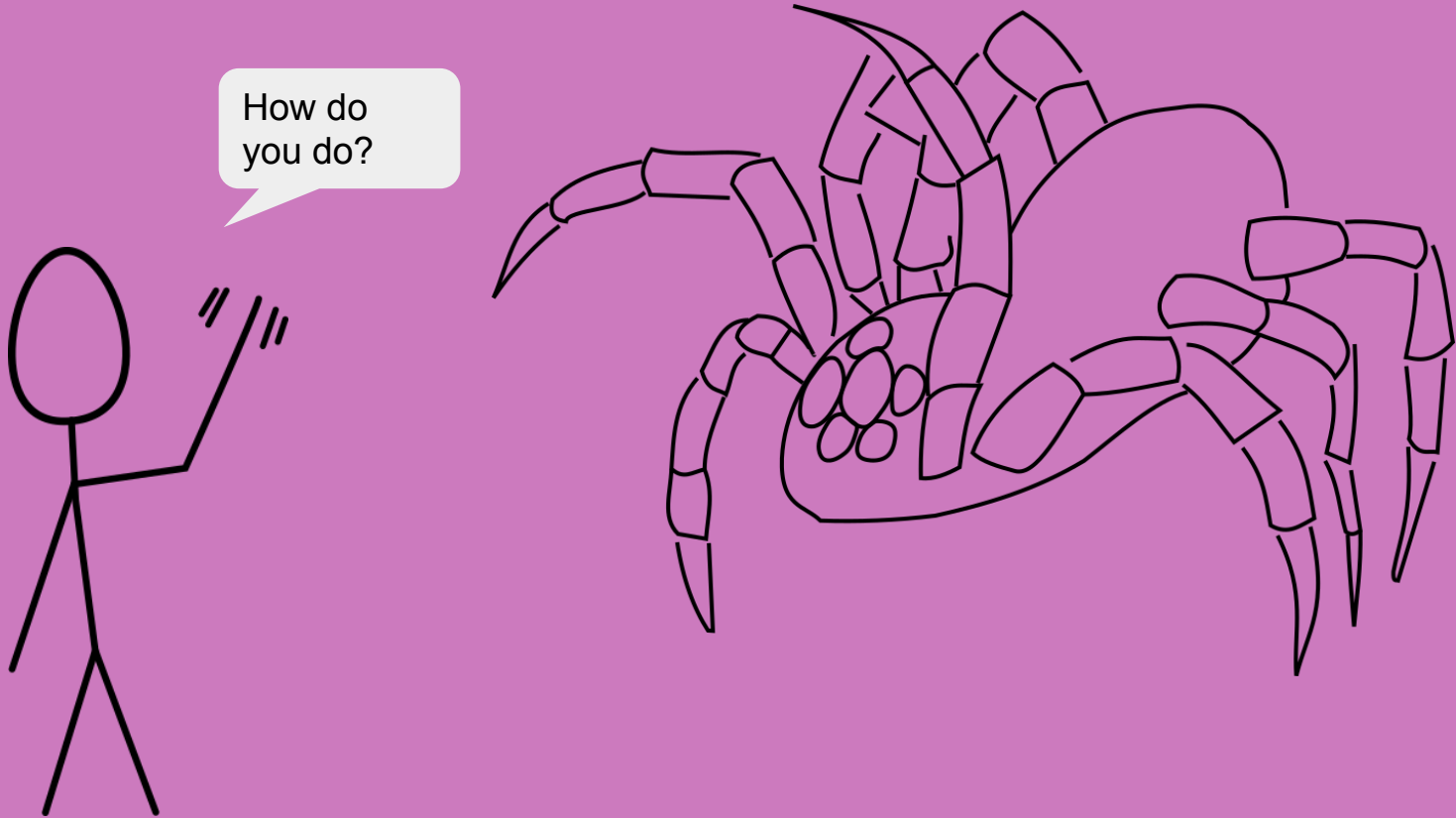


an axe



The plan

Step 1: Reach out and take a good look

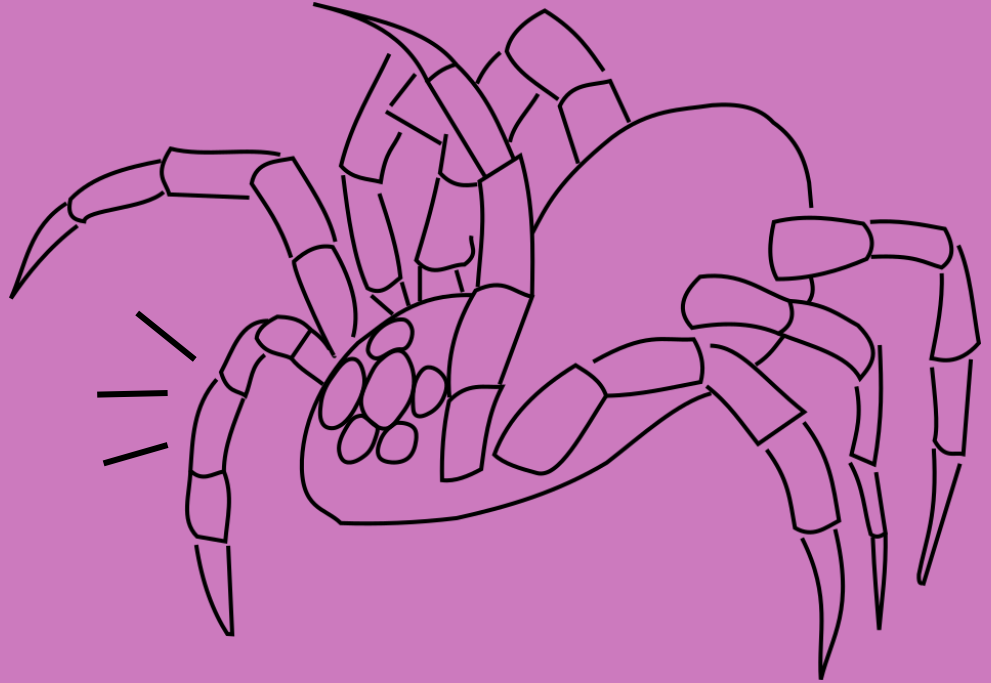


01. Reach out take a good look

- a. What are the columns and what do they mean?
- b. What is the context of this data?

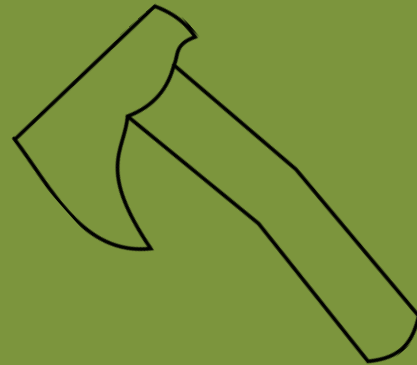


Step 2: Chop it up (with questions)



02. Chop it up (with questions)

- a. Duplicate the sheet (always be able to go back to the original data)
- b. Remove columns you don't want or need
 - i. Remove all columns that only have 1 value or are (mostly) empty
- c. Filter & sort
 - i. By Categories
 - ii. Sort by columns with numbers
- d. Pivot

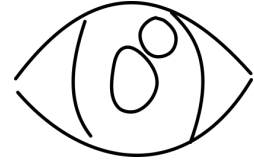


The spreadsheet: European spider sizes

Dealing with them spreadsheets:

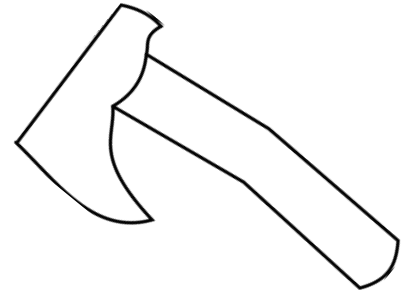
01. Look at it

- a. What are the columns and what do they mean?
- b. What is the context of this data?




02. Chop it up

- a. Duplicate the sheet (always be able to go back to the original data)
- b. Remove columns you don't want or need
 - i. Remove all columns that only have 1 value or are (mostly) empty
- c. Filter & sort
 - i. By Categories
 - ii. Sort by columns with numbers
- d. Pivot



You:1

Spreadsheet: 0



originalName	family	genus	species	value_numeric_mm	sex
Heteropoda venatoria	Sparassidae	Heteropoda	venatoria	25.5	Female
Heteropoda venatoria	Sparassidae	Heteropoda	venatoria	21	Male
Segestria florentina	Segestriidae	Segestria	florentina	18	Female
Araneus angulatus	Araneidae	Araneus	angulatus	17.75	Female
Alopecosa sulzeri	Lycosidae	Alopecosa	sulzeri	16.5	Female
Dolomedes plantarius	Pisauridae	Dolomedes	plantarius	16.25	Female
Araneus diadematus	Araneidae	Araneus	diadematus	16	Female
Meta menardi	Tetragnathidae	Meta	menardi	16	Female
Alopecosa schmidti	Lycosidae	Alopecosa	schmidti	15.85	Female
Argiope bruennichi	Araneidae	Argiope	bruennichi	15.5	Female
Araneus quadratus	Araneidae	Araneus	quadratus	15.5	Female
Dolomedes fimbriatus	Pisauridae	Dolomedes	fimbriatus	15.5	Male
Tegenaria parietina	Agelenidae	Tegenaria	parietina	15.5	Female
Tegenaria parietina	Agelenidae	Tegenaria	parietina	15.4	Female
Gnaphosia lucifuga	Gnaphosidae	Gnaphosia	lucifuga	15.1	Female
Larinioides ixobolus	Araneidae	Larinioides	ixobolus	15	Female
Nuctenea umbratica	Araneidae	Nuctenea	umbratica	14.6	Female
Larinioides sclopetarius	Araneidae	Larinioides	sclopetarius	14.5	Female
Meta bourneti	Tetragnathidae	Meta	bourneti	14.5	Female