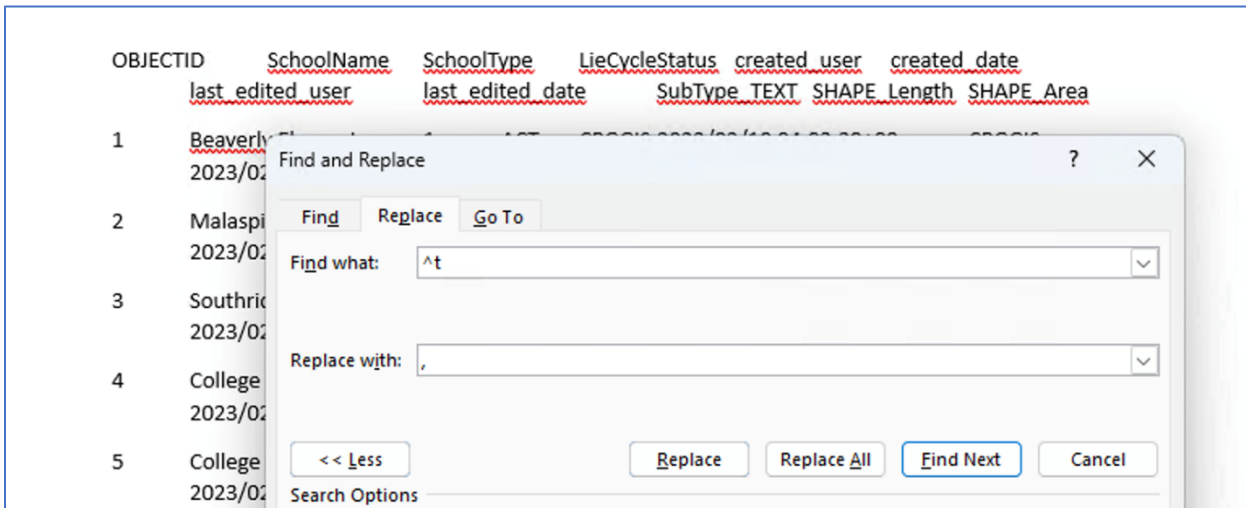## Working with Text Data files

The main objective is to go through some of the common steps one encounters when preparing data for use in a GIS system. You are provided with data in two MSWord documents and you will clean up and prepare for use in Excel and later on in a GIS application.
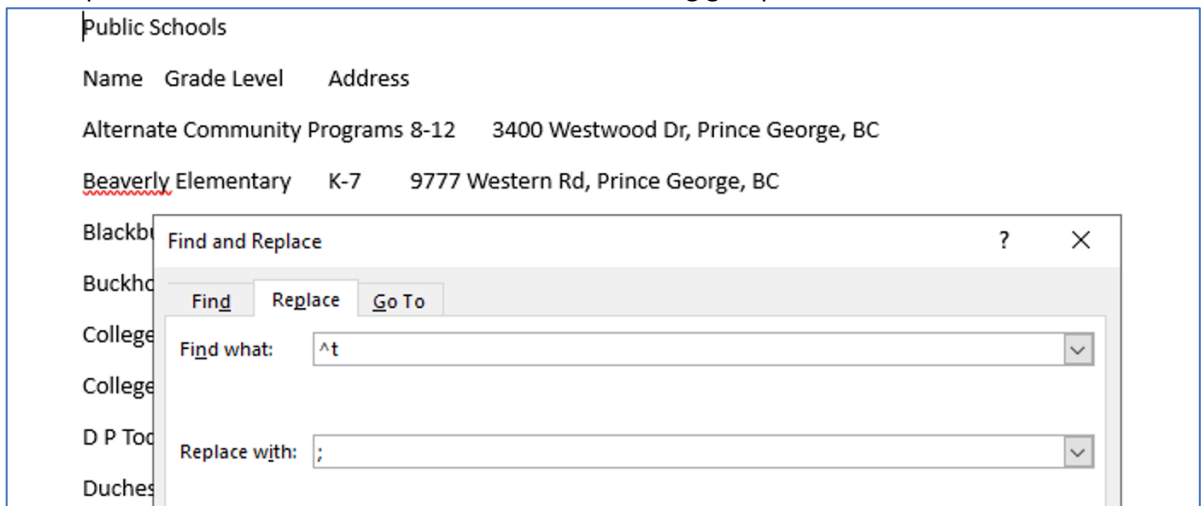
At the end of this tutorial you should know some basic excel functions that are used to prepare GIS data.

The data in the MS Word documents are about the school properties in Prince George. We'll put these data into one table we can work with in Excel.

1- Open the "school status" file and replace the tab characters (^t) with commas (,).
   - The Replace tool is on the Home tab and under the Editing group.
   - Save the file as a plain text file. Use the Windows default setting.
   - Open the file in Excel.

2- Open the "sd57 schools" file and replace the tab characters with a semicolon (;). In this case it is helpful to use a semicolon because our data already has commas.
   a. The Replace tool is on the Home tab and under the Editing group.

b. Save the file as a plain text file. Use the Windows default setting.
c. Open the file in Excel.
d. This file is going to need cleaning up to remove all the schools outside of Prince George. There are many ways to do this but for our purposes we'll use conditional formatting and filtering

3- Now you have two Excel spreadsheets. You need to transfer the addresses from the "sd57 schools" file to the "school status" file. Again, there are many ways to do this but for our purposes we'll use Sort and Copy and paste.

4- Show me your work up to this point.

5- Go to the City of Prince George website to download data about the schools. Download the shapefile (https://data-cityofpg.opendata.arcgis.com/datasets/school-property-status/explore)

6- Open QGIS and add the shapefile you just downloaded in step 5 above. Open the attribute table. How the values compare with the table from Step 3 above.

7- Open the Bikeways file is a semi colon delimited file. Open it in Excel. Use the Data >> Text To Column function to split the coordinates pairs in the geo_point_2d column into two separate columns.

8- Open the GPX file with a text editor. Can you follow the logic of the data structure used?