

Investigative Reporters & Editors

Data Journalism Mini-Bootcamp

Online



Spreadsheets Training Schedule (Nov 16-17)

Note: All times Eastern U.S. time zone

Pre-bootcamp materials

You will receive access to videos and tipsheets about two weeks before bootcamp to help you get set up for success.

Day 1 (Monday, November 16)

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| 11 - 11:30 am | Introductions and welcome |
| 11:30 - 11:45 am | Break |
| 11:45 am - 1 pm | Introduction to spreadsheets: How to navigate spreadsheets, use formulas and sort to find information quickly |
| 1 - 2 pm | Lunch on your own |
| 2 - 2:30 pm | Rates & ratios |
| 2:30 - 2:45 pm | Break |
| 2:45 - 4:30 pm | Spreadsheet exercises: Using filters and pivot tables to analyze data quickly. |
| 4:30 - 4:45 pm | Break |
| 4:45 - 6 pm | Advanced pivot tables & group exercise |
| 6:15 - 8:15 pm | Optional open lab |

Day 2 (Tuesday, November 17)

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| 11 am - Noon | How to find and negotiate for data |
| Noon - 12:15 pm | Break |
| 12:15 - 1 pm | Getting data into spreadsheets: Importing text files |
| 1 - 2 pm | Lunch on your own |
| 2 - 3 pm | Getting data into spreadsheets: Converting pdfs, Google Sheets scraping |
| 3 - 3:15 pm | Break |
| 3:15 - 4:30 pm | Excel group exercise |

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| 4:30 - 4:45 pm | Break |
| 4:45 - 5:45 pm | Excel cleaning & reformatting |
| 5:45 - 6 pm | Graduation |
| 6:15 - 8 pm | Optional open lab |