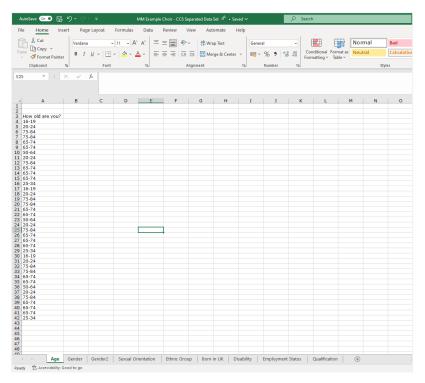


Census comparison survey - Excel guidance

You will be sent the survey data as an Excel file, with each question in its own tab:



One way of counting the data is to add it to a Pivot Table. To do this, highlight the data, click 'Insert', then 'Recommended Pivot Table'.

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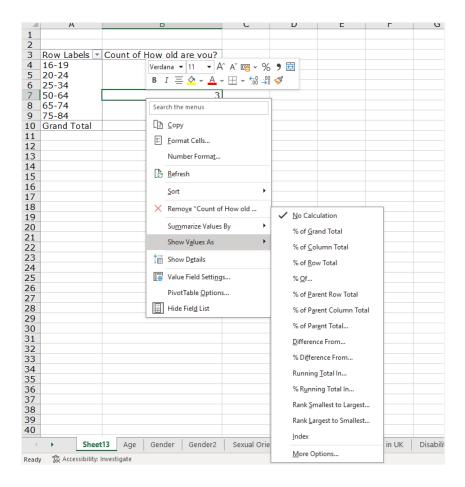
Excel recommends a 'Count' pivot table, which is exactly what we want. Click 'Ok' and it will open in a new sheet (on the tabs along the bottom).

This creates a table that looks like this:

	А			В		С	D	E
1								
2								
3	Row Labels	Co	unt of	How old	are you?			
4	16-19				3			
5	20-24				6			
6	25-34				6 3			
7	50-64				3			
8	65-74				15			
9	75-84				9			
10	Grand Tota	d i			39			
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	► SI	heet13		Gender	Gender2	L comot o 1		Tabaia C
		neetis	Age		Gender2	Sexual Orie	ntation	Ethnic Grou

As you can see, it counts how many responses there were for each age group and a grand total at the bottom.

You can change this to percentages by right-clicking on the table, select 'Show Values As', and then '% of Grand Total'.



B6	• :	× ✓ f _* 7.6923076923076	59%	
	А	В	С	D
1				
2 3				
	Row Labels 💌	Count of How old are you?		
4	16-19	7.69%		
5	20-24	15.38%		
6	25-34	7.69%		
7	50-64	7.69%		
8	65-74	38.46%		
9	75-84	23.08%		
10	Grand Total	100.00%		
11				
12				
13				
14				
15				

This will convert the numbers to percentages, so you can easily compare it to the census.