# EXCEL SPREADSHEETS FOR LIBRARY CENSUS USERS

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### FORMULAS

Operation	Symbol	Numbers	<b>Cell References</b>
Begin Formula	=		
Addition	+	=1+2	= <b>B</b> 2+ <b>B</b> 3
Addition	=sum(c:c)	=1+2+963	=sum(B2:B5)
Subtraction	-	=3-2	= <b>B2-B3</b>
Multiplication	*	=3*6	=B3*B4
Division	1	=6/3	= <b>B</b> 3/ <b>B</b> 2

#### **Processing Order**

Parentheses processed first Then multiplication and division Then additions and subtractions

Use parentheses and Boolean logic to eliminate confusion

#### EXAMPLE

=**3\*6+12/4-2 is read as** =(3\*6)+(12/4)-2=19 *not as* 3\*(6+12/(4-2)=27

#### **Layering Formulas**

You can layer formulas, building one to use as part of another. Be cautious, however. The symbol **#VALUE** means you have deleted an important component of your formula.

#### **EXAMPLE OF LAYERED FORMULA**

	A	В	С	D	E	F
1						
2		White90	Black90	Hispanic90		
3	Total Population	1,198,302	836,308	47,672	3. =d5+d	14
4	Income above poverty					
5	Total	1,083,933	545,381	35,618	1. =sum(	d6:d12)
	Under 5 years	69,585	35,686	3,547		
7	5 years	13,807	7,122			
8	6 to 11 years	79,320				
9	12 to 17 years	78,485	51,333			
10	18 to 64 years	687,649	345,566	21,641		
11	65 to 74 years	98,775	41,049	1,546		
12	75 years and over	56,312	21,234	668		
13	Income below poverty					
14	Total persons	114,369	290,927	12,054	2. =sum(	d16:d22)
15	Percent in Poverty	9.54%	34.79%	25.29%	4. =d14/d	3
16	Under 5 years	13,653	43,077	2,105		
17	5 years	2,754				
18	6 to 11 years	12,829	38,643	1,810		
	12 to 17 years	10,235				
20	18 to 64 years	60,628	145,071	5,551		
	65 to 74 years	7,491		283		
22	75 years and over	6,779	8,531	229		
23						
24						

Formula in A3	Copied to B3
=A1+A2	=B1+B2
	Copied to C3 =C1+C2
Second Formula in A3	Copied to B3
=\$A\$1-A2	=\$A\$1-B2
	Copied to C3 =\$A\$1-C2

#### EXAMPLE OF COPYING A FIXED FORMULA

- 1. F4 is Mexican population in Titus County. F126 is Mexican population in Texas.
- 2. The formula is entered as \$F\$126 so when it is copied, each county will show its own percent of the state's Mexican population.

					F4				
Area	%Change	Total 1990	%Mexican	Total:2000	Mex can:2	%Mexican	%ofstatem	ex	
Titus Coun	16%	24,009	10%	28,118	7,179	26%	=F4/\$F\$12	6	
Moore Cou	10%	17,865	29%	20,121	7,803	39%	SFS126		
Ochiltree (	10%	9,128	17%	9,006	2,440	27%			
Dallas Cou	9%	1,852,810	15%	2,218,899	531,115	24%	Fixed cell	referring to	Texas
Hansford C	9%	5,848	18%	5,369	1,472	27%			
Camp Cou	8%	9,904	5%	11,549	1,467	13%			
Lipscomb	7%	3,143	11%	3,057	550	18%			
Navarro Co	7%	39,926	7%	45,124	6,129	14%			
Shelby Co	7%	22,034	2%	25,224	2,232	9%			
Harris Cou	6%	2,818,199	18%	3,400,578	814,693	24%			
Hudspeth I	6%	2,915	65%	3,344	2,386	71%			
Sherman (	6%	2,858	18%	3,186	771	24%			

3. The search result is a decimal.

Mexican:20	%Mexican	%ofstatem	ex
7,179	26%	0.001415	
7,803	39%	Uishlight	
2,440	27%	Highlight	result
531,115	24%		
1,472	27%		

- 3. Change the search result to a percent. Highlight H4 and copy.
- 4. Then highlight the remaining cells in the column.

Image: Second state       Image: Second stat								
	В	C	D	E	F	G	H	I
Coun	%Change 16%	Total 1990 24,009	%Mexican 10%	Total:2000 28,118	Mexican:2 7,179	%Mexican 26%	%ofstateme 0%	X
Соц	10%	17,865	29%	20,121	7,803		3. Highlight	column
ree (	10%	9,128	17%	9,006	2,440	27%		
Cou		1,852,810		2,218,899	531,115	24%		
ord C	9%	5,848	18%	5,369	1,472	27%		
Cou	8%	9,904	5%	11,549	1,467	13%		

#### 5. Paste the formula.

		County	Percent of	State's Me:	xican Popul	ation	
Area	%Change	Total 1990	%Mexican	Total:2000	Mexican:2	%Mexican	%ofstateme:
Titus Coun	16%	24,009	10%	28,118	7,179	26%	0%)
Moore Cou	10%	17,865	29%	20,121	7,803	39%	0%
Ochiltree (	10%	9,128	17%	9,006	2,440	27%	0%
Dallas Cou	9%	1,852,810	15%	2,218,899	531,115	24%	10%
Hansford (	9%	5,848	18%	5,369	1,472	27%	0%
Camp Cou	8%	9,904	5%	11,549	1,467	13%	0%
Lipscomb	7%	3,143	11%	3,057	550	18%	0%
Navarro Co	7%	39,926	7%	45,124	6,129	14%	0%
Shelby Co	7%	22,034	2%	25,224	2,232	9%	0%
Harris Cou	6%	2,818,199	18%	3,400,578	814,693	24%	16%
Hudspeth (	6%	2,915	65%	3,344	2,386	71%	0%
Sherman (	6%	2,858	18%	3,186	771	24%	0%
Tarrant Co	6%	1,170,103	10%	1,446,219	227,701	16%	4%
Waller Cou	6%	23,390	10%	32,663	5,233	16%	0%
Cherokee I	5%	41,049	6%	46,659	5,302	11%	0%
Erath Cour	5%	27,991	8%	33,001	4,243	13%	0%

### FORMATTING CELLS

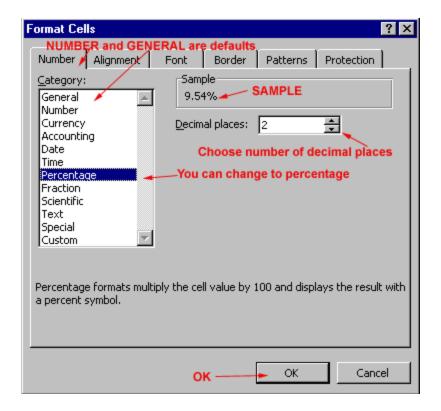
You can format the numbers, alignment borders, font, colors, and patterns by first highlighting the cells you want to change (or CONTROL-A for the entire spreadsheet) and then using the FORMAT/CELLS menu.

#### <u>Numbers</u>

- 1. Highlight the cells
- 2. Choose FORMAT/CELLS

	۷.	Choose 1 Of	WIAT/CELLS			An	al	- 1	U 💌
<u>=</u> ile	e <u>E</u> o	dit ⊻iew <u>I</u> nsert	Format <del>Tools D</del> ata <u>W</u>	indow <u>I</u>	<u>H</u> elp	2. Form 3. Cells			
E	315	-	🚰 C <u>e</u> lls Ct	+1		J. Cella	•		
1			Row	+		C	D	E	
1	1		Column	•					
II.	2				90	Black90	Hispanic9	0	
ł	3	Total Populat	Sheet		<b>β</b> 02	836,308	47,672		
1	4	Income abov	<u>A</u> utoFormat						
1	5	Total	Conditional Formattin	-	933	545,381	35,618		
I	6	Under 5 years		y	585	35,686	3,547		
I	7	5 years	<u>S</u> tyle		807	7,122	631		
I	8	6 to 11 years		79	,320	43,391	3,776		
I	9	12 to 17 years		78	,485	51,333	3,809		
1	10	18 to 64 years		687	,649	345,566	21,641		
I	11	65 to 74 years		98	,775	41,049	1,546		
I	12	75 years and c	iver	56	,312	21,234	668		
1	13	Income below	v poverty 1. H	ighlight	cell	s to be refo	rmatted		
I	14	Total persons	1	114	,369	290,927	12,054		
÷	15	Percent in Pa	verty	0.095	5443	0.347871	0.252853		
I	16	Under 5 years		13	,653	43,077	2,105		
	17	5 years		2	,754	7,594	360		

2. Choose the type of number; look at the samples when available; click OK



3. Revised cell format

nicome neiow hoverty			
Total persons Revised format	114,369	290,927	12,054
Percent in Poverty	💊 9.54%	34.79%	25.29%
Under 5 years	13,653	43,077	2,105
5 years	2,754	7,594	360
6 to 11 vears	12.829	38.643	1.810

#### <u>Alignment</u>

Column headings aligned left							
White Black Hispanic							
Male:	522,439	401,103	40,861				
Under 5 ye	34,057	35,806	4,563				
5 to 9 year	37,144	45,703	4,225				
10 to 14 ye	36,207	40,567	3,506				
15 to 17 ye	21,075	20,084	2,072				
18 and 19	12,670	11,863	1,676				
20 years	5,968	5,771	865				
21 years	5,922	5,400	874				
Female:	543,168	467,889	36,346				
Under 5 ye	32,748	34,788	4,467				
5 to 9 year	35,041	44,434	3,914				

The default
for text,
including
column
headings, is
the left.

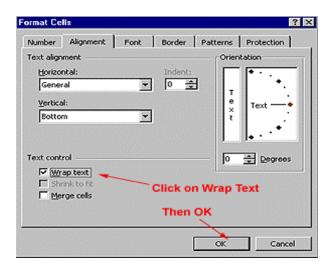
#### Format Cells ? X Number Alignment Font Border Patterns Protection Format/Cells Alignment Horizontal: Indent: 0 General • Т General A Centeral Center Right Fill e X t Text Justify Center Across Selection Text control Change HORIZONTAL to RIGHT 2 Degrees Shrink to fit Merge cells OK

Use **FORMAT/CELLS/ ALIGNMENT** to change alignment to the right, as in the column headings above.

6

#### Wrapping Text

You can also use			Too wid	e for columns
FORMAT/CELLS/		Total:2000	Mexican:2	%Mexican2000
ALIGNMENT to	Texas	######################################	5,071,963	
	Anderson 4	55,109	3,480	
wrap the text in a	Andrews C	13,004	4,235	
cell to a second line	Angelina C	80,130	9,366	



Check off *Wrapped Text*. Then click on *OK* 

Note that the text in those two columns is now wrapped even though the word break can be awkward.

	Wrapped T	ext	
al:2000		%Mexica n2000	
	5,071,963		ľ
55,109	3,480		

### <u>Fonts</u>

7					
					Format Cells
×	s200				2. Click on FQNT
	A	В	С	D	E Number Alignment Font Border Patterns
1					Eont: Font style: Siz
2		1. Highli	ght Cells		Comic Sans MS Bold 10
3		g	gine o cino		E Choc ICG Regular 8
4		White	Black	Hispanic	2 CloisterBlack BT Bold 1
5	Male:	522,439	401,103	40,861	Comic Sans MS Bold Italic 🗹 1
6	Under 5 ye	34,057	35,806	4,563	Underline: Color:
7	5 to 9 year	37,144	45,703	4,225	None   Automatic
8	10 to 14 ye	36,207	40,567	3,506	
9	15 to 17 ye	21,075	20,084	2,072	Effects
10	18 and 19	12,670	11,863	1,676	□ Strikethrough
11	20 years	5,968	5,771	865	Superscript AaBbCcYy
12	21 years	5,922	5,400	874	□ Subscript
13	Female:	543,168	467,889	36,346	3. Choose font
14	Under 5 ye	32,748	34,788	4,467	This is a TrueType font. The same font will be used on both
15	5 to 9 year	35,041	44,434	3,914	and your screen.
16	10 to 14 ye	34,983	39,681	3,346	
17	15 to 17 ye	19,642	20,014	1,780	4. OK OK
18	18 and 19	11,528	11,878	1,207	4. UK OK

Fonts can be changed from the toolbar or the FORMAT/CELLS/FONT Menu

	New	Text Style	
	White	Black	Hispanic
Male:	522,439	401,103	40,861
Under 5 ye	34,057	35,806	4,563
5 to 9 year	37,144	45,703	4,225
10 to 14 ye	36,207	40,567	3,506
15 to 17 ye	21,075	20,084	2,072
18 and 19	12,670	11,863	1,676
20 years	5,968	5,771	865
21 years	5,922	5,400	874

# **Borders**

0.0000020				Format Cells
s200				Number Alianment Font Border Patterns Protection
A	B	C	D	E Number Alignment Font Border Patterns Protection
- 1	Highlig	ht Area		Presets Line Style:
	White	Black	Hisponic	None Qutine Inside
Male:	522,439	401,103	40,861	Border 3. Choose type and style
Under 5 ye	34,057	35,806	4,563	
5 to 9 year	37,144	45,703	4,225	·
10 to 14 ye	36,207	40,567	3,506	Text Text
15 to 17 ye	21,075	20,084	2,072	
18 and 19	12,670	11,863	1,676	Color:
20 years	5,968	5,771	865	
21 years	5,922	5,400	874	Automatic •
Female:	543,168	467,889	36,346	
Under 5 ye	32,748	34,788	4,467	The selected border style can be applied by clicking the presets, preview
5 to 9 year	35,041	44,434	3,914	diagram or the buttons above. 4. OK
10 to 14 ye	34,983	39,681	3,346	A CR
15 to 17 ye	19,642	20,014	1,780	OK Cancel
18 and 19	11 528	11.878	1 207	Starter Control

			New B	order
	White	Black	Hispanic	/
Male:	522,439	401,103	40,861	
Under 5 ye	34,057	35,806	4,563	
5 to 9 year	37,144	45,703	4,225	
10 to 14 ye	36,207	40,567	3,506	
15 to 17 ye	21,075	20,084	2,072	
18 and 19	12,670	11,863	1,676	

### **Colors and Patterns**

ם ב			(	trl+1	- 🝓 🏶	$\Sigma f_{N}$
vrial 2. Z 🖆	Format	. <u>R</u> ow ⊆olun Sheet	3. Cel		≣ ፼ \$	%,
⊨ ⇒ H1:	26 🖸 🖌		ormat tional Format	-	My Document	s\cenpreco
21	EX00j	Style.	 C	D	E	F
113	Hardin Cou	1%	41,320	1%	48,073	88
	Jasper Col	1%	31,102	2%	35,604	1,148
	Lavaca Co	1%	18,690	7%	19,210	1,53
200	Llano Cour	1%	11,631	3%	17,044	68
117	Marion Col	1%	9,984	1%		193
118	Milam Cou	1%	22,946	14%	24,238	3,61
119	Mills Coun	1%	4,531	10%	5,151	575
120	Morris Cou	1%	13,200	2%	13,048	39-
121	Orange Co	1%	80,509	2%	84,966	2,27
122	Panola Co	1%	22,035	2%	22,756	68
and the second second	Robertson	1%	15,511	11%	16,000	1,952
124	San Augus <sup>•</sup> San Jacint					269
		1%	16,372	2%	22,246	77

1. Highlight the rows or columns you want to color; then FORMAT/CELLS

2. Choose a color or select a pattern

320       Number       Alignment       Font       Border       Patterns       Protection         630       Cell shading       Color:       Sample       1. Select color         984       No Color       1. Select color       509       1. Select color         509       Sample       Sample       Sample         372       Sample       2. OK		D	Format Cells
102       Cell shading         631       Color:         984       No Color         946       1         531       1         531       1         200       1. Select color         509       511         035       511         511       1         999       372         880       Rattern:         646       2. OK         626       3			Number Alignment Font Border Patterns Protection
631       Color:         984       1         946       1         531       1         509       1. Select color         509       1. Select color         509       509         035       511         511       1         999       372         880       Pattern:         646       2. OK         626       3			
031       No Color         984       1         531       1         200       1. Select color         509       1. Select color         509       509         035       511         511       1         999       372         880       Battern:         646       2. OK         626       3			
946 1 531 1 200 509 035 511 1 999 372 880 646 370 626 3	631		<u>C</u> olor:
946 1 531 1 200 509 035 511 1 999 372 880 646 370 626 3	,984		No Color
531       1         200		1	
200 509 035 511 1 999 372 200 646 370 626 3		1	
509 035 511 1 999 372 200 880 646 370 626 3	200		
035 511 1 999 372 880 646 370 626 3	,509		
511 1 999 372 880 646 370 626 3	,035		
999 372 580 646 370 626 3		1	
372 880 646 370 626 3			Sample
B80         Pattern:         Image: Constraint of the second secon		-	
Ball         Pattern:         Image: Control of the second	44444	2	
646 370 2. ОК 626 3	,880		Pattern:
,370 2. OK 626 3			
.626 3			2. OK
		3	
OK Cancel	562	1	

#### **Conditional Formatting**

#### Allows cells to be formatted if their contents meet certain criteria.

1. Highlight cells. Then choose FORMAT/CONDITIONAL FORMATTING.

(insei	k ∰ Cells. Row ⊆olun Sheel	2. Format	Ctrl+1	- 🍓 ኛ	%,:		律 🗐 • 👌	•   • <u>A</u>	
	AutoFormat     S. Conditional formatting     Hy Documents\cenpreco\june13\TEX00j.csv								
<u> </u>	Conditional Formatting								
	<u>Style</u>			Mark Baller			Sec. 1		
	В	С	D	E	F	G	H	1	
					1. High	light <u>cells</u> t	o be formatted		
	%Change	Total 1990	%Mexican	Total:2000	Mexican:2	%Mexican	%ofstatemex		
oun	16%	24,009	10%	28,118	7,179	26%	0%		
Cou	10%	17,865	29%	20,121	7,803	39%	0%		
e (	10%	9,128	17%	9,006	2,440	27%	0%		
Οοι	9%	1,852,810	15%	2,218,899	531,115 1,472	24%	10%		

- 2. Use second pulldown box in pop-up menu to create condition (e.g. equal to, greater than) and type number in third box
- 3. You can add another condition at the bottom
- 4. When you have finished with the conditions, click on FORMAT.

Conditional Formatting	Pop Up Menu	? ×
Condition 1	hange Conditions to Meet Criteria	
Cell Value Is 💌 greater that	n <u> </u>	<u>N</u>
Preview of format to use when condition is true:	No Format Set	Then Click on Format
2	Add >> Delete	OK Cancel

4. Cells can be formatted with a different FONT, BORDER, or PATTERN/COLOR.

		>
D D	Format Cells Three Format Options	?× K
	Font Border Patterns Patterns Includes Colors	
1990 %Mexi	Font: Font style: Size:	
4,009 1	The Abadi MT Condensed Lice Regular 🗵 8 🗵	
7 865 2 Conditional I	The Abadi MT Condensed Lice Regular E 8 E ACaslon Regular Italic 9	? ×
	AGaramond Bold 10	
Condition 1		
Cell Value	Underline: Color:	<u> </u>
Preview o		
when con	Effects	mat
	I Strikethrough	
2	Superscript AaBbCcYyZz	Cancel
	Subscript	
2,858 1		
D,103 1	For Conditional Formatting you can set Font Style,	
3,390 1	Underline, Color, and Strikethrough. Clear	
1,049 7,991		
1.001	OK Can	cel l i i c

5. Choose a font, border, or color and CLICK OK.

C D	Format Ce	lls			? ×
	Font	Border	Patterns		
1990 %Mexi 4,009 1 7,865 2 Conditional Condition 1 Cell Value Preview o when con	Cell shadii Color:	No Color		Choose color or pattern	•
2,858 1 0,103 1 3,390 1 1,049 7,991	Pattern:		C	lick on OK Clea	

6. The conditional formatting tool will reappear. Click OK.

					1		
1990	%Mexican	Total:2000	Mexican:2	%Mexican	%ofstatem	ex	
4,009	10%	28,118	7,179	26%	0%		
7 865	29%	20 121	7 803	39%	I0%		
Cond	itional Form	atting					?
Cor	ndition 1		Original	pop-up mei	nu comes ba	ack with form	nat
Cell Value Is greater than			than	• 0		_/	<u>.</u>
Preview of format to use when condition is true:				AaB	bCcYyZz	/	Eormat
2	0			<u>A</u> dd >>	Delete	ок ок	Cancel
2,858	18%	3,186	771	24%	0%		

7. Search result colors cells which meet the criteria above.

		Cells over (	)%
Mexican:20	%Mexican	%ofstatem	ex
7,179	26%	0%	
7,803	39%	0%	
2,440	27%	0%	
531,115	24%	10%	
1,472	27%	0%	
1,467	13%	0%	
550	18%	0%	
6,129	14%	0%	
2,232	9%	0%	
814,693	24%	16%	
2,386	71%	0%	
771	24%	0%	
227,701	16%	4%	

# **COLUMN WIDTH**

You can change the column width in one of three ways.

A	5 <u>-</u> And	lerson Count	y, Texas	
1	EX00c			
	Α -	<b>B</b>	С	D
1	Double click to right of	column to wid	en it	
2				
3	Area	Total:2000	Mexican:20	000
4	Texas	20,851,820	5,071,963	
5	Anderson County, Texas	55,109	3,480	
6	Andrews County, Texas	13,004	4,235	
7	Angelina County, Texas	80,130	9,366	
8	Aransas County, Texas	22,497	3,281	
9	Archer County, Texas	8,854	344	

1. Double-click on the line to the left of the lettered column heading.

<b>N</b>	Microsoft Excel - tex00c											
	Eile Edit V		♥ 2. Format Format	E Sta Window		Arial			autofit	the formation the formation		4.0
	C3	•	😭 C <u>e</u> lls	Ctrl+1	Opens r	iew box				and. The same as		
	A	В	Column	•	₩idth					same as	1. at	<i></i>
1 2	1. Highlig Colum		3. Colu	i <b>mn</b> al Formatting	<u>A</u> utoFit 9	election	E			e the forma		
3	Area	Total:2000		¥	/ -					and and cl	0	e
4	Texas	##########	5,071,963		<u>U</u> nhide				the col	lumn width	1	
5	Anderson	55,109	3,480		Standard	l Width			manua	lly.		
6	Andrews C	13,004	4,235	1						•		
7	Angelina C	80,130	9,366		ent to clickin umn letters	g		_				/
8	Aransas C	22,497	3,281		unin lettera			Colur	nn Width	?	×	
9	Archer Co	8,854	344								_ /	
10	Armstrong	2,148	71					_	nn width:	8.43	L.	
11	Atascosa	38,628	13,012					Ch	hange size	e manually		
12	Austin Cou	23,590	3,158						ОК	Cancel		
13	Bailey Cou	6,594	2,259									

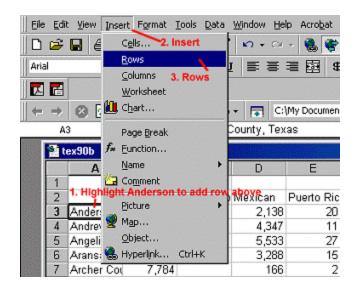
### DELETING AND INSERTING ROWS AND COLUMNS

#### **Inserting Rows and Columns**

USE THE INSERT COMMAND TO ADD ROWS AND COLUMNS. ROWS ARE ADDED *ABOVE* YOUR CURSOR AND COLUMNS TO THE *LEFT* OF YOUR CURSOR.

#### **INSERTING ROWS**

1. Place your cursor below the row you want to insert.



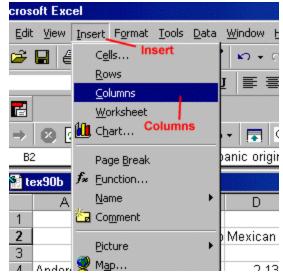
2. Click on the *INSERT* menu at the top. Then click on *ROW*. A row will be inserted and the remainder of the column will move down a row.

🔡 te	🚰 tex90b									
	Α	В	С	D						
1										
2		Not of Hisp	Hispanic o	Mexican						
3		New	Row							
	Anderson	44,071		2,138						
5	Andrews C	9,786		4,347						
	Angelina C	63,812		5,533						
7	Aransas C	14,304		3,288						
8	Archer Cou	7,784		166						

#### **Inserting Columns**

1. Highlight a cell to the right of where you want a new column.

1 to	ex90b				
	A	В	С	D	
1					
2		Not of Hisp	Hispanic o	Mexican	Ρu
3	Highlight	cell to right	of new colu	ımn	
4	Anderson •	44,071		2,138	
5	Andrews C	9,786		4,347	
6	Angelina C	63,812		5,533	
7	Aransas C	14,304		3,288	
8	Archer Cou	7,784		166	
9	Armstrong	1,966		41	
10	Atascosa I	14,469		14,644	
11	Austin Cou	17,759		1,863	



Deleting Rows and Columns

CLICK ON ONE CELL IN YOUR ROW OR COLUMN. THEN USE THE EDIT/DELETE COMMAND TO DELETE THE ROW OR COLUMN.



Click on the INSERT menu at

column

you

the top. Then click on COLUMN.

A new column will be inserted to

the

2.

the left of

highlighted.



Vexican 5,071,96: 3,48( 4,23 <del>(</del> 9,36( 3,281 344	Delete C Shift cells le C Shift cells <u>u</u> C Entire row C Entire <u>c</u> olun	<sub>P</sub> — Highligh		X An Cc 723 151 1 120 11 2
71	4	U	U	2
13,012	46	20	0	27

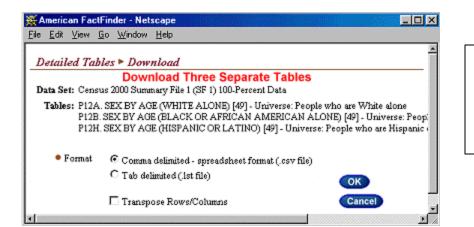


### DELETE COLUMN

-	Not Hispar	Hispanic ç	Highlig Mexican	Puerto Ric	Lin each Cuban	Column Dominican	Central A
#	#######################################	6,669,666	5,071,963	69,504	25,705	4,296	146,72
9	48,404	6,705	3,480	88	10	2	16
4	7,802	5,202	4,235	Delate		-	191 191
0	68,634	11,496	4,235 9,368	Delete	Edit/Delet		12
7	17,926	4,571	3,281	Delete	cambelet		1
4	8,423	431	344	C Shift cel	ls left		<u> </u>
8	2,032	116	71	C Shift cel	ls yp	Can	cel
8	16,008	22,620	13,012	C Entire go	. / Entir	re columr	and the second se
0	19,785	3,805	3,158	· Entire g			4
4	3,475	3,119	2,258	- anore Q	OK		
5	15,261	2,384	1,699	24	2	0	1

# **CUTTING AND PASTING TABLES**

American Factfinder produces separate tables rather than combining them on screen, so it is often necessary to cut and paste the tables together using Excel. A good example: separate tables for whites, blacks, and Hispanics by age in Wayne County combined on one Excel spreadsheet for comparative purposes.



These three tables would be downloaded on the same spreadsheet but as separate tables.

	Eliminat	e Wayne in	Column B	
		Columns b		
	White	Black	Hispanic	
Male:	522,439			
Under 5 ye	34,057			
5 to 9 year	37,144			
10 to 14 ye	36,207			
15 to 17 ye	21,075			
18 and 19	12,670			
20 years	5,968			

When you opened the spreadsheet, you would delete the rows you didn't need. You would eliminate the word Wayne County which appears in the cell to the right and above male. You would rename the cell White, then add columns for Black and Hispanic.

In the example below, we copied the cells with data for the black population and pasted it into the new column using the tool bar.

<ul> <li>⇒ □</li> <li>⇒ □</li> <li>⇒ □</li> <li>× □</li> <li>B Z U</li> <li>Highlight and Copy Data</li> </ul>					0 • 0 • 🧶	
→ 🙆 🔂 🚮 🧿 Favorites - 💁 -	C5	-	= 401	103		
B21 = 401103				and a second		
	2 ×	ls200			Harry Maria	
😭 xls200		А	В	d	D	E
	4				Hispanic	
A B C		Male:	522,439	401,103		
20 21 years 5,777		Under 5 ye		35,806	Pasted Data	
21 Male: 401,103		5 to 9 year				
22 Under 5 ye 35,806	8	10 to 14 ye				
23 5 to 9 year 45,703	9	15 to 17 ye				
24 10 to 14 ys 40,567		18 and 19	12,670			
25 15 to 17 y 20.084		20 years	5,968			
	12	21 years Female:	5,922	5,400		
	13	Under 5 ye	543,168 32,748			
27 20 years 5,771	14	5 to 9 year	35,041			
28 21 years 5,400		10 to 14 ye				
29 Female: 467,889		15 to 17 ye		20,014		
30 Under 5 ye 34,788		18 and 19				
31 5 to 9 year 44 434		20 yea				
32 10 to 14 y 39,681		20 years	5.777			
33 15 to 17 y 20,014		Male:	401,103			

You could have COPIED the cells and INSERTED them instead of PASTING them. You could have also CUT the cells and INSERTED THEM.

A Microsoft Excel - V0fm87pf	🛿 Microsolt Excel - VUIm87pt 🔀 Microsolt Excel - VUIm87pt Cutting Tool								
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A Oppied Cells			A	Rows		D			
1 Columns		1		⊆olun	nns Cut	Cells			
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E to O used		4	Under 5 ye		¥ .				
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6 10 to 14 y∉ 7 15 to 17 y∉			10 to 14 ye						
7 15 to 17 ye Name 8 18 and 19	- <b>-</b>		15 to 17 ye 18 and 19	21,075 12,670					
9 20 years Comment		9	20 years	5,968					
10 21 years		and the second second	20 years 21 years	5,922					
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12 Under 5 ys			Under 5 ye						
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18 21 years <u>5,777</u>		18	21 years	5,777					
19 Male: 7401,103		19	Male:	401,103					
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22 10 to 14 ye 40,567			10 to 14 ye						
23 15 to 17 ye 20,084			15 to 17 ye						
24 18 and 19 11,863		24	18 and 19	11,863					

### FILTERING RESULTS

Filtering allows you to only look at the parts of the spreadsheet that meet a certain criteria, such as cities between 25,000 and 100,000. The following example shows Texas counties with over 250,000 in total population that have also have over 100,000 Mexican Americans.

- 1. Highlight any column.
- 2. Pull down the *Data* menu.
- 3. Click on *Filter*; then choose *Auto Filter* in the *pop-up box*

jile	Edit	t View Inse		Tools		<u>W</u> indow <u>H</u> el	p Acro	at		
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	S TEX00h			Text to Columns						
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	1				Gr	oup and Outli				
	2					ut his new		gn	light Headin	ig in E3
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	4	Titus Coun	16%	2	Ge	t External Da	ta 🕨	18	7,179	26%
	5	Moore Cou	10%	1		fresh Data		21	7,803	39%
	6	Ochiltree (	10%		0,120 0	11-20		-06	2,440	27%
	7	Dallas Cou	9%	1,85	2,810	15%	2,218,8	399	531,115	24%
	8	Hansford C	9%		5,848	18%	5,3	369	1,472	27%
	9	Camp Cou	8%		9,904	5%	11 (	549	1,467	13%
	10	Lipscomb	7%		3,143	11%	3,0	057	550	18%

S) T	EX00h		All co	lumns now	have a filte	r		
1	A	В	С	D	E	F	G	Н
1			lee pulldou	m hav in Ef	to choose	CUSTON		
2			Jse pulldow					
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4	Titus Coun	16%	24,009	1 (All)		7,179	26%	
5	Moore Cou	10%	17,865		stom)	7,803	39%	
6	Ochiltree (	10%	9,128	1 67	scom)	2,440	27%	
7	Dallas Cou	9%	1,852,810	1 356		531,115	24%	
8	Hansford C	9%	5,848	1 414		1,472	27%	
9	Camp Cou	8%	9,904	729	B00013	1,467	13%	
10	Lipscomb	7%	3,143	1 859	1000 B	550	18%	
11	Navarro Co	7%	39,926	887	B 00000	6,129	14%	
12	Shelby Co	7%	22,034	1,0		2,232	9%	
13	Harris Cou	6%	2,818,199	1 1,4		814,693	24%	
14	Hudspeth 4	6%	2,915	6 1,4	B00001	2,386	71%	
15	Sherman (	6%	2,858	$1^{1,6}_{1,6}$		771	24%	

4. Click on the *pulldown box in E3 and choose custom*.

- 5. In the new pop-up box/first row
  - a. Use the pulldown box to change the word from *equals* to *greater than or equal* to b. Type in 250,000 c. Click on OK.

	В	С	D	E	F	G	Н	l i i	J
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oun	16%	24,009	10%	28,118	7,179	26%			
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ee C	10%	9,128	Show rows wh						
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rd C	9%	5,84{	-				122353559		OK
Cou	8%	9,904	equals		- 250,00				ок
mb	7%	3,143	equals		2. Fi	II in criteria			
) Co	7%	39,926	does not eq	ual				-	ancel
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Cou	6%	2,818,199	is greater th	ian or equal to		*****			
eth (	6%	2,91	U is less than is less than	or equal to					
an C	6%	2,858	Ubegins with	5/ 0405/00	ers				
Co	6%	1,170,103	does not be	gin with	227,701	16%			
Cou	6%	23,390	ends with does not en	dwith	5,233	16%			
ee I	5%	41,049	6%	46,669	5,302	11%			

6. Click on the *pulldown box in F3 and choose custom*.

	1. Use j	oulidown m	enu under f	Mexican	1: 2000	
Area 🖃	%Chang 🚽	Total 199ਦ	%Mexic 🚽	Total:2	0(; Mexican	€%Mexic €200
Dallas Cou	9%	1,852,810	15%	2,218,		24%
Harris Cou	6%	2,818,199	18%	3,400,	(Top 10) (Custom)	24%
Tarrant Co	6%	1,170,103	10%	1,446,	20,155	16%
Denton Co	4%	273,525	5%	432,	27,845 2. Ch	oose CUSTOM
Jefferson C	4%	239,397	4%	252,	34,670	8%
Travis Cou	4%	576,407	18%	812,	36,383 38,456	22%
Montgome	3%	182,201	6%	293,	51,447	9%
Collin Cour	2%	264,036	5%	491,	113,334	7%
Galveston	2%	217,399	12%	250,	175,053	14%
Texas	1%	###########	23%	######		24%
El Paso Ci	0%	591,610	66%	679,	433,198	66%
Fort Bend	-1%	225,421	16%	354,	447,065	15%

7. In the new pop-up box/first row

- a. Use the pulldown box to change the word from *equals* to *greater than or equal* to
- b. Type in 100,000
- c. Click on OK.

	1. Highlig	ht new column	
Total 199≢	%Mexic: Total: 2000 💽 Mexi	ican:2000 🗨 %Mexic: 2000	
1,852,810	15% 2,218,899	531,115 24%	
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1,170,100	Show rows where: 2. Change "	'equals" to	
273,52	Mexican:2000		4. OK
239,391	equals	- 100,000	
576,401	equais	1100,000	ОК
182,20	equals	3. Fill in criteria	
264,03	does not equal		- Cancel
217,39	is greater than	- 1 P	
#######	is greater than or equal to is less than		
591,61(	is less than or equal to		
225,42	begins with	ers	
383,545	does not begin with ends with	433,198 76%	
1,185,394	does not end with	531,069 38%	
260.120	77% 335.227	226,680 68%	

#### **Filtered Results**

# All counties over 250,000 Mexican population over 100,000

A	В	С	D	Е	F	G	Н
		Total Po	pulation ov	er 250,000			
Area 💌	%Chang 🗸	Total 199	%Mexic(	Total:2000 💌	Mexican:2000 💌	%Mexic:	2000
Dallas Cou		1,852,810		2,218,899	531,115		
Harris Cou	6%	2,818,199	18%	3,400,578	814,693	24%	
Tarrant Co	6%	1,170,103	10%	1,446,219	227,701	16%	
Travis Cou	4%	576,407	18%	812,280	175,053	22%	
Texas	1%	###########	23%	20,851,820	5,071,963	24%	
El Paso Co	0%	591,610	66%	679,622	447,065	66%	
Hidalgo Co	-5%	383,545	81%	569,463	433,198	76%	
Bexar Cou	-7%	1,185,394	45%	1,392,931	531,069	38%	
Cameron (	-9%	260,120	77%	335,227	226,680	68%	
Nueces Co	-12%	291,145	48%	313,645	113,334	36%	
			Mex	ican Populati	on over 100,000		

# FREEZING/SPLITTING WORKSHEET

#### **Freezing Windows**

Saves column and row endings when you page down or across the spreadsheet. Highlight cell to the right and below your desired split; then choose *WINDOW* 

View Insert Format Iools Data	Window Help Acr	o <u>b</u> at		EX00e	
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▼ 10 ▼ B Z I Window/Freeze Panes	Hide	\$%	,% *** 律	Split Saves Column and Row Hea	dings
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= 20851820	Erecze Panes			Caldwell County, Texas	29%
				Calhoun County, Texas	30%
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A		B	C	Cameron County, Texas	68%
Click to the right and	below the h	eadings to	be frozen	Camp County, Texas	13%
Area		Total:2000	Mexican:2000	Carson County, Texas	5%
Texas		20,851,820		Cass County, Texas	1%
Anderson County, Texas Andrews County, Texas		55,109 13,004		Castro County, Texas	38%

#### **Splitting Windows**

Creates four windows that can be moved independently of one another. Highlight cell to the right and below your desired split; then choose *WINDOW* 

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9	TEX00e	✓ 1 TEX00e				
	A		В	C		
1	Click to the Right and	Below the D	esired Sp	lit		
3	Area			Mexican		
4	Texas		20,851,820			
5	Anderson County, Texas	55,109				
6	Andrews County, Texas	13,004				
7	Angelina County, Texas		80,130			

The four parts can t	e moved and altered	independe	ntly
%Mexican2000	Total:2000	Mexican:2000	%Mexican2000
17%	78,021	12,966	17%
16%	14,026	2,267	16%
30%	3,966	1,172	30%
8%	36,363	3,046	8%
8%	74,978	5,660	8%
13%	1,904	243	13%
36%	3,996	1,456	36%
43%	4,099	1,750	43%
32%	7,072	2,288	32%
64%	2,975	1,917	64%

# HIDING COLUMNS/ROWS

isert	Format	Lools Data	Window He	p Acrobat					
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ΟL	10%	17,865	29%	20,121	7,803	39%	0%		
зС	10%	9,128	17%	9,006	2,440	27%	0%		
οL	9%	1,852,810	15%	2,218,899	531,115	24%	10%		
1 C	9%	5,848	18%	5,369	1,472	27%	0%		
ou	8%	9,904	5%	11,549	1,467	13%	0%		
b	7%	3,143	11%	3,057	550	18%	0%		

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9	Camp Cou	0%		
10	Lipscomb	0%		
11	Navarro Co	0%		
12	Shelby Co	0%		
13	Harris Cou	16%		
14	Hudspeth I	0%		
15	Sherman (	0%		
16	Tarrant Co	4%		
17	Waller Cou	0%		

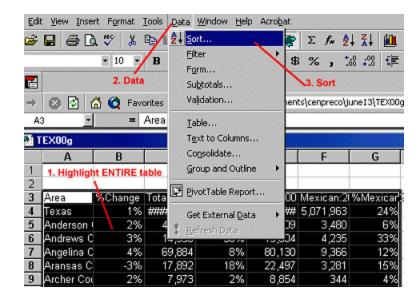
- 1.Click on the row or column you want to hide.
- 2.Use the *FORMAT* menu to select either ROW or COLUMN.3.Then click on *HIDE*.

The spreadsheet retains the row and column numbering of the original; you just won't see the hidden material. Click on FORMAT/Row or Column to *UNHIDE*.

### RANKING/SORTING

You can do the same type of ranking found in Statistical Abstract by using the *Data* menu in Excel. Your columns should be named before you start the procedure.

- 1. Highlight the *entire* table because it will keep the rows together when the columns are sorted. VERY IMPORTANT.
- 2. Click on Data menu in the top toolbar.
- *3.* Click on *SORT*.



- 4. In the pop-up box
  - a. First sort use the pulldown box to highlight a column name; then choose ascending (A-Z, least to most) or descending (Z-A, most to least).
  - b. You can choose a second and third sort.
  - c. Click on OK.

3	EX00g								
	A	В	С	D	E	F	G	Н	1
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2					So	ort			? ×
3	Area 属	%Change	Total 1990	%Mexican	Total:2 1	Use pulldo	wn menu to	choose col	umn B
4	Texas								
5	Anderson	2%		4%		Change		C Ascending	
6	Andrews C	and the second se	A DESCRIPTION OF THE OWNER OWNER	A REAL PROPERTY OF THE REAL PR	13,			• Descendir	ng
7	Angelina C			8%	80, T	. Use pulldo	wn menu to	choose co	
8	Aransas C	-3%	17,892	18%	22,	Area	/ -	Ascending	
9	Archer Cou	2%	7,973	2%	8,			C Rescendir	na
10	Armstrong	1%	2,021	2%	2, T	nen by		\ 4. A-	Z
11	Atascosa	-14%	30,533	48%	38,	-	-	Ascending	
12	Austin Cou	4%	19,832	9%	23,	1		C Descendir	
13	Bailey Cou	-3%	7,064	37%	б, м	y list has		· Descenda	ıд
14	Bandera C	0%	10,562	10%	17,				
15	Bastrop Co	2%	38,263	17%	57,	• Header re		header row	
16	Baylor Cou	0%	4,385	7%	4		5.	ок	
17	Bee Count	-17%	25,135	47%	32,	Options	0	K (	ancel
18	Bell Count	1%	191,088	9%	237,-	الدر ۲۰	10.00	and the second second	Australia and an an

Results Ranked by Column B and then Column A

2) T	EX00g							
	Α	В	С	D	E	F	G	Н
1	File Ra	nked by Co	lumn B	C	olumn A alp	habetical w	/hen <mark>B is s</mark> a	me
3	Area	%Change	Total 1990	%Mexican	Total:2000	Mexican:20	%Mexicar	2000
4	Titus Coun	16%	24,009	10%	28,118	7,179	26%	
5	Moore Cou	10%	17,865	29%	20,121	7,803	39%	
6	Ochiltree (	10%	9,128	17%	9,006	2,440	27%	
7	Dallas Cou	9%	1,852,810	15%	2,218,899	531,115	24%	
8	Hansford C	9%	5,848	18%	5,369	1,472	27%	
9	Camp Cou			5%	11,549	1,467	13%	
10	Lipscomb	7%	3,143	11%	3,057	550	18%	
11	Navarro Co	/ 7%	39,926	7%	45,124	6,129	14%	
12	Shelby Co	7%	22,034	2%	25,224	2,232	9%	
13	Harris Cou	6%	2,818,199	18%	3,400,578	814,693	24%	
14	Hudspeth 4	6%	2,915	65%	3,344	2,386	71%	
15	Sherman (	6%	2,858	18%	3,186	771	24%	

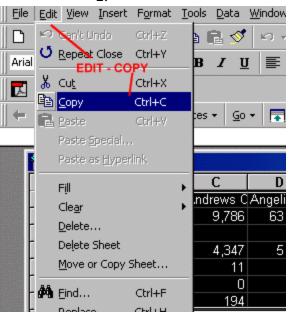
### TRANSPOSING ROWS AND COLUMNS

Transposing spreadsheets (switching rows and columns on the original to the opposite orientation on your spreadsheet) may be necessary if your spreadsheet is too wide to print. Geography in rows and subjects in columns is advisable for many of the statistical manipulations with EXCEL.

1. Highlight the entire table.

🔡 te	ex90b	High	light ENTIF	E Table			
	A	В	С	D	E	F	G
1		Anderson I	Andrews C	Angelina C	Aransas C	Archer Cou	Armstrong
2	Not of Hisp	44,071	9,786	63,812	14,304	7,784	1,966
3	Hispanic o						
4	Mexican	2,138	4,347	5,533	3,288	166	41
5	Puerto Ric	20	11	27	15	2	0
6	Cuban	1	0	12	7	2	0
7	Other Hisp	1,794	194	500	278	19	14

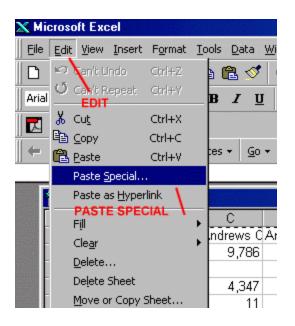




2. EDIT/COPY or single click on the copy symbol (double sheet of paper) on the toolbar.

🚰 tex90b							
	A	В	С	D			
1		Anderson I	Andrews C	Angelina Q.	Ā		
	Not of Hisp	44,071	9,786	63,812			
3	Hispanic o						
4	Mexican	2,138	4,347	5,533			
5	Puerto Ric	20	11	27			
6	Cuban	1	0	12			
7	Other Hisp	1,794	194	500			
8	U.S. Bureau of the Census 1990 Census						
9	Highligh	nt cell to be	gin new tab	le			
10							
11	Make s	ure there is	expansion	room			

3.Click your cursor once on underneath your first spreadsheet so you will have enough space to paste your revised worksheet.



5. Click on the *EDIT* menu at the top and then *PASTE SPECIAL*.

6. On the pop-up menu, click in the box next to the word *Transpose*. Then click *OK*.

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3	4,347	5,533	Paste	-
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T	0	12	C Eormulas	C Validation
ens	194 sus 1	500 990 Census d	C Values C Formats	C All except borders
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			None	C Multiply
t			C Add C Subtract	C Divide
-	(	Check TR/	NPOSE	
-			Skip blanks	Transpose
$\frac{1}{2}$		Click OK	ОК	Cancel Paste Link

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al		¥ 10 ¥	BIU	==	≡ 🖬 \$	% , %	8 :08 🧊	t = = .	ð -
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1					Aransas C		Armstrong	Atascosa	
2	Not of His	44,071	9,786	63,812	14,304	7,784	1,966	14,469	17
3	Hispanic c	·							
4	Mexican	2,138		5,533		166	41	14,644	1
5	Puerto Ric	20	11	27	15	2	0	35	
6	Cuban	1	0	12		Delete		-	? X
7	Other Hisp	1,794	194	500	278				
8	U.S. Bure;	u of the Ce	insus 	1990 Cens	us of Popu	Delete	4.0	K	-
9						C Shift cells	left		
~		Not of Hist	Hispanic o	Mexican	Puerto Ri	C Shift cells	yp	Can	cel
10									
-	Anderson			2,138	20	Entire ro	ALC: NOT	ntire rov	

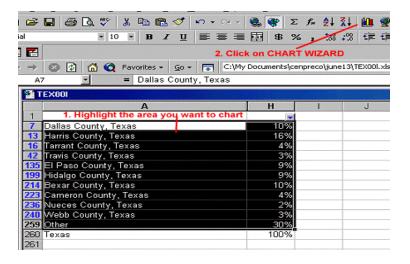
7. Highlight, edit, and delete your old spreadsheet.

### GRAPHS

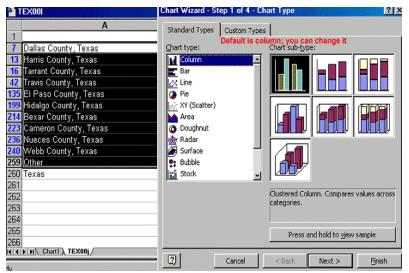
Although the CHART WIZARD makes graph creation easy, you may spend a lot of time fiddling with your spreadsheet and the chart style to make sure you are representing what you want in the best possible manner. For example, it is very difficult to represent all 50 states or 1% on a chart and make the chart look meaningful.

#### <u>Pie Charts</u>

Good for representing percentages as part of one whole, e.g. federal budget by broad function.



- 1. There were too many counties with 1% Mexican population so they were grouped as OTHER.
- Highlight cells and click on the CHART WIZARD symbol in the toolbar.



3. Choose the type of chart from the middle box. The default is column 3. Once you choose a type of chart, you have your choice of subtype.

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= Dallas County, Te	exas	
TEX001	Chart Wizard - Step 1 of 4 - Chart Type	? ×
A 1 7 Dallas County, Texas 13 Harris County, Texas 16 Tarrant County, Texas 12 Travis County, Texas 135 El Paso County, Texas 135 El Paso County, Texas 139 Hidalgo County, Texas 214 Bexar County, Texas 223 Cameron County, Texas 236 Nueces County, Texas 240 Webb County, Texas 259 Other 260 Texas	Standard Types Choose Type of Chart Chart sub-type: Column Bar Line XY (Scatter) Area Doughnut Radar Surface Bubble Stock	
261 262 263 264 265 266	Pie. Displays the contribution to a total.	
dy	Cancel < Back Next >	Einish

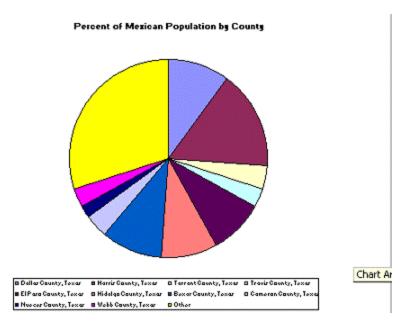
4. You can also choose the title, location of the legend (perhaps on bottom), and data labels.

	×		
Dallas County, Texas	10%		
Harris County, Texas	16%		
Tarrant County, Texas	Chart Wizard - Step 3 of 4 - Char	t Options	? ×
Travis County, Texas			and the second de
El Paso County, Texas	Titles Legend Data Labels	Note I	egend is on side
Hidalgo County, Texas	Chart title	[	Dollar County, Texas
Bexar County, Texas	Percent of Mexican Population	Percent of Mexican Po	PP I
Cameron County, Texas	Category (X) axis:	County	Harris County, Texas
Nueces County, Texas	Can type in title		Tarrant County,
Webb County, Texas			Texas Travis County, Texas
Other	Value (Y) axis:		El Paco County,
Texas			Texas
	Second category (X) axis:		Hidalgo County, Texas
			Bezar County, Tezas
	Second value (Y) axis:		Cameron County,
	Second value (1) axis.		Texas
		1	Nucces County,
► ► Chart1 \ TEX00j/			N Dinish
	<u></u>	incel < <u>B</u> ack Next	> Einish

	-				
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Texas	Place chart:	New sheet in same	e workbook?		
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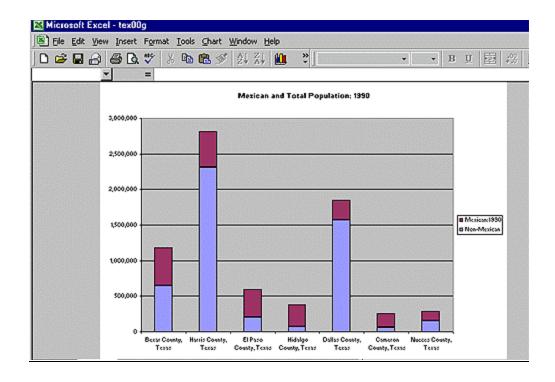
5. You will probably want your chart on a new sheet in the same workbook.

6. Finished Product



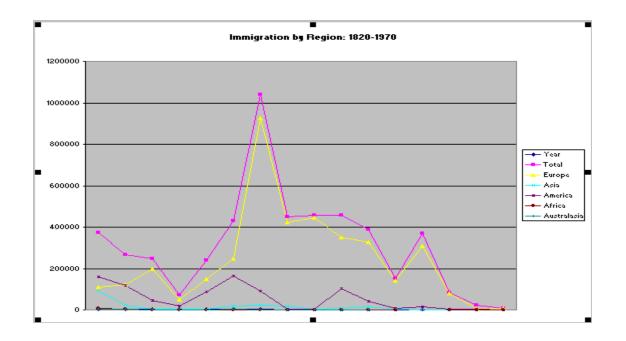
#### **Bar Graphs**

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3 Area	Non-Mexica Me	exican:1990	Total:2000	Mexican:2000	
5 Bexar County, Texas	651,967	533,427	1,392,931	531,069	
6 Harris County, Texas	2,310,923	507,276		814,693	
7 El Paso County, Texas	201,147	390,463	679,622	447,065	
8 Hidalgo County, Texas	72,874	310,671	569,463	433,198	
9 Dallas County, Texas	1,574,889	277,922	2,218,899	531,115	
10 Cameron County, Texas	59,828	200,292	335,227	226,680	
11 Nueces County, Texas	151,395	139,750	313,645	113,334	
12 Webb County, Texas	14,656	118,583	193,117	145,669	
13 Tarrant County, Texas	Chart Wizard -	Step 1 of 4 -	Chart Type		? ×
14 Travis County, Texas	(m. 1.1m.	1	- 1		
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### Line Charts

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1 2	Year	Total	Europe	Asia	America	Africa	Australasia	
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4	1960	265398	120178	21604	119525	1925	2140	
5	1950	249187	199115	4508	44191	849	517	
6	1940	70756	50454	2050	17822	202	228	
7	1930	241700	147438	4535	88104	572	1051	
8	1920 1910	430001 1041570	246295 926291	17505 23533	162666 89534	648 1072	2185 1097	
10	1900	448572	424700	17946	5455	30	428	
11	1890	455302	445680	4448	3833	112	1167	
12	1880	457257	348691	5839	101692	18	954	
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# IMPORTING SPREADSHEETS

Microsoft's Excel is compatible with numerous formats displaying Census data.

TIP: When in doubt about choosing a format to download, choose
XLS
.DBF .CSV
and make sure your filename has the extension affixed to the

Name	Abbreviation	<b>Census Source</b>	Import Process
Excel	.xls	Census DVD	Opens automatically
Comma Separated Value	.csv	American Factfinder Census DVD Geolytics 1990 Census CD	Opens automatically if has extension .csv
ASCII Flat Tab Delimited	.lst	American Factfinder	Requires column manipulation
ASCII Flat Fixed Width	.txt .sdf	1990 Census CD	Requires column manipulation
Database	.dbf	American Factfinder Census DVD Geolytics 1990 Census CD	Opens automatically if has extension .dbf
Lotus 1-2-3	.wk1	1990 Census CD	Opens automatically
Perl	.pl	Historical Census Browser	Opens automatically but you will want to eliminate misc. web frames
Adobe Acrobat	.pdf	Various web sites	Imports depending on data's original format and manipulation with full Acrobat version; still requires some manipulation

# **IMPORT ILLUSTRATIONS**

### ASCII Comma Delimited (.csv)

Text Import Wizard - Step 1 of 3				?×				
	The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the Data Type that best describes your data.							
Original data type ASCII Choose the file type that best describ	<b>Comma Delin</b> es your data:	nited						
<u>D</u> elimited - Characters such <u>C</u> Fixed width - Fields are aligned								
Start import at <u>r</u> ow	1	File Origin:	Windows (	ANSI)				
Preview of file A:\ASDE.								
1 050 , 48 , 001 2 "050", "48", "003", "", " 3 "050", "48", "005", "", " 4 "050", "48", "007", "", " 5 "050", "48", "009", ", "		000005",44 000101",97 000133",63 000271",14 000330",77	36,4347,1 312,5533, 304,3288, 34,166,2,	1,0,19 27,12, 15,7,2				
<u> 6 "050","48","011","","</u> 	<u> </u>	000374".19	56.41.0.0	<u>14</u>				
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Text Import Wizard - Step 2 of 3		? ×
This screen lets you set the delimiters your data con how your text is affected in the preview below. Change Tab to Comma		
▼ <u>T</u> ab	Treat consecutive delimiters as one	
Data preview		
050         48         001           050         48         003           050         48         005           050         48         007           050         48         009           050         48         011	000005 44071 2138 20 000101 9786 4347 11 000133 63812 5533 27 000271 14304 3288 15 000330 7784 166 2 000374 1966 41 0	
Cancel	<pre>&lt;</pre>	h

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### ASCII Flat - Fixed Width (.txt, .sdf)

Text Import Wiza	rd - Step 1 of 3	a a la contra manene da la contra			? ×
If this is correct, ch Original data type Choose the file ty C Delimited	as determined that you loose Next, or choose I ASC pe that best describes - Characters such a - Fields are aligned	the Data Type th II Flat - Fixed V your data: is commas or tab:	at best describ Vidth s separate each	n field.	
	Start import at <u>r</u> ow:	1 🔺	File <u>O</u> rigin:	Windows (ANS)	t) -
Preview of file A:\	ASFL.				
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1		000374	1966	41	
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Lines with arrows signify a column br	eak.			
To CREATE a break line, click at th To DELETE a break line, double clic To MOVE a break line, click and dr	ck on the line.	l.		
You can move Data preview 10 20	e the column br	eaks		
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05048003 05048005	000101 000133	9786 63812	4347 5533	1
05048007	000271	14304	3288	1
05048009	000330	7784	166	
05048011	000374	1966	41	-

### ASCII Tab Delimited (.lst)

Detailed Tab	les ► Download In	nage from American Factfinder
Data Set: Censu	is 2000 Summary File 1 (SF	1) 100-Percent Data
Tables: PCT1	I. HISPANIC OR LATINO	BY SPECIFIC ORIGIN [31] - Universe: Total population
<ul> <li>Format</li> </ul>	C Comma delimited - spi	readsheet format (.csv file)
<ul> <li>Format</li> </ul>		readsheet format (.csv file)
<ul> <li>Format</li> </ul>	C Comma delimited - spi Tab delimited (1st file)	her and the state of the state

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the Data Type that best describes you	r data.
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Characters such as commas or tabs separate each field.     Fixed width - Fields are aligned in columns with spaces between each fields.	
Start import at row: 1 🚔 File Origin: Win	dows (ANSI)
Preview of file C:\My Documents\cenpreco\imports\tex002.lst.	
You will need to page down past the heading           2         to see if the columns are aligned correctly           3 PCT11. HISPANIC OR LATINO BY SPECIFIC ORIGIN           4 Data Set: Census 2000 Summary File 1 (SF 1) 1	[31] - Uni
5 NOTE: For information on confidentiality pro 6 see	

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the Data Type that best describes your data. Original data type Choose the file type that best describes your data:	
C Delimited     C Fixed width     Fields are aligned in columns with spaces between each field.	
Start import at row: 9 🚔 File Origin: Windows (ANSI)	-
Preview of file C:\My Documents\cenpreco\imports\tex002.lst.	1
<pre>9 " " " Texas"   "Anderson County, Texas"   "Andrews County, 10 "Total: "   "20,851,820"   "55,109"   "13,004"   "80,130"   "22, 11 "Not Hispanic or Latino"   "14,182,154"   "48,404"   "7,802 12 "Hispanic or Latino: "   "6,669,666"   "6,705"   "5,202"   "11 13 "Mexican"   "5,071,963"   "3,480"   "4,235"   "9,366"   "3,281" 14 "Puerto Rican"   "69,504"   "88"   "6"   "52"   "35"   "3"   "4"   "4"</pre>	"
Page down the preview to see if the breaks are OK	
Cancel < Back Next > Einis	h

Fext Import Wizard - Step	2 of 3		2	×
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1		Texas	Anderson	Andrews C	Angelina C	Aransas C	Archer Co
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4	Hispanic o	6,669,666	6,705	5,202	11,496	4,571	431
5	Mexican	5,071,963	3,480	4,235	9,366	3,281	344
6	Puerto Ric	69,504	88	6	52	35	3
7	Cuban	25,705	10	1	26	14	1
8	Dominican	4,296	2	0	1	0	0
9	Central An	146,723	151	1	120	11	2
10	Costa Rica	3,302	0	0	2	0	0
11	Guatemala	18,539	46	1	8	0	1
12	Honduran	24,179	23	0	11	. 7	0
13	Nicaraguar	7,487	0	0	5	2	0
14	Panamania	7,076	3	0	5	0	1

# <u> Database File (.dbf) – imports directly</u>

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14	1			28 0	50480	25			0	

#### <u>Historical Census Browser – perl (.pl)</u>

- Save As...
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   Automatic extension is .pl for perl

   File name:
   ed40

   Save as type:
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- 1. Use your web browser to save as ALL Files

2. Open up EXCEL; look for ALL Files; then .pl extension

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17 file(s) f	ound.				1010/00/00/00/00/00/00/00/00/00/00/00/00	

# 3. Spreadsheet opens up immediately but you may need to delete some miscellaneous rows at the top.

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d40.pl					Sec.				
A	B	C D	E	F	G	н		J	۲.
SNO.	MALES 25 YEARS OF	AGE AND	NO.	NO.	NO.	NO.	NO.	NO.	number 📻
t	OVER WITH		MALES	MALES	FEMALES	FEMALES	FEMALES	MALES 25	25 years
K	51,039		25,495	23,561	69,348	34,605	18,935	725,040	7
h	37,388		19,581	15,955	51,903	25,722	15,464	517,789	- Z.
SAC	30,617		17,012	17,963	42,801	22,887	21,436	408,121	7.
A	37,265		17,821	12,462	46,563	21,352	9,122	491,469	7.
G	58,330		30,119	27,037	82,491	42,980	23,475	744,820	7.
A	52,046		22,693	20,505	65,569	33,404	18,455	664,560	7.
V	38,273		20,679	18,117	46,581	26,258	13,046	478,979	3
N	65,466		36,002	31,466	87,350	52,862	36,570	812,437	8.
íL.	49,996		22,620	24,045	67,813	28,505	18,271	595,988	8.
N	15,168		9,328	6,714	20,306	16,631	4,924	176,115	8.
Τ	64,402		29,390	25,503	86,270	42,275	20,413	737,456	8.
V	59,897		29,839	32,997	87,285	50,212	25,627	678,169	8.
b	48,817		20,829	32,630	73,680	23,135	17,741	526,707	9.
S	18,487	]	10,020	7,603	25,932	18,301	5,417	181,480	10
V	99,093		40,729	41,983	128,416	61,243	28,077	925,818	10
N	13,972		7,384	6,072	16,240	9,149	4,919	129,521	10
h	121,155		52,960	52,088	166,824	67,801	36,092	1,116,944	10 🖃

#### Adobe Acrobat (.pdf)

See HOW TO EXPORT A TABLE FROM A PDF FILE INTO A SPREADSHEET <<u>http://www.library.mcgill.ca/edrs/services/publications/howto/PDFtoXLS/PDFtoExcel.html</u>> by Tira Cohene and Anatassia Khouri for instructions on preparing pdf files into ANSI text.

Page down past the column headings, which could throw off your import.

Original data typ	e				s your data.		-
	ype that best describes						
C Fixed width	<ul> <li>Characters such a</li> <li>Fields are aligned</li> </ul>		Contraction of the Contraction of the				
	Start import at row:	1	🚊 File	Origin:	Windows (AN	SI)	3
Preview of file C:	\My Documents\cenpre	co\statabed		se are ta layered i	ible heading	5	
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4 State III				ellHig	hl	•	
5 high sc 6 school	hool <b>!!!!</b> schoo graduate <b>!</b> Bache	lColle	ge Advance	diDrop	-Igraduat	elar	
4						2	

Importing at Row 9 rather than the beginning will probably work.

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the Data Type that best describes your data.	
Coriginal data type	
Choose the file type that best describes your data:	
<u>Delimited</u> - Characters such as commas or tabs separate each field.	
C Fixed width - Fields are aligned in columns with spaces between each field.	
Change import to begin at row 9 Start import at row: 9 🗲 File Origin: Windows (ANSI)	-
Column breaks look right beginning row 9	
Preview of file C:\My Documents\cenpreco\statabed.txt.	
8	
9 United States	1
10 11 Alabama	0
12 Alaska	
13 Arizona	
	•
	-
Cancel < Back Next > Einis	h

RE 1001

ext Import Wizard - Step 2 of 3	? ×										
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.											
Space C Other:	Text Qualifier:										
Preview looks good Data preview United States	24.8 75.2 20.3 13.										
Alabama	33.1 66.9 15.7 10.										
Alabama	13.4 86.6 23.0 15.										
Alabama. Alaska Arizona. Arkansas	33.1 66.9 15.7 10. 33.4 86.6 23.0 15. 21.3 78.7 20.3 13. 33.7 66.3 13.3 8.9										
Alaska	13.4 86.6 23.0 15. 21.3 78.7 20.3 13.										

If the text doesn't wrap correctly, you may need to run it through the Acrobat Distiller.

Text Import Wiza	rd - Step 1 of 3		entre entre la composition reference entre la composition de la comp			? ×
	as determined that yo loose Next, or choose				ibes your data.	
COriginal data type	. <u></u>					1
Choose the file ty	pe that best describe	s your data				
	- Characters such	as commas	or tabs	separate ea	ich field.	
C Fixed width	- Fields are aligned	l in columns	with sp	aces betwee	en each field.	
1	Start import at <u>r</u> ow:	1	×.	File <u>O</u> rigin:	Windows (	(ANSI) -
		Data wra		angely		
Preview of file C:\	My Documents\cenpr	eco\vanbur	.txt.			
	Population					
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	1990 1980 19		1980	1970 S	quare kil	ometer
	ounty MColn.		1222	1 (2(17	651705152	0.05 al-1
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<u> </u>						<u> </u>
	[	Cancel		< Back	Next >	Einish

### ASCII (FLAT) – Manipulating with Textpad

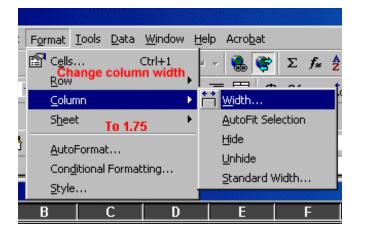
Excel has a limit of about 250 columns and 65,000 rows. Some of the files available from the Census Bureau via ftp are too large for both EXCEL and Microsoft Word. If you need to cut them into smaller segments for spreadsheet manipulation, consider using Textpad <<u>http://www.textpad.com</u>>.

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	uSF1	AL10100		0073	5663	3663	010	651	493	3019	5Z51	099	999	9990	004	010	011	032	9991
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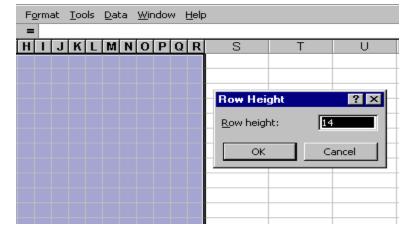
#### Ultimately opens like this in Excel

8	uSF1	AL0405800	8366301	1.75E+10	451463382	AN	922408
9	uSF1	AL0405900	9366301	0	OAlabama	AN	0
10	uSF1	AL0406400	10366301	2.56E+09	166613445	AN	1157006
11	uSF1	AL0406500	11366301	0	OAlabama	AN	0
12	uSF1	AL0406600	12366301	0	OAlabama	AN	0
13	uSF1	AL0406700	13366301	0	OAlabama	AN	0
14	uSF1	AL0406800	14366301	6.94E+08	112837800	AN	441735
15	uSF1	AL0406900	15366301	8.53E+08	3088580AI	AN	359784
16	uSF1	AL0407000	16366301	1.01E+09	50687065A	AN	355487
17	uSF1	AL0407100	17366301	0	OAlabama	AN	0
18	uSF1	AL0407200	18366301	4.09E+10	287449462	AN	1951953

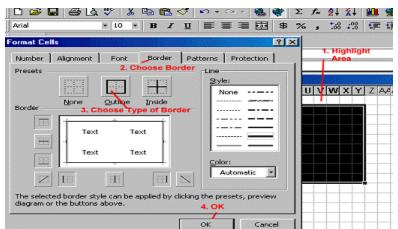
# USING EXCEL FOR FLOOR PLANS



 Highlight the entire table (CONTROL-A.)
 Format/Column – change column width to 1.75



3. Change the row height to 14.



4. Highlight cells; then choose Format/Cells/Border.

5. Color parts of floor plan by highlighting cells; then choose Format/Cells/Patterns

http://www.lib.umich.edu/govdocs/census2/xlguide.pdf

Grace York, University of Michigan May 2, 2002