EXCEL SPREADSHEETS FOR LIBRARY CENSUS USERS

Table of Contents

FORMULAS

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

Processing Order

Parentheses processed first
Then multiplication and division
Then additions and subtractions

Use parentheses and Boolean logic to eliminate confusion

<div style="border:1px solid black; padding:10px; text-align:center;">

EXAMPLE

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

</div>

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	B	C	D	E	F
1						
2		White90	Black90	Hispanic90		
3	Total Population	1,198,302	836,308	47,672	3. =d5+d14	
4	Income above poverty					
5	Total	1,083,933	545,381	35,618	1. =sum(d6:d12)	
6	Under 5 years	69,585	35,686	3,547		
7	5 years	13,807	7,122	631		
8	6 to 11 years	79,320	43,391	3,776		
9	12 to 17 years	78,485	51,333	3,809		
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/d3	
16	Under 5 years	13,653	43,077	2,105		
17	5 years	2,754	7,594	360		
18	6 to 11 years	12,829	38,643	1,810		
19	12 to 17 years	10,235	36,955	1,716		
20	18 to 64 years	60,628	145,071	5,551		
21	65 to 74 years	7,491	11,056	283		
22	75 years and over	6,779	8,531	229		
23						
24						

Copying Formulas

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

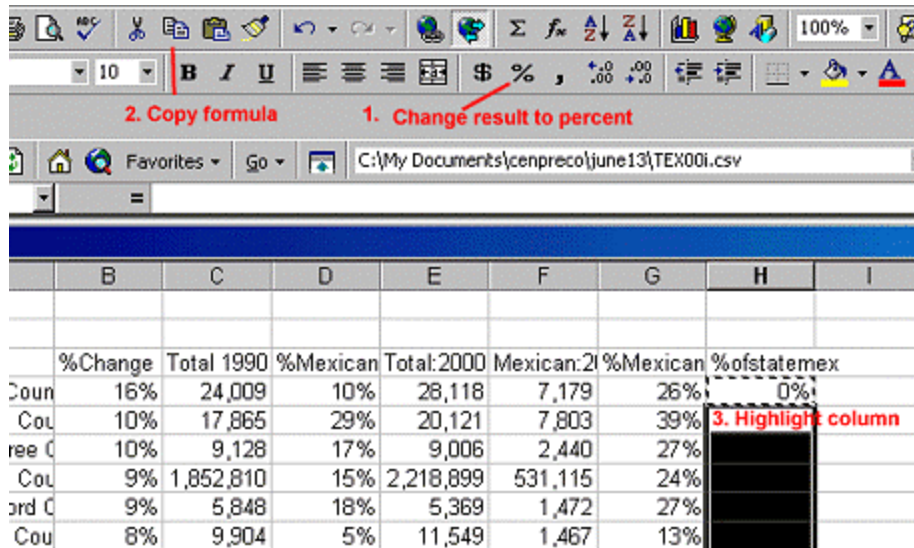Copied to C3
=$A$1-C2

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.

Area	%Change	Total 1990	%Mexican	Total:2000	Mexican:2 **F4**	%Mexican	%ofstatemex	
Titus Coun	16%	24,009	10%	28,118	7,179	26%	=F4/$F$126	
Moore Cou	10%	17,865	29%	20,121	7,803	39%	**$F$126**	
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 (	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 Cc	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 (	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:2	%Mexican	%ofstatemex
7,179	26%	0.001415
7,803	39%	**Highlight result**
2,440	27%	
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.

5. Paste the formula.

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.
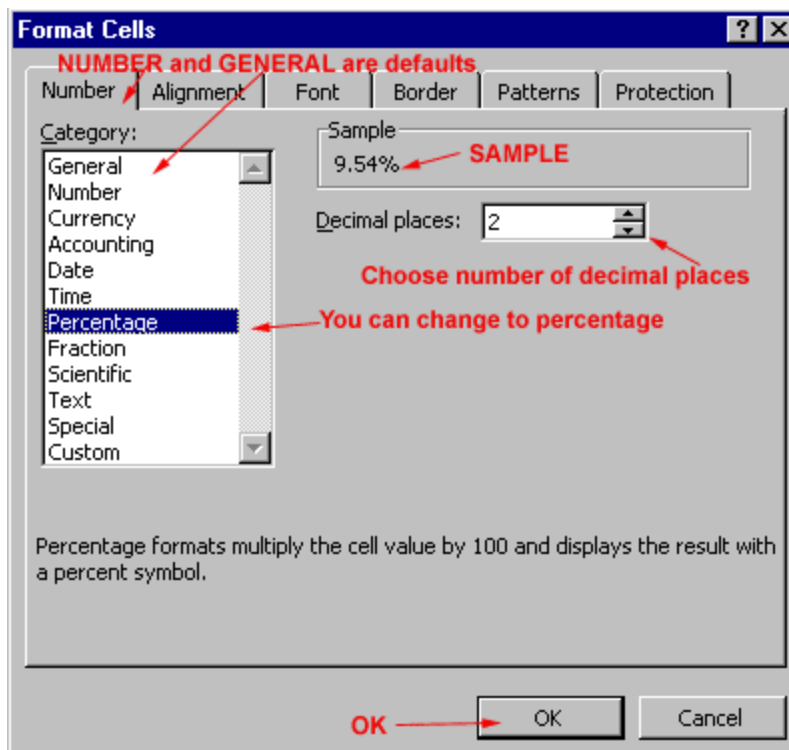
Numbers

1. Highlight the cells
2. Choose FORMAT/CELLS

		Arial			10	

File Edit View Insert Format Tools Data Window Help — **2. Format**
— **3. Cells**

B15

Cells...   Ctrl+1
Row ▶
Column ▶
Sheet ▶
AutoFormat...
Conditional Formatting...
Style...

			C	D	E
1					
2		90	Black90	Hispanic90	
3	Total Populat	302	836,308	47,672	
4	Income abov				
5	Total	933	545,381	35,618	
6	Under 5 years	585	35,686	3,547	
7	5 years	307	7,122	631	
8	6 to 11 years	79,320	43,391	3,776	
9	12 to 17 years	78,485	51,333	3,809	
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	**1. Highlight cells to be reformatted**			
14	Total persons	114,369	290,927	12,054	
15	**Percent in Poverty**	0.095443	0.347871	0.252853	
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

Format Cells

NUMBER and GENERAL are defaults

Number | Alignment | Font | Border | Patterns | Protection

Category:
- General
- Number
- Currency
- Accounting
- Date
- Time
- **Percentage**
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
9.54% ← **SAMPLE**

Decimal places: 2

Choose number of decimal places

You can change to percentage

Percentage formats multiply the cell value by 100 and displays the result with a percent symbol.

OK → OK   Cancel

3. Revised cell format

		Revised format			
income below poverty					
Total persons			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 years			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.

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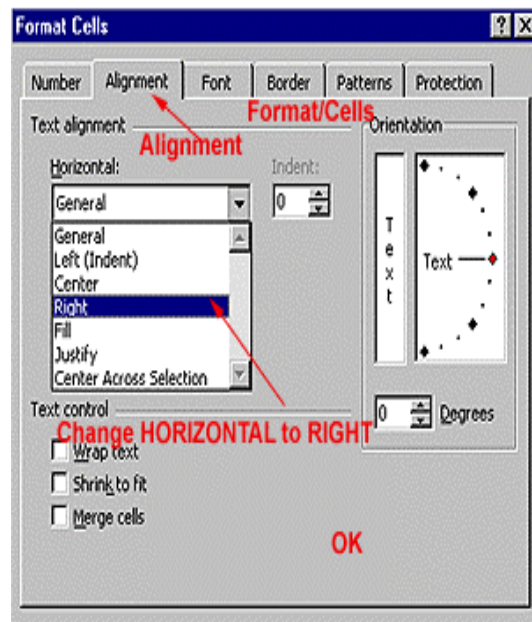
Wrapping Text

You can also use FORMAT/CELLS/ALIGNMENT to wrap the text in a cell to a second line

	Too wide for columns		
	Total:2000	Mexican:2	%Mexican2000
Texas	########	5,071,963	
Anderson	55,109	3,480	
Andrews C	13,004	4,235	
Angelina C	80,130	9,366	
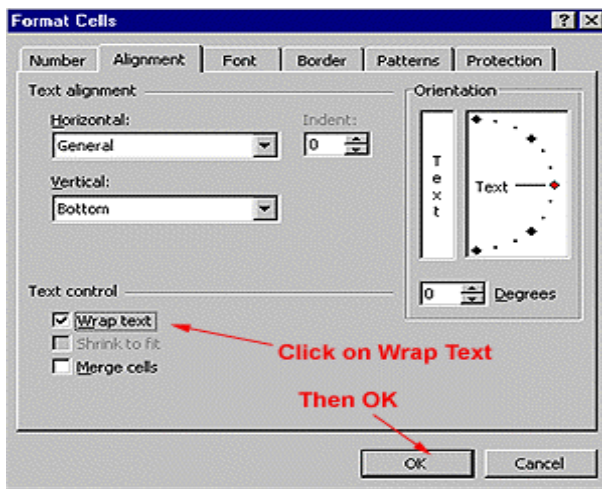
Check off *Wrapped Text*. Then click on *OK*

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

Fonts

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

xls200

	A	B	C	D	E
1					
2		**1. Highlight Cells**			
3					
4		White	Black	Hispanic	
5	Male:	522,439	401,103	40,861	
6	Under 5 ye	34,057	35,806	4,563	
7	5 to 9 year	37,144	45,703	4,225	
8	10 to 14 ye	36,207	40,567	3,506	
9	15 to 17 ye	21,075	20,084	2,072	
10	18 and 19	12,670	11,863	1,676	
11	20 years	5,968	5,771	865	
12	21 years	5,922	5,400	874	
13	Female:	543,168	467,889	36,346	
14	Under 5 ye	32,748	34,788	4,467	
15	5 to 9 year	35,041	44,434	3,914	
16	10 to 14 ye	34,983	39,681	3,346	
17	15 to 17 ye	19,642	20,014	1,780	
18	18 and 19	11,528	11,878	1,207	

Format Cells

2. Click on FONT

Number | Alignment | Font | Border | Patterns | F

Font: Comic Sans MS

Choc ICG
Christie
CloisterBlack BT
Comic Sans MS

Font style: Bold

Regular
Italic
Bold
Bold Italic

Size: 10

8
9
10
11

Underline: None

Color: Automatic

Effects
☐ Strikethrough
☐ Superscript
☐ Subscript

Preview

AaBbCcYyZ

3. Choose font

This is a TrueType font. The same font will be used on both y and your screen.

4. OK OK

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

Colors and Patterns

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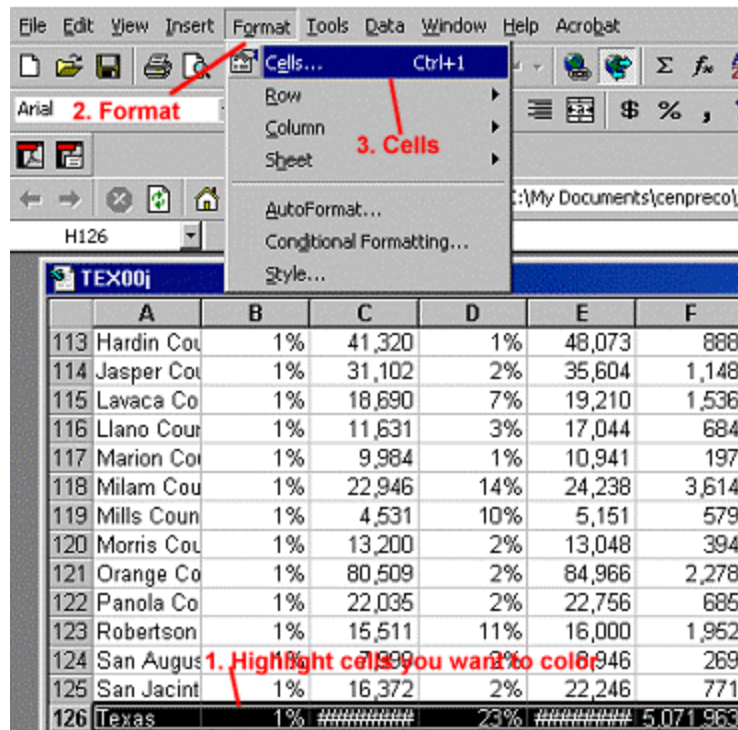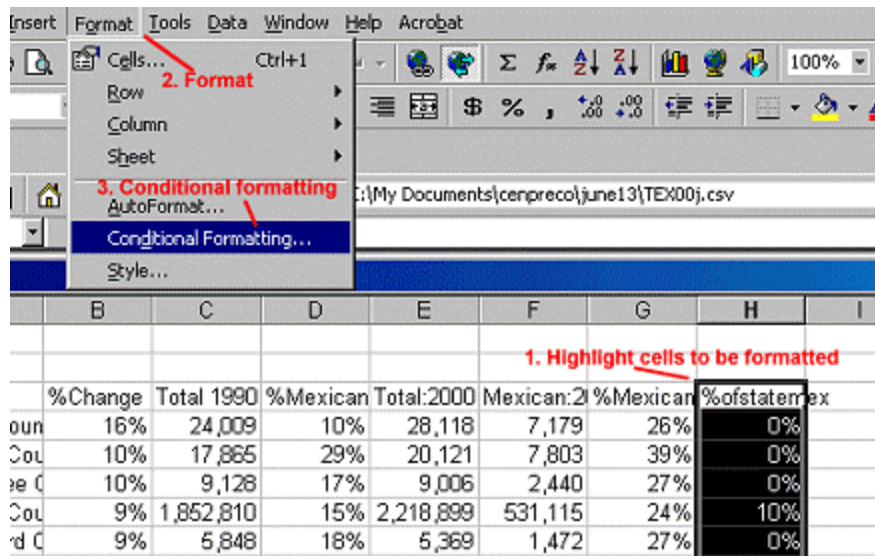

2. Choose a color or select a pattern
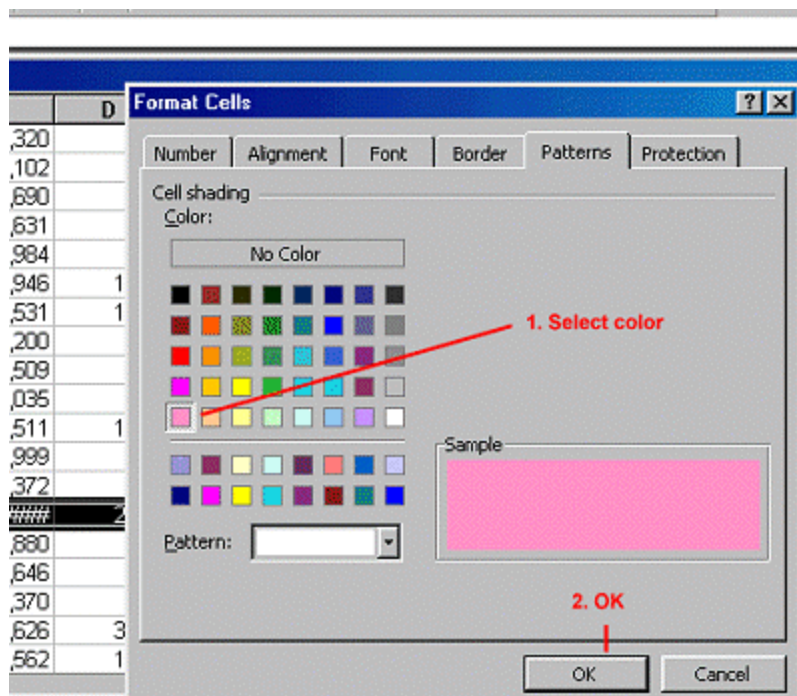
Conditional Formatting

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

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

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.
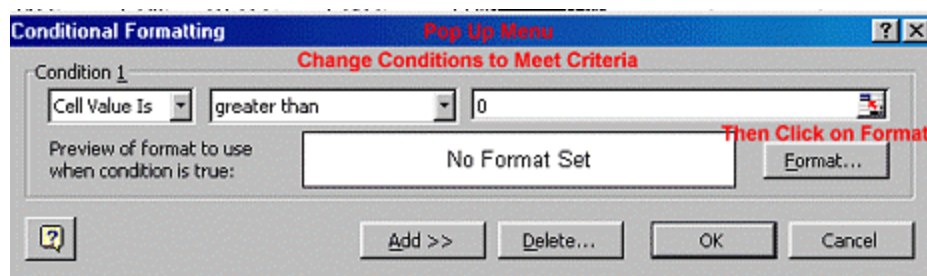
4. Cells can be formatted with a different FONT, BORDER, or PATTERN/COLOR.
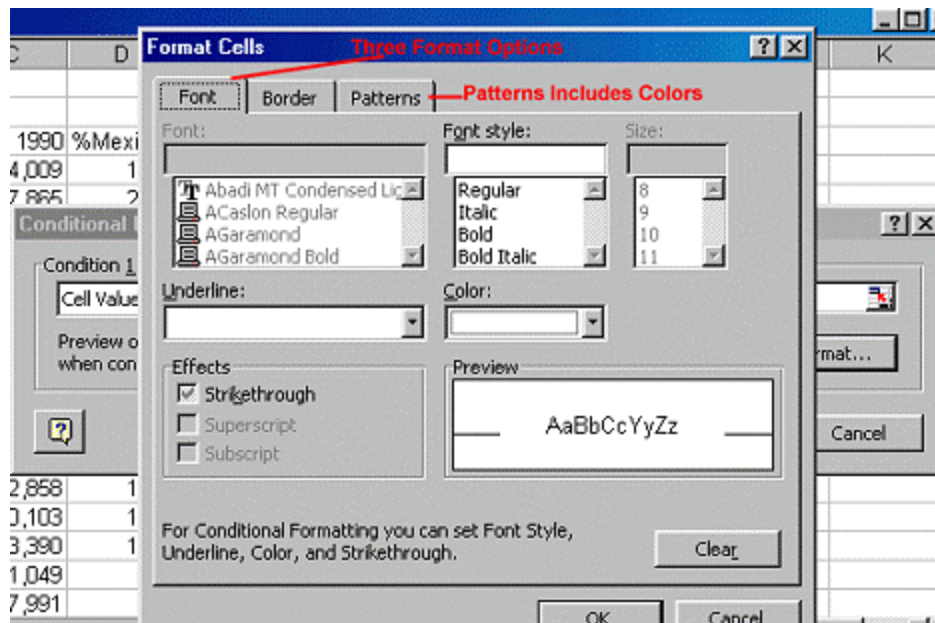
5. Choose a font, border, or color and CLICK OK.
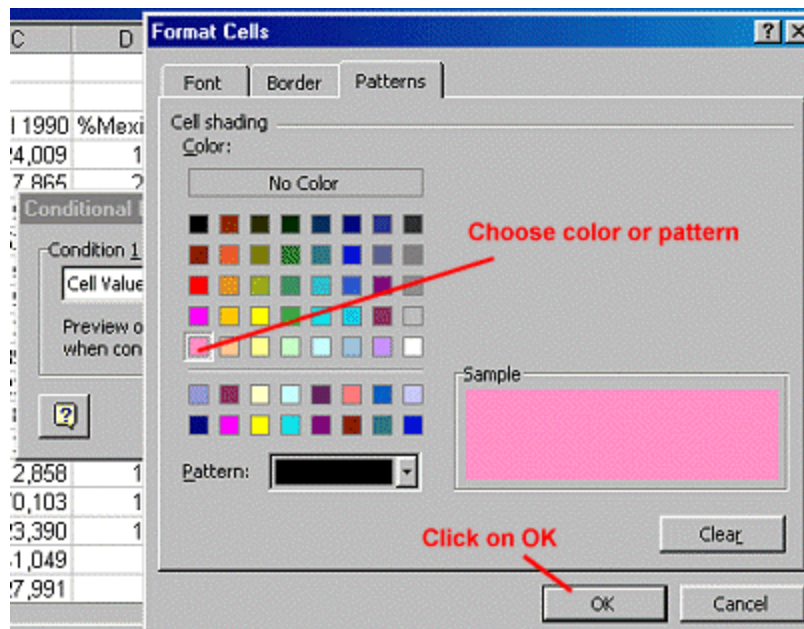
6. The conditional formatting tool will reappear. Click OK.

1990	%Mexican	Total:2000	Mexican:2(	%Mexican	%ofstatemex		
4,009	10%	28,118	7,179	26%	0%		
7,865	29%	20,121	7,803	39%	0%		

Conditional Formatting

Original pop-up menu comes back with format

Condition 1

Cell Value Is ▾ | greater than ▾ | 0

Preview of format to use when condition is true: | AaBbCcYyZz | Format...

OK

Add >> | Delete... | OK | Cancel

| 2,858 | 18% | 3,186 | 771 | 24% | 0% | | |
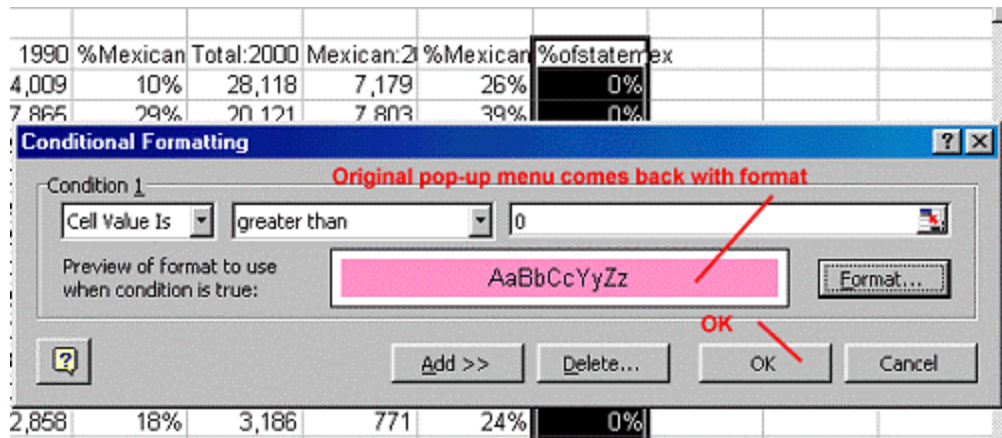
7. Search result colors cells which meet the criteria above.

Cells over 0%

Mexican:2(	%Mexican	%ofstatemex
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.

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

2. Use the format/ autofit selection command. The results are the same as 1. above.

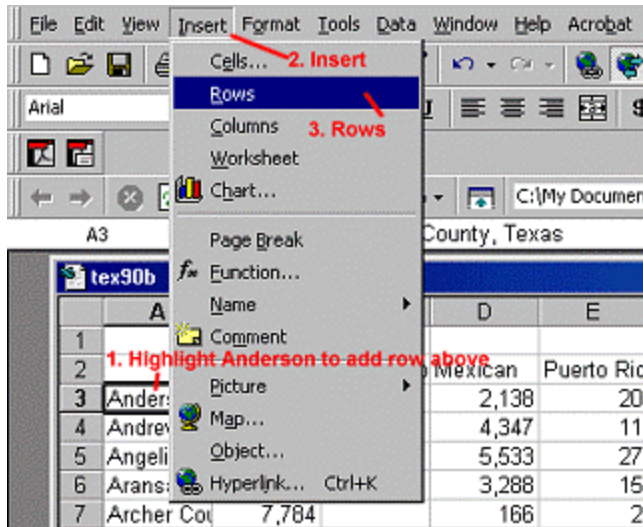3. Use the format/width command and change the column width manually.

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.

Inserting Columns

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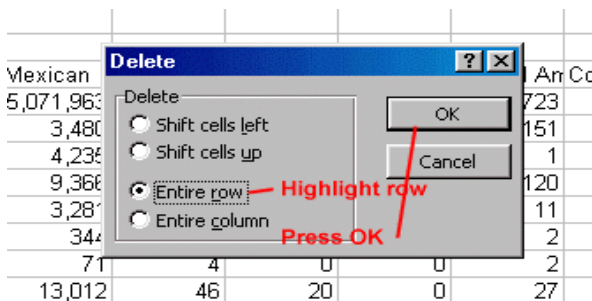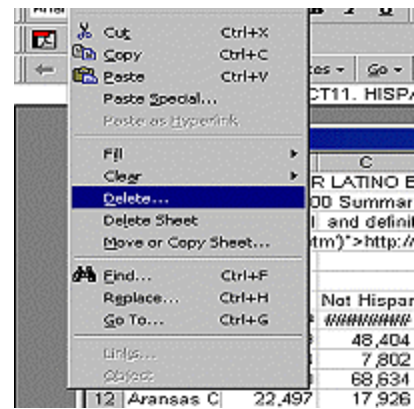the right of where you
want a new column.

2.   Click on the INSERT menu at the top. Then click on COLUMN. A new column will be inserted to the left of the column you highlighted.
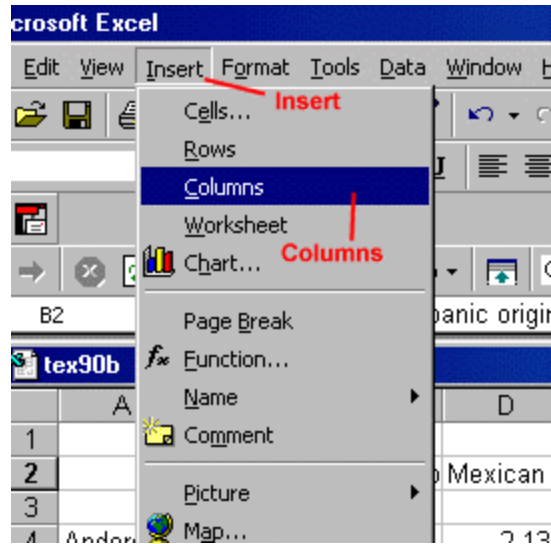
Deleting Rows and Columns

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

EDIT/DELETE

DELETE ROW

DELETE COLUMN

	Not Hispan	Hispanic C	Mexican	Puerto Ric	Cuban	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	15
4	7,802	5,202	4,235				
0	68,634	11,496	9,366				12
7	17,926	4,571	3,287				1
4	8,423	431	344				
8	2,032	116	7				
8	16,008	22,620	13,012				2
0	19,785	3,805	3,158				4
4	3,475	3,119	2,259				
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.

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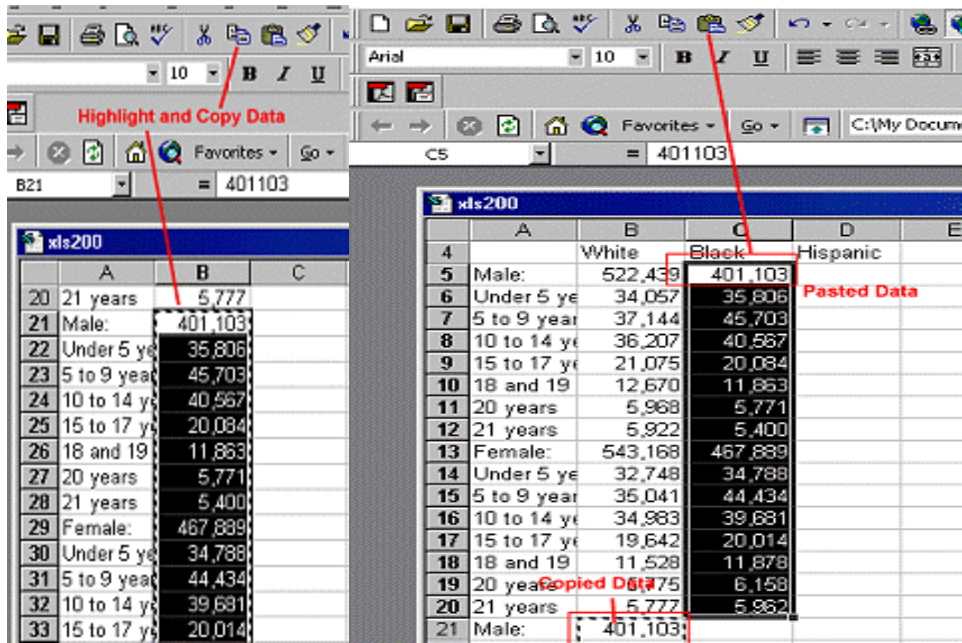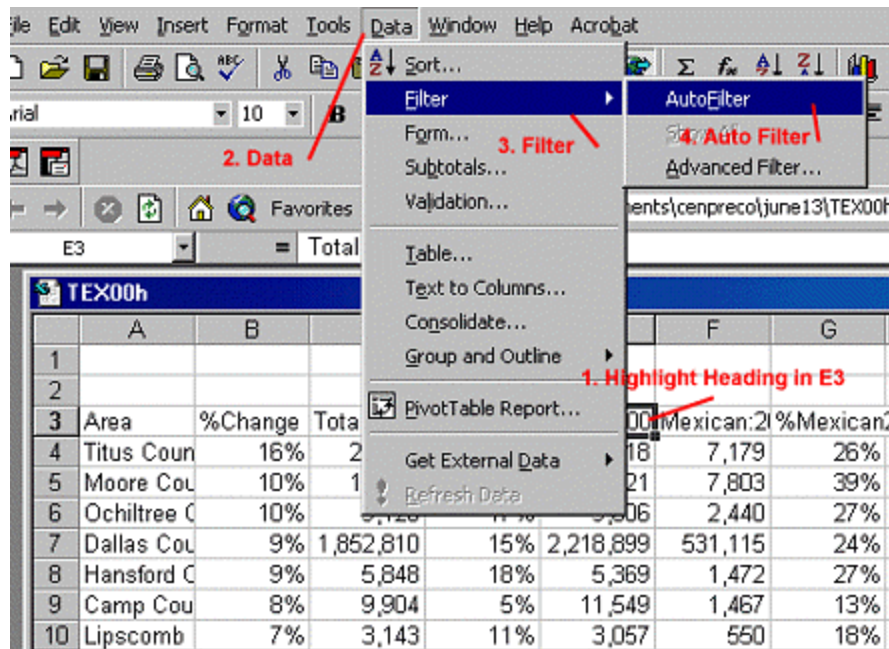
You could have COPIED the cells and INSERTED them instead of PASTING them. You could have also CUT the cells and INSERTED THEM.
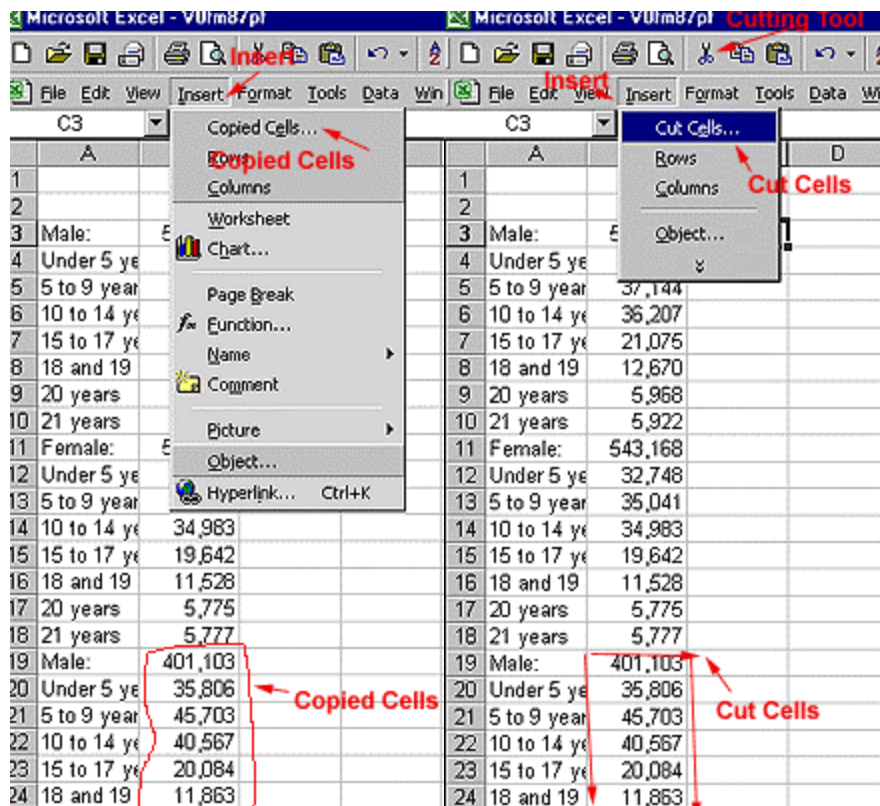
FILTERING RESULTS

   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*

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.

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

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.
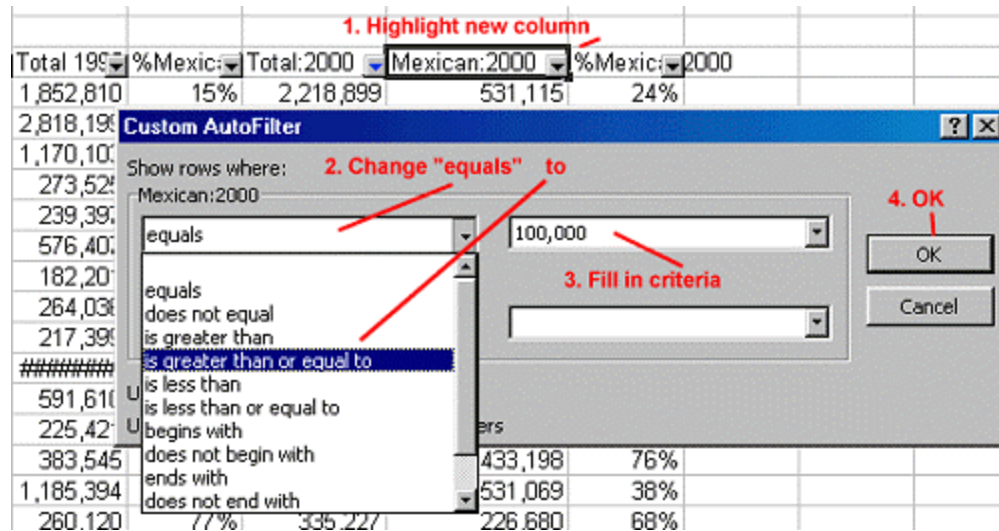
Filtered Results

<u>All counties over 250,000</u>
<u>Mexican population over 100,000</u>

A	B	C	D	E	F	G	H
			Total Population over 250,000				
Area	%Chang	Total 199	%Mexic	Total:2000	Mexican:2000	%Mexic	2000
Dallas Cou	9%	1,852,810	15%	2,218,899	531,115	24%	
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 C	0%	591,610	66%	679,622	447,065	66%	
Hidalgo Cc	-5%	383,545	81%	569,463	433,198	76%	
Bexar Cou	-7%	1,185,394	45%	1,392,931	531,069	38%	
Cameron C	-9%	260,120	77%	335,227	226,680	68%	
Nueces Cc	-12%	291,145	48%	313,645	113,334	36%	
				Mexican Population 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*

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*

The four parts can be moved and altered independently

%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

1. Highlight columns or rows to hide

	%Change	Total 1990	%Mexican	Total 2000	Mexican:2	%Mexican	%ofstatemex
un	16%	24,009	10%	28,118	7,179	26%	0%
ou	10%	17,865	29%	20,121	7,803	39%	0%
e C	10%	9,128	17%	9,006	2,440	27%	0%
ou	9%	1,852,810	15%	2,218,899	531,115	24%	10%
d 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%

Columns still there but hidden

	A	H	I	J
1				
2				
3	Area	%ofstatemex		
4	Titus Coun	0%		
5	Moore Cou	0%		
6	Ochiltree C	0%		
7	Dallas Cou	10%		
8	Hansford C	0%		
9	Camp Cou	0%		
10	Lipscomb	0%		
11	Navarro Cc	0%		
12	Shelby Co	0%		
13	Harris Cou	16%		
14	Hudspeth	0%		
15	Sherman C	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.*
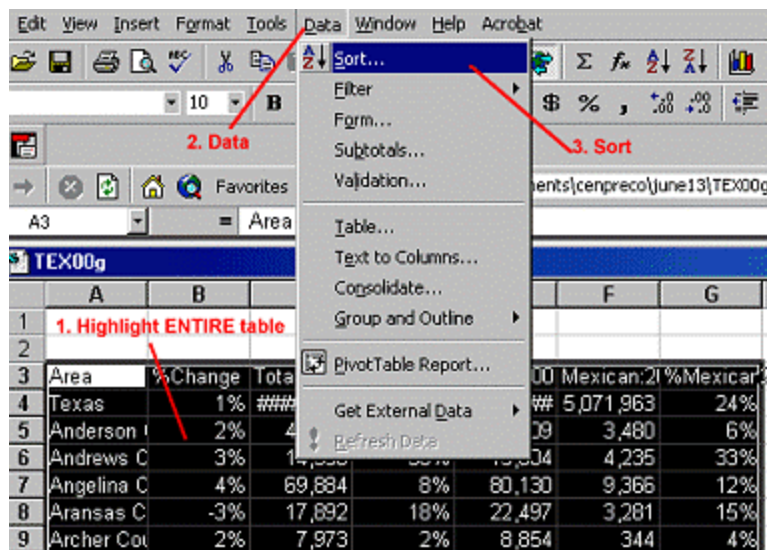
4. In the pop-up box

    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.

Results Ranked by Column B and then Column A

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.

	A	B	C	D	E	F	G
		Anderson	Andrews C	Angelina C	Aransas C	Archer Cou	Armstrong
1							
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.
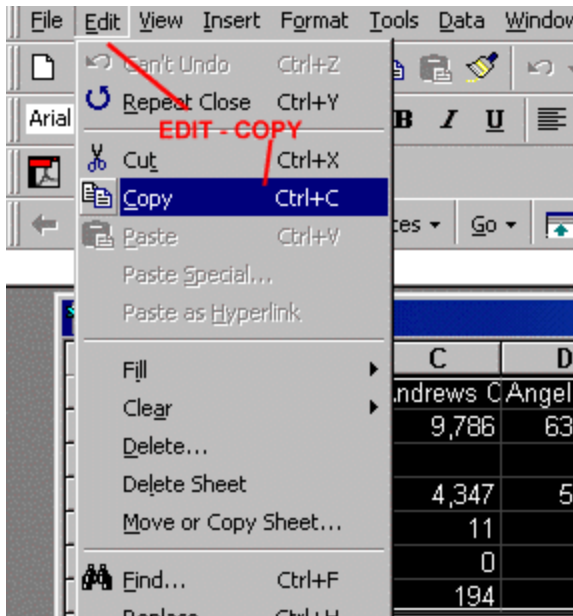
2. EDIT/COPY or single click on the copy symbol (double sheet of paper) on the toolbar.

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

tex90b

	A	B	C	D
1		Anderson	Andrews C	Angelina C A
2	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	Highlight cell to begin new table
10	
11	Make sure there is expansion room
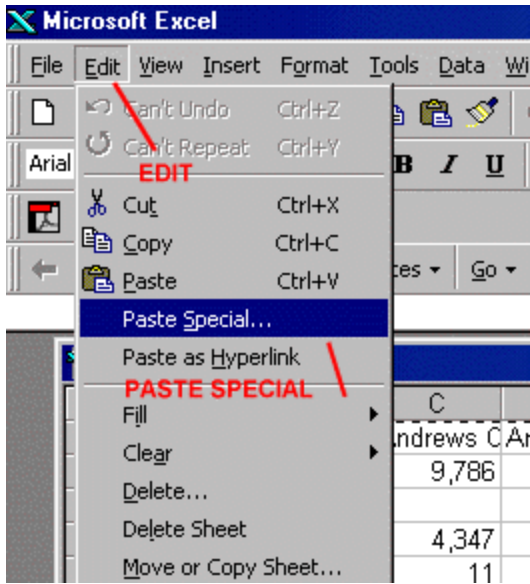
5. Click on the *EDIT* menu at the top and then **PASTE SPECIAL.**

6.   On the pop-up menu, click in the box next to the word *Transpose*. Then click *OK*.
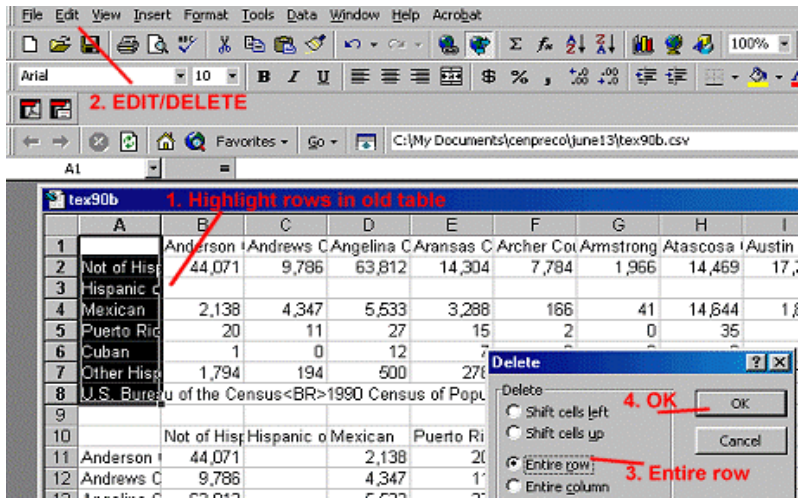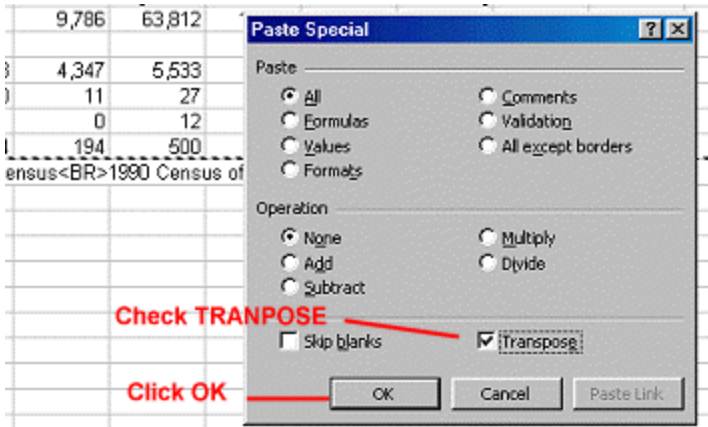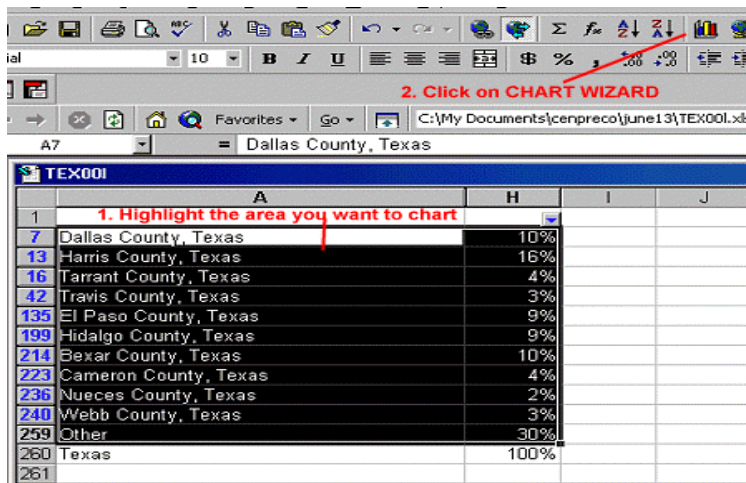
7. Highlight, edit, and delete your old spreadsheet.

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.

Pie Charts

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.

2. Highlight cells and click on the CHART WIZARD symbol in the toolbar.
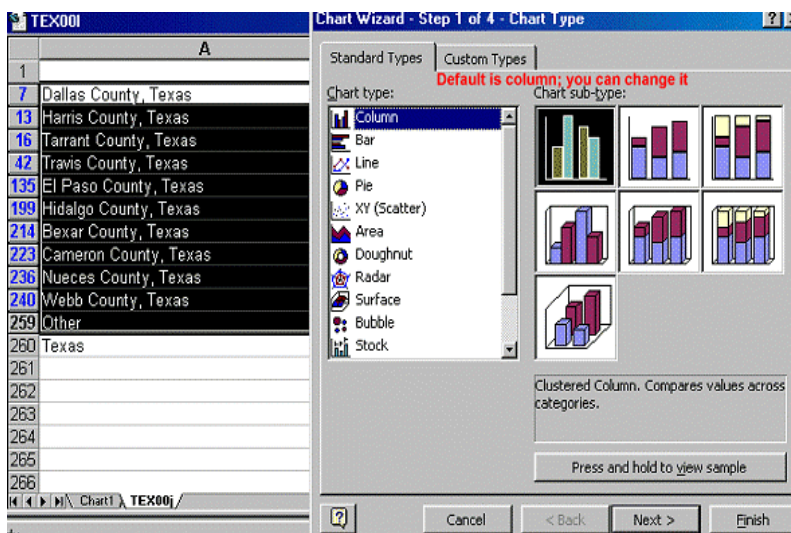
3. Choose the type of chart from the middle box. The default is column

3. Once you choose a type of chart, you have your choice of subtype.
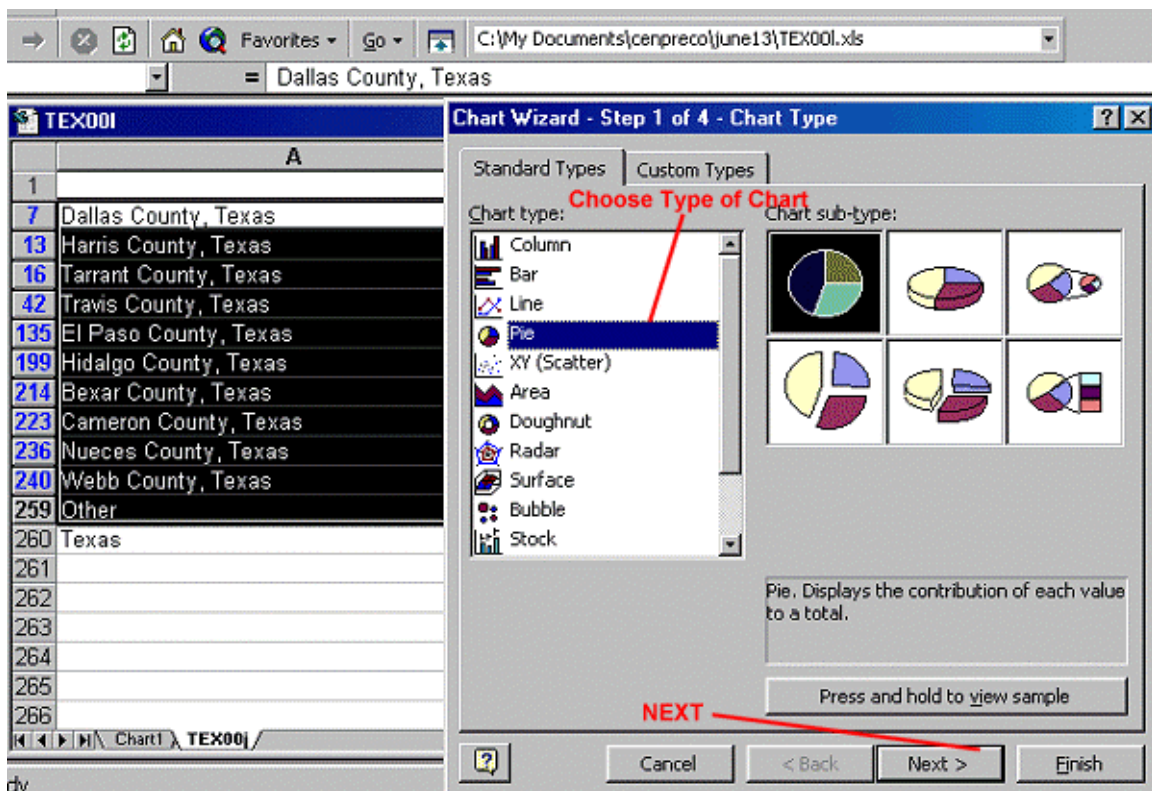
4. You can also choose the title, location of the legend (perhaps on bottom), and data labels.
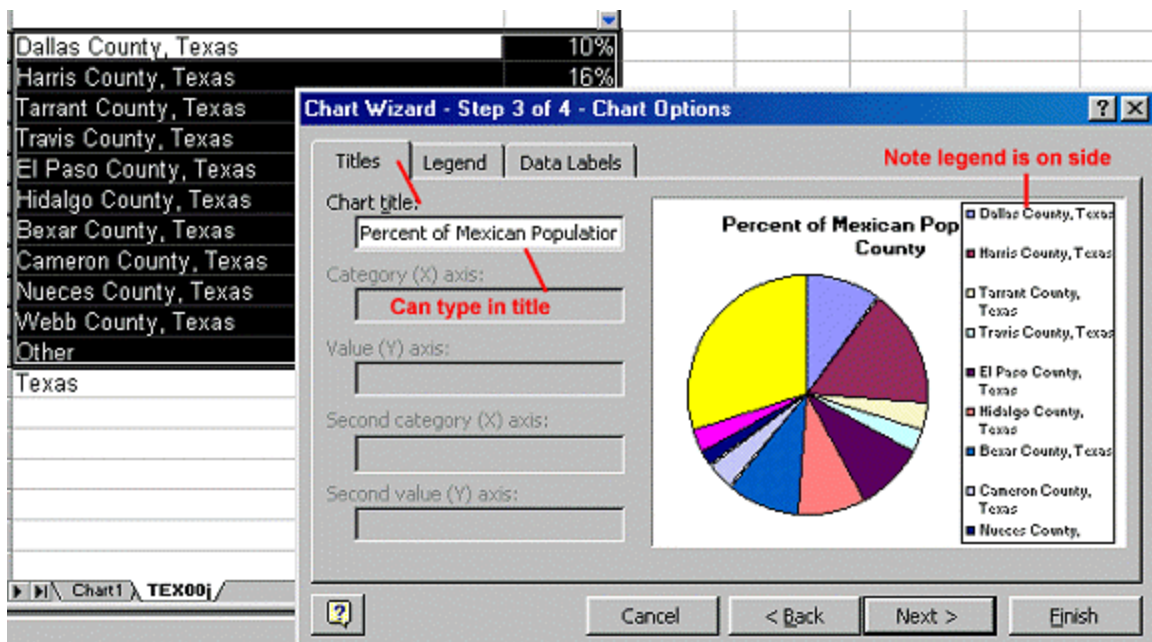
5. You will probably want your chart on a new sheet in the same workbook.

Dallas County, Texas	10%
Harris County, Texas	16%
Tarrant County, Texas	4%
Travis County, Texas	3%
El Paso County, Texas	9%
Hidalgo County, Texas	9%
Bexar County, Texas	10%
Cameron County, Texas	4%
Nueces County, Texas	2%
Webb County, Texas	
Other	
Texas	

Chart Wizard - Step 4 of 4 - Chart Location

Place chart: **New sheet in same workbook?**

⊙ As new sheet: Chart2

On spreadsheet?

○ As object in: TEX00j

FINISH

Chart1 \ TEX00j

Cancel   < Back   Next >   Finish

6. Finished Product

Percent of Mexican Population by County

▣ Dallas County, Texas	▪ Harris County, Texas	▢ Tarrant County, Texas	▢ Travis County, Texas
▪ El Paso County, Texas	▢ Hidalgo County, Texas	▪ Bexar County, Texas	▢ Cameron County, Texas
▪ Nueces County, Texas	▢ Webb County, Texas	▢ Other	

Chart Ar

Bar Graphs

Line Charts

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	Census Source	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)

ASCII Flat – Fixed Width (.txt, .sdf)

ASCII Tab Delimited (.lst)

American FactFinder - Netscape

File Edit View Go Window Help

Detailed Tables ► Download   **Image from American Factfinder**

Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent Data

   Tables: PCT11. HISPANIC OR LATINO BY SPECIFIC ORIGIN [31] - Universe: Total population

● Format
   ○ Comma delimited - spreadsheet format (.csv file)
   ● Tab delimited (.lst file)

   □ Transpose Rows/Columns

   OK
   Cancel

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:
   ● Delimited   - Characters such as commas or tabs separate each field.
   ○ Fixed width   - Fields are aligned in columns with spaces between each field.

Start import at row: 1   File Origin: Windows (ANSI)

Preview of file C:\My Documents\cenpreco\imports\tex002.lst.

**You will need to page down past the headings
to see if the columns are aligned correctly**

```
1
2
3 PCT11. HISPANIC OR LATINO BY SPECIFIC ORIGIN [31] — Uni
4 Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent
5 NOTE:    For information on confidentiality protection  n
6 see <A HREF="javascript:openExplanation('en','expsf1u.h
```

Cancel   < Back   Next >   Finish

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.

**You may need to change the import row to obtain
correct column breaks**

Original data type
Choose the file type that best describes your data:
   ● Delimited   - Characters such as commas or tabs separate each field.
   ○ 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.

```
9  " "│"Texas"│"Anderson County, Texas"│"Andrews County,
10 "Total:"│"20,851,820"│"55,109"│"13,004"│"80,130"│"22,4
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"│"46
```

Page down the preview to see if the breaks are OK

Cancel   < Back   Next >   Finish

Text 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.

Delimiters:
☑ Tab ☐ Semicolon ☐ Comma
☐ Space ☐ Other: ___

☐ Treat consecutive delimiters as one

Text Qualifier: ["▼]

Looks funny but should line up OK

Data preview:

	Texas	Anderson County, Texas	Andre
:	20,851,820	55,109	13,00
ispanic or Latino	14,182,154	48,404	7,802
nic or Latino:	6,669,666	6,705	5,202
an	5,071,963	3,480	4,235
b Rican	69,504	88	6

[Cancel] [< Back] [Next >] [Finish]

---

tex002.lst **Final .LST Import**

	A	B	C	D	E	F	G
1		Texas	Anderson (	Andrews C	Angelina C	Aransas C	Archer Cou
2	Total:	#########	55,109	13,004	80,130	22,497	8,854
3	Not Hispar	#########	48,404	7,802	68,634	17,926	8,423
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

Database File (.dbf) – imports directly

Db.dbf

	A	B	C	D	E	F	G	H	I	J
1	SUM	ST	CNT	COUS	PLACE	TRACTE	B	LOGRE	P0090001	P0090002
2	050	48	001					000005	44071	2138
3	05	04	800	3				00010		
4	4 0	50	480	05				0001		
5	00	05	048	007				000		
6	278	0	504	8009				00	330	7784
7	1	9	050	48011				0	374	1966
8		14	05	04801	3				393	14469
9	1	37	9 0	50480	15				467	17759
10		1	50	05048	017				528	4324
11			151	0504	8019				550	9390
12			12	5 050	48021				58	
13	1		4	69 05	04802	3			6	
14	1			28 0	50480	25			0	

Database Format Imports Directly

Historical Census Browser – perl (.pl)

1. **Use your web browser to save as ALL Files**

Save As...

Save in: hisbrows

ed40.pl	his2	his8
his1	his20	his9
his11	his3	
his12	his4	
his13	his5	
his14	his6	
his19	his7	

Use your web browser to
SAVE AS   All Files

Automatic extension is .pl for perl

File name: ed40

Save as type: All Files (*.*)

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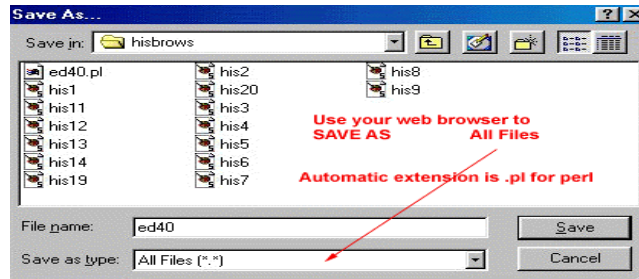
2. Open up EXCEL; look for ALL Files; then .pl extension

Open

Look in: hisbrows

ed40.pl	his3
his1	his4
his11	his5
his12	his6
his13	his7
his14	his8
his15	his9
his19	
his2	
his20	

Open   Cancel   Advanced...

Open in EXCEL as "All Files"

.pl refers to Historic Census Browser

Find files that match these search criteria:
File name:
Files of type: All Files   Text or property: Last modified: any time   Find Now   New Search

17 file(s) found.
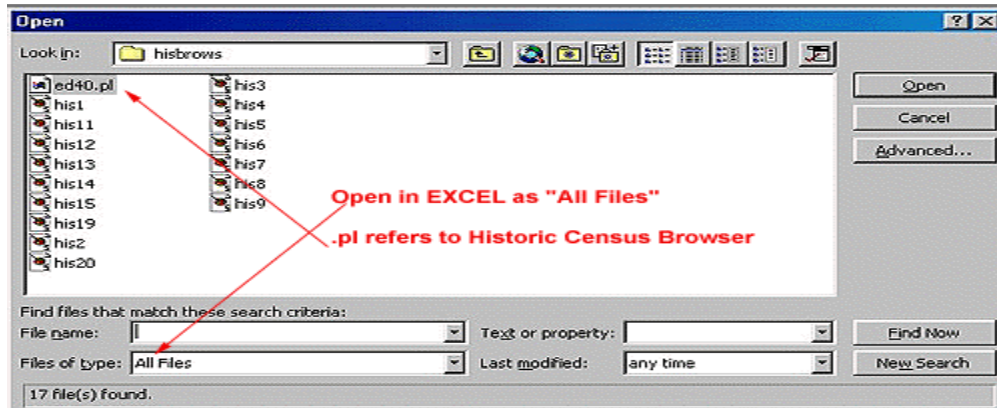
3. Spreadsheet opens up immediately but you may need to delete some miscellaneous rows at the top.

Favorites ▾   Go ▾   C:\My Documents\cenpreco\hisbrows\ed40.pl

16   =   18487   Spreadsheet opens immediately

ed40.pl

| B	C	E	F	G	H	I	J	K
NO. MALES 25 YEARS OF AGE AND OVER WITH		NO. MALES	NO. MALES	NO. FEMALES	NO. FEMALES	NO. FEMALES	NO. MALES 25	number 25 years
51,039		25,495	23,551	69,348	34,605	18,935	725,040	7
37,388		19,581	15,955	51,903	25,722	15,464	517,789	7.
30,617		17,012	17,963	42,801	22,887	21,436	408,121	7.
37,255		17,821	12,462	46,563	21,352	9,122	491,469	7.
58,330		30,119	27,037	82,491	42,980	23,475	744,820	7.
52,046		22,693	20,505	65,569	33,404	18,455	664,560	7.
38,273		20,679	18,117	46,581	26,258	13,046	478,979	8
65,466		36,002	31,466	87,350	52,862	35,570	812,437	8.
49,996		22,620	24,045	67,813	28,505	18,271	595,988	8.
15,168		9,328	6,714	20,306	16,631	4,924	176,115	8.
64,402		29,390	25,503	86,270	42,275	20,413	737,456	8.
59,897		29,839	32,997	87,285	50,212	25,627	678,169	8.
48,817		20,829	32,630	73,680	23,135	17,741	526,707	9.
18,487		10,020	7,603	25,932	18,301	5,417	181,480	10
99,093		40,729	41,983	128,416	61,243	28,077	925,818	10
13,972		7,384	6,072	16,240	9,149	4,919	129,521	10
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 <http://www.library.mcgill.ca/edrs/services/publications/howto/PDFtoXLS/PDFtoExcel.html> by Tira Cohene and Anatassia Khouri for instructions on preparing pdf files into ANSI text.

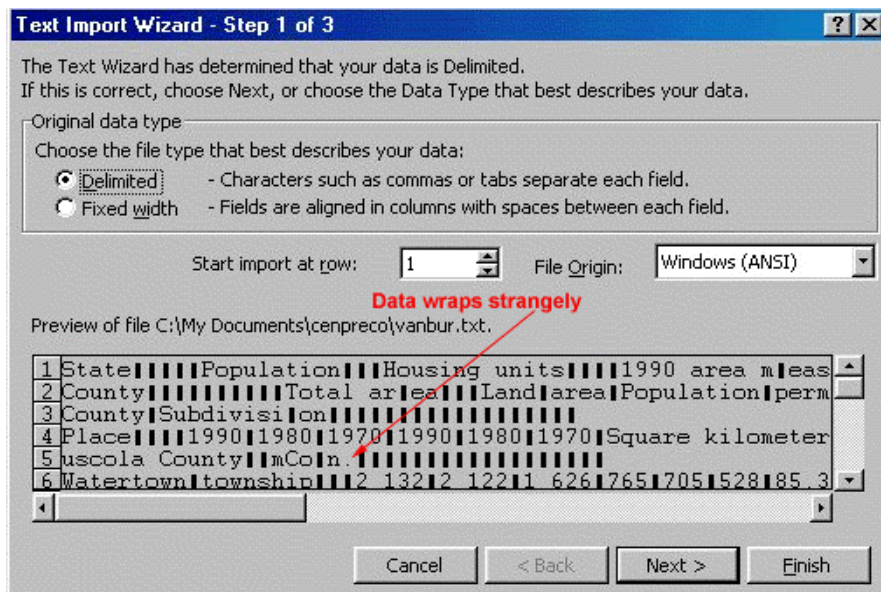Page down past the column headings, which could throw off your import.
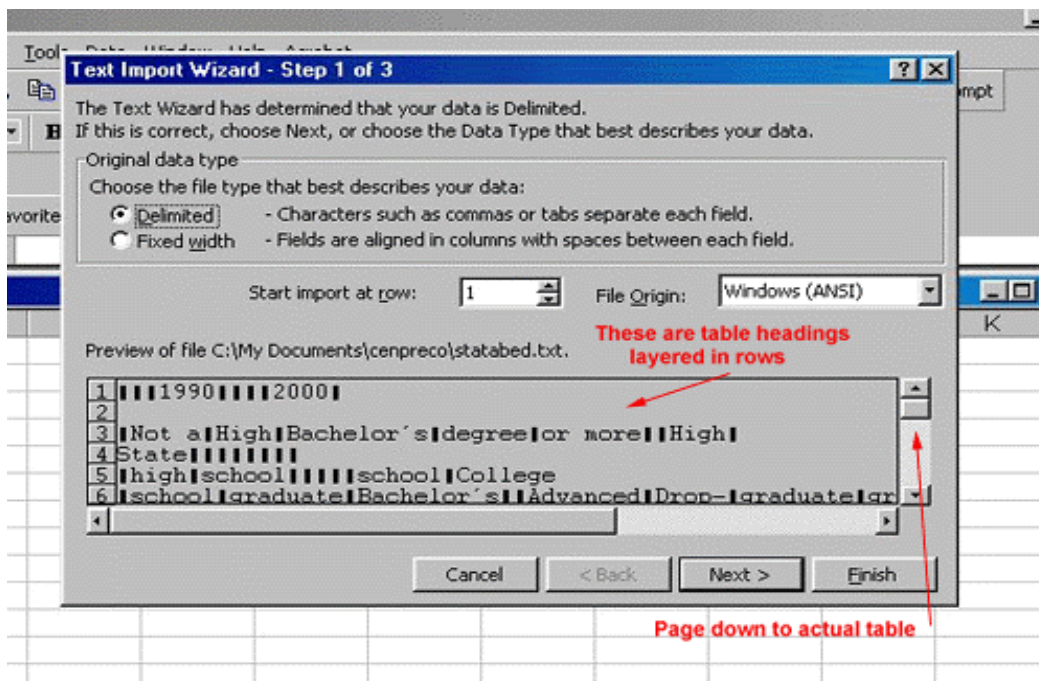
Importing at Row 9 rather than the beginning will probably work.
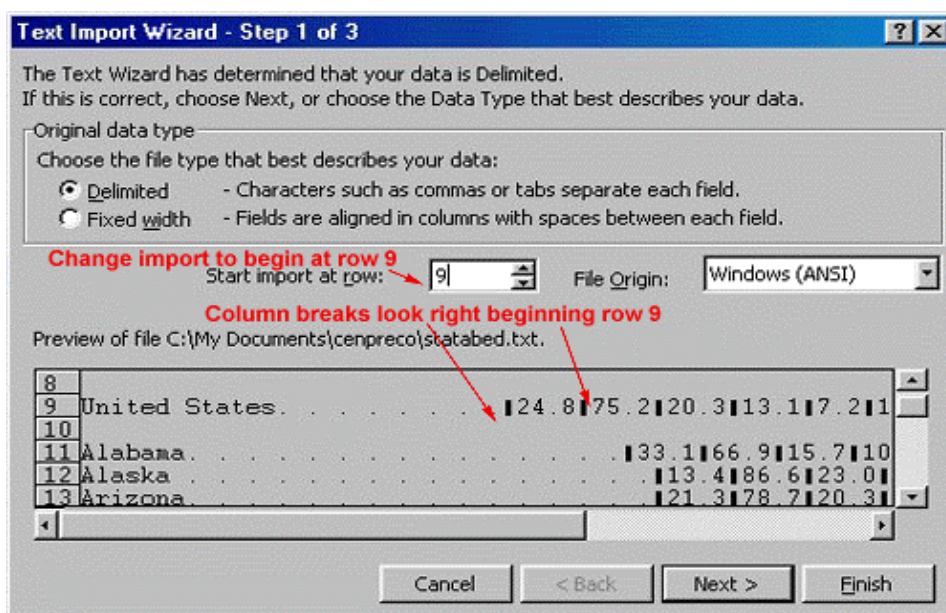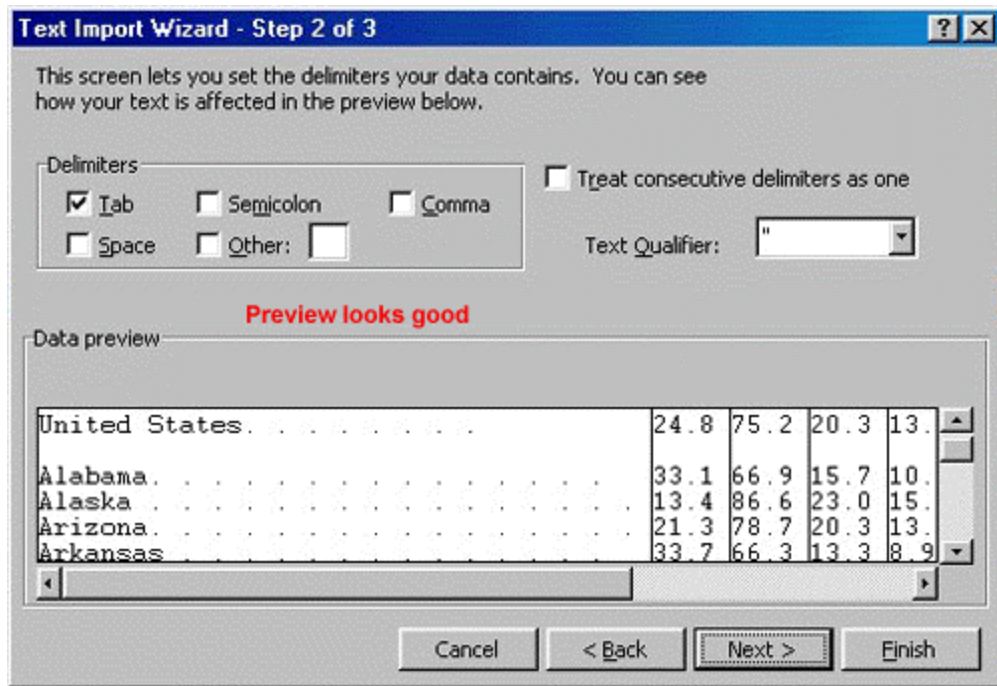
If the text doesn't wrap correctly, you may need to run it through the Acrobat Distiller.

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 <http://www.textpad.com>.
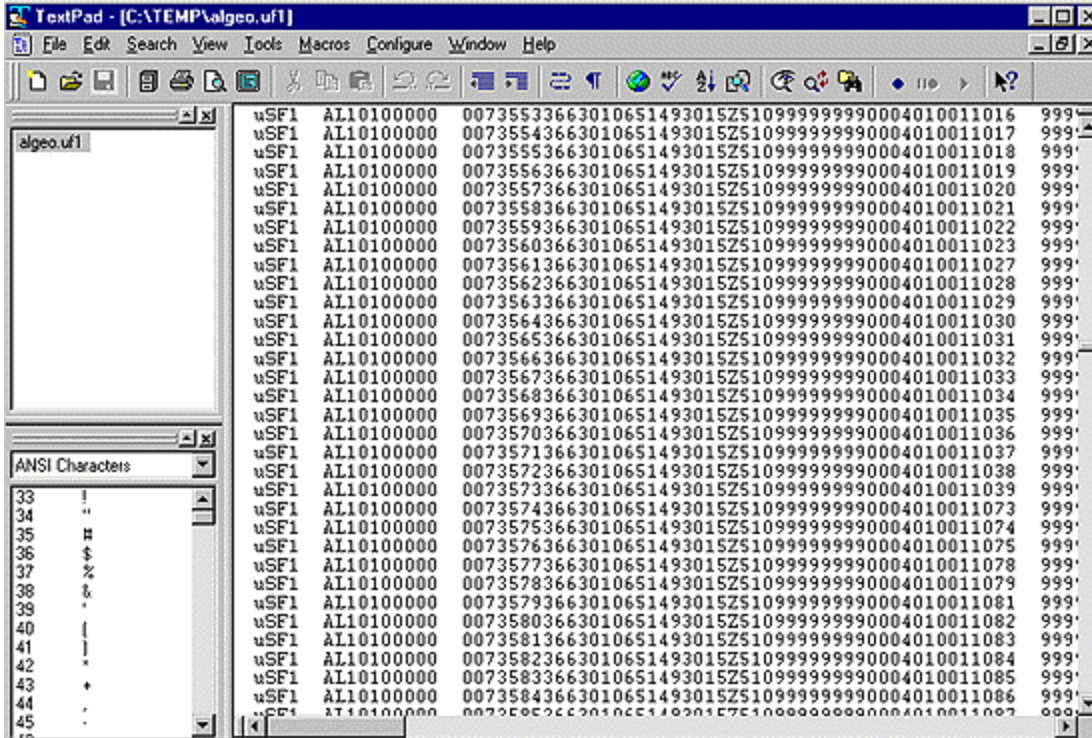

Ultimately opens like this in Excel

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

USING EXCEL FOR FLOOR PLANS
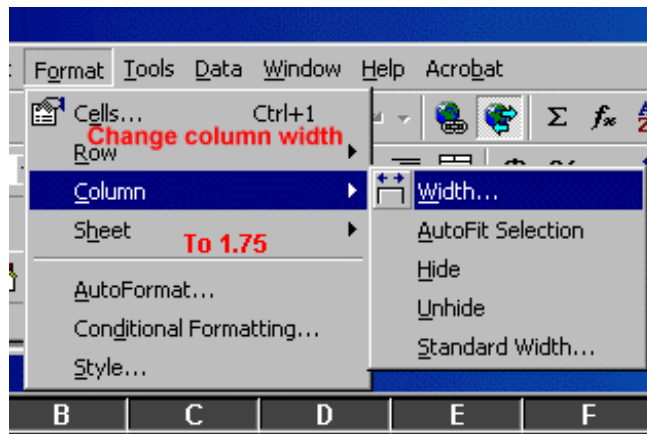
1. Highlight the entire table (CONTROL-A.)
2. Format/Column – change column width to 1.75
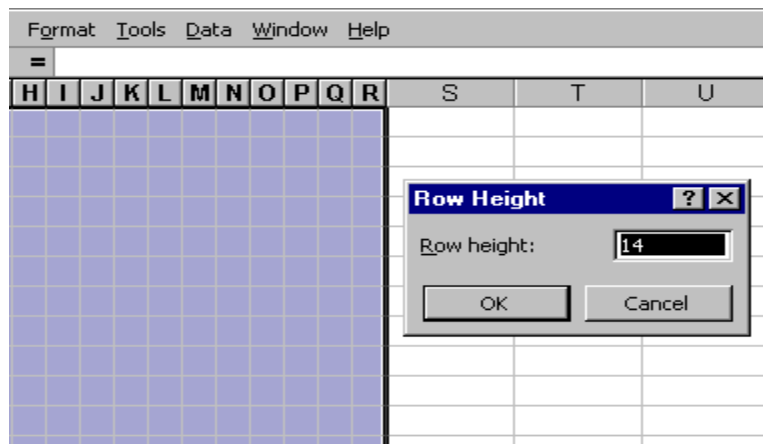
3. Change the row height to 14.
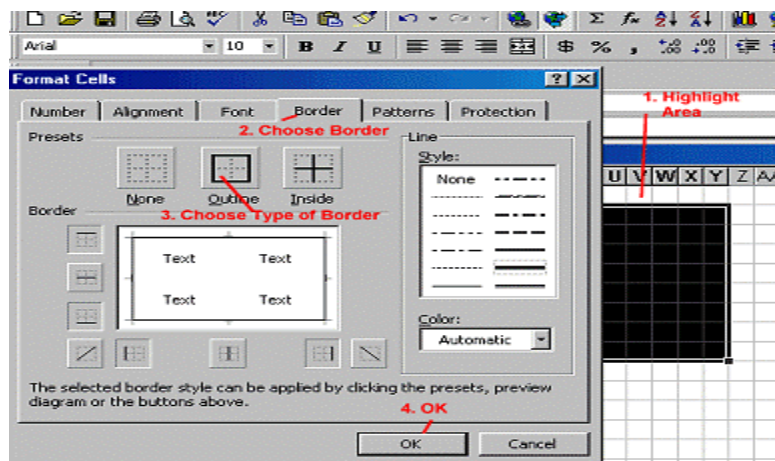
4. Highlight cells; then choose Format/Cells/Border.

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