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# Manipulating Data in Spreadsheets

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*Downloaded from Deep Blue, University of Michigan's institutional repository*

# 5 | Manipulating data in spreadsheets

**Martha Stuit**

A practical side of being data literate is working with data to spot patterns, build arguments, and create visualizations. But first, you need a place to store and explore data. Knowing strategies for working with data in spreadsheets makes those tasks easier. Spreadsheets help us think about data by allowing the reader to view and interact with the individual data points that make up both summary statistics and data visualizations. By learning the features of spreadsheets outlined in this chapter, you'll find that spreadsheets more approachable for thinking about and working with data.

This chapter includes ways to identify patterns from data in spreadsheets and ideas for manipulating data. It will focus on features of Excel 2016 (with file extensions of .xlsx) and Google Sheets by walking through examples. Other versions of Excel might have slightly different steps, offer features in different menu locations, or lack features altogether. To navigate other software editions, use the Help function, search online for guidance, and/or find a manual. Data in this chapter, with the exception of a dataset in Google Sheets, are publicly available online. You can download the same data and follow along with the steps to learn the tools! In fact, trying the steps with the same data is a smart way to familiarize yourself with the strategies in this chapter. Keep in mind that there are some typical steps for using data in spreadsheets:

- » **Finding data**
- » **Downloading data to a spreadsheet**
- » **Cleaning up the data in the spreadsheet**

- » **Sorting and filtering your spreadsheet to discover patterns**
- » **Drawing conclusions from your spreadsheet**

Both you and your students can use the information in this chapter to manipulate your data and others' data. By the end of this chapter, you will be able to explore creating arguments and visualizations from manipulating data in spreadsheets.

## Finding data

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There are many places, both online and in print, to find data. While this chapter does not explore finding data in depth, there are several questions to consider when you encounter datasets that impact whether it will be easy to work with the data in a spreadsheet. You might even consider teaching these skills as part of your lesson plans with students!

- » **Is the data freely available and easily accessible?** There's a lot of data online. If you have to purchase data and funding is a constraint, perhaps you could find something available for free that will also meet your needs. In any case, make sure you have an option to easily download the data.
- » **What is the source of your data?** Just like any other piece of information, you should evaluate your source. Do you trust where this information is coming from?
- » **Can you download the data?** Look for options to download or export your data, especially into Excel files (files with the extension .xlsx) or CSV files (files with the extension .csv). Comma separated values files (files with data divided by commas) are easily managed using common spreadsheet software.

Data.gov (<https://www.data.gov/>) is one of many useful places to find datasets. It catalogs datasets from the U.S. government. Data.gov offers data about a wide variety of topics, from the environment to education, and the datasets are browsable by topic. If you can't find data on what you are looking for, you might want to think about who would collect the kind of data you need and search for that organization (for example, the National Highway Traffic Safety Administration might have some information about highway fatalities). Consider what you are interested in when seeking out datasets or browse all the datasets. You can usually manipulate the search mechanisms in some data repositories to limit searches to topics, file types, and other specifications. Almost all U.S. government documents and creations are in the public domain; however, you should check a dataset's documentation for exceptions before using them. In general, datasets on crime, finances, and population might be interesting to explore in the classroom. Finding data about a topic of interest to you or your students can make it more fun to manipulate!

## Downloading your data into a spreadsheet

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Once you have found data online, downloading your data into a spreadsheet involves a few steps. Selecting the Excel or CSV file from a website and clicking on it to download it is often successful. The downloaded file can usually be found in your folder for downloads, unless you specify a different destination. CSV files can be opened in Excel and saved as Excel files. A possible limitation is your download settings on your computer or Internet browser. If you are unable to download a file, check those settings to make sure that they allow you to download files. Another limitation could be the amount of available storage space on your computer. If there is not enough room for the file, try clearing storage space to make room. An alternative to clearing space on your computer's hard drive is downloading the file to an external storage tool, such as a USB flash drive or external hard drive. If something goes

wrong with downloading the file, try downloading it again, searching your computer files for the file, closing and reopening your browser before downloading it again, or using a different browser to download it. Check for help documentation with suggestions for troubleshooting issues on the website offering the data, too.

Let’s walk through an example. We searched Data.gov for data related to farmers markets. Notice that the Data.gov landing page indicates that the data are federal and from the U.S. Department of Agriculture (USDA). The data are compiled by the Agricultural Marketing Service, an agency of the USDA.

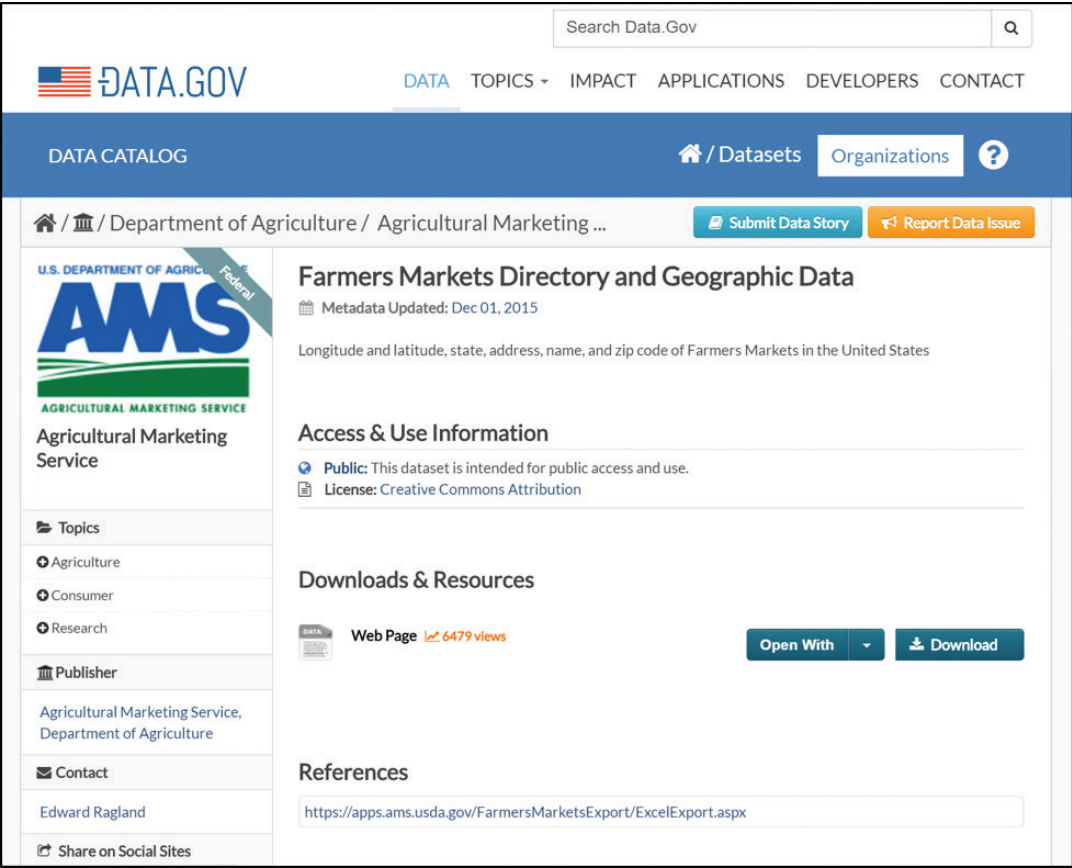


Figure 1. Landing page about farmers market data on Data.gov.  
<https://catalog.data.gov/dataset/farmers-markets-geographic-data>

To obtain the data, click “Download.” When clicking the download button, sometimes Data.gov provides a file for downloading, and other times, it redirects to another government website. In fact, you might not even get a spreadsheet, but don’t despair! You might get some other kind of file. This time, “Download” takes me to the USDA website, rather than providing a file for my browser to download. When it takes you to another website, the data is often on that next web page and downloadable, or it is located somewhere on that website. Sometimes it takes a little detective work to download the data. In this case, I had to do some further digging and then found a directory of farmers markets, which is in a table on the USDA website. I clicked on “Export to Excel” to retrieve a spreadsheet that will allow me to work with the data for all the registered farmers markets in the country. Alternatively, I later observed that the URL under the word “References” on Data.gov provides a CSV file for your browser to download. Still, the table on the USDA website is updated regularly.



### **Terms to look for**

- Download
- Export to Excel
- References
- Get the Raw Data

By exporting the data to a spreadsheet program, the data can be manipulated, rather than just viewed in a browser. Opening the file finally gives us a spreadsheet, but it needs to be cleaned up first. For a list of spreadsheet tips, see Appendix A.



### **Tips**

- You can upload Excel spreadsheets to Google Sheets (To do so, upload the Excel file to Google Drive. Right click on a PC (Control click on a Mac) and then select “Open with” > “Google Sheets”).
- You can also download a Google Sheet as an Excel File (in the “File” menu of Google Sheets, select “Download as” > “Microsoft Excel (.xlsx)”).



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Agricultural Marketing Service

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## Local Food Directories: National Farmers Market Directory

The Farmers Market Directory lists markets that feature two or more farm vendors selling agricultural products directly to customers at a common, recurrent physical location. Maintained by the Agricultural Marketing Service, the Directory is designed to provide customers with convenient access to information about farmers market listings to include: market locations, directions, operating times, product offerings, accepted forms of payment, and more.

Visit our [Local Food Directories page](#) to find other operations offering locally grown products. If you are a market manager visit our [Local Food Directory Registration & Update page](#) to add or update a market listing. An [API](#) is available for developers to integrate this data into other applications.

Last update on June 14, 2016 9:0

Instructions

[Search Near](#)
[Products Available](#)
[Payment Accepted](#)
[Market Location](#)
[Winter Markets](#)
[State Contacts](#)

Search near ZIP:  Distance:  miles  


Info	MarketName	City	State	Website
			All	
	Stearns Homestead Farmers' Market	Parma	Ohio	<a href="#">i²</a>
	100 Mile Market	Kalamazoo	Michigan	<a href="#">i²</a>
	106 S. Main Street Farmers Market	Six Mile	South Carolina	<a href="#">i²</a>
	10th Steet Community Farmers Market	Lamar	Missouri	
	112st Madison Avenue	New York	New York	
	12 South Farmers Market	Nashville	Tennessee	<a href="#">i²</a>
	125th Street Fresh Connect Farmers' Market	New York	New York	<a href="#">i²</a>
	12th & Brandywine Urban Farm Market	Wilmington	Delaware	
	14&U Farmers' Market	Washington	District of Columbia	

[Export to Excel](#)

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Figure 2. USDA displays the farmers market information in an online directory. Clicking “Export to Excel” in the bottom left corner of the table provides a file. <https://www.ams.usda.gov/local-food-directories/farmersmarkets>

## Cleaning up the data in your spreadsheet

When you first download a dataset, the data may be difficult to read. For example, the rows and columns may have labels that are difficult to read. Take a look at this spreadsheet about foreclosures from the United States Department of Agriculture in Figure 3.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	DAVIESS	KY	52148 4336737A	18054 N	#####	10:00 AM	766 Rand	Owensbor		50655	00:00:0	#####	kimberly.v.An open h	null	null		
2	HEMPSTRE	AR	53466 33641998	4029 N	#####	10:00am	Front Doo	Hope, AR		27500	00:00:0	#####	mariann.r.SALE LOCATION: Front Door or Entrance				
3	*****																
4																	
5																	
6																	
7	GRUNDY	TN	53663 6884177A	43033 N	#####	10:00 AM	West doo	Altamont		743	00:00:0	#####	pauline.m 10% of bic	null	null		
8	FENTRESS	TN	53565 80975235	Cookeville N	#####	10:00 AM	Fentress C	Jamestow		59281	00:00:0	#####	valerie.brown@stl.u	null	null		
9	MUSKINGIOH		53384 4088A.jpg	36084 N	#####	10:00 AM	MUSKINGI	ZANESVILL		22667	00:00:0	#####	jana.odell@oh.usda	null	null		
10	BROWN	NE	53632 38195614	28060 N	#####	1:00 PM	West Doo	Ainsworth		26004	00:00:0	#####	nesha.smith@stl.usc	null	null		
11	FRANKLIN	NC	53478 35428025	34091 N	#####	11:00 AM	Franklin C	Louisburg		98076	00:00:0	#####	cynthia.sh Property Sold AS-IS. Information provide				
12																	
13																	
14	MILLER	GA	53479 995541A.j	11137 N	#####	1:00 PM	Miller Cou	Colquitt, C		29588	00:00:0	#####	dorothy.farmer@stl	null	null		
15	ROCKINGH	NH	53641	30008 N	#####	10:00 AM	4 Bruin Ln	Raymond,		0	00:00:0	#####	patricia.er Property is sold AS-IS. Information is cor				
16																	
17																	
18																	
19																	
20	OUACHITA	AR	53604 13678237	4035 N	#####	10:00 AM	Ouachita C	Camden, /		1000	00:00:0	#####	william.lar Property s	null	null		
21	BUTLER	AL	53457 491427A.j	1066 N	#####	11:00 AM	700 Court	Greenville		2494	00:00:0	#####	francine.b.PROPERTY null	null	null		
22	EMMET	MI	53458 4855836A	31039 N	#####	11:00 AM	200 Divisic	Petoskey f		6740	00:00:0	#####	lynne.dica The sale is to be held in the Emmet Cour				
23																	
24																	

Figure 3. Spreadsheet of foreclosed properties from the United States Department of Agriculture, as found on Data.gov and downloaded from the USDA website. [http://www.sc.egov.usda.gov/data/data\\_files.html](http://www.sc.egov.usda.gov/data/data_files.html)

It is nearly impossible to tell what data are in each column because there are no explanatory headers at the top of the spreadsheet. Some data doesn't fit in the width of the column, making the information hard to read. In this case, a web page called "Rural Development Datasets" offers a Microsoft Word document, called "File Description," which contains the headers. However, it is still hard to tell with certainty what each header means because the document does not specify to which column each header belongs or definitions for the headers.

In general, it is not uncommon to encounter this kind of messy dataset. Data has not always been collected with the intention that people less familiar with the collection process might read and use it, and standard formats and practices are still being established. Luckily, there are ways to handle it. Check out these best practices, and keep them in mind when working with data:

- » **Sometimes data can be "messy" or "dirty," meaning there are pieces of data that mean the same thing but**



**may be represented in different ways, have accidental errors in them, or have some other problems.**

For example, ZIP codes in the Boston area have zeroes as the first of five digits (e.g., 02108 or 02123). Spreadsheet software may not recognize that the zero is not superfluous but essential to the number, so it may cut off the zero from the start of the ZIP code. Another example is names that are written or spelled differently but refer to the same entity. For example, a column for “state” could have data that says Michigan, Mich., and MI to represent the same location. In order to have an accurate count of the number of records that refer to the state of Michigan, these entries will need to be standardized before the data can be manipulated. Otherwise, important data can be left out. Similarly, Missus, Madame, and Mrs. need to be standardized. Male and boy must be consolidated to a consistent gender term. Paying attention to these details and standardizing entries or taking them into account when you manipulate data can save you from accidentally leaving data out of your analysis later.

- » **Look for additional documentation. As in the example shown above, datasets are sometimes missing headers or keys to abbreviations and codes.** This information about the information is known as *metadata*. Metadata can sometimes be found in separate but essential documents; websites or files’ accompanying data can offer definitions of column headers and codes (Herzog 2016). Seeking out and viewing this information helps with understanding and analyzing data. This information is not always easy to find – it often requires some digging – but it helps you be as accurate as you can be. Guessing should be a last resort and only if you document those guesses in your research. Likewise, create documentation for your own data as you generate it. If you share it or do not look at it for a while, your metadata will clarify your data to others (and refresh your memory).

- » **When working with secondary data, save changes as a new file to indicate that the data have been modified (Herzog 2016).** In the file name, note that you have made changes to the spreadsheet (example: FarmersMarketData-Modification1.xlsx). This practice helps keep track of what you have done with the data.

One potentially intimidating part of working with spreadsheets is that they are all different, and so you might have to do some additional data organization. Column headings and other features of course vary from dataset to dataset. Going back to our farmers market data we can get our bearings by looking at column headings, as well as determining what data the rows contain.

	A	B	C	D	E	F	G	H	I	J	K	L
1	FMID	MarketNa	Website	Facebook	Twitter	Youtube	Other	Medstreet	city	County	State	zip
2	1008391	84 west farmers market	(Dothan)						Dothan	Houston	Alabama	
3	1009028	ABBEVILLE FARMERS	https://www.facebook.com/pages/Abbev	Kirkland St	Abbeville	Henry					Alabama	
4	1004086	Alabama Gulf Coast Market						22250 Per	Gulf Shore	Baldwin	Alabama	
5	1004886	ALBERTA FARMERS MARKET						21724 Higl	ALBERTA	WILCOX	Alabama	
6	1006274	Anniston	(http://www.spiritofanniston.org					14th & Gu	Anniston	Calhoun	Alabama	
7	1004566	ARAB FARMERS MARKET						307 NORT	ARAB	Marshall	Alabama	
8	1011861	Athens Sa	http://ww.athenssati	@AthensMarket				409 W Gre	Athens	Limestone	Alabama	

Figure 4. Spreadsheet downloaded from the USDA website.  
<https://www.ams.usda.gov/local-food-directories/farmersmarkets>

We notice that the fields, or column headings in row 1, are human-readable with headers like “City,” as well as “Credit” to indicate payment options and “Flowers” to show goods sold (visible when spreadsheet is downloaded). These are presumably the fields that the farmers market directors fill out when they register and update their information for the directory. These headings make it possible to work knowledgeably with the data. For example, it can help us navigate quickly to those farmers’ markets that

sell flowers or accept credit cards. Also, we can notice that each column contains one piece or category of information.

Another component to check for is duplicates in the data, because duplicate records could create errors in data interpretations. Finally, it is good practice to make sure that we have downloaded and have all of the data. According to the online table, there are 8,558 entries. Click in a cell and press Control + page down (use Command instead of Control on a Mac) to move quickly to bottom row of the data. The last row is numbered 8,559 (The number of farmers markets may be different when you download the data because numbers change over time. That's okay, though ... it won't change our discussion). Since row 1 contains column headings and thus adds a row to the total, we know that we have successfully downloaded all the data. Now that the data has been organized or cleaned up, let's work with it to sort and filter information and discover something new using its content.

Let's also save the entire file to the computer since we are making changes. Give it a name like FarmersMarketDataModification2.xlsx to indicate that it has been modified.

## Sorting and filtering to discover patterns

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Now that you have a spreadsheet full of data that is easier to read and understand, you'll want to organize it to make sense of it. What does all of this data mean? *Sorting* and *filtering* data can help you determine patterns. Patterns help you uncover meaning. Sorting lets you put data in various sequences, such as alphabetical order or grouping all of the rows of data related to California together. Filtering creates a smaller subset of the data, while hiding the rest of the dataset. Think of the entire spreadsheet as a grocery store where everything has been dumped on the floor. Sorting helps put all the canned vegetables in one section of the

store and all the frozen items in another. Filtering would hide all of the room-temperature groceries and just show those that are refrigerated or frozen. Sorting and filtering can add value to your dataset and may be enough to draw conclusions from data, spark ideas for arguments, and make decisions about a visualization.

Now that our farmers market data is cleaned up and has clear column headings, we can sort it. In Excel, “Sort” is located under the “Data” tab, and clicking it provides a dialog box that offers options for what to sort by. To put the farmers market data in alphabetical order by state, highlight all the data by clicking in the upper left corner between column A and row 1 where the triangle is. Then click on the data tab and open the “Sort” feature, choose “Sort by” State (the column we are sorting) and “Order” by A-Z (how it will be sorted). Make sure that the checkbox next to “My data has headers” is marked.

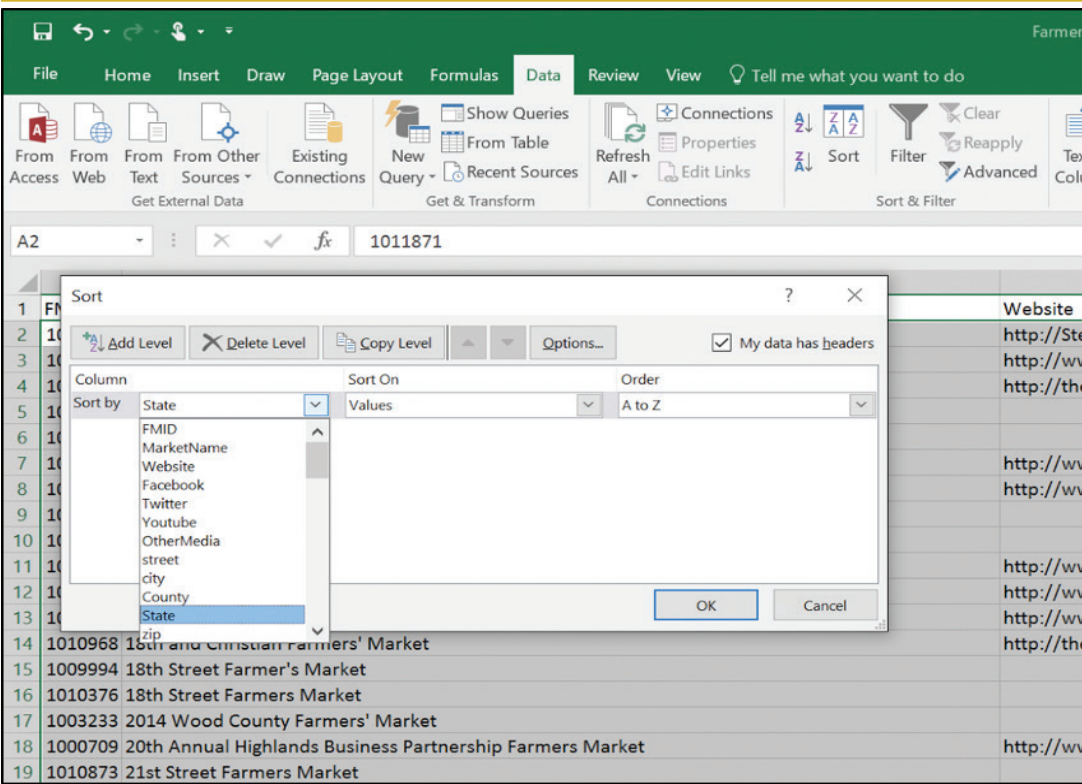


Figure 5. Sorting by State.

Since the data were not in order by state previously, sorting presents the data in a more readable way by moving farmers markets that are in the same state next to each other and ordering the states alphabetically. If the box for “My data has headers” is not checked, the “Sort by” menu will only show options for columns identified by letters, not the headers or labels for the columns. It is harder to select a column to sort by then. If you uncheck the box for “My data has headers” before sorting, the headers will disappear in the sorted data, which makes the data difficult to interpret. To remove the sorting, click “Clear” under the “Data” tab.

We can also use the “Filter” feature to zoom in on a specific section of the data and hide the rest of the data. This feature helps us view part of the dataset and makes analyzing the data more manageable by showing fewer rows. In Excel, “Filter” is located under the “Data” tab, and clicking it provides drop down menus in each column heading. Consider what category you are interested in, and identify the column that contains it. Then, use “Filter” to limit the visible data to only the data fulfilling a particular characteristic, such as location or product. For example, to view the farmers market data for only California, as shown in Figure 6,

- 1. Select the “State” column.**
- 2. In the dropdown menu, (accessed by clicking the triangle next to the State heading) uncheck “Select all.”**
- 3. Check only the box for California**
- 4. Click OK, and the only rows visible will be for farmers markets in California.**

Other ideas for filters are selecting several states in a particular region or farmers markets that offer a particular product.

If you want to remove a filter for one column, click the filter icon in the column heading and click “Clear Filter From” the name of the column. If you want to remove all filters, click “Clear” in the “Sort & Filter” group of the “Data” tab.

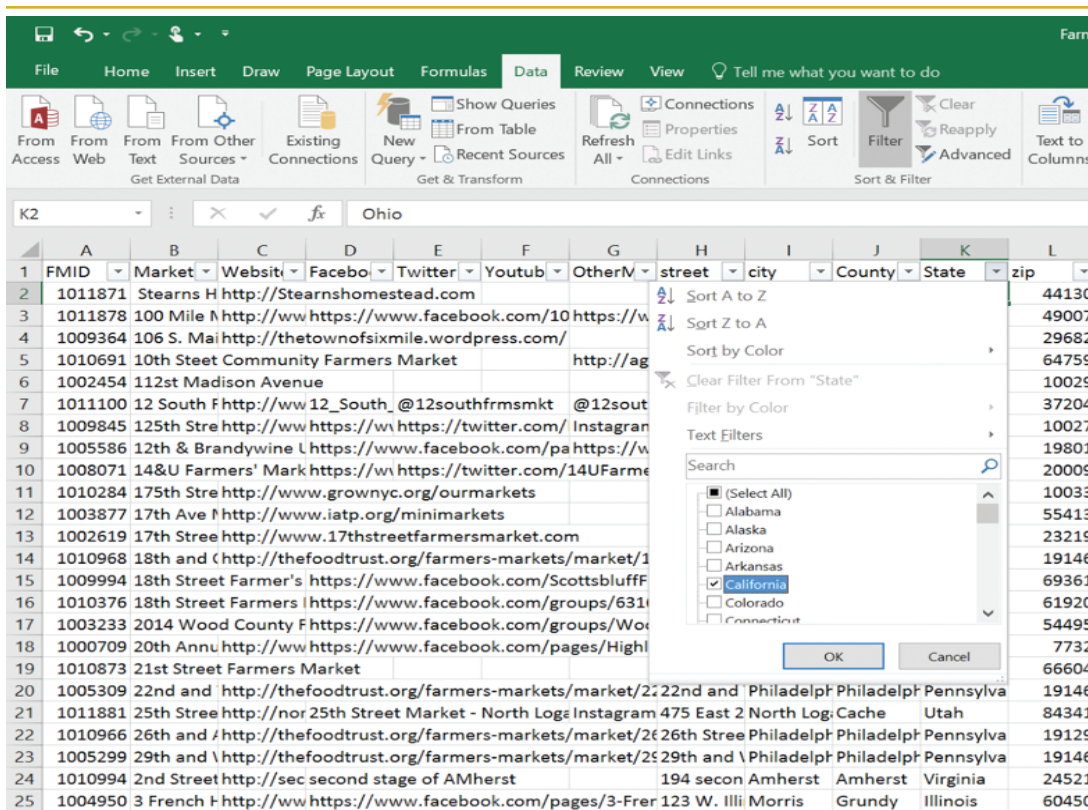


Figure 6. Filter by California.

## Tips

Sorts and filters are not permanent unless you save the file with the sorts and filters activated.

- **To view all the data again, you will have to remove the filter, which makes a particular view disappear.** To return to the full dataset but save a filtered view, copy the cells and past them in a new worksheet. Make sure to give that new worksheet a name that describes the manipulated data well.
- **To spot whether data have been filtered in any spreadsheet, look for these indicators:**
  - » row numbers turn blue and may skip numbers, depending on how the data are sorted and/or filtered,
  - » dropdown arrows in the column headings in row 1 turns into a funnel on the columns that have been filtered, and



- » the words “Filter Mode” appear on the left end of the bottom status bar.

- **“Sort” answers questions like:**

- » Which X is the highest/greatest?
- » Which X is the lowest/least?
- » Which data points belong to which category?
- » What are the categories, and how might I organize the data?

- **“Filter” answers questions like:**

- » Which data belong to a category or certain categories in a field?
- » Which data have a particular characteristic or characteristics of interest?
- » Which data fulfill specific criteria?

*Google Sheets also offers “Sort” and “Filter” functions under the “Data” menu.*

When you are working with data, it is helpful to automate as many processes as possible. This allows you to play with data in many ways in a short amount of time – the more sorting and filtering you do, the more likely it is that you will find useful patterns.

## Pivot tables

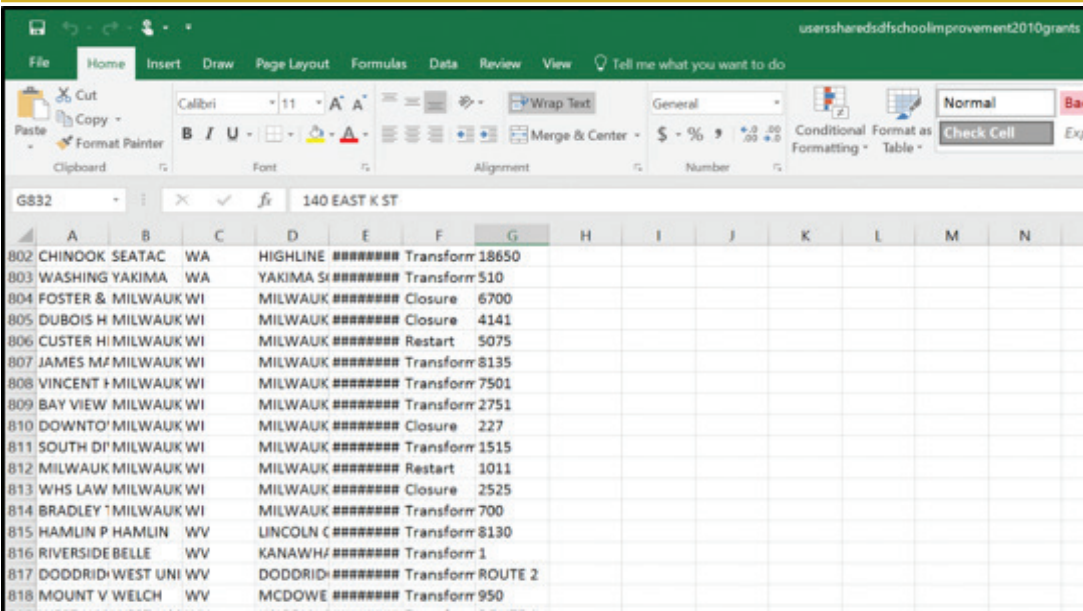
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Let’s turn to pivot tables, a different type of filtering which will help us explore our data more deeply. A pivot table is a tool to summarize data by reorganizing it in a new view. It is useful for understanding your data because it can quickly and automatically show patterns by sorting, counting, and/or averaging data. In searching on Data.gov, I found data for the 2010 School Improvement Grants, which were awarded by the U.S. Department of Education to support schools with the lowest achievement. This public dataset is not labeled with a copyright or any other kind of license, but it is a federal dataset, so it is fair to assume that this government data is in the public domain according to



<https://www.usa.gov/government-works>. Note that this dataset was summarized in 2013, a couple of years after the year being studied. Because compiling data can take a long time, it is not unusual for the most recent data available to be a few years old.

I downloaded the CSV file from Data.gov and opened it in Excel. Figure 7 shows what it looks like to start. Before making modifications to the data, save the file with a new name to avoid mixing up the raw data with any changes and findings, as we did with the other datasets. The downloaded file was automatically given the file name of `usersharedsdfschoollmprovement2010grants.csv`. I re-saved it as an Excel file with the file name of `schoollmprovement2010grantsModified1.xlsx`.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
802	CHINOOK	SEATAC	WA	HIGHLINE	*****	Transform	18650							
803	WASHING	YAKIMA	WA	YAKIMA Si	*****	Transform	510							
804	FOSTER &	MILWAUK	WI	MILWAUK	*****	Closure	6700							
805	DUBOIS H	MILWAUK	WI	MILWAUK	*****	Closure	4141							
806	CUSTER H	MILWAUK	WI	MILWAUK	*****	Restart	5075							
807	JAMES M	MILWAUK	WI	MILWAUK	*****	Transform	8135							
808	VINCENT	MILWAUK	WI	MILWAUK	*****	Transform	7501							
809	BAY VIEW	MILWAUK	WI	MILWAUK	*****	Transform	2751							
810	DOWNTOWN	MILWAUK	WI	MILWAUK	*****	Closure	227							
811	SOUTH D	MILWAUK	WI	MILWAUK	*****	Transform	1515							
812	MILWAUK	MILWAUK	WI	MILWAUK	*****	Restart	1011							
813	WHS LAW	MILWAUK	WI	MILWAUK	*****	Closure	2525							
814	BRADLEY	MILWAUK	WI	MILWAUK	*****	Transform	700							
815	HAMLIN P	HAMLIN	WV	LINCOLN C	*****	Transform	8130							
816	RIVERSIDE	BELLE	WV	KANAWHA	*****	Transform	1							
817	DODDRI	WEST UNI	WV	DODDRI	*****	Transform	ROUTE 2							
818	MOUNT V	WELCH	WV	MCDOWE	*****	Transform	950							

Figure 7. Unmodified spreadsheet about school improvement grants, as downloaded from Data.gov. <https://catalog.data.gov/dataset/school-improvement-2010-grants>



**Cite your data.** While standards for data citation vary and are not well established, style manuals and data distributors often provide guidelines. Seek out guidelines to ensure you are giving proper attribution.

Because the columns are not fitted to the width of the data, it is hard to read what each cell contains. Clicking the Wrap Text icon and/or widening the columns will fix that.

Let's get to know the data. This spreadsheet has seven column headings that are in a clear, concise format and span from A to G. By pressing Control + [End] on a PC (use Command + [Page Down] on a Mac), my cursor jumps to the last row, and I learn that there are 832 rows (831 schools listed, plus one row for the column headings), meaning that 831 schools received grants because the first row in our spreadsheet contains column headings. For an easy way to keep track of column headings in Excel, freeze the top row by selecting "Freeze Top Row" under "Freeze Panes" in the "View" tab. Then, we need to think about what we want to know from the data. I am curious which states received the most grants. To answer my question, I will create a pivot table by inserting the pivot table and putting "State" in both the "Row Labels" and "Values" fields of the pivot table.

Because each district was only eligible to receive one grant, finding two entries for the same district would show that there was some error in the data. A duplicate district (indicated in the "School Name" column) would mean that something is wrong with the data. You could check for duplicates by sorting by district name and scrolling row by row through all 831 school districts. That would be time-consuming, and if your eyes got tired, they could miss a repeated entry. Instead, let's create a pivot table.

To check for duplicates, create a pivot table by following these steps:

- 1. Select the column of interest**, which for us is Column A containing the School Name, by clicking on the label for column A.

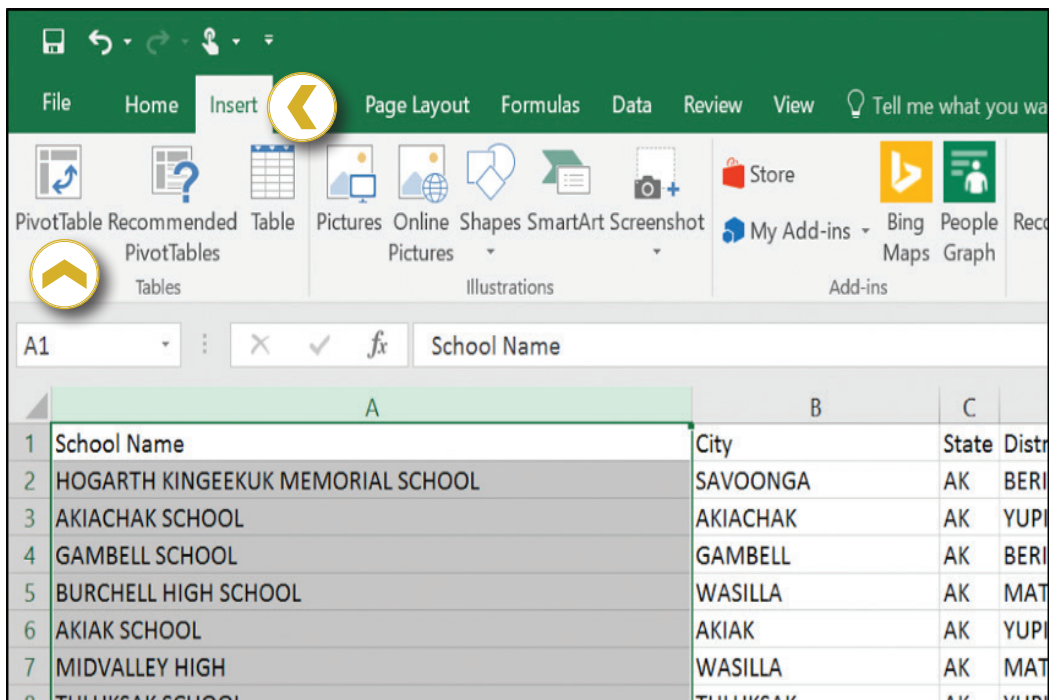


Figure 8. Select the column and click PivotTable in the "Insert" tab.

2. In the "Insert" tab, click PivotTable.
3. In the dialog box that opens, choose the options to "Select a table or range" and make sure that column A is listed.
4. Also in the dialog box, choose New Worksheet as the location to place the PivotTable. It is easier to work with pivot tables in a new tab of the spreadsheet.
5. Click "OK," and a new tab with a sidebar for PivotTable fields opens.
6. Click and drag the category of "School Name" into both the rows and values fields. Now, we will be able to see if any school names occur more than once and consequently have duplicates by looking at the new "Count of School Name" column.

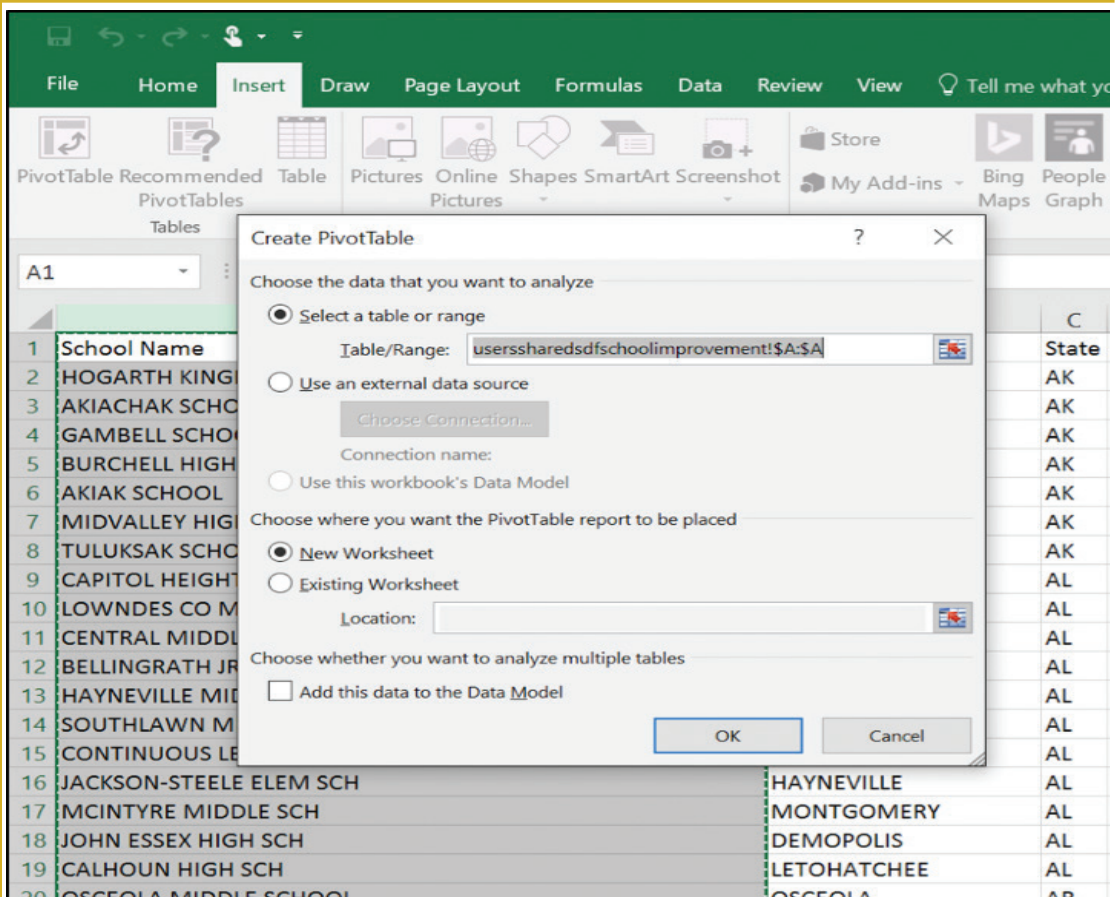


Figure 9. PivotTable dialog box.

We have completed all the steps to create our pivot table and can now learn from it. We can see that there are duplicates (as indicated by school names that have 2 next to them, instead of 1, in the "Count of School Name" column), so we need to investigate. Further investigation by returning to the original spreadsheet and searching for a duplicate name (press [Control] + f (use Command + f on a Mac) to activate the "Find" dialog box and use it to search), such as "Mount Pleasant High School" reveals that two high schools, one in Delaware and one in Tennessee, have the same name. Place names can also be abbreviated, so I also checked for "Mt Pleasant," too. Though I did not find any schools with that name in this data, it is important to consider abbreviations to avoid overlooking data. We can conclude that we do not actually have a problem with duplicates in these data.

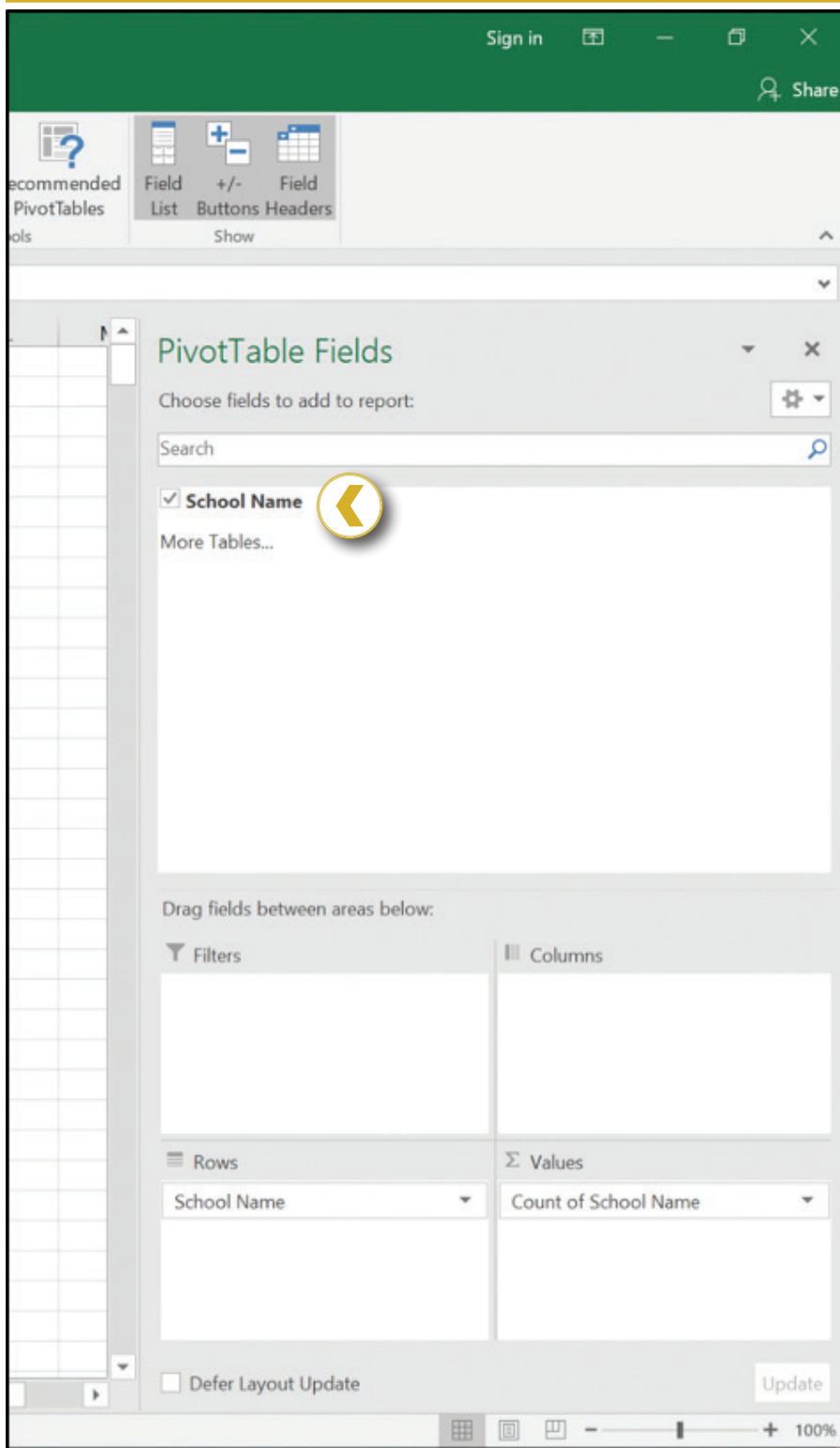


Figure 10. PivotTable fields dialog box.

509	MONTBELLO HIGH SCHOOL	1
510	MONTICELLO MIDDLE SCHOOL	1
511	MORNINGSIDE MIDDLE	1
512	MOUNT ABRAHAM UHSD #28	1
513	MOUNT HOPE HIGH SCHOOL	1
514	MOUNT PLEASANT HIGH SCHOOL	2
515	MOUNT UNION AREA SHS	1
516	MOUNT VIEW HIGH SCHOOL	1
517	MT TIPTON ELEMENTARY SCHOOL	1
518	MT. CLEMENS HIGH SCHOOL	1
519	MURTAUGH MIDDLE SCHOOL	1

Figure 11. Pivot table of schools that received school improvement grants in 2010-11.

Given that this dataset contains data for each state, another good check is to make sure that it contains 50 states. I can check the state column for unique data points to ensure that I have 50 by using a filter. Here are the steps:

1. **Highlight the State column.**
2. **Go to the “Data” tab, and click “Advanced,” in the “Sort & Filter” group.**
3. **n the “Advanced Filter” dialog box, select “Copy to another location.”** Then click your cursor in the “Copy to” box and select a column to the right of the data (I chose column I to separate the state data from the dataset).
4. **Be sure to click the “Unique records only” checkbox.**

Each state abbreviation will appear in the column, and the heading “State” will be at the top. We can scroll down to the end of the data in Column I to see that there are 51 rows, which seems correct for the number of states because row 1 contains the header. However, it is not quite that straightforward. What about Washington D.C. or Puerto Rico? Those would bring the count above 50. We can find documentation showing that the District of Columbia and Bureau of Indian Education have also received school improvement funding, as well as Puerto Rico (<http://>









## Tips

With column headings as fields to add, pivot tables answer questions like:

- **How many unique items are in a column, or field (meaning the category or topic that a column is about)?**
- **What is the sum or average unique item in a field?**
- **What are possible ways that you could visualize the data?**

*Google Sheets offers the pivot table feature under the “Data” menu.*

Having gotten to know the data and checked over the spreadsheet, we are ready to make visualizations from this spreadsheet.

## Drawing conclusions: Visualize data from a spreadsheet

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Spreadsheets not only help you manipulate and learn about data but also visualize it. Simple built-in visualization tools in spreadsheet software can automatically turn your data into charts and graphs. With the school improvement data, I was curious which states had the most schools that received grants. I created a pivot table using “State” in both the “Row Labels” and “Values” fields of the pivot table to summarize number of schools that received grants per state and show only the top 10. Next, I explored visualization options to display these data.

To create a graph or chart from the school improvement data, I went through a process of inserting, modifying, and evaluating visualizations with the following steps:

1. **Select the data you want to visualize.** In this example, it's the Count of State column for the top-10 states. In the “Insert” tab, click “Recommended Charts.” A dialog box will open with types of charts and graphs to choose.

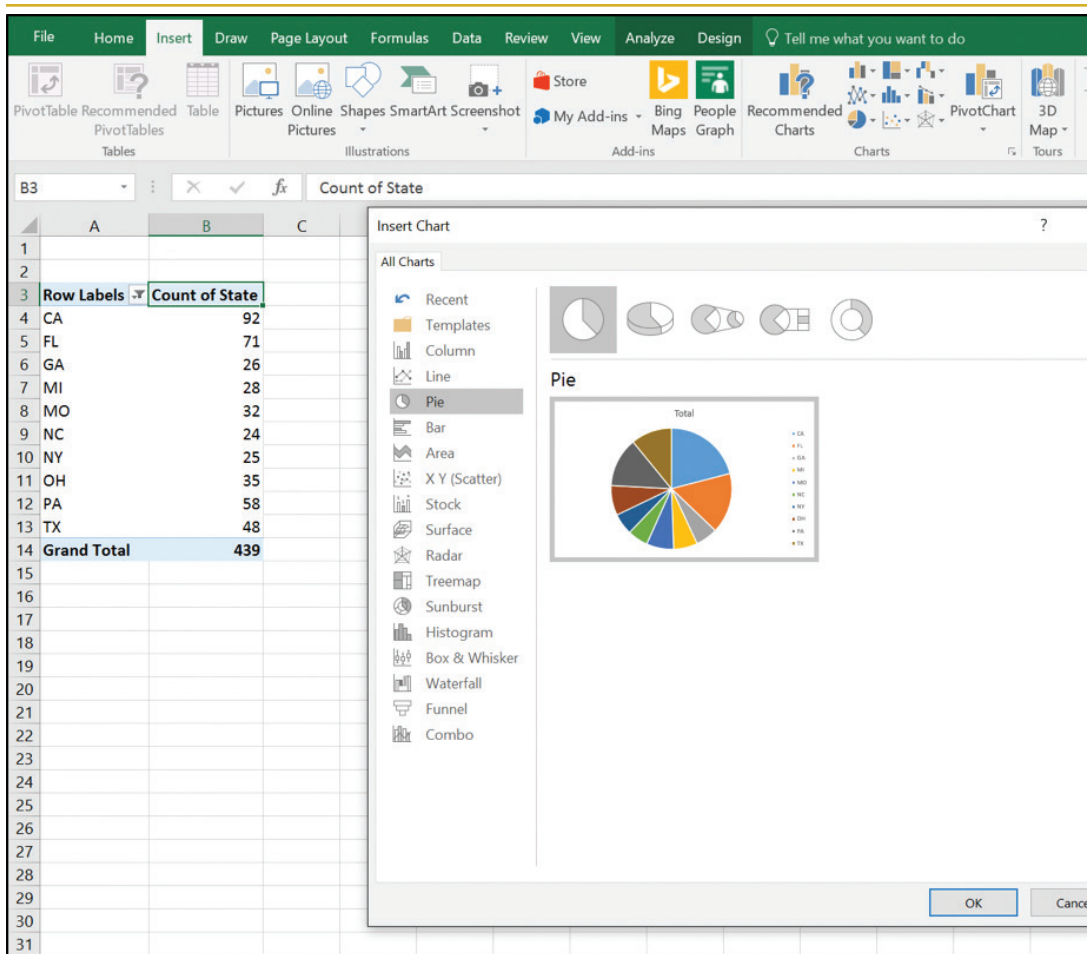


Figure 13. Inserting chart in Excel.

2. **Explore the types of charts and variations within the types by inserting and evaluating them.** Excel offers a pre-view in the dialog box. Select one and click OK, which will provide a chart that hovers over your spreadsheet.
3. **Manipulate your chart to add labels and change its appearance.** Click the plus sign next to the chart to add labels and the paintbrush symbol to modify its appearance.
4. **Review the chart to determine if it is the best fit for the data.** Try other charts to see which one fits best.

Consider the visualization choices. Think about which chart or graph will best showcase the data without being confusing or inaccurate. Trying out visualizations and assessing their strengths and weaknesses helps select a visualization that is a great fit for the data. For example, try out the pie chart. Given the large number of slices, it is hard to compare states and analyze how the state with the most grants, California, differs from the state that's tenth on this list, North Carolina. A different visualization could do a better job. Experiment with a line with markers. What do you think of this visualization?

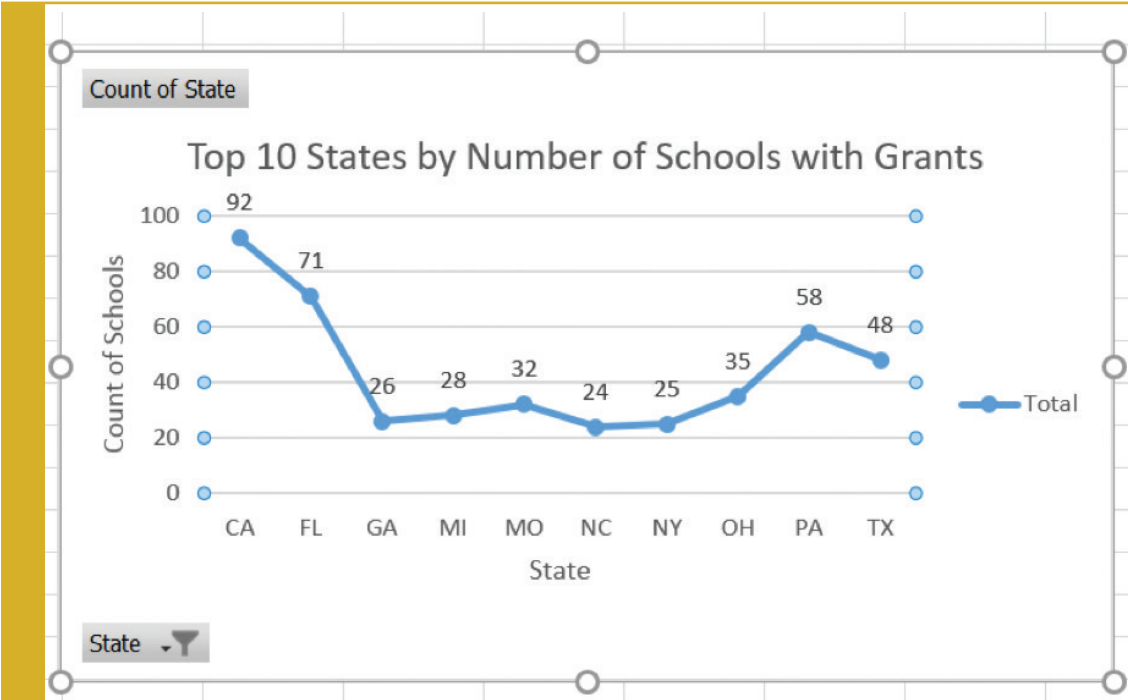


Figure 14. Line with markers chart with chart title, axis titles, and data labels.

The line is unnecessary and confusing because the data point for an individual state does not influence another state. These data are for one year, and each state has its own count. Line charts are better for data that change over time. It is clear that this is not the right visualization. Another chart or graph could illustrate these data better. A stacked bar chart is a great fit. You might consider ordering the bars from least to greatest, or greatest to least, for easier interpretation.

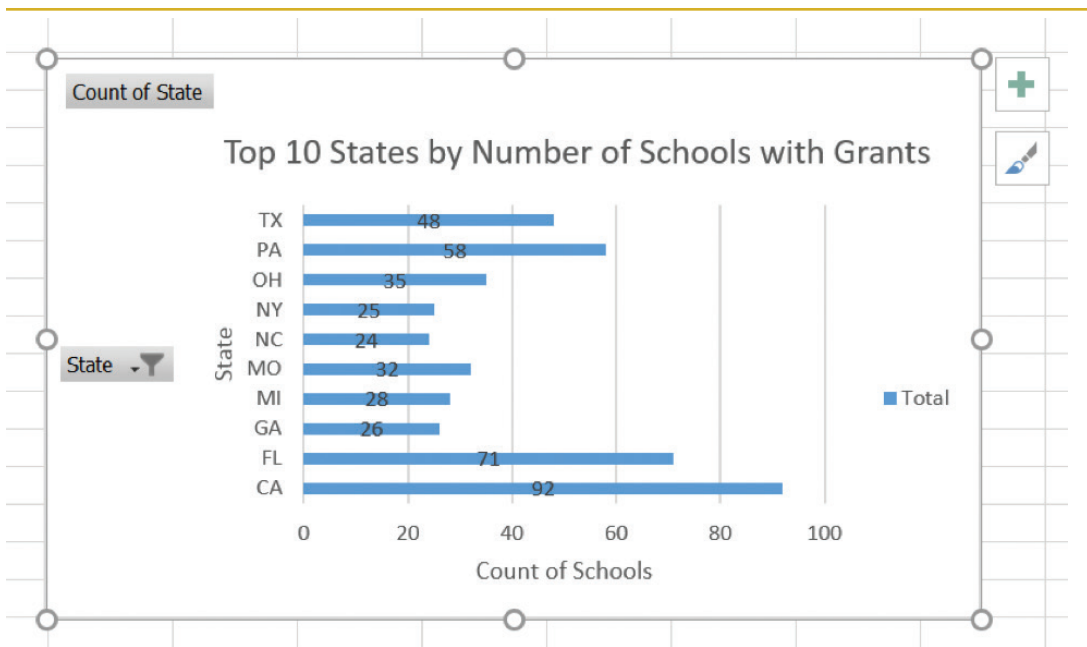


Figure 15. Stacked bar chart.

It clearly shows the range of the number of schools. It is straightforward and not confusing to look at, unlike the pie chart and line chart. Now conclusions can be drawn from the data. The chart is used to explore questions like, why might California have the most schools that received grants? Its large population might be a factor. Google Sheets also offers visualizations in the Insert menu.

## Inserting your spreadsheet or graph into Word

Taking the data and visualizations from Excel or Google Sheets to Microsoft Word or Google Docs is a useful way to showcase what's earned through data manipulation in reports and other products.

Inserting (copying and pasting) an Excel spreadsheet or a piece of a spreadsheet into Word can be done in several ways. If you want a table that will never change, you can highlight, copy, and

paste the spreadsheet or part of it into Word. If you want to preserve spreadsheet capabilities, you can embed the spreadsheet in Word, and Excel features will be available through Word (use “Paste Special” and paste as a “Microsoft Excel Worksheet Object”). If you want a spreadsheet in your Word document that dynamically changes whenever you change things in Excel, make sure to select the “Paste link As” option and choose “Microsoft Excel Worksheet Object.” See Figure 16 to see how the different options appear. All are handy!

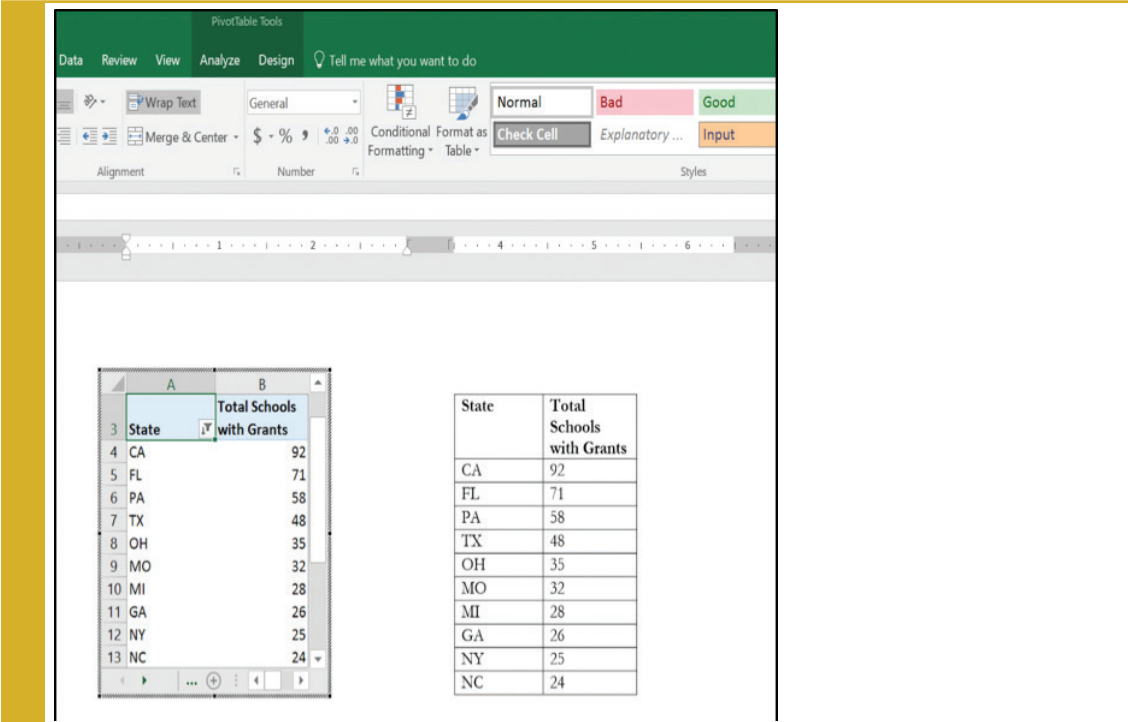


Figure 16. On this Microsoft Word page, the left spreadsheet shows how a spreadsheet pasted as an Excel object or linked to Excel appears. As data in Excel changes, so will the corresponding spreadsheet on the Word document. The right spreadsheet shows cells cut-and-pasted that are not linked to Excel. Any changes to the original Excel document will *not* be auto-transferred to the Word document.

## Workarounds for Google Drive

At press time, Google Docs does not offer the feature to insert a Sheet. Copying and pasting rows and columns from Google Sheets provides a table in a Google Doc and is a good work-

around. Taking a screenshot and pasting it in your Doc is another workaround. To transfer visualizations, copying and pasting from Google Sheets to Google Docs works well. Google Docs allows you to link visualizations to the spreadsheet so that they update.

## Conclusion

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Spreadsheets help us think about and draw conclusions from our data, allowing us to tease out patterns we might not notice otherwise. Finding data, downloading it appropriately, cleaning it up and sorting and filtering it help us understand the data and then communicate it more effectively to others. Spreadsheets can provide different views and perspectives on our data. We can even generate simple visualizations using the data within the spreadsheet software. The examples in this chapter give you a taste of ways to use spreadsheets to organize and think about your data.

## Resources

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# Appendix A: Spreadsheet tools

If you are new to spreadsheets, need a refresher, or are not quite sure how to do something in this chapter, here are some useful features of spreadsheets in Excel. Google Sheets has some slightly different names for functions and formulas but has many similar features.

Name	What it does	Location or Formula in Excel 2016
AutoFit Column Width	Fits each column to the width of the cell with the widest data	Home tab > Cells > Format > AutoFit Column Width
Freeze Top Row	Makes the top row, which usually contains column headings, hover when scrolling down	View tab > Freeze Panes > Freeze Top Row
TRIM	Removes extra spaces before and after text	Enter the formula in a cell:  =TRIM( <i>column and cell</i> ) (example: =TRIM(A2) )
Text to Columns	Splits data combined in one column into multiple columns, so that each column contains one category of data (example: first and last names)	Data tab > Text to Columns
AutoSum	Calculates the sum of a range of cells and also offers average, count, maximum, and minimum functions	Formulas tab > AutoSum
PivotTable	Summarizes the data	Insert tab > PivotTable  Then, drag and drop column headings into the pivot table fields to create it