

Section 2: Data Management in Excel for Gender Statistics from CBMS Database

B. Use of excel in navigating around the CBMS database

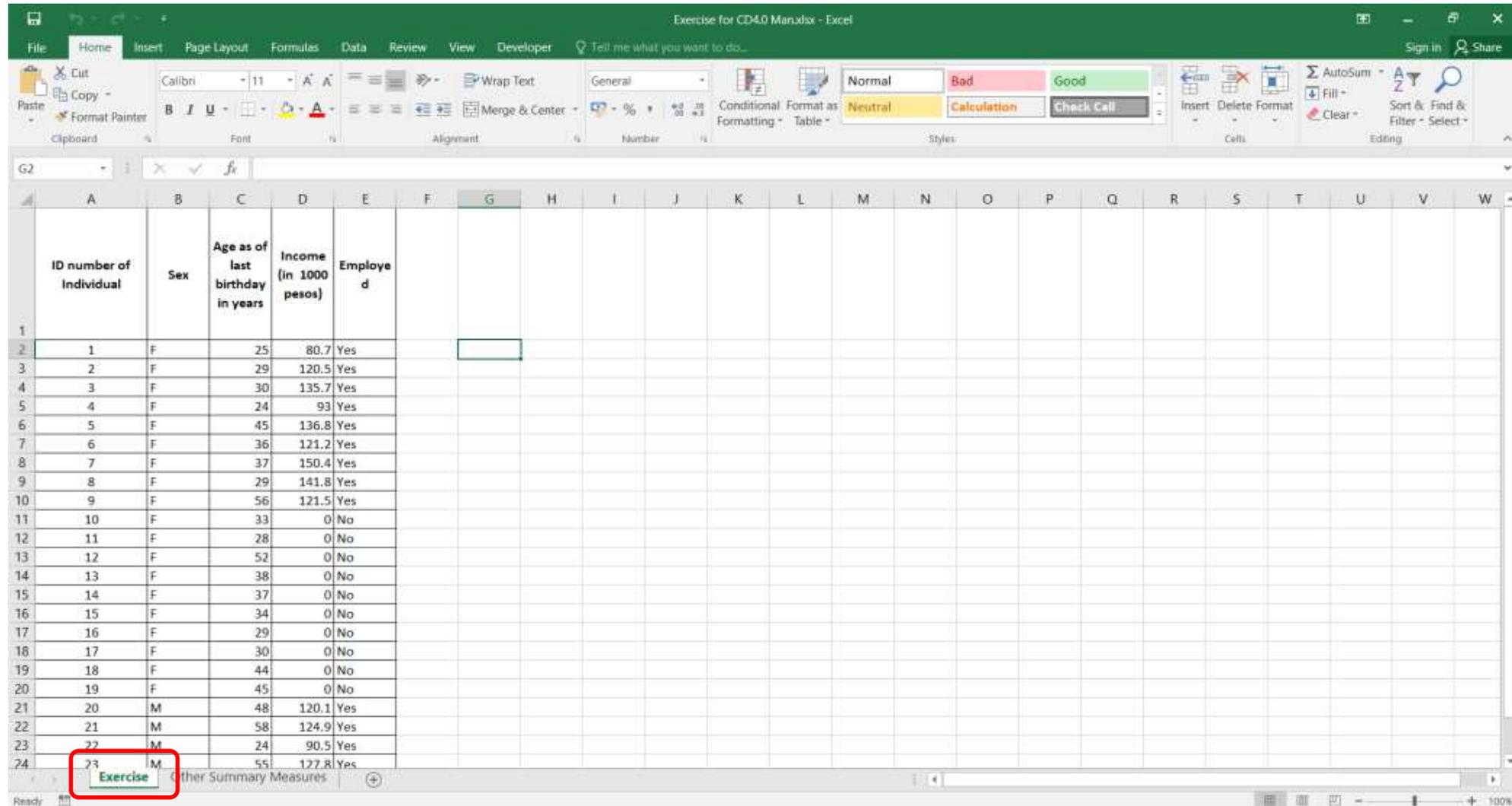
FILTERING

- Let us do the following together:
 - Open your excel file named “**Exercise for CD4.0 Data Man**”
 - Go to the worksheet named “**Exercise**”
 - Create a copy of “**Exercise**”. This will retain the original data which will not be affected by any change you might make .
 - In the copied worksheet, click “**Data**”, then Highlight the range of data including the Labels/Variable names and click “**Filter**”.
 - Choose the Variable to be used for filtering by clicking the arrow beside its label/variable name and select the classification/category for filtering out by clicking on the box beside it.
 - What remains are the the data for the category of interest.

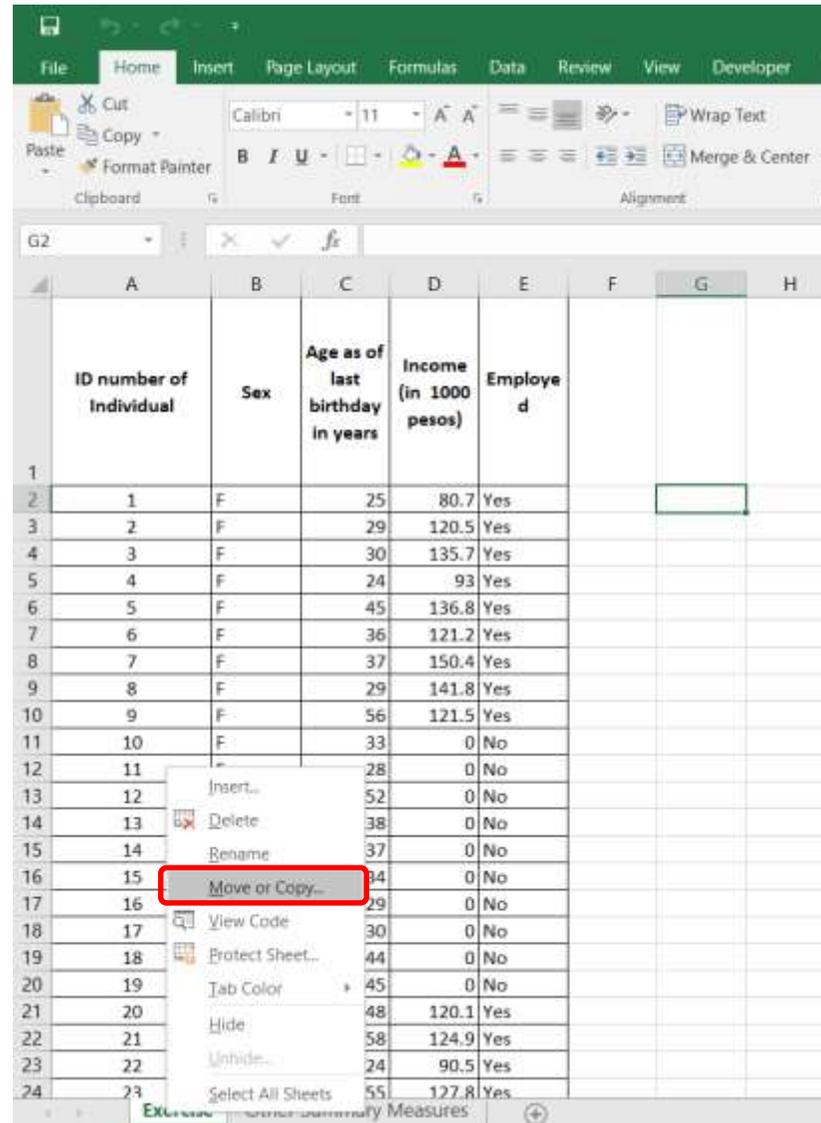
Open your excel file named “Exercise for CD4.0 Data Man”

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
	ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed																		
1																							
2	1	F	25	80.7	Yes																		
3	2	F	29	120.5	Yes																		
4	3	F	30	135.7	Yes																		
5	4	F	24	93	Yes																		
6	5	F	45	136.8	Yes																		
7	6	F	36	121.2	Yes																		
8	7	F	37	150.4	Yes																		
9	8	F	29	141.8	Yes																		
10	9	F	56	121.5	Yes																		
11	10	F	33	0	No																		
12	11	F	28	0	No																		
13	12	F	52	0	No																		
14	13	F	38	0	No																		
15	14	F	37	0	No																		
16	15	F	34	0	No																		
17	16	F	29	0	No																		
18	17	F	30	0	No																		
19	18	F	44	0	No																		
20	19	F	45	0	No																		
21	20	M	48	120.1	Yes																		
22	21	M	58	124.9	Yes																		
23	22	M	24	90.5	Yes																		
24	23	M	55	127.8	Yes																		

Go to the worksheet named "Exercise".



Create a copy of “Exercise” by pointing to the worksheet tab, right click and choose “Move or Copy”.



Choose where you want to place the new worksheet, “say, (move to end)” Click “Create a Copy”. Then click “Ok”.

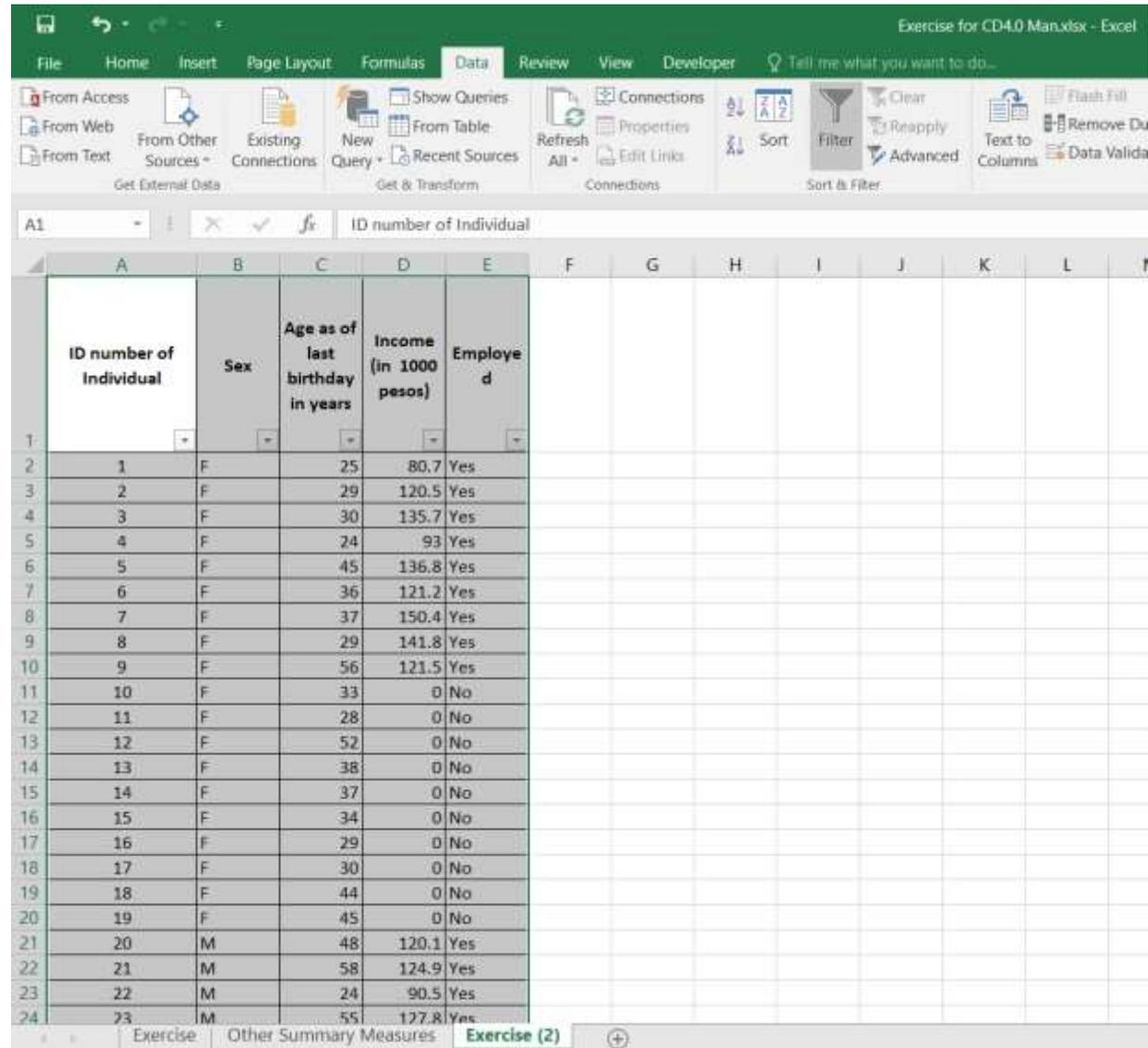
The screenshot shows the Microsoft Excel interface with the 'Move or Copy' dialog box open. The dialog box is titled 'Move or Copy' and has a question mark icon. It contains the following options:

- Move selected sheets
- To book: Exercise for CD4.0 Man.xlsx
- before sheet: Exercise, Other Summary Measures, (move to end)
- Create a copy
- Buttons: OK, Cancel

The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K
	ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed						
1											
2	1	F	25	80.7	Yes						
3	2	F	29	120.5	Yes						
4	3	F	30	135.7	Yes						
5	4	F	24	93	Yes						
6	5	F	45	136.8	Yes						
7	6	F	36	121.2	Yes						
8	7	F	37	150.4	Yes						
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											

What results is a worksheet named “**Exercise(2)**”.



The screenshot shows an Excel spreadsheet with the following data:

ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed
1	F	25	80.7	Yes
2	F	29	120.5	Yes
3	F	30	135.7	Yes
4	F	24	93	Yes
5	F	45	136.8	Yes
6	F	36	121.2	Yes
7	F	37	150.4	Yes
8	F	29	141.8	Yes
9	F	56	121.5	Yes
10	F	33	0	No
11	F	28	0	No
12	F	52	0	No
13	F	38	0	No
14	F	37	0	No
15	F	34	0	No
16	F	29	0	No
17	F	30	0	No
18	F	44	0	No
19	F	45	0	No
20	M	48	120.1	Yes
21	M	58	124.9	Yes
22	M	24	90.5	Yes
23	M	55	127.8	Yes

In the copied worksheet, “**Exercise(2)**”, click “**Data**”, then Highlight the range of data including the Labels and click “**Filter**”.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'Filter' button is highlighted with a red box. Below the ribbon, a data table is visible with the following columns: 'ID number of Individual', 'Sex', 'Age as of last birthday in years', 'Income (in 1000 pesos)', and 'Employed'. The data rows are numbered 1 through 24.

	A	B	C	D	E
	ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed
1					
2	1	F	25	80.7	Yes
3	2	F	29	120.5	Yes
4	3	F	30	135.7	Yes
5	4	F	24	93	Yes
6	5	F	45	136.8	Yes
7	6	F	36	121.2	Yes
8	7	F	37	150.4	Yes
9	8	F	29	141.8	Yes
10	9	F	56	121.5	Yes
11	10	F	33	0	No
12	11	F	28	0	No
13	12	F	52	0	No
14	13	F	38	0	No
15	14	F	37	0	No
16	15	F	34	0	No
17	16	F	29	0	No
18	17	F	30	0	No
19	18	F	44	0	No
20	19	F	45	0	No
21	20	M	48	120.1	Yes
22	21	M	58	124.9	Yes
23	22	M	24	90.5	Yes
24	23	M	55	127.8	Yes

What remains are the the data for the category of interest.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The active cell is A1, containing the text 'ID number of Individual'. The data table is as follows:

	A	B	C	D	E
	ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed
1					
2	1	F	25	80.7	Yes
3	2	F	29	120.5	Yes
4	3	F	30	135.7	Yes
5	4	F	24	93	Yes
6	5	F	45	136.8	Yes
7	6	F	36	121.2	Yes
8	7	F	37	150.4	Yes
9	8	F	29	141.8	Yes
10	9	F	56	121.5	Yes
11	10	F	33	0	No
12	11	F	28	0	No
13	12	F	52	0	No
14	13	F	38	0	No
15	14	F	37	0	No
16	15	F	34	0	No
17	16	F	29	0	No
18	17	F	30	0	No
19	18	F	44	0	No
20	19	F	45	0	No

Let us do an exercise!

- Create another copy of “**Exercise**” and Filter out the unemployed in that worksheet.

DID YOU GET THIS RESULT?

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options for 'Get External Data', 'Get & Transform', 'Connections', 'Sort & Filter', and 'Data Tools'. The active cell is H6. The data table is filtered to show 17 records, with the status bar at the bottom indicating 'Ready 17 of 30 records found'. The table columns are: ID number of Individual, Sex, Age as of last birthday in years, Income (in 1000 pesos), and Employed.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	ID number of Individual	Sex	Age as of last birthday in years	Income (in 1000 pesos)	Employed								
1													
2	1	F	25	80.7	Yes								
3	2	F	29	120.5	Yes								
4	3	F	30	135.7	Yes								
5	4	F	24	93	Yes								
6	5	F	45	136.8	Yes								
7	6	F	36	121.2	Yes								
8	7	F	37	150.4	Yes								
9	8	F	29	141.8	Yes								
10	9	F	56	121.5	Yes								
21	20	M	48	120.1	Yes								
22	21	M	58	124.9	Yes								
23	22	M	24	90.5	Yes								
24	23	M	55	127.8	Yes								
25	24	M	37	112.2	Yes								
26	25	M	38	141.8	Yes								
27	26	M	51	132.2	Yes								
28	27	M	46	100	Yes								
32													
33													
34													
35													
36													
37													

Let us have a 15-minute break.
