

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

### B. Use of excel in navigating around the CBMS database

# GROUPING

- Let us do the following together:
  - Open your excel file named “**Exercise for CD4.0 Data Man**”
  - Go to the worksheet named “**Exercise**”
  - Click the **Data** tab.
  - Select the range of data to be used in the grouping then Click **Subtotal**.
  - Enter the variable to be used for grouping in “At each change in”.
  - Use function “Count”.
  - Choose the same variable under “Add subtotal to”
  - You can choose “Page break between groups” and “Summary below data”
  - Click Ok.

Click the **Data** tab. Select the range of data to be used in the grouping (Cells A1:E31) then Click **Subtotal**.

The screenshot shows the Microsoft Excel interface. The 'Data' tab is selected in the ribbon. The 'Subtotal' button in the 'Outline' group is highlighted with a red box. In the worksheet, a table of data is highlighted with a red border. The table has the following structure:

	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

Enter the variable **Employed** to be used for grouping in “At each change in”

Use function: “Count”

Choose the same variable under “Add subtotal to”

Select “Replace current subtotals,”  
“Page break between groups,” and  
“Summary below data”

Click Ok.

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

The 'Subtotal' dialog box is configured as follows:

- At each change in: **Employed**
- Use function: **Count**
- Add subtotal to:  **Employed**
- Replace current subtotals
- Page break between groups
- Summary below data

# THIS IS THE RESULT.

Exercise for CD4.0 Man.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do...

From Access From Web From Text From Other Sources Existing Connections New Query Recent Sources Show Queries From Table Recent Sources Refresh All Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation

A1

	A	B	C	D	E	F	G	H	I	J	K	L
	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				Yes	9							
12	10	F	33	0	No							
13	11	F	28	0	No							
14	12	F	52	0	No							
15	13	F	38	0	No							
16	14	F	37	0	No							
17	15	F	34	0	No							
18	16	F	29	0	No							
19	17	F	30	0	No							
20	18	F	44	0	No							
21	19	F	45	0	No							
22				No Count	10							
23	20	M	48	120.1	Yes							
24	21	M	58	174.9	Yes							

Exercise Other Summary Measures

# WHAT DOES THE RESULT MEAN?

Exercise for CD4.0 Man.xlsx - Excel

	A	B	C	D	E	F	G	H	I	J	K	L
	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				Yes Count	9							
12	10	F	33	0	No							
13	11	F	28	0	No							
14	12	F	52	0	No							
15	13	F	38	0	No							
16	14	F	37	0	No							
17	15	F	34	0	No							
18	16	F	29	0	No							
19	17	F	30	0	No							
20	18	F	44	0	No							
21	19	F	45	0	No							
22				No Count	10							
23	20	M	48	120.1	Yes							
24	21	M	58	124.9	Yes							

Exercise Other Summary Measures

Nine Females are employed

Ten Females are unemployed

Exercise for CD4.0 Man.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do...

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Percentage, Decimals

Styles: Normal, Neutral

	A	B	C	D	E	F	G	H	I	J	K	L	
13	11	F	28	0	No								
14	12	F	52	0	No								
15	13	F	38	0	No								
16	14	F	37	0	No								
17	15	F	34	0	No								
18	16	F	29	0	No								
19	17	F	30	0	No								
20	18	F	44	0	No								
21	19	F	45	0	No								
22				No Count	10	Ten Females are unemployed							
23	20	M	48	120.1	Yes								
24	21	M	58	124.9	Yes								
25	22	M	24	90.5	Yes								
26	23	M	55	127.8	Yes								
27	24	M	37	112.2	Yes								
28	25	M	38	141.8	Yes								
29	26	M	51	132.2	Yes								
30	27	M	46	100	Yes								
31				Yes Count	8	Eight Males are employed							
32	28	M	32	0	No								
33	29	M	31	0	No								
34	30	M	29	0	No								
35				No Count	3	Three Males are unemployed							
36				Grand Count	30								
37													
38													
39													
40													
41													
42													

Exercise Other Summary Measures

# LET US DO AN EXERCISE!

- Create a grouping by Sex of the individuals in the worksheet “Exercise” of the excel file named “**Exercise for CD4.0 Data Man**”.

# DID YOU GET THIS RESULT?

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
F Count	19			
20	M	48	120.1	Yes
21	M	58	124.9	Yes
22	M	24	90.5	Yes
23	M	55	127.8	Yes
24	M	37	112.2	Yes
25	M	38	141.8	Yes
26	M	51	132.2	Yes
27	M	46	100	Yes
28	M	32	0	No
29	M	31	0	No
30	M	29	0	No
M Count	11			
Grand Count	30			



End of Day 1.

Thank you for your active participation!

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