Step by Step Directions:

1. Download data files from <https://www.opportunityatlas.org/> according to specific parameters (State, city, incarceration rate) for “Black”, “White”, and “All” races.
2. Combine downloaded data files onto excel sheet by copying and pasting downloaded data onto a new excel file.
3. Add column “Races” and categorize each data set as “Black”, “White”, and “All”.
4. Insert two columns next to the city category and filter by comma, separating the neighborhood, city, and state.
5. Filter once again to include only Baltimore and Newport News cities.
6. Create PIVOT table and filter using only “state” under filter, “city” and “neighborhood” under axis, “incarceration rate” under values, and “races” under legend.
7. Convert all data points into “Average” instead of default “sum” in the PIVOT table.
8. Convert data points on the PIVOT table into percentages.
9. Click funnel icon next to row labels and de-select the neighborhoods that are either missing a data point in either black, white, or all column.
10. De-select the blank columns and rows to remove from PIVOT table.
11. Repeat for other state data.
12. To create the combined data bar charts, copy and paste data of only averages of cities for each race category.
13. Insert bar chart comparing only average incarceration rates for Baltimore vs. Newport News and insert another bar chart comparing average incarceration rates for Baltimore vs. Newport News within race categories.

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