Processing Document for Information Organization

- Open Maryland_census_population.xls in Excel.

  Explanation : Maryland_census_population.xls contains maryland's population by zip code. Column ZCTA5 refers to Zip code and Column POP100 refers to Population

- Filter column **ZCTA5,** Select all Howard county zip codes *(20723,20759,20794,21029,21029,21036,21042,21043,21044,21045,21046,21075,21794,21797)* and filter the data and create subset named "Population Filtered".

  Explanation : Maryland_census_population.xls contains data for all zipcode, This step filters the data to show only Howard county data

- Deleted unwanted columns (*Column N to Column GQ*)

  Explanation : Reduce file size by removing data that is not needed for analysis

- Open Schools_Elementary.xls, Copy data under column F(ZCTA5) from "Population Filtered" subset and paste in E43 Cell in Schools_Elementary.xls

  Explanation : Merge two data sets using common column zipcode.

- Copy data under column J(POP100) from "Population Filtered" subset and paste in G43 Cell in Schools_Elementary.xls

  Explanation : Population is needed for answering research question.

- Select all rows and insert pivot table; (Menu:Insert -> Pivot Table)

  Explanation : Pivot Table option provides an option group data which is needed for the analysis

- Pivot Table Configuration
  - Drag and drop **zipcode** field from "PivotTable Fields" to Rows.
  - Drag and drop **Name** field from "PivotTable Fields" to Values
  - Drag and drop **City** field from "PivotTable Fields" to Values

- Copy and paste population data corresponding to each zipcodes into pivot table

  Explanation : Copy and paste population data near count of schools to compare easily.

- Resulted dataset provides correlation of number of schools with population in a zip code.