

### Information Organization: Processing Documentation

- **Howard\_County\_Day\_Care\_Centers.xls (Focal data set)**  
Contains data about Day Care centers (**NAME**) in Howard County along with their Zipcodes (**Zipcode**).
- **Maryland\_Population\_Zipcode.xls**  
Contains data about the Population (**POP100**) of Maryland state along with their Zipcodes (**ZCTA5**).
- **Howard County Day Care, Zipcode and Population Analysis.xls**  
Contains data which depicts the correlation between the number of day care centers, zipcode and the population of a particular city.
- **Column used to perform the Join operation:**
  - Maryland\_Population\_Zipcode.xls (ZCTA5)
  - Howard\_County\_Day\_Care\_Centers.xls (Zipcode)

#### Steps:

1. Open Maryland\_Population\_Zipcode.xls and apply filter on the **ZCTA5** column name and select the following Howard County Zipcodes:  
20723, 20759, 20777, 20794, 21029, 21036, 21042, 21043, 21044, 21045, 21046, 21075, 21076, 21104, 21163, 21737, 21738, 21765, 21771, 21794, 21797
2. Copy data from Column A (FILEID) to Column K(HU100) to a new sheet and name it as '**Population\_Filtered**'. This sheet will act as the subset of the primary data data with just details about Howard County.
3. Save the file.
4. Open Howard\_County\_Day\_Care\_Centers.xls. Delete row corresponding to Zipcode 21765 as there is no corresponding data for the same in Maryland\_Population\_Zipcode.xls.
5. Merging Data:
  - Create a new workbook, 'Howard County Day Care, Zipcode and Population Analysis.xls'.
  - Copy all rows from Day Care Center to this sheet.
  - Copy all rows from Population\_Filtered sheet, under Column F (**ZCTA5**) and paste them after the last row under Column E (**Zipcode**).
  - Copy all the remaining columns and paste them after the last row as shown below. Copy the column headers and paste them in Row 1. Rename (**POP100**) as '**Population**'.



8. Copy the Population from Column G (Row 206 - Row 225) and paste it next to the pivot table for easy analysis.
9. Resultant table depicts the correlation between zipcode, population and the number of day care centers.