Information Organization: Processing Documentation

- **Maryland_Day_Care_Centers.xls (Focal data set)**
  Contains data about Day Care centers (**NAME**) in Maryland state along with their Zipcodes (**Zipcode**).

- **Maryland_Population_Zipcode.xls**
  Contains data about the Population (**POP100**) of Maryland state along with their Zipcodes (**ZCTA5**).

- **Merged_Day Care, Zipcode and Population.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)
  - Maryland_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:
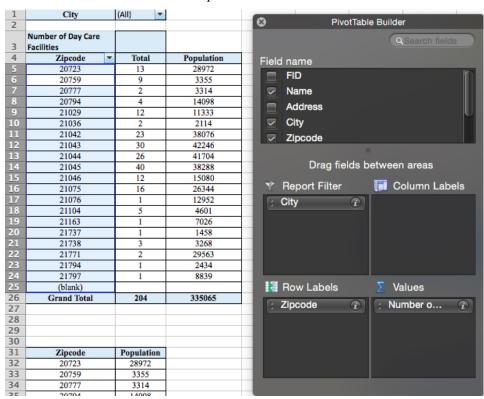   20723, 20759, 20777, 20794, 21029, 21036, 21042, 21043, 21044, 21045, 21046, 21075, 21076, 21104, 21163, 21737, 21738, 21765, 21771, 21794, 21797

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 Maryland_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 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'**.

Zipcode	POINT
21044	POINT (1344519.3538062796 567713.92625780339)
21044	POINT (1349955.2957432088 566105.4446768109)
21797	POINT (1304747.481002308 602794.9797786319)
21029	POINT (1329584.1223577287 563188.754823067)
21044	POINT (1344249.5175585218 561914.7882433613)

	POP100	FILEID	STUSAB	SUMLEV	LOGREC NO	STATE	AREALAND	AREAWATR	NAME	HU100
20723	28972	ST	MD	871	2514	24	34017963	1095691	ZCTA5 20723	10491
20759	3355	ST	MD	871	2533	24	16425882	711849	ZCTA5 20759	1155
20777	3314	DPST	MD	871	2543	24	19568844	110664	ZCTA5 20777	1111
20794	14098	DPST	MD	871	2551	24	26420064	32237	ZCTA5 20794	3202
21029	11333	DPST	MD	871	2607	24	41304709	536674	ZCTA5 21029	3515
21036	2114	DPST	MD	871	2613	24	15774195	1774161	ZCTA5 21036	717
21042	38076	DPST	MD	871	2616	24	97095136	440182	ZCTA5 21042	13587
21043	42246	DPST	MD	871	2617	24	44017823	185361	ZCTA5 21043	16308
21044	41704	DPST	MD	871	2618	24	31075560	262874	ZCTA5 21044	18371
21045	38288	DPST	MD	871	2619	24	25138579	244075	ZCTA5 21045	15283
21046	15080	DPST	MD	871	2620	24	20186665	147315	ZCTA5 21046	6262
21075	26344	DPST	MD	871	2634	24	37583125	152946	ZCTA5 21075	10215
21076	12952	DPST	MD	871	2635	24	32594710	8281	ZCTA5 21076	4956
21104	4601	DPST	MD	871	2645	24	43981935	1909782	ZCTA5 21104	1506
21163	7026	DPST	MD	871	2673	24	32691039	481716	ZCTA5 21163	2542
21737	1458	DPST	MD	871	2818	24	13133861	139115	ZCTA5 21737	466
21738	3268	DPST	MD	871	2819	24	18881608	104336	ZCTA5 21738	1062
21771	29563	DPST	MD	871	2834	24	2.2E+08	443148	ZCTA5 21771	10200
21794	2434	DPST	MD	871	2851	24	22605176	84882	ZCTA5 21794	777
21797	8839	DPST	MD	871	2853	24	1.12E+08	602122	ZCTA5 21797	3079

6. Creating a pivot table:

- Select all rows under Column A to Column G. Click on Data -> Pivot Table. Click OK. A new sheet is created.

- Drag and drop **Zipcode** field from 'Field Name' to 'Row Labels'.

- Drag and drop **Name** field from 'Field Name' to 'Values'.

- Drag and drop **City** field from 'Field Name' to 'Report Filter'.

- Rename Row Labels to Zipcode.

City	(All)

Number of Day Care Facilities

Zipcode	Total	Population
20723	13	28972
20759	9	3355
20777	2	3314
20794	4	14098
21029	12	11333
21036	2	2114
21042	23	38076
21043	30	42246
21044	26	41704
21045	40	38288
21046	12	15080
21075	16	26344
21076	1	12952
21104	5	4601
21163	1	7026
21737	1	1458
21738	3	3268
21771	2	29563
21794	1	2434
21797	1	8839
(blank)		
Grand Total	204	335065

Zipcode	Population
20723	28972
20759	3355
20777	3314
20794	14098

PivotTable Builder

Search fields

Field name
- FID
- ☑ Name
- Address
- ☑ City
- ☑ Zipcode

Drag fields between areas

Report Filter: City

Column Labels

Row Labels: Zipcode

Σ Values: Number o...

7. Resulting data depicts the number of day care centers located for a particular zipcode.

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 connection between zipcode, population and the number of day care centers.