Step-by-step Description

* Copied data for each income level onto two spreadsheets (one for each location)
* Created a Pivot Table using location names as the rows and incarceration rate as the values
* Formatted incarceration rate cells as percentages with 1 decimal point
* Inserted Pivot Chart and renamed the titles, axes, and legends to better describe the data
* Changed the range on both graphs to better compare the two data sets (the range on both were too different to properly see the difference between the two)
* For the average incarceration rate chart:
  + Copied the all income level data onto a separate spreadsheet
  + Averaged the incarceration rates by location and created a table of that data (excel formula)
  + Created a Pivot Table with location names as rows and averaged incarceration rate as values
  + Inserted Pivot Chart and renamed titles, axes, and legends to better describe data