Census Data Extraction “How-To” Guide

1. We will not include the “two or more races” group as this group is insignificantly small and wasn’t included in the 1995 data. **Eliminate every column** except:
   1. COUNTY
   2. YEAR
   3. AGEGRP
   4. NHWA\_MALE
   5. NHWA\_FEMALE
   6. NHBA\_MALE
   7. NHBA\_FEMALE
   8. NHIA\_MALE
   9. NHIA\_FEMALE
   10. NHAA\_MALE
   11. NHAA\_FEMALE
   12. NHNA\_MALE
   13. NHNA\_FEMALE
   14. H\_MALE
   15. H\_FEMALE
2. Select **“Format as Table”** under the **Style** tab of the **Home** tab.
3. Select the drop down next to YEAR and select the year of interest. Use the “Definitions” document to find the number that corresponds to the year of interest.
4. Save the document and title it “YEAR Data”. Then, delete the YEAR column.
5. Delete the following columns:
6. Create **two new columns** titled NHIA\_MALE and NHIA\_FEMALE, respectively. Then, set them equal to the sum of the NHNA and NHIA columns upon which these 4 columns can be hideen. This is to ensure that both American Indian and Native Hawaiians are included in the same group.

Create a new table that has all of the same columns instead with a new additional row that is going to be the sum of the first 13 rows. Then find a way to replace every 13’th row with this new row. Then, delete all of the 12 rows. Then transpose everything. And you’re good.