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. Create a new sheet within that document, title it corresponding year, and copy and paste the values only from the original sheet into this new sheet. Then, delete the original sheet.
5. Create **two new columns** titled AI\_MALE and AI\_FEMALE, respectively. Then, set them equal to the values only of the sum of the NHNA and NHIA columns upon which these 4 columns can be hidden. This is to ensure that both American Indian and Native Hawaiians are included in the same group.
6. Use the “Transpose Template” .xlsx document to paste the formulas from the sheet into your sheet.
7. Then, copy the values only of the results from the formula in addition to the “AGEGRP” column into a new sheet called “YEAR Extraction”. Format these 4 columns as a table. Then, use the dropdown next to “AGEGRP” to deselect every number that isn’t the numbers 0-9.
   1. This is done because only the calculations from the first 10 rows for each county correspond to the correct groups from the transpose document.
8. Copy the data from the table and paste it into the SIR calculations .xlsx