Steps to get to Pivot Table

- Download gss_clean.xlsx
- go to the "data" sheet
- In tool ribbon: View > freeze all panes, then freeze top row
- Filter by count: (in tool ribbon) Home > select all data cells > sort & filter > Filter > select *year* variable dropdown > uncheck all *year* values, then check the box beside the *year* value 2021.
    o this gives us only data from 2021, the most recent year in the data set.

- copy all filtered data cells (Recall: these filtered data cells have year = 2021)
- create new sheet. Paste. Rename this sheet 2021
    o This is the subset of gss data that only includes data on responses from 2021.

- In "2021" worksheet: Select all cells > (in tool ribbon) Insert > PivotTable > verify range is all columns by looking at Table/Range field, which should be: '2021'!$A$1:$R$4033 > verify the PivotTable will be in a New worksheet > press OK
- Rename the new sheet with the pivot table as *happy vs. satjob*

- In sheet "happy vs. satjob":

  Open PivotTable Fields window: Drag **happy** variable into the "Rows" field and **satjob** variable into the "Columns" field. Drag **year** variable into the "Values" field. This gets the counts of all respondents as the cell sums.

- Rename…
    o "Column Labels" as *Job Satisfaction*
    o "Row Labels" as *Happiness*
    o "Sum of year" as *People*
      by selecting the cell and editing the f_x field and pressing the green checkmark to complete changes to row/column labels.

- In values box in PivotTable Fields, right click on the **People** variable (previously **year**) > field settings > verify that "Summarize by" option is by <u>Count</u> > show data as > % of Parent Row Total > Click "Number…" in the *Show data as* page > in "Category:" list, select percentage > Set Decimal places to 2 > press OK

- Click *Job Satisfaction* dropdown icon and verify that there are no blanks included for the job satisfaction variable (*Job Satisfaction*). If blanks are included, unclick "(blank)" checkbox in the filter. Do the same for the Happiness rows.

- Drag **hrs2** variable to the values under people (year) variable. Right click on **hrs2** > rename field name: *Avg Hrs worked/wk*
    o Summarize by Average
    o click Number… > click Number in Category: list > set decimal places to 1.