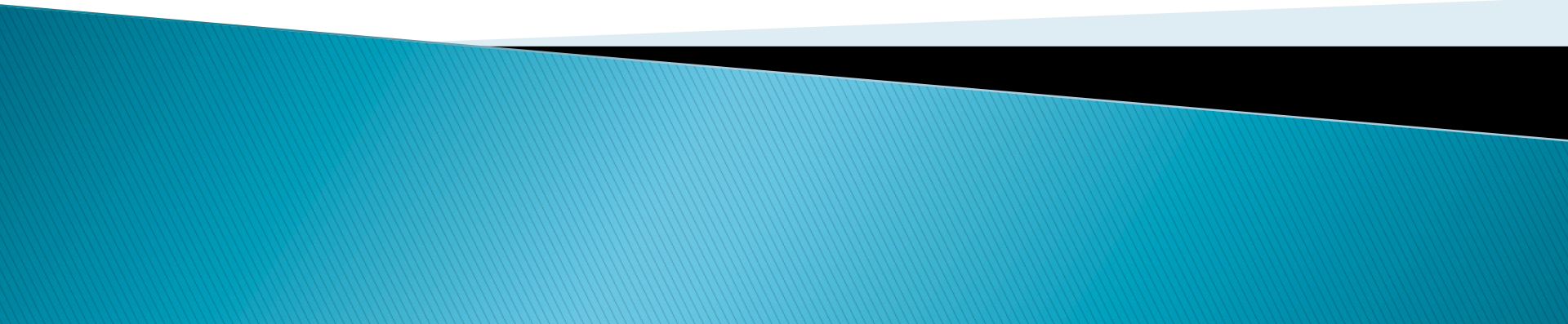
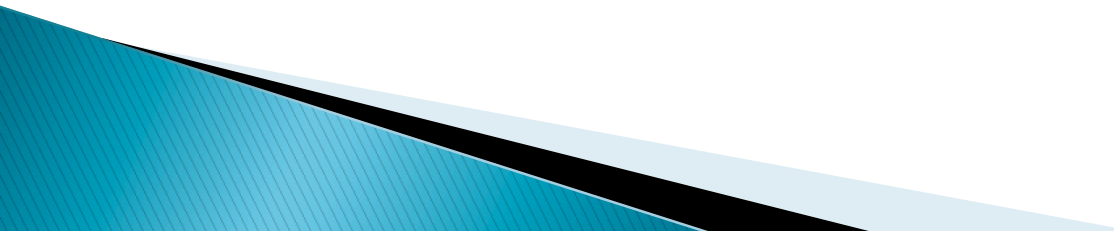



Interviewing your data



Outline

- ▶ Introduction to excel
 - ▶ Best labeling practices, navigating a spreadsheet, sorting and filtering and, splitting data sets into more manageable subsets
 - ▶ Ranking and calculating percentage
- 

Life expectancy data:

- ▶ Renaming files
 - ▶ Data source
 - ▶ Reading the key
 - ▶ Sorting from highest to lowest
 - ▶ Ranking countries
 - ▶ Identify Kenya's rank in the world and in Africa
 - ▶ Find out the gap between male and female life expectancy
 - ▶ Filtering top 20 countries and African countries and transfer to new sheet
- 

Summary Budget 2014

- ▶ The percentage of funds allocated to every ministry and government agencies.
- ▶ All of something is 100 percent. A percentage is a mathematical means of showing how a part of something related to the whole. A part of something would be less than 100 percent. A quarter of something is 25 per cent and half of the whole is 50 percent.

Exercise

- ▶ Represent the ministries receiving the top ten allocation on a new sheet.
- ▶ How much is going to recurrent budget and how much is being spent on new investment?