1. Download data from portal, opens in excel spreadsheet
   1. data\_firstdownload.png
2. NOTE: county centroids grouped together in one column, not two separate
3. To divide centroids into two separate columns (lat and lng)
   1. Select the column containing header: County (centroids)
   2. Data > Text to Columns
      1. data\_texttocolumns.png
   3. Choose Delimited
   4. Choose commas as delimited
      1. commadelimiter.png
   5. Column data format = general
   6. Finish
4. Now, have lat and lng divided
5. Do find and replace to get rid of parenthesis
   1. findreplace.png
6. Reorganize data to desired layout
7. Using Pivot Table
   1. Highlight all of the data, NOT including the header row
   2. Insert > PivotTable
      1. creatingpivot.png
   3. Drag/drop according to screenshot
      1. kenya\_pivot.png
   4. result is correct except shows subtotals and looks messy
      1. to fix:
         1. PivotTable Tools > Design
         2. Subtotals > Do Not Show Subtotals
         3. Report Layout > Show in Tabular Form
   5. Copy and paste into new excel worksheet/spreadsheet in order to change names, delete unnecessary labels, etc