# MIS 304: Using and Managing Information Systems

# **Assignment 2**

You are looking to do a test marketing of your new and innovative Business in Tucson Arizona. You are thinking about print and internet marketing approaches. However, before you begin your marketing, you think you should have a better sense of the target population.

#### **Process**

You have a Spreadsheet with a sample of people from Tucson Arizona (Note, this is a real marketing Database of people living near the UA campus, downloaded in January 2016, which is why names and street addresses have been randomized for privacy). You will undertake some data preparation steps and use pivot tables to answer some basic questions about Tucson.

### Core Items to Consider

Spreadsheet: You MUST use the included MS Excel spreadsheet. Create your pivot tables on separate worksheets, one worksheet per question. Within a worksheet you may have as many pivot tables for the tasks as you deem necessary.

Note, you are doing yourself a disservice if you simply copy and paste formulas to get the answer. Try to understand what each formula is trying to do, or even brainstorm other ways to accomplish the same result. Taking a little extra time here will certainly pay off in the future!

# **Grading Notes**

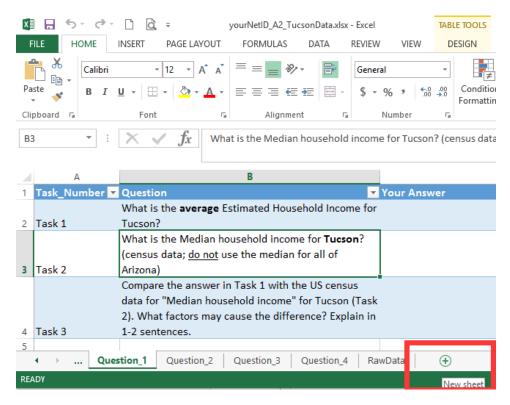
Rename the Excel file, replace "yourNetID" with your NetID; for example, a user with NetID "wilbur" will rename the file to: wilbur\_A2\_TucsonData.xlsx (note: incorrectly naming your file will result in a loss of points).

- Questions 0: Student Identification and Integrity statement (5%)
- Correctly complete the Data Preparation steps (15%)
- Questions 1 (20%)
- Questions 2 (25%)
- Questions 3 (25%)
- Questions 4 (10%)

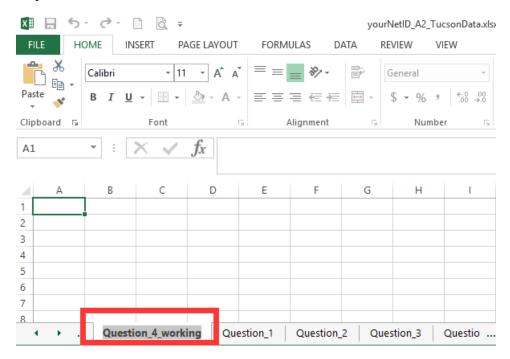
#### Note

Your deliverable is a completed Excel workbook. Remember to keep each Question on its own worksheet (graders will be looking for these worksheets, so please do not rename these to avoid losing points). Therefore, your submitted spreadsheet will have at least the following worksheets: Question\_0, Question\_1, Question\_2, Question\_3, Question\_4 (and "RawData"). A worksheet may have multiple pivot tables on it.

You can add a worksheet by clicking the Insert Worksheet button at the bottom of the Excel window (then add the Pivot table into an existing worksheet).



Rename any worksheets you add appropriately (e.g., if you add a worksheet for working notes for Question\_4, please call it Question\_4\_working). To rename a worksheet, you will right click the worksheet tab and select Rename. The worksheet's name will become highlighted and you may edit the name.



Please be careful to ensure that your answers match the Pivot table results. Failure to include the correct answers to Tasks is an error, even if the correct numbers are generated in your Pivot

Tables. In business the ability to correctly report the results of an analysis and paying attention to detail matters.

Ensure your Excel column widths are reasonable (e.g., keep them under 40) to avoid errors with TurnItIn. (Read: <a href="https://support.office.com/en-us/article/Change-the-column-width-and-row-height-db30658d-0c0b-44ad-825f-55f1cb4d9957">https://support.office.com/en-us/article/Change-the-column-width-and-row-height-db30658d-0c0b-44ad-825f-55f1cb4d9957</a>)

### **Deliverables**

Student Identification and Integrity Statement

Complete the "Question\_0" worksheet.

### **Data Preparation Steps**

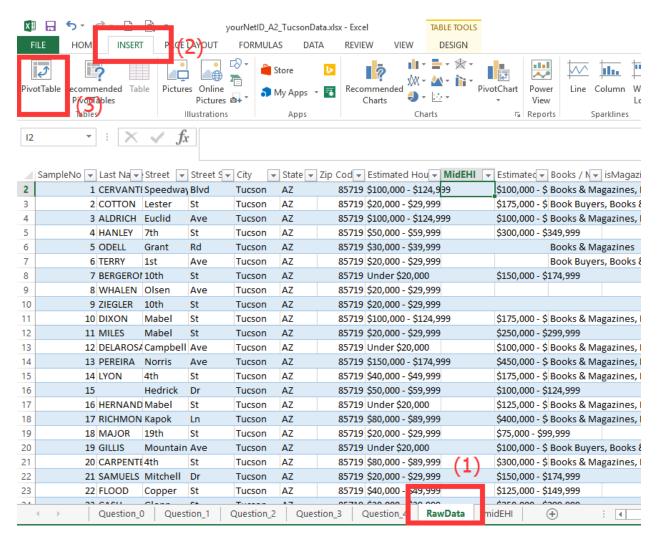
When you obtain data from an external source for analysis, there is invariably some "data preprocessing" required to get it into a format suitable for your analysis. While we have done some of the pre-processing for you, we want you to have experience with this step. In business, data pre-processing and cleansing can sometimes take up to 80% of the total analysis task time.

The following steps are performed in the "RawData" worksheet.

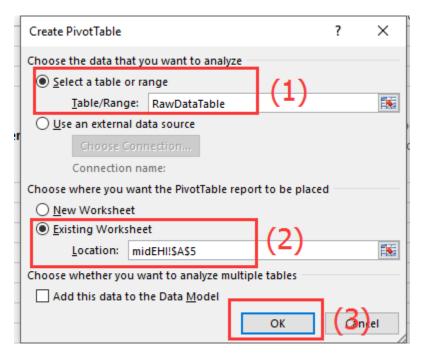
- (1) Fill in the first column with a sample (row) number, from {1, 2, ..., 2000} (this is useful for a few different reasons including generating an accurate count when working with pivot tables). You can use Excel's flash-fill to fill in the values. (Read: <a href="https://support.office.com/en-us/article/Use-AutoFill-and-Flash-Fill-2e79a709-c814-4b27-8bc2-c4dc84d49464">https://support.office.com/en-us/article/Use-AutoFill-and-Flash-Fill-2e79a709-c814-4b27-8bc2-c4dc84d49464</a>)
- (2) Fill in the mid-point value for the "Estimated Household Income" in the column "MidEHI" (rounded to the nearest dollar). This is useful for answering questions about the average (estimated) income of a sample sub-group. One way to do it is to create a Pivot Table to get the different "income brackets". Then extract the upper and lower dollar bounds of each income bracket and find the mid-point. Note: there are other ways to generate this data, but doing this step manually (i.e., without use of Excel formulas) will lead to a loss of points. During grading we look for an appropriate formula in the MidEHI column along with supporting data / worksheet(s) in your workbook.
  - a. Create a new worksheet "midEHR".



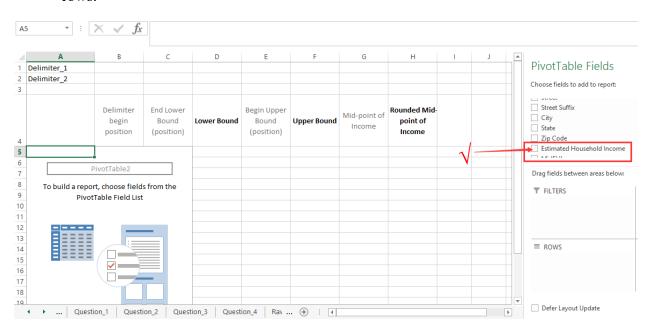
b. Go back to worksheet "RawData", click on a cell, insert "Pivot Table"



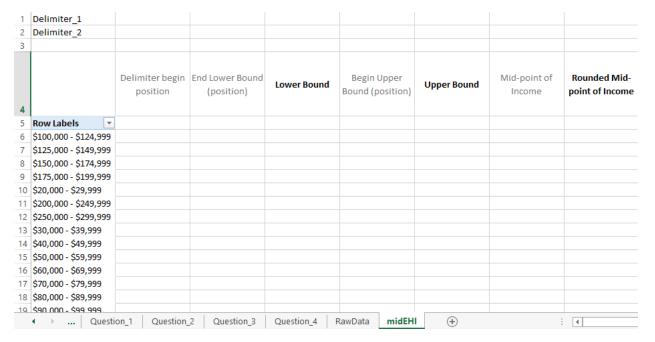
c. Create "Pivot Table"



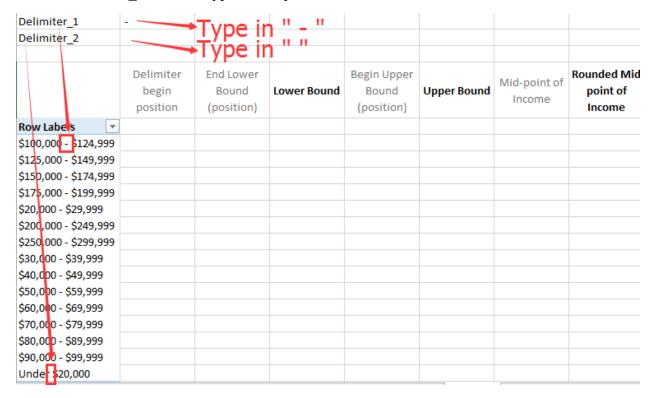
d. Get the basic "Pivot Table" structure, choose "Estimated Household Income" as the rows.



You should get a table like this:



e. Extract the "Lower Bound" and the "Upper Bound" of "Estimated Household Income". Make sure you have "space hyphen space" for "delimiter\_1", "space" for "delimiter\_2". Do not type in the quotation marks.



Think about and figure out these questions (Use Google or any search engine your like):

What is "FUNCTION" in Excel?

What is "FIND" function? (Read: <a href="https://support.office.com/en-us/article/FIND-FINDB-functions-c7912941-af2a-4bdf-a553-d0d89b0a0628">https://support.office.com/en-us/article/FIND-FINDB-functions-c7912941-af2a-4bdf-a553-d0d89b0a0628</a>)

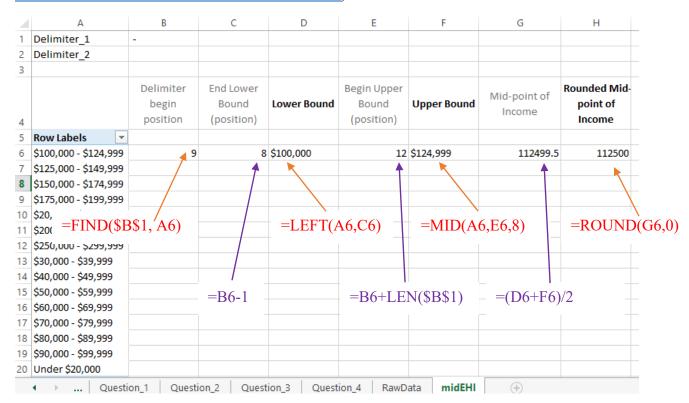
What does a dollar sign ("\$") mean in an Excel formula?

What is "LEFT" function? (Read: <a href="https://support.office.com/en-us/article/LEFT-LEFTB-functions-9203d2d2-7960-479b-84c6-1ea52b99640c">https://support.office.com/en-us/article/LEFT-LEFTB-functions-9203d2d2-7960-479b-84c6-1ea52b99640c</a>)

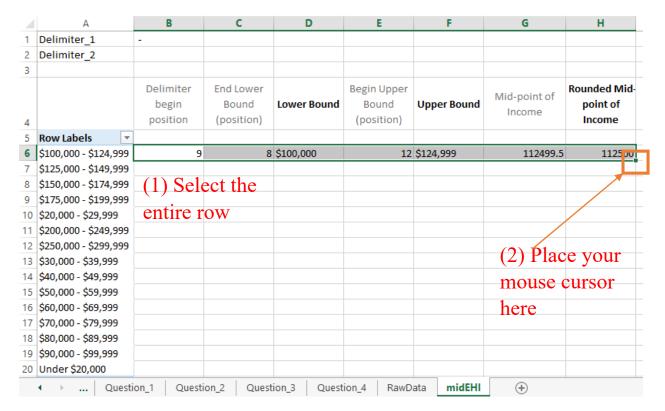
What is "LEN" function? (Read: <a href="https://support.office.com/en-us/article/LEN-LENB-functions-29236f94-cedc-429d-affd-b5e33d2c67cb">https://support.office.com/en-us/article/LEN-LENB-functions-29236f94-cedc-429d-affd-b5e33d2c67cb</a>)

What is "MID" function? (Read: <a href="https://support.office.com/en-us/article/MID-MIDB-functions-d5f9e25c-d7d6-472e-b568-4ecb12433028">https://support.office.com/en-us/article/MID-MIDB-functions-d5f9e25c-d7d6-472e-b568-4ecb12433028</a>)

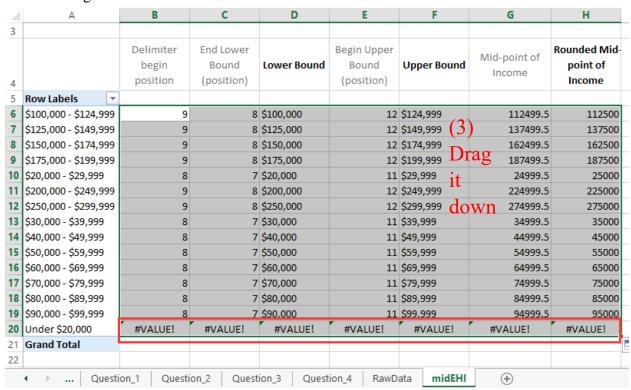
What is "ROUND" function? (Read: <a href="https://support.office.com/en-us/article/ROUND-function-c018c5d8-40fb-4053-90b1-b3e7f61a213c">https://support.office.com/en-us/article/ROUND-function-c018c5d8-40fb-4053-90b1-b3e7f61a213c</a>)



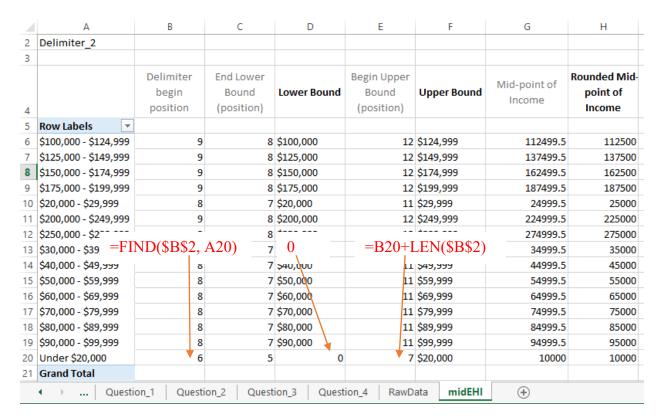
f. Copy and extend the formula down. Select the entire row, place your mouse cursor at the lower right-hand corner. You'll know you have hit it when the cursor changes to a plus sign. Click the plus and drag it down.



# You should get a table like this



Think about: why you get error message in the last row? (What is the difference between "delimiter 1" and "delimiter 2"?)

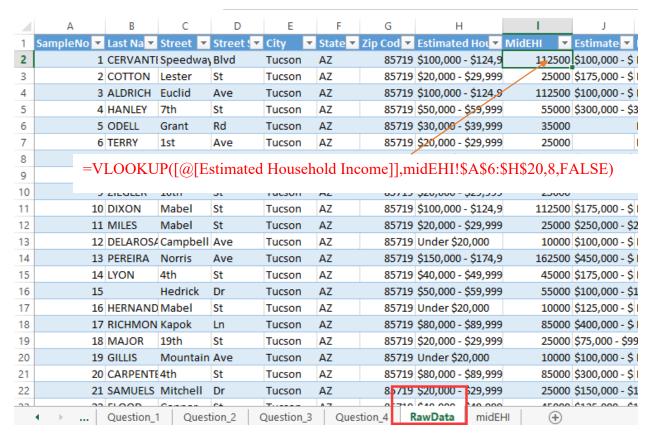


g. Go back to worksheet "RawData", fill in the "MidEHI" column.

Think about and figure out these questions (Use Google or any search engine your like):

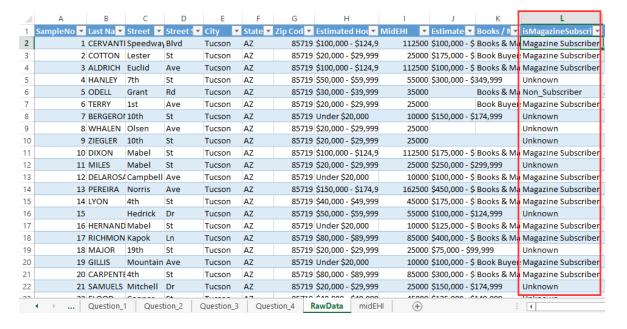
What is "VLOOKUP" function? (Read: <a href="https://support.office.com/en-us/article/VLOOKUP-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1">https://support.office.com/en-us/article/VLOOKUP-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1</a>)

What is "IF" function? (Read: <a href="https://support.office.com/en-us/article/IF-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2">https://support.office.com/en-us/article/IF-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2</a>)



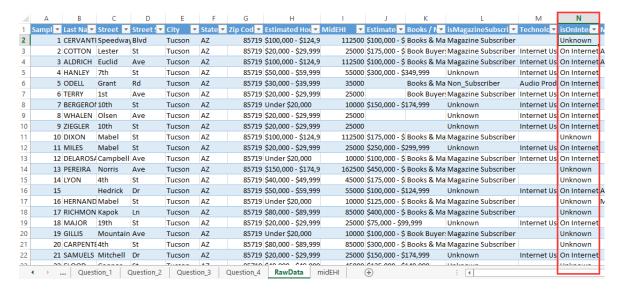
(3) Fill in the column for "isMagazineSubscriber". The purpose is to know if the sampled individual subscribes to a magazine. This is used in answering Question\_2. A formula you can use is:

=IF(ISBLANK([@[Books / Magazines]]),"Unknown",IF(ISERROR(SEARCH("Magazine Subscriber",[@[Books / Magazines]])),"Non\_Subscriber","Magazine Subscriber"))



(4) Fill in the column for "isOnInternet". The purpose is to know if the sampled individual uses the Internet (or has access). This is used in answering Question 3. A formula you can use is:

=IF(ISBLANK([@[Technology / Entertainment]]),
"Unknown",IF(ISERROR(SEARCH("Internet",[@[Technology /
Entertainment]])),"No Internet","On Internet"))

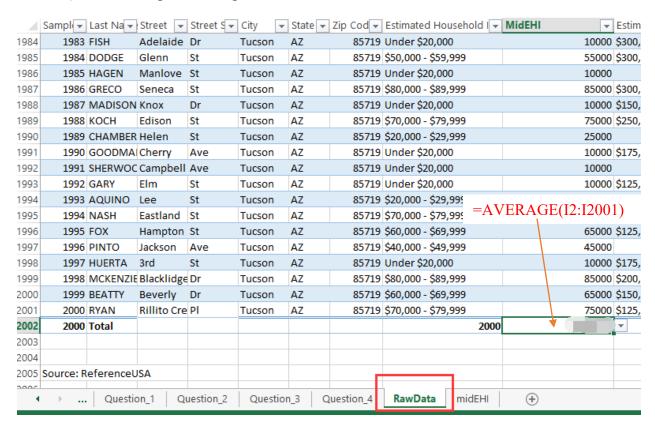


Attempt Question 1 onwards AFTER you complete the Data Preparation steps.

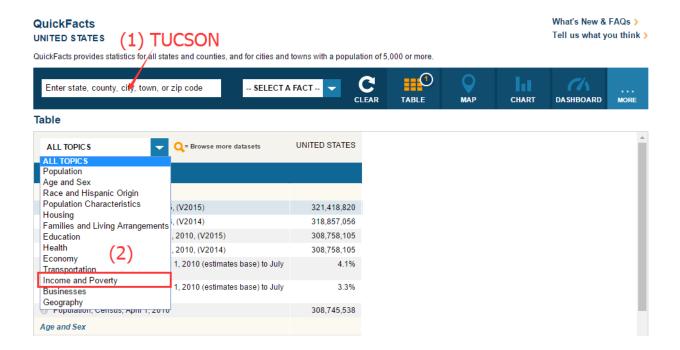
### Question 1: Sample profile

In the Worksheet for Question 1, fill in answers to Tasks 1-3.

For Task 1, you can determine the average by going to the worksheet "RawData" (for column MidEHI) and choosing the Average function.



For Task 2, to obtain the "Median household income" census data please use: http://quickfacts.census.gov/qfd/states/04/0477000.html



# Question 2: Magazine Subscribers

In the worksheet for Question\_2, complete the pivot table analysis and fill in answers to Tasks 1-4.

# Formatting

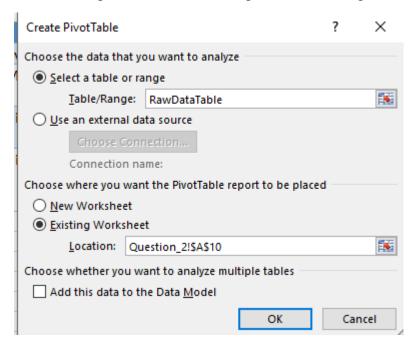
Answer to Task\_2: use a percentage format.

Answer to Task\_3 and Task\_4: use a Currency format.

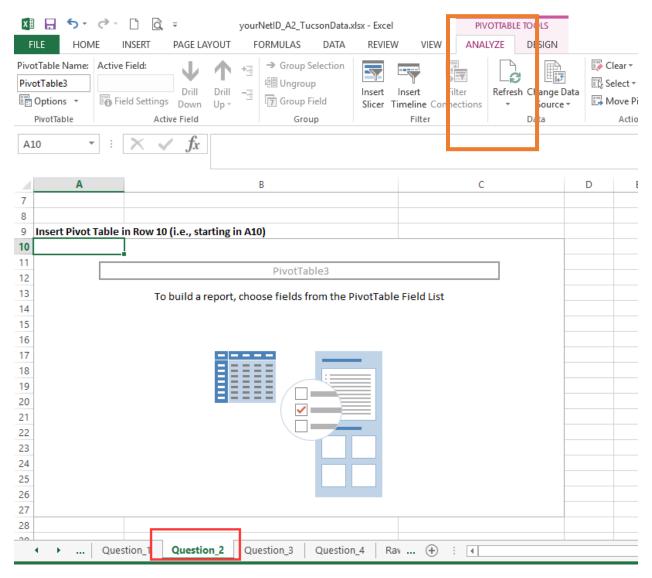
(Read: http://www.excel-easy.com/basics/format-cells.html)

# Pivot Table Analysis

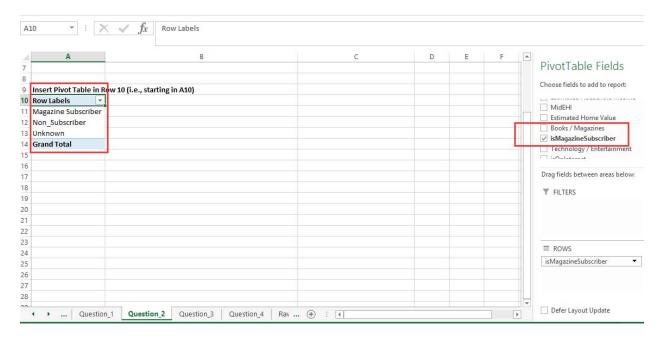
- 1. Navigate to the "RawData" worksheet. Click on a cell.
- 2. Click the Insert tab at the top of the Excel window, then click on PivotTable (the Create PivotTable window should open).
- 3. Choose to place the PivotTable report in an Existing Worksheet: Question 2 (cell A10).



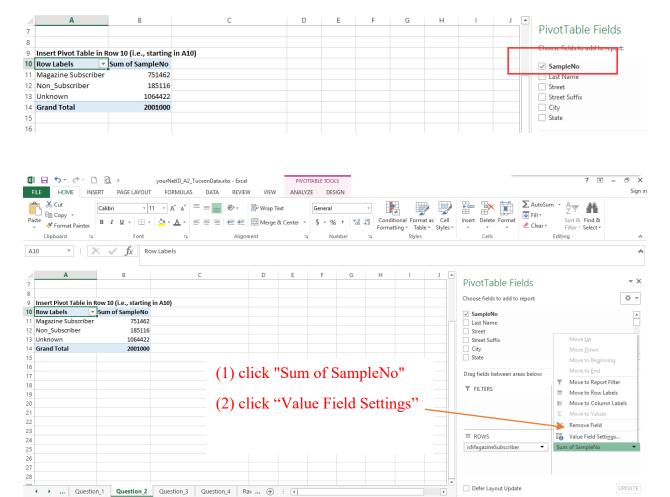
4. To ensure the Pivot Table has the current data, press the Refresh button under the PIVOTTABLE TOOLS > Analyze tab.

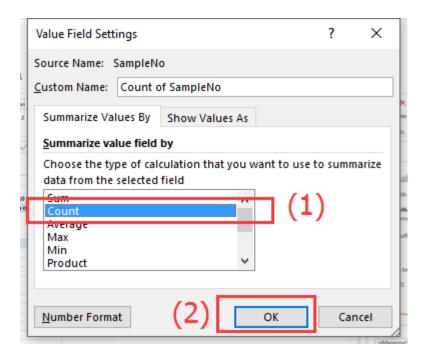


5. Add the "isMagazineSubscriber" column to the ROWS area. Note if you only see a Blank entry show up under Row Labels, Refresh the Pivot table (see previous step).



6. Add the "SampleNo" column to the VALUES area. Change the Value Field Settings to use a Count calculation instead of the default Sum.





7. Add the MidEHI column to the VALUES area. Change the Value Field Settings to use an Average calculation instead of the default Sum. Use the Currency format for the column values.

You should get a table like this.

Ave	rage of MidEHI
100	\$
	\$
100	\$
2000	\$10,000.00
	, ma

### Question 3: Internet Users

In the Worksheet for Question\_3, complete the pivot table analysis and fill in answers to Tasks 1-4.

# Formatting

Answer to Task\_2: use a percentage format.

Answer to Task\_3 and Task\_4: use a Currency format.

# Pivot Table Analysis

- 1. Navigate to the "RawData" worksheet. Click on a cell.
- 2. Click the Insert tab at the top of the Excel window, then click on PivotTable (the Create PivotTable window should open).
- 3. Choose to place the PivotTable report in an Existing Worksheet: Question 3 (cell A10).
- 4. To ensure the Pivot Table has the current data, press the Refresh button under the PIVOTTABLE TOOLS > Analyze tab.
- 5. Add the "isOnInternet" column to the ROWS area. Filter out Unknown values.
- 6. Add the "SampleNo" column to the VALUES area. Change the Value Field Settings to use a Count calculation instead of the default Sum.
- 7. Add the "MidEHI" column to the VALUES area. Change the Value Field Settings to use an Average calculation instead of the default Sum. Use the Currency format for the column values. You should get a table like this.

Insert Pivot Table in Row 10 (i.e., starting i	in A10)
Row Labels T Count of SampleNo	Average of MidEl
No_Internet	\$4
On Internet	\$
Grand Total	\$

- 8. Answer Tasks 1, 2, 3 now.
- 9. Add the Automotive Interest column to the ROWS area. Filter out (blank) values. You should get a table like this.

1 0 th 2110 th to 800 th		
Insert Pivot Table	in Row 10 (i.e., starting in A1	.0)
Row Labels	Count of SampleNo	Average of MidEHI
■ No_Internet		\$4
Automotive In	nterest	\$
<b>On Internet</b>		\$
Automotive In	nterest	\$
Grand Total	-	\$r.

10. Answer Task 4.

### Question 4: Your New Business

In the Worksheet for Question\_4, use a pivot table (as done for the previous questions) to help fill in answers to Tasks 1-5.

Pick two (or more) lifestyle categories that you think will serve as a proxy for what your business is selling (other than what we used in Question\_3). In other words, use Lifestyle categories in the "RawData" beginning with the "Apparel / Fashion / Beauty" column (and onwards).

List what your categories are, and tell us how many people have an interest in them. Support your work with facts (i.e., use one or more pivot tables).

Using the 2014 census.gov estimate for the Tucson population (see Question 1 for the URL), estimate the number of people interested in your business (across Tucson). Our data sample is 2000 people. The population of Tucson is much larger. So you will want to extrapolate the numbers you get from the sample to the overall Tucson market.

# Make your Life Easy

Create columns that have the aggregate data you need to summarize. You can combine the "IF" statement with the "SEARCH()" function to extract data from columns. Be very careful of typos, and verify your formula is working for all the cases before using it.

You should extract specific values within a column into a new column to improve your analysis (as we did in the Data Preparation step). For example, to generate whether a sampled individual was interested in Magazines, we used the formula (seen earlier in the assignment):

=IF(ISBLANK([@[Books / Magazines]]),"Unknown",IF(ISERROR(SEARCH("Magazine Subscriber",[@[Books / Magazines]]),"Non Subscriber","Magazine Subscriber"))

This formula searched within the column "Books / Magazines" for the phrase "Magazine Subscriber".

You may similarly search for one or more phrases. To search for multiple phrases, you can combine the search condition using "OR" / "AND". Examples are below.

Note you can use either "ISERR()" or "ISERROR()". The SEARCH() function returns an error if the search phrase (e.g., "Book Buyers") is not found. So, if no error (i.e., NOT() an error) occurs, it means the search phrase (e.g., "Book Buyers") was found.

Lifestyle interest	Search Formula
Print Buyer means	=IF( OR(
either "Book Buyers" OR	NOT(ISERR( SEARCH("Magazine Subscribers",[@[Books / Magazines]]))),
"Magazine Subscribers"	NOT(ISERR( SEARCH("Book Buyers",[@[Books / Magazines]]))) ), "Print Buyer", "Non_Buyer")
BMBuyer means both	=IF( AND(
"Book Buyers" AND	NOT(ISERR( SEARCH("Magazine Subscribers",[@[Books / Magazines]]))),
"Magazine Subscribers"	NOT(ISERR( SEARCH("Book Buyers",[@[Books / Magazines]]))) ), "BMBuyer","Non Buyer")

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