

Analyse Data in Excel

Analyse Data on Gender Balance

Create a new sheet

Rename it to Gender

Move to Cell A1 on the Gender sheet and insert pivot table

From Insert Tab on Ribbon - choose Pivot Table

From Table / Range type the name of the table. This should be csv_import

In Pivot Table Fields drag gender to Rows

Also drag Gender to Values. This automates a count

Change the column headers to read Gender and Count

Create Pivot Chart (Donut)

From the Pivot Table **Analyse** tab on the ribbon, click Pivot Chart

Move to Pie and select the Donut chart

On the + button choose Data Labels

Still in Data Labels **Move to** more options and then on Label Option **move** to The Bars on the right and Label Options to set Percentage rather than Value

Set the title to Gender Balance and **optionally** drag labels to the side of the Donut

Choose the design tab and select a design that you like

Analyse Running Clubs

Create a New Sheet

Call it Clubs

In A1 create new Pivot Table

Set the Table to csv_import

Drag Club to Filter

In Cell B1 **select** all clubs other than those that are empty

Now drag the filter Club to Rows

Drag club to count

Create Pivot Chart (Column)

Choose Pivot Chart

Choose the default Clustered Column

Click Twice and the bars to ensure all bars (Columns) are **selected** and in Series Options set the Gap Width to 20% to make the column wider and closer

Analyse Age Groups by Gender

Create a New Sheet

Call it Age Groups

In A1 create new Pivot Table

Set the Table to csv_import

Drag Gender to Rows

Drag AgeGroup to Rows below Gender

Rows are sorted first by Gender and then Age Group

Now drag age group to Values for count

Create Line Chart with Markers

Try adding a line chart now with markers for data points

Recommend Pivot Table

Now look at the ease of this

Create new sheet and name it Events

Use Insert tab and choose Recommended Pivot Tables

Choose Count of **parkrunners** by event_id. Remove the Gender row. (All events in a sample data have 10 runners)