No High School Diploma

1. Copy the following link to the URL box of your browser:

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_16_5YR_S1501&src=pt>

1. On the line of “Actions,” click on “Modify Table.”
2. For each row under the “Subject” column, except for “Percent high school graduate or higher,” click on the blue minus box to collapse the outline and on the checkbox to remove the row.
3. On the line of “Table Tools,” click on “Transpose Rows/Columns.”
4. On the line of “Actions,” click on the “Add/Remove Geographies” link.
5. In the Add/Remove Geographies dialog box, under the second blue ball (“Add one or more popular geographic areas …”), pull down the “—select a geographic type –” menu, scroll down, and select “5-Digit ZIP Code Tabulation Area – 860.”
6. Select “All 5-Digit ZIP Code Tabulation Areas within United States and Puerto Rico” from the third small blue ball.
7. Click the “ADD TO YOUR SELECTIONS” button.
8. In the “Your Geography Selections” box, click the blue circle with an “x” next to “United States” to remove that geographic entity. (If “United States” is there.)
9. Click the “SHOW TABLE” button.
10. On the line of “Actions,” click on the “Download” link.
11. In the “Download” dialog box, select “Use the data.” Two content options are available for the CSV download and both checkboxes should be checked. Click the “OK” button.
12. The “Download” message box will display a progress bar as the website creates your file. Afterwards, it will say “Your file is complete.” Click on the “Download” button.
13. Use the “Save As” dialog box to save “ACS\_15\_5YR\_S1501.zip.”
14. Double click on that file in File Explorer to view its contents. Double click on “ACS\_15\_5YR\_S1501\_with\_ann.csv” to open it in Excel.
15. In Excel, select column C (C2 = “Geography”) and change its text color to red (just to keep track of it). Select column F (F2 = “Percent; Estimate; Percent high school graduate or higher”) and change its text color to red.
16. Delete all columns whose text color is black.
17. Change A1 from “GEO.display-label” to “Zip\_Code”. Change B1 from “HC02\_EST\_VC17” to “Pct\_HS\_Grad”. Delete row 2.
18. Use the “Find & Select” function on the “Home” ribbon to replace “ZCTA5 ” (note the trailing space) with “Z” (replace all). This will preserve the leading zeroes and the character data type of the zip codes.
19. Save the worksheet as “HS\_Grad.csv”.
20. The worksheet contains the estimated percent of the population with high school diplomas. The percent without high school diplomas is 100 minus those numbers.