Prime Question: Percentage of population who car pool or take public transit, ages 20 to 59?

1. Features of excel
   1. Ribbon
   2. Quick Access Toolbar
   3. Name Box
   4. Formula bar
   5. Navigation
      1. Selecting tabs **(Right-click on Navigation Arrows)**
   6. Status bar (best kept secret)
      1. Enter/Edit mode **(F2)**
2. Copy the data (for safe keeping)
   1. Copy tab **(right-click on tab –or– Home Ribbon -> Format)**
   2. Move to original tab **(Ctrl + PgUp/PgDown)**
   3. Create new tab called Final **(Home Ribbon -> Insert -> Insert Sheet)**
3. Move around the data
   1. Move to end of range **(Ctrl + arrow key)**
   2. Select range **(Ctrl + Shift + arrow key)**
   3. Zoom out **(Ctrl + mouse wheel)**
   4. Move to cell A1 **(Ctrl + Home key)**
   5. Select range **(Ctrl + a)**
   6. Select all **(Ctrl + a, Ctrl + a)**
   7. Select columns/rows **(Click on index letter/number when arrow shows)**
   8. Moving within selection
      1. Down or Up **(Enter –or– Shift + Enter)**
      2. Right or Left **(Tab –or– Shift + Tab)**
4. Reformat the data
   1. Delete contents **(right-click within selection -> Delete Contents)**
   2. Clear **(Home Ribbon -> Clear -> Clear All)**
   3. Unmerge cells **(Home Ribbon -> Merge & Center)**
   4. Format of first number not correct
      1. Remove commas **(Ctrl + h -> enter “,” on top line -> leave bottom blank -> press OK)**
      2. Remove +/- **(Ctrl + h -> enter “+/-” on top line -> leave bottom blank -> press OK)**
      3. Remove % **(Ctrl + h -> enter “%” on top line -> leave bottom blank -> press OK)**
5. Deleting Rows and Columns
   1. Empty Columns
      1. Select columns B, E, G, and H **(Ctrl + select column, repeat for each column)**
      2. Delete columns **(right-click in selection -> Delete)**
   2. Extraneous Columns
      1. Select columns K:CZ **(F5 -> enter K:CZ in box -> press OK)**
         1. If this selects cells F:CV, unmerge cells E9:L9 first, then repeat
      2. Delete columns **(right-click in selection -> Delete)**
   3. Margins of Error
      1. Enter in cells A11, B11, and C11, State, Group, and Type, respectively
      2. Select the entire table **(F5 -> enter A11:L419 in box -> press OK)**
      3. Apply filter **(Home Ribbon -> Sort & Filter -> Filter)**
      4. Filter Mode to Margins of Error **(Click on filter arrow in D11 -> Select just Margin of Error -> Press OK)**
      5. Select all rows of data **(F5 -> enter 13:419 in box -> press OK)**
      6. Delete rows **(Right-click on selection -> Delete Row -> press OK)**
      7. Unfilter rows **(Click on filter arrow in D11 -> Clear Filter From)**
6. Extracting State Names
   1. Filter table on transit mode to just “Total”
   2. Select all state names
   3. Copy over to a sheet “Final” to cell A11
   4. Unfilter rows
7. Lookup values: prepare source data
   1. Insert a column at column D **(Select column D -> Right-click in selection -> Insert)**
   2. Concatenate columns A and B together in cell D12 **(enter in formula bar: =A12&B12)**
   3. Fill downwards **(Double-click on Fill Handle corner)**
   4. In cell L12 enter the formula **(enter in formula bar: =SUM(G12:J12)/100\*E12)**
   5. Fill downwards **(Double-click on Fill Handle corner)**
   6. Select and name data area
      1. GoTo D12 **(F5 -> enter D12 in box -> press OK)**
      2. Select end cells **(Shift + Ctrl + Right, Shift + Ctrl + Down)**
      3. Name the range “TransitData” **(In the Name Box enter “TransitData”)**
   7. Optional:
      1. format as comma, no decimals
      2. paste format to column L
8. Lookup values: prepare output table
   1. Select and Copy cells B12:B15 **(F5 -> enter B12:B15 in box -> press OK)**
   2. On the new sheet paste them into cells B10:E10
      1. Select cell B10
      2. Paste Special: transpose **(Ctrl + Alt + V -> Select transpose)**
      3. In cell F10 enter “Percent of 20-59 who carpool or take public transit”
9. Set up VLOOKUP
   1. In Cell B11 enter formula **(enter in formula bar: =VLOOKUP(A11&B10, TransitData, 10,0)**
   2. Convert relative references to absolute references
      1. In the formula set “A11” to absolute column reference **(F4 – press thrice)**
      2. In the formula set “B10” to absolute column reference **(F4 – press twice)**
         1. Formula should now read “=VLOOKUP($A11&B$10, TransitData, 9,0)”
      3. Fill down **(Double-click on Fill Handle corner)**
      4. Fill right **(Drag Fill Handle corner rightward)**
10. Calculate percent who carpool or take public transit
    1. In cell F11 sum cells D11 and E11 and divide by B11 **(enter in formula bar: =SUM(D11:E11)/B11)**
       1. Fill down **(Double-click on Fill Handle corner)**
    2. Format as %s **(With selection, Ctrl +Shift + %)**
    3. Add decimal place **(With selection, Home Ribbon, Increase Decimal)**
11. END.

Source data link: American Fact Finder, ACS 2015 1-yr Data, Table S0804: <https://factfinder.census.gov/bkmk/table/1.0/en/ACS/15_1YR/S0804/0400000US01|0400000US02|0400000US04|0400000US05|0400000US06|0400000US08|0400000US09|0400000US10|0400000US11|0400000US12|0400000US13|0400000US15|0400000US16|0400000US17|0400000US18|0400000US19|0400000US20|0400000US21|0400000US22|0400000US23|0400000US24|0400000US25|0400000US26|0400000US27|0400000US28|0400000US29|0400000US30|0400000US31|0400000US32|0400000US33|0400000US34|0400000US35|0400000US36|0400000US37|0400000US38|0400000US39|0400000US40|0400000US41|0400000US42|0400000US44|0400000US45|0400000US46|0400000US47|0400000US48|0400000US49|0400000US50|0400000US51|0400000US53|0400000US54|0400000US55|0400000US56>