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. Right-click on arrows to move quickly
   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– Ribbon -> Format)
   2. Move to original tab (Ctrl + PgUp)
3. Move around the data
   1. Zoom out (Ctrl + mouse wheel)
   2. Select all (Ctrl + a)
   3. Select columns/rows
   4. Moving within selection
      1. Enter vs. Shift + Enter
      2. Tab vs. Shift + Tab
4. Reformat the data
   1. Delete contents (right-click)
   2. Clear (Ribbon -> clear)
   3. Unmerge cells (Ribbon -> button)
   4. Select and Name data area
      1. GoTo D12 (F5)
      2. Select end cells (Shift + Ctrl + Right, Shift + Ctrl + Down)
   5. Format of first number not correct
      1. Remove commas (Ctrl + h)
      2. Remove +/-
      3. Remove %
5. Deleting Rows and Columns
   1. Empty Columns
      1. Select non-contiguous columns (Ctrl + click)
      2. Select columns B, E, G, and H
   2. Margins of Error
      1. Select first column by hovering above column index
      2. Ctrl + click on other columns to add them to selection
   3. Extraneous Columns
      1. Select Columns J:CZ (F5)
   4. Name Range
      1. Name area TransitData
6. Extracting State Names
   1. Filter table on transit mode to just public
   2. Select all state names
   3. Copy over to a new sheet to cell A11
   4. Unfilter table
7. Lookup values: prepare source data
   1. Insert a column at column D
   2. Concatenate columns A and B together (“&” operator)
   3. Fill downwards (Fill handle)
   4. In cell L12 enter the formula: =SUM(G12:J12)/100\*E12
   5. Fill downwards
   6. Optional:
      1. format as comma, no decimals
      2. paste format to column E
8. Lookup values: prepare output table
   1. Select and Copy cells B12:B15
   2. On the new sheet paste them into cells B10:E10
      1. Select cell B10
      2. Paste Special: transpose (Ctrl + Alt + V)
      3. In cell D10 enter the formula: Total
   3. Set up VLOOKUP
      1. In Cell B11 enter formula: =VLOOKUP(A11&B10, TransitData, 9,0)
      2. Set “A11” to absolute column reference (F4 – thrice)
      3. Set “B10” to absolute column reference (F4 – twice)
      4. Fill down
      5. Fill right
9. Calculate percent who carpool or take public transit
   1. In cell F11 sum cells D11 and E11 and divide by B11
      1. enter the formula: =SUM(D11:E11)/B11
   2. Fill down
   3. Format as %s

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>