**Instructions for Data Analysis**

**Baltimore vs Basking Ridge – “Household Income” and “% Staying in the Same Tract as Adults”**

1. Visit [Opportunity Atlas](https://www.opportunityatlas.org/) website.
2. Search first for Baltimore, MD and change Parent Income in table to “all.”
3. Download data for “Household Income” metric and “% Staying in Same Tract as Adults.”
4. Search for zip code 07920 and select “Bernards Township, 07920, United States.”
5. Repeat step 3 to download data for the 07920 area.
6. Open one file and insert two columns to the right of the location name column. Name them “City” and “State,” respectively. Rename the original location name column to “Neighborhood.”
7. Select the Neighborhood column and use Text-to-Column (delineated by commas) to separate the names of neighborhoods from the names of the cities and states.
8. Apply a filter to the column headers and filter for only rows that have “Baltimore” in the city column.
9. Select and copy all rows that have “Baltimore” in the city column. Paste the Baltimore-only data in a separate worksheet.
10. Repeat steps 6-9 for the three remaining files. For the data that applies to the 07920-area code and not to Baltimore, filter instead by the rows that say “Basking Ridge” in the neighborhood column.
11. Sort the Neighborhood column from A to Z for all four files.
12. In a new Excel file, copy and paste the data for the Tract, Neighborhood, County, State, and Household Income from the Baltimore Household Income file. Copy and paste in the “% Staying in the Same Tract (SST)” data from the Baltimore SST file.
13. Create a combination line and column graph, with the % SST as the primary Y axis and the household income as the secondary axis.
14. Sort the household income from low to high to facilitate graph viewing for the Baltimore data.
15. In the same Excel file but on a separate worksheet, repeat step 12 to combine the 07920/Basking Ridge data files.
    1. Create a pivot table to show the three different tracts within Basking Ridge and their household incomes/SST percentages.
    2. Create a pivot chart and choose to create a “Combo” graph. Set both to “line graph.” Use the % SST as the primary Y axis and the household income as the secondary axis.