Transposing Data (from the web data set)

Transposing enables you to take Data that is laid out in one format (e.g., left to right) and transpose it to another, (e.g., top to bottom). You may be more comfortable reading/manipulating information in one or the other form(at), and this trick is useful to know. In this case, some are more comfortable with the data laid out top to bottom, some with it the other way. (Many researchers tell me they’re more accustomed to working with it as it is on the web).

In this case:

a) Open the website, and find the data you want.
b) Select and copy that data
c) Open a new work book & sheet in Excel; paste the data into the newly opened sheet. Do this for both the labels and the rows with the numerical data you are interested in. (That way you’ll have the label names and not just the numbers so you can see what the numbers refer to.)
d) Select and copy that data from the Excel worksheet and go to a 2nd worksheet,
e) Select the appropriate number of columns or rows that you want the data to go into. E.g., if you had copied 3 rows of info from the website into Worksheet 1, then select 3 columns in worksheet 2.
f) From Edit in the Standard toolbar, or using the mouse, click on Paste Special, then choose Transpose. The data will be rearranged in columnar order instead of rows. This also works the other way.

Formatting Cells

You should also arrange the contents of the cells so they will be easy to read and work with. You can do a number of things, e.g., changing the size of font in the cells. The default font is Arial 10. By going to Format (on the top toolbar), opening it and choosing Format > Cells, you can add color, change the font, its size, and color, style (italics, bold, etc.) to make it easy to pick out data that you’re particularly interested in.

Find / Conditional Formatting

If you have a data array and need to find particular cells or values, you can use either Find or Conditional Formatting. ‘Find’ will locate a particular data string(s). Click Edit on the top toolbar, go down to Find and a dialogue box will open. Input the string you’re looking for, e.g., the name of a place you’re searching for, click on ‘Find next’ and the appropriate cell should be highlighted. ‘Find’ works just for strings (text or number, it doesn’t matter).

For more on ‘Find’ check Frye Step by Step p.16-20

If you are looking for numerical values in a range, e.g., greater than, less than, equal to, etc., goto Conditional Formatting on the Format menu, open it and another dialogue box will open. Follow the options. For more on ‘Conditional formatting’ check Frye Step by Step p.60-64

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