Lab 5. CRP 272.

This lab will be due the week of October 9 – 13 depending on your lab day.

PREPARATION:

Before you start, copy the following file to your Zip disk (place it in a folder for this exercise): Survey.xls (this is the Excel file you will use for this exercise)

You also may need to spend some time studying the Excel online help on the following topics: list, pivot table, and chart.

DESCRIPTION:

In this exercise, you will use Excel’s pivot table and chart to analyze a survey database. The survey database was based on the responses collected from the Enterprise Community households in Des Moines, Iowa. The database is provided as an Excel data list named Survey.xls. There are seven fields (or columns of data) in the list:

- Neighborhood (name of the neighborhood in the Enterprise Community)
- Household Size (number of people in a household)
- Store Visits (number of visits paid to different stores)
- Store Spending (amount of dollars spent in different stores)
- Utilities (payments for various utility services)
- PC (a personal computer in the household or not)
- Internet (has Internet connection or not)

Please study the questions (see below) and the survey database (Survey.xls) and develop appropriate pivot tables to answer the questions. Make sure that all of YOUR answers to the questions are derived only from Excel’s pivot tables, no other tools/techniques should be used.

Questions / tasks:

1. Create a pivot table that shows the average household size for each neighborhood. (Partial answer: Chautauqua Park, 2.00; King-Irving, 2.77)

2. Create a pivot table that shows the average store visits for the households in each neighborhood. (Partial answer: Chautauqua Park, 23.00; King-Irving, 26.38)

3. Create a pivot table that shows the total number of survey cases in each neighborhood? (Partial answer: Chautauqua Park, 12; King-Irving, 13)
In the following tasks you will create a table and you will answer the question.

4. What is the average amount of store spending for single-person households in King-Irving neighborhood?

5. What is the average household size for the households who own a PC and have an Internet connection?

6. For the households that have a household size of 4 in each neighborhood, which neighborhood has the highest average utilities spending? How much is it?

Experiment with the chart option on your pivot table to see what can be done with the different tables and how to control for different information from the options. I will not have you print charts, however.

**WHAT TO PREPARE:**

Please use Word to prepare a memo that gives the answer to each question. You also need to copy the **pivot table** (for each question) into Word. You may include pivot chart along with your pivot table in your memo, but that is optional. Make sure that your wording and table in your memo are understandable and easy to read.

For example, the information for Item 1 above might look like this.

**Table 1. Average Household size in the Enterprise Community Neighborhoods**

<table>
<thead>
<tr>
<th>Neighborhood</th>
<th>Average Household Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chautauqua Park</td>
<td>2.00</td>
</tr>
<tr>
<td>King-Irving</td>
<td>2.77</td>
</tr>
<tr>
<td>Mondamin</td>
<td>2.22</td>
</tr>
<tr>
<td>New Vision</td>
<td>2.88</td>
</tr>
<tr>
<td>River Bend</td>
<td>2.68</td>
</tr>
<tr>
<td>All Neighborhoods</td>
<td>2.54</td>
</tr>
</tbody>
</table>

*Note: I have relabeled and re-formatted some of the information that I copied from the pivot table to make my table easier to read.*

Give your memo a professional look using the formatting techniques you have learned in Word and Excel. You should turn in a hardcopy of your memo in the beginning of your lab session during the week of October 9 through 13).

Please note that all the numbers in your pivot tables should be **formatted properly** before you copy them into Word. For example, dollar amount should be formatted as currency with 2 decimal places.