

## Getting the Most out of Your TDM Data Pivot Tables and Charts--

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### Example 2: Children 10 Years and Older Attending Meetings QUICK REFERENCE FOR EXCEL 2000 / XP (2002)

REMINDER: The data export for UCB contains child and family level identifiers. When using for custom reporting, please delete these IDs or password protect the file using WinZip before sending over the internet. For details, see Example 2: Full Instructions at: <http://cssr.berkeley.edu/tdm/#reporting>

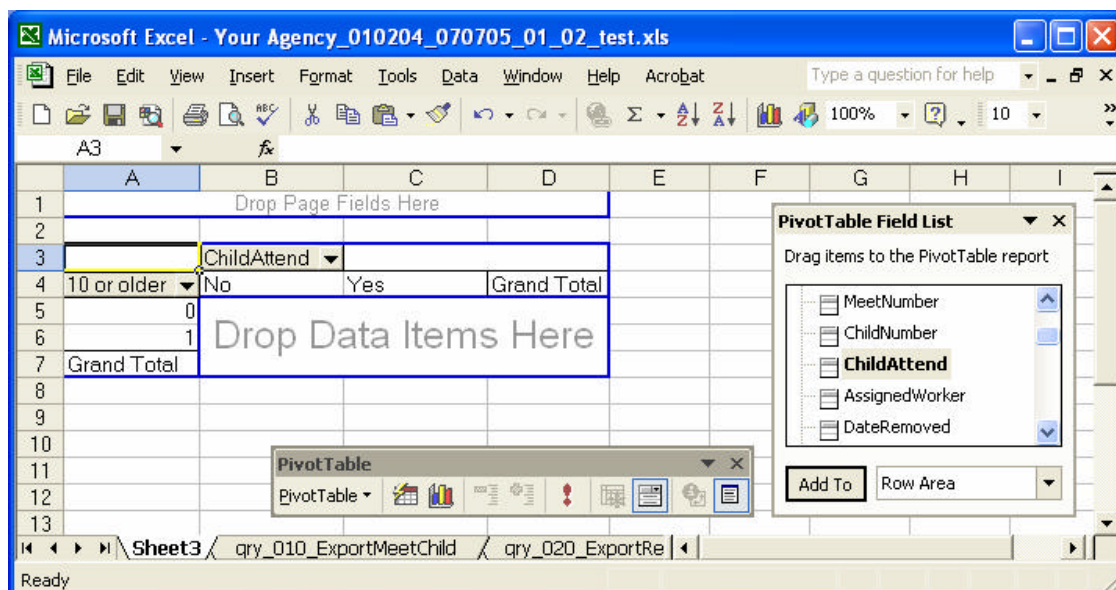
Let's say someone in your county asks "What percent of children 10 years of age or older attend their TDM meetings?" In this case, you could do the following:

#### 1. Select Data Source and Create Pivot Table

- Add a variable that indicates a child's age at the time of the meeting.
- Type `'=(A2-T2)/365.25'` in cell AB2.
- To view as a number, use Format>Cells and select 'Number' under 'Category.' Change Decimals to '0.'
- Then select all cells in column AB that correspond to rows of data.
- Use 'Edit' > 'Fill' > 'Down' to repeat the formula for all rows.
  
- Add a variable that indicates whether the child was 10 or older.
- Use 1 for children 10 years or older at the time of the meeting, 0 for children less than 10.
- Type `'=if(AB2>=10,1,0)'` in cell AB2.
- Use 'Edit > Fill > Down' as above to repeat the formula for all rows that contain data.
  
- Select any cell in the list of data values.
- Click 'Data' > 'PivotTable and PivotChart Report'.
- Follow PivotTable and PivotChart Wizard default options.

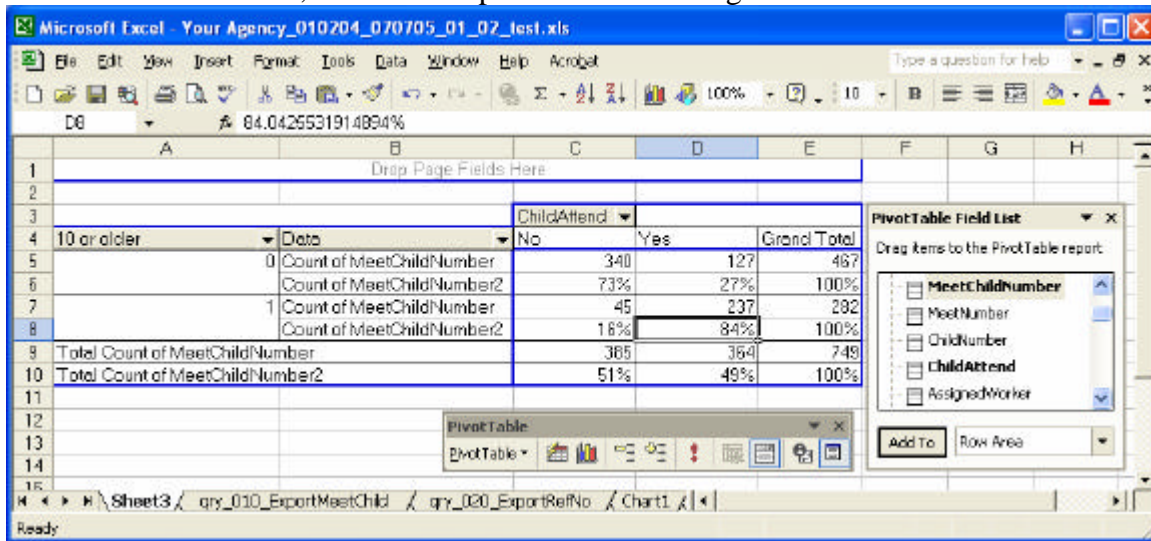
#### 2. Construct Pivot Table Rows and Columns

- Drag and drop '10 or older' from Pivot Table Field List Dialog to Row Field area.
- Drag and drop 'ChildAttend' from Pivot Table Field List Dialog to Column Field area.



### 3. Add Data and Determine Appropriate Summary

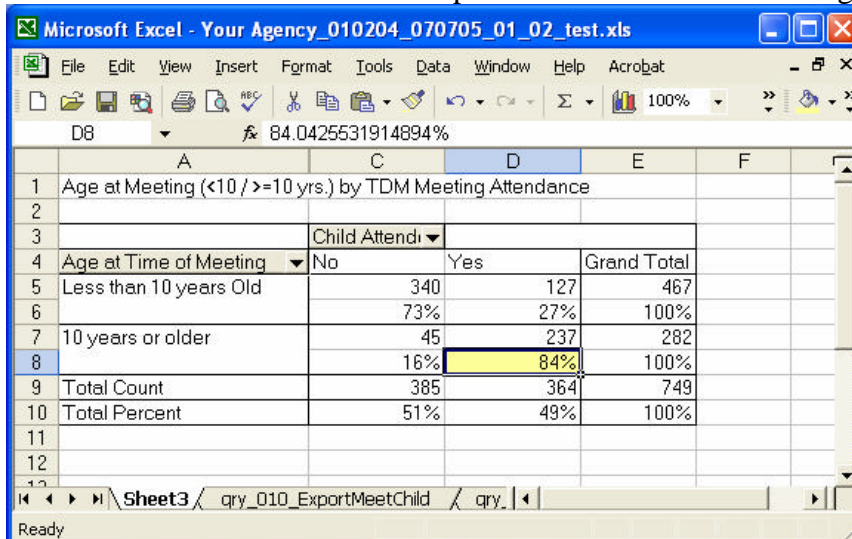
- Drag 'MeetChildNumber' from Pivot Table Field List Dialog to Data Items area. Excel defaults to the sum of 'MeetChildNumber'.
- Select 'Sum of MeetNumber' in the Pivot Table. Right click or, using the Pivot Table toolbar, select 'Field Settings'. Change 'Summarize by' to 'Count'.
- You now have a cross tabulation of the count of child's age BY whether the child attended.
- To display percentage, ALMOST repeat the preceding.
- Drag 'MeetChildNumber' from Pivot Table Field List Dialog to Data Items area.
- Modify the 'Field Settings' for 'Sum of MeetNumber2': as before, change 'Summarize by' to 'Count'. This time, also click 'Options>>' and change 'Show data as' to '% of row'.



- You now have a cross tabulation of the child's age BY whether the child attended, showing both counts and percents. 84% of children 10 years or older attend their meetings.

### 4. Modify or Chart Your Pivot Table for Presentation

- Click on cells and edit them to produce more intuitive headings; hide columns.



**TIP:** Simply dragging and dropping an additional field to your row field area (and adjusting the hidden column) produces this same chart broken out by the new variable, for example, by the primary reason for the meeting.

A detailed version of this document is available on the TDM support website in the Self Evaluation /Reporting section at: <http://cssr.berkeley.edu/tdm/#reporting>