Tutorial 1 – Getting started in excel

Download from Aquila the excel file NLSWORK.xls containing data about 4711 young working women who had an age of 14–26 years in 1968. These data are collected within the "National Longitudinal Survey" over the years 1968-1988 (with gaps), as carried out by the US Department of Labour, Bureau of Labour Statistic (https://www.bls.gov/nls/home.htm). There are 28534 observations in total.

There are two tabs in the file: the "data" tab with the actual data and the "variables" tab describing the variables.

Familiarize yourself with the data before doing any analysis.

Then let's start exploring excel to:

- Using PivotTables to handle data in excel.

- How to display the data using pivot tables:

    1. Using the PivotTable options, show the number of people by race by year. What is the most/least common race?

    2. Calculate the percentage of women by race.

        - Using the PivotTable options

        - Do the same manually using type-in formulas. What is the $ good for?

    3. Plot the number of people by race by year

        - Using the PivotChart

        - Using excel graphs options

Save the file and bring it to the next class.