

USING MICROSOFT EXCEL WITH THE CENSUS

TEACHERS' NOTES

What you can do with an Excel List or datasheet such as the 1851 census returns for parts of Swansea:

- Hide columns of data that you don't need
- Sort the list alphabetically, numerically or create a custom sort
- Show a subset of rows by filtering to see just the data you want
- Get a count of the filtered data

HIDING COLUMNS YOU DON'T NEED:

You can hide columns of data that you don't need. This makes the worksheets simpler for the students and this can be set up in advance of the class so that the students are only presented with the data you want them to work with.

TO DO THIS:

Select the column you don't need by clicking on the column at the top and it will change colour. To select more than one column hold the control key down as you click on the top of the next column. Each one selected will be highlighted. When you have selected the columns to be hidden, go to the **FORMAT** menu. Select **COLUMN** submenu and click on **HIDE**. The columns selected will disappear. You can also do the same with rows. To restore the hidden data, repeat the process this time click on **UNHIDE** and the column/row will reappear.

FILTER MODE:

This enables you and students to filter the data. All of the following options are easier if you go into **FILTER MODE** from the beginning.

TO DO THIS:

First click on the Header Row (starts with **ROAD**) which will be highlighted. Then go to the **DATA** menu, **FILTER** submenu and click on **AUTOFILTER**. Black arrows will appear on the top of the columns like a pull down menu (see Fig. 1 below). The black arrows and the tag **Filter Mode** in the bottom left hand corner of the window (see Fig. 10 below) show the filter mode is on.

TO SORT THE LIST:

Alphabetically (eg by Surname): There are several ways to do this. The simplest way to do this is to go into Filter Mode (see above).

Now click on the black arrows of the data column you wish to sort eg Surnames. A drop down filter menu will appear with **SORT ASCENDING** as the first choice. Click on that. To restore original data, click on **SHOW ALL**.

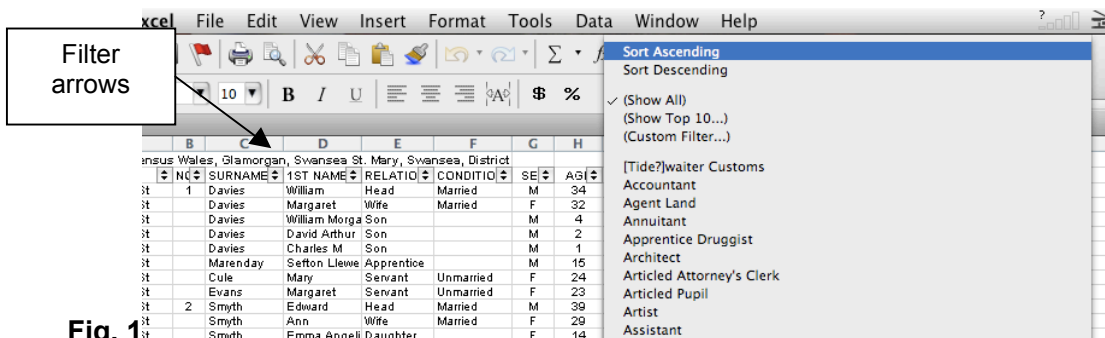


Fig. 1

Alternatively, click a cell in the column which you want to sort and then go to the **DATA** Menu and select **SORT**. A **SORT** window (see below) will appear showing which data you have selected to sort and offering choices of **SORT ASCENDING** or **DESCENDING**. Click **OK**. Select **UNDO** from the **EDIT** Menu to restore original list.

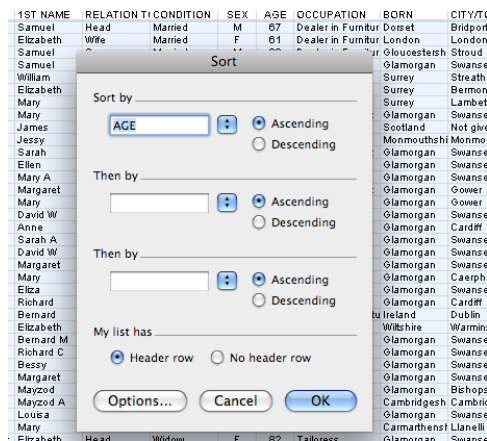


Fig. 2

TO FILTER DATA:

In order to sort data to see only what you need (eg Heads of Households only), first click on the Header Row (starts with **ROAD**) then go to the **DATA** menu, **FILTER** submenu and click on **AUTOFILTER**. Black arrows will appear on the top of the columns like a pull down menu. When you click on one of those (eg Relations to Head) a pulldown menu with all the terms in that column will appear. The worksheet will then only display the data that you wish to see – that is, all the Heads of Households. The arrows of the filtered columns will be blue. If you then wish to see how many of them are women you can do a further filter. Click on **SEX** and select **FEMALE** from the pulldown menu.

Filter arrows

	A	B	C	D	E	F	G	H	I	J	K
	ROAD	NC	SURNAN	1ST NAM	RELATION	CONDI	SE	AGE	OCCUPATION	BORN	CITY/TOWN
1	Wind St	4	Nash	Ellen	Head	Unmarrie	F		Fruiterer	Glamorganshire	Swansea
14	8 Wind St	7	Thomas	Mayzod	Head	Widow	F	61	Upholsterer	Glamorganshire	Bishopston
32	9 Wind St	8	Cadwalade	Elizabeth	Head	Widow	F	82	Tailoress	Glamorganshire	Swansea
36	Wind St	9	Searle	Martha	Head	Widow	F	63	Publican business	Glamorganshire	Swansea
39	14 Wind St	12	Brace	Elizabeth	Head	Unmarrie	F	24	Milliner	Gloucestershire	Lydney
63	Wind St	19	Worth	Susan	Head	Unmarrie	F	38	Keeper of porter sto	Cornwall	Fowey
111	Wind St	23	Jenkins	Eliza H	Head	Unmarrie	F	50	Bookseller and stati	Worcestershire	Not given
133	Wind St	26	Havard	Rachael	Head	Unmarrie	F	24	Grocer	Glamorganshire	Swansea
151	Wind St	31	Haines	Elizabeth	Head	Widow	F	52	Inn keeper	Devonshire	Devonport
187	Wind St	34	Brown	Sarah	Head	Widow	F	56	Fruiterer	Glamorganshire	Swansea
199	Wind St	35	Allen	Mary E	Head	Widow	F	45	Lodging house keep	Glamorganshire	Swansea
202	Wind St	40	Jenkins	Mary	Head	Widow	F	69	Proprietor of houses	Glamorganshire	Llansamlet
237	Wind St	43	Mason	Mary	Head	Unmarrie	F	36	Confectioner	Monmouthshire	Monmouth
257	50 Wind St	44	Jancey	Mary	Head	Unmarrie	F	36	Hotel keeper	Bristol	Bristol
259	Wind St	45	Jenkins	Margaret	Head	Widow	F	78		Devonshire	Topsham
268	Wind St	48	Coates	Elizabeth P	Head	Married	F	37	Tobaccoists wife	Bristol	St Nicholas
277	Wind St	55	Gregory	Ann	Head	Widow	F	40	Publican	Cardiganshire	Cardigan
311											
340											

Fig. 3

To return to the original data sheet click on the **DATA** menu and then select **SHOW ALL** from the dropdown menu. Whenever the arrows are displayed at the top of the columns, you can filter the data.

You can sort according to:

Fig. 4 Surname eg EVANS

	A	B	C	D	E	F	G	H	I	J	K
	ROAD	NG	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
18	Wind St	5	Evans	David W	Head	Married	M	31	General draper	Glamorganshire	Swansea
19			Evans	Anne	Wife	Married	F	31		Glamorganshire	Cardiff
20			Evans	Sarah A	Daughter		F	5	Scholar	Glamorganshire	Swansea
21			Evans	David W	Son		M	3		Glamorganshire	Swansea
22			Evans	Margaret	Daughter		F	1		Glamorganshire	Swansea
103			Evans	Jane	Servant	Unmarrie	F	29	Cook	Glamorganshire	Swansea
172	Wind St	29	Evans	William	Head	Married	M	47	Block maker	Glamorganshire	Swansea
173			Evans	Ann	Wife	Married	F	48		Glamorganshire	Swansea
174			Evans	William	Son	Unmarrie	M	22	Ship carpenter	Glamorganshire	Swansea
175			Evans	John	Son	Unmarrie	M	19	Ship carpenter	Glamorganshire	Swansea
176			Evans	Catherine	Daughter	Unmarrie	F	16	Dress maker	Glamorganshire	Swansea
177			Evans	Thomas	Son		M	16	Block maker	Glamorganshire	Swansea
178			Evans	David M	Son		M	11	Scholar	Glamorganshire	Swansea
201			Evans	Ann	Servant	Unmarrie	F	24	House servant	Cararthenshire	Cararthen
310			Evans	Henry	Journeym	Unmarrie	M	20	Cordwainer	Pembrokeshire	Lawrenny

Fig. 5 Relation to Head eg HEAD or WIFE or BOARDER or LODGER

	A	B	C	D	E	F	G	H	I	J	K
	ROAD	NG	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
43			Goodwin	John	Lodger	Unmarrie	M	41	Coach guard	Cambridgeshire	Thorny Abbey
96			Dalton	Margaret	Lodger	Unmarrie	F	50	Independent lady	Glamorganshire	Swansea
99			Denston	Ann	Lodger	Unmarrie	F	85	Fund holder	Shropshire	Not given
.00			Orde	Robert	Lodger	Married	M	38	Ship owner	Durham	Sunderland
.01			Orde	Margaret	Lodger	Married	F	37		Durham	Sunderland
.32			Alder	Charles	Lodger	Unmarrie	M	24	General servant	Gloucestershire	King Stanley
.36			Bedford	Emma	Lodger	Unmarrie	F	24	Professor of dancing	Somerset	Bath
.45			Brewster	William M	Lodger	Unmarrie	M	28	Bookseller and stati	Lincolnshire	Laceby
.57			Isaac	Alfred	Lodger	Widower	M	28	Workery jeweller	Glamorganshire	Llanelli
.58			Jones	Benjamin	Lodger	Married	M	26	Painter	Cararthenshire	Cararthen
.69			Griffin	David	Lodger	Unmarrie	M	17	Basket maker	Ireland	Youghal
.70			Griffin	Mary	Lodger		F	15	Dress maker	Ireland	Youghal
.71			Amy	David P	Lodger	Unmarrie	M	36	Master mariner	Jersey	Jersey
.79			Llewellyn	William	Lodger	Married	M	20	Unknown	Pembrokeshire	Tenby
.80			Webster	Alpha	Lodger	Married	M	23	Mariner	London	London
.81			Webster	Betsy	Lodger	Married	F	23		Somerset	Wells
.82			Young	Thomas	Lodger	Unmarrie	M	17	Mariner	Salop	Oldbury
.83			Laily	George	Lodger	Unmarrie	M	17	Mariner	Devonshire	Plymouth
.86			Williams	Mary	Lodger	Unmarrie	F	69	Annuitant	Glamorganshire	Penrice
.90			Beasley	Jane	Lodger	Unmarrie	F	27	Servant at place	Somerset	Shepton Mallet
.97			Williams	Anna	Lodger	Widow	F	80	House keeper	Cararthenshire	Llanan
.04			Gale	George H	Lodger	Married	M	36	Dealer in gutta perol	Devonshire	Plymouth
.05			Ptcher	Alexander	Lodger	Unmarrie	M	36	Mason	Scotland	Not given
.06			Copeland	Alexander	Lodger	Unmarrie	M	29	Carpenter	Scotland	Not given
.07			Skinner	Daniel	Lodger	Married	M	46	Hatter	Gloucestershire	St Augustine
.38			Williams	Thomas	Lodger	Unmarrie	M	32	Doctor London Univ	Cardiganshire	Cardigan
.40			Hughes	Eva	Lodger	Married	F	42	Lady	Glamorganshire	Neath
.41			Hughes	William E	Lodger	Married	M	15	Scholar	Glamorganshire	Kenfig

Condition eg. WIDOW or MARRIED

Sex eg F(EMALE)

Fig. 6 Profession eg all CONFECTIONERS or DRESSMAKERS

	A	B	C	D	E	F	G	H	I	J	K
	ROAD	NG	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
7	Wind St	2	Alderson	William	Head	Married	M	42	Confectioner	Surrey	Streatham
220	Wind St	38	Biddle	William	Head	Married	M	34	Confectioner	Gloucestershire	Stonehouse
227			Biddle	Nathaniel	Brother	Unmarrie	M	30	Confectioner	Gloucestershire	Stonehouse
257	Wind St	43	Mason	Mary	Head	Unmarrie	F	36	Confectioner	Monmouthshire	Monmouth

Fig. 7 Age eg a Custom filter (see below) on all those equal to and less than 12

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NC	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
6			Ward	Samuel	Grandson		M	8		Glamorganshire	Swansea
17			Phillips	Mary	Visitor		F	9		Glamorganshire	Gower
20			Evans	Sarah A	Daughter		F	5	Scholar	Glamorganshire	Swansea
21			Evans	David W	Son		M	3		Glamorganshire	Swansea
22			Evans	Margaret	Daughter		F	1		Glamorganshire	Swansea
25			James	Richard	Servant		M	12	Errand boy	Glamorganshire	Cardiff
28			Henessey	Bernard M	Son		M	5.5		Glamorganshire	Swansea
29			Henessey	Richard C	Son		M	3.5		Glamorganshire	Swansea
30			Henessey	Bessy	Daughter		F	1.5		Glamorganshire	Swansea
33			Roff	Mayzod A	Granddaughter		F	9	Scholar	Cambridgeshire	Cambridge
41			Williams	Elizabeth	Niece		F	9	Scholar	Glamorganshire	Aberavon
60			Jones	George B	Son		M	8	Scholar	Berkshire	Winkfield
74			Roberts	William	Son		M	11	Scholar	Glamorganshire	Swansea
75			Roberts	Eliezer	Son		M	9	Scholar	Glamorganshire	Swansea
76			Roberts	Frederick	Son		M	7	Scholar	Glamorganshire	Swansea
79			Brader	Mary J	Daughter		F	9	Scholar at home	Middlesex	Not given
80			Brader	John	Son		M	8	Scholar at home	Glamorganshire	Swansea
81			Brader	Fanny	Daughter		F	5	Scholar at home	Glamorganshire	Swansea
82			Brader	Gwynne H	Son		M	1		Glamorganshire	Swansea
88			Peaise	Charles T	Brother		M	12	Scholar	Somerset	Crewkerne
94			Tyte	William	Son		M	10	Scholar	Somerset	Wells
102			West	Mary	Niece		F	12	Scholar	Bristol	Bristol
105			Robins	Elizabeth	Servant		F	11	Errand servant	Glamorganshire	Swansea
114			Cousins	Hannah E	Daughter		F	11		Middlesex	Limehouse
115			Cousins	Frederick H	Son		M	9		Middlesex	Limehouse
116			Cousins	William R	Son		M	8		Middlesex	Limehouse
117			Cousins	Margaret A	Daughter		F	6		Middlesex	Limehouse
118			Cousins	Alice E S	Daughter		F	4		Middlesex	Limehouse
119			Cousins	Basil	Son		M	3		Carmarthenshire	Llanelli
123			Stevens	Thomas	Son		M	2		Glamorganshire	Swansea
143			Walters	Miriam H	Daughter		F	11	Scholar	Glamorganshire	Swansea
144			Walters	Ellen F	Daughter		F	9	Scholar	Glamorganshire	Swansea
155			Stell	Alexander	Son		M	5	Scholar	Glamorganshire	Swansea
163			Davies	Ellen	Daughter		F	11		Glamorganshire	Swansea
164			Davies	Mariah	Daughter		F	10		Glamorganshire	Swansea

Fig. 8 Country or County of birth eg GLAMORGANSHIRE or IRELAND

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NC	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
26	7 Wind St	6	Henessey	Bernard	Head	Married	M	28	Watch manufacturer	Ireland	Dublin
67			Lang	George	Visitor	Unmarried	M	31	Lieutenant in the Ar	Ireland	Not given
159	29 Wind St	28	Davies	Thomas	Head	Married	M	47	Ship broker, Inn kee	Ireland	Wicklow
169			Griffin	David	Lodger	Unmarried	M	17	Basket maker	Ireland	Youghal
170			Griffin	Mary	Lodger		F	15	Dress maker	Ireland	Youghal
198			Dunnovan	Catherine	Visitor	Married	F	40	Navigators wife	Ireland	Cork

City/Place of birth eg SWANSEA

You can combine filter sorting eg FEMALE and HEAD or FEMALE and UNMARRIED. You can get a total number of the results of the filter. You can also exclude data by using a CUSTOM FILTER.

COUNTING THE FILTERED DATA: (How many people were born in Carmarthenshire? In Ireland?)

When you apply a filter the numbered column on the far left hand side of the page only displays the original number of the row in blue. But you don't have to count the filtered data yourself!

1. Once you have the results of your filter displayed on the screen, then highlight only the data cells in the column you want to count using the cursor. Don't include the header rows.
2. Look at the bottom bar at the bottom of the window. You will see 'Filter Mode' in the far left hand corner. In the middle of the bar you should see a section either blank or with a faint word such as 'Count = 1' (see Fig. 9).

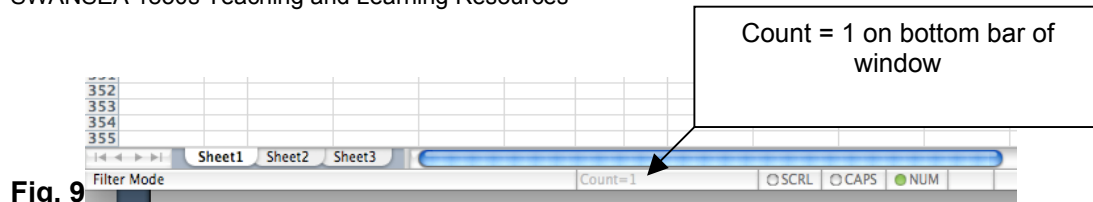


Fig. 9

- If the word 'Count =' is not visible, click the cursor on the section of the bar and you will get a drop-up menu (see below). Click on Count and you will see 'Count =' appear in the bottom bar.

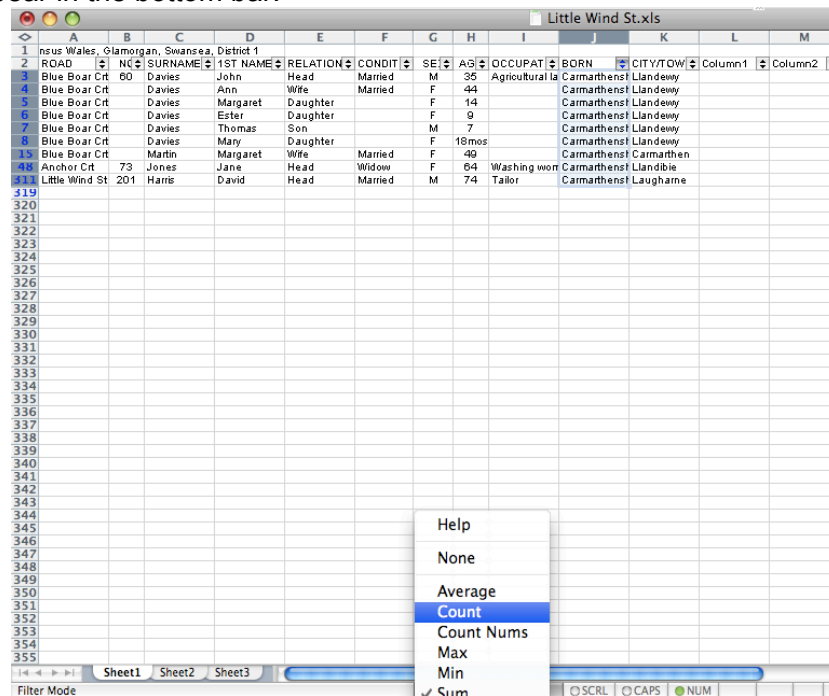


Fig. 10

- If your data column is highlighted then the count should show the total number of entries that you need. See example of filter to show the total number of people in Wind St who were born in Ireland – that is, 6.

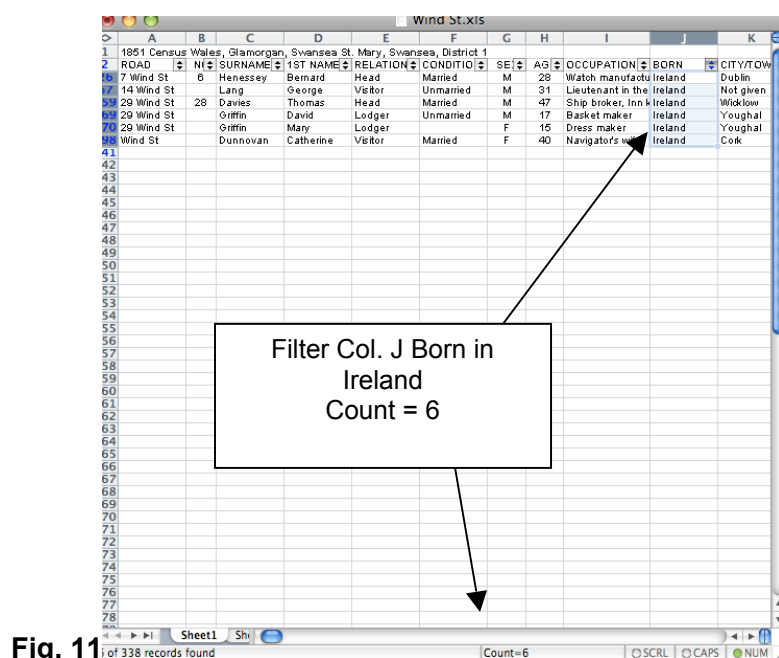


Fig. 11

USING A FILTER: (Show all the Heads of families)

1. Make sure you are in **FILTER MODE** (see above)
2. Click on the arrow of the column from which you want to get the information. A dropdown submenu of all the terms in that column will appear.
3. Select the term eg. **HEAD** that you want.
4. The screen should now list all the HEADS of families.
5. To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

USING A CUSTOM FILTER: (Show all the people who are aged over 60)

1. Make sure you are in **FILTER MODE**
2. Click on the arrow of the column from which you want to get the information eg. Age (Column H). A submenu of all the terms in that column will appear.
3. Select **(CUSTOM FILTER)**. A **CUSTOM AUTOFILTER** window will appear which offers several boxes after a statement such as "Show rows where AGE".

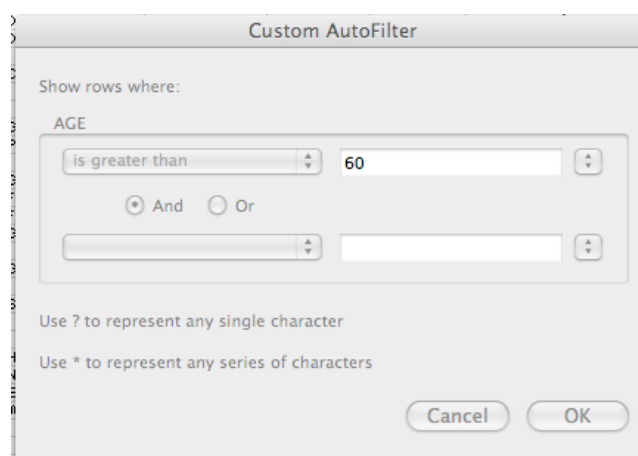


Fig. 12

4. Select the arrow on the first box. You will be offered a number of choices from a dropdown menu eg. EQUALS or IS LESS THAN OR EQUAL TO. Select which choice you need, in this case **'IS GREATER THAN'**
5. In the box to the right select a further term eg. **60**. You have further choices in the boxes below. Then click on OK.
6. The screen should now list all the people who are aged over 60. You can then use the **AUTOFILTER** arrows to further restrict the data to all females over 60 or all males over 60.

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AGE	OCCUPATION	BORN	CITY/TOWN
4			Ward	Elizabeth	Wife	Married	F	61	Dealer in Furniture	London	London
32	8 Wind St	7	Thomas Mayzod	Head	Widow	F	61	Upholsterer	Glamorganshire	Bishopston	
36	9 Wind St	8	Cadwallade	Elizabeth	Head	Widow	F	82	Tailoress	Glamorganshire	Swansea
39	Wind St	9	Searle	Martha	Head	Widow	F	63	Publican business	Glamorganshire	Swansea
99			Denston	Ann	Lodger	Unmarrie	F	85	Fund holder	Shropshire	Not given
120			Noble	Hannah	Visitor	Widow	F	64		Norfolk	Stratton
152			Havard	Mary	Mother	Widow	F	70		Glamorganshire	Aberavon
185			Brown	Tamsend	Sister in Law	Unmarrie	F	62		Cornwall	St Helans
186			Williams	Mary	Lodger	Unmarrie	F	69	Annuitant	Glamorganshire	Penrice
200			Williams	Anna	Lodger	Widow	F	80	House keeper	Carmarthenshire	Llanan
237	Wind St	40	Jenkins	Mary	Head	Widow	F	69	Proprietor of houses	Glamorganshire	Llansamlet
268	Wind St	45	Jenkins	Margaret	Head	Widow	F	78		Devonshire	Topsham
278			Sergant	Ann	Mother	Widow	F	77		Bristol	St Pauls
328			Davies	Jane	Mother in law	Widow	F	69	Retired lodging hous	Glamorganshire	Oystermouth
340											

Fig. 13

- To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

USING A MORE DETAILED CUSTOM FILTER: (Show all the people who are aged between 13 and 20)

- Make sure you are in **FILTER MODE**.
- Click on the arrow of the column from which you want to get the information eg. **AGE** (Column I). A submenu of all the terms in that column will appear.
- Select (**CUSTOM FILTER**). A **CUSTOM AUTOFILTER** window will appear which offers several boxes after a statement such as "Show rows where age is".
- Select the arrow on the first box. You will be offered a number of choices from a dropdown menu eg. **EQUALS** or **IS LESS THAN OR EQUAL TO**. Select which choice you need eg. **IS GREATER THAN OR EQUAL TO**
- In the box to the right select a further term eg. **13**.
- Go to the next box below. Select the further term you want eg. **IS LESS THAN OR EQUAL TO**.
- Go to the last box. Select a further number eg. **20**. Then click on **OK**.
- The screen should now list all the people between the ages of 13 and 20.

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AGE	OCCUPATION	BORN	CITY/TOWN
9			Muckford	Mary	Neice	Unmarrie	F	16		Surrey	Lambeth
10			Sullivan	Mary	Servant	Unmarrie	F	19	General servant	Glamorganshire	Swansea
12	Duke Tavern		Farish	Jessy	Daughter	Unmarrie	F	19		Monmouthshire	Monmouth
13			Hughes	Sarah	Servant	Unmarrie	F	20	General servant	Glamorganshire	Swansea
23			James	Mary	Servant	Unmarrie	F	19	House servant	Glamorganshire	Caerphilly
24			Jenkins	Eliza	Servant	Unmarrie	F	17	Nurse	Glamorganshire	Swansea
31			Lucas	Margaret	Servant	Unmarrie	F	20	Nurse Maid	Glamorganshire	Swansea
38			Thomas	Mary	Servant	Unmarrie	F	14	Maid of all work	Glamorganshire	Swansea
42			Beynon	Elizabeth	Servant	Unmarrie	F	18	House servant	Glamorganshire	Gower
55			Husband	Ann	Servant	Unmarrie	F	16	General servant	Glamorganshire	Swansea
71			Roberts	Matilda	Daughter	Unmarrie	F	20		Glamorganshire	Swansea
72			Roberts	James	Son	Unmarrie	M	15	Cabinet maker	Cardiganshire	Llanelli
73			Roberts	John	Son	Unmarrie	M	13	Scholar	Glamorganshire	Swansea
83			Edwards	Ann	Servant	Unmarrie	F	19	House servant	Pembrokeshire	St Davids
87			Pearse	Sarah G	Sister		F	14	Scholar	Somerset	Crewkerne
93			Tyte	Elizabeth J	Daughter		F	13	Scholar	Somerset	Wells
95			Winch	Elizabeth	Servant	Unmarrie	F	17	House servant	Durham	Sunderland
09			Cock	Harriett	Daughter		F	13	Scholar at home	Glamorganshire	Swansea
25			Broomscon	Agnes	Servant	Unmarrie	F	16	Nurse maid	Devonshire	Torrington
29			Hopkins	George	Son	Unmarrie	M	19	Plumber	Glamorganshire	Swansea

Fig. 14

- To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

USING TWO FILTERS: (How many Heads of households are women?)

- Make sure you are in **FILTER MODE**.
- Click on the arrow of the column (in this case E) from which you want to get the information. A submenu of all the terms in that column will appear.
- Select the term eg. **HEAD** that you want.
- The screen should now list all the **HEADS** of families.
- Click on the arrow of the second column that you want (in this case H). Select **F** from the submenu.
- The screen should now list all the **HEADS** of families who are **FEMALE**.
- To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.