

This tutorial will guide you how to make charts out of the survey data you have collected.

Survey data is a strong communication tool!

Working with data might look very complicated, but it actually is simple if you follow the steps carefully.

We have automated the charts based only on the questions in the Survey template that we shared with you!

If you have added any extra questions, we can discuss how to generate charts for it next week.

Go to your form and click on "responses" tab



The responses open in Google Sheets

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	8/3/2020 16:16:56	Male		19-90		Yes	Yes	Only on weekends	Exercise	Yes	Nothing	Exercise	Owning a cycle	
	8/3/2020 16:19:08	Female	9	19-50		Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by sp	eec Recreation	Owning a cycle	
	8/4/2020 15:08:14	Male		19-50		Yes	Yes	Few days a week	Recreation	Yes	Potholes and open dra	ins Work	Owning a cycle	Yes
	8/4/2020 15:13:44	Male		19-50		Yes	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by spe	eec Work	Owning a cycle	Yes
	8/4/2020 15:14:01	Female	e	19-50		No	Yes	Only on weekends	Exercise	Yes	Fear of being hit by spe	eec Work	Owning a cycle	Yes
	8/4/2020 15:16:26	Male		19-50		Yes	Yes	Few days a week	Recreation	Yes	Fear of being hit by sp	eec Exercise	Owning a cycle	Yes
	8/4/2020 15:18:05	Male		19-50		Yes	Yes	Only on weekends	Recreation	Yes	Fear of being hit by sp	eec Recreation	Owning a cycle	Yes
	8/4/2020 15:18:36	Male		19-50		No	Yes	Rarely / Never	Exercise	Yes	Fear of being hit by sp	eec Exercise	Owning a cycle	Maybe
	8/4/2020 15:19:22	Male		19-50		Yes	Yes	Few days a week	Exercise	Yes	Nothing	Exercise	Owning a cycle	Yes
	8/4/2020 15:20:37	Male		14 - <mark>1</mark> 8		No	Yes	Few days a week	Recreation	Yes	Fear of being hit by sp	eec Recreation	Owning a cycle	Yes
	8/4/2020 15:21:07	Male		19-50		Yes	Yes	Daily	Exercise	Yes	Fear of being hit by spe	eec Exercise	Owning a cycle	Yes
	8/4/2020 15:22:27	Male		14 - <mark>1</mark> 8		Yes	Not confident to ride	Only on weekends	Exercise	Yes	Fear of being hit by spe	eec Work	Owning a cycle	Maybe
	8/4/2020 15:22:38	Male		19-50		Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by spe	eec Exercise	Owning a cycle	Yes
	8/4/2020 15:23:11	Female	в	19-50		No	Not confident to ride	Rarely / Never	Recreation	Yes	Potholes and open dra	ins Recreation	Owning a cycle	Yes
	8/4/2020 15:23:36	Male		19-50		Yes	Yes	Daily	Work	Yes	Poor street lighting, No	cy Work	Owning a cycle	Yes
	8/4/2020 15:26:09	Male		19-50		No	Yes	Rarely / Never	Exercise	Yes	Fear of being hit by spe	eec Exercise	Owning a cycle	Yes
	8/4/2020 15:26:14	Female	e	19-50		No	Not confident to ride	Rarely / Never	Recreation	Yes	Fear of being hit by spe	eec Recreation	Owning a cycle	Yes
	8/4/2020 15:27:07	Male		19-50		Yes	Yes	Few days a week	Exercise	Yes	No cycle parking	Education	Owning a cycle	Yes
I	8/4/2020 15:28:02	Male		19-50		Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by spe	eec Work	Owning a cycle	Yes
1	8/4/2020 15:28:13	Male		19-50		Yes	Yes	Few days a week	Exercise	Yes	Potholes and open dra	ins Work	Owning a cycle	Yes
	8/4/2020 15:29:45	Female	Э	19-50		No	Yes	Rarely / Never	Not Applicable	Yes	Fear of being hit by spe	eec Exercise	Owning a cycle	Yes
1	8/4/2020 15:32:15	Female	e	19-50		No	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by sp	eec Exercise	Renting a cycle	Yes
	8/4/2020 15:32:48	Female	9	19-50		No	Yes	Rarely / Never	Not Applicable	Yes	Obstructions such as p	arl Exercise	Owning a cycle	Maybe
	8/4/2020 15:32:57	Male		14 - <mark>1</mark> 8		Yes	Yes	Daily	Recreation	Yes	Potholes and open dra	ins Recreation	Owning a cycle	Yes
Ť	8/4/2020 15:33:23	Male		14 -18		Yes	Yes	Daily	Education	Yes	Fear of being hit by spe	eec Education	Owning a cycle	Yes
Ť	8/4/2020 15:33:23	Male		19-50		No	Yes	Only on weekends	Recreation	Yes	Fear of being hit by sp	eec Exercise	Renting a cycle	Yes
1	8/4/2020 15:33:41	Male		14 - 1 8		Yes	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by spe	eec Exercise	Owning a cycle	Yes
t	8/4/2020 15:33:41	Male		14 -18		Yes	Yes	Only on weekends	Exercise	Yes	No cycle parking, Hard	to Recreation	Owning a cycle	Yes
	8/4/2020 15:33:54	Male		19-50		No	Yes	Rarely / Never	Exercise	Yes	I cant afford a cycle	Exercise	Owning a cycle	Yes
t	8/4/2020 15:34:06	Male		19-50		Yes	Yes	All the above	Recreation	Yes	Fear of being hit by sp	eec Work	Renting a cycle	Yes
t	8/4/2020 15:34:08	Female	9	19-50		No	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by sp	eec Recreation	Owning a cycle	Yes
1	8/4/2020 15:34:24	Female	e	19-50		Yes	Yes	Daily	Exercise	Yes	Fear of being hit by sp	eec Exercise	Owning a cycle	Yes
1	8/4/2020 15:34:28	Male		19-50		No	Yes	All the above	Not Applicable	Yes	Fear of being hit by sp	eec Exercise	Owning a cycle	Yes
	8/4/2020 15:34:30	Female	9	14 -18		Yes	Yes	Few days a week	Recreation	Yes	Nothing	Recreation	Owning a cycle	Yes
	8/4/2020 15:34:57	Malo	299). 	19-50		Ves	Voc	Few days a week	Education	Vec	Traffic concestion	Work	Owning a cycle	Ves

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Explore

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Download the MS Excel version

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Open Ctrl+O		Age	Do you own a cycle o	or a <mark>r</mark> Do you know how to i	ide How often do you cycle	? What do you cycle for?	Do you think cycling is fu	rr What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)
		19-50	yes	Yes	Only on weekends	exercise	Yes	Nothing
Import		19-50	yes	Yes	Few days a week	exercise	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, No cycle parking, Hard to get cy
Make a copy		19-50	yes	Yes	Few days a week	recreation	Yes	Potholes and open drains
		19-50	yes	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle re
Email as attachment		19-50	no	Yes	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant v
Email do actuoimient		19-50	VAS	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired
Download 🕨 🕨	Micr	osoft Excel (.xlsx)		Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Pot
Make available offline		. ,		Ves	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles, I cant afford a cycle
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	Com	ma-separated valu	es (csv. current sheet)	Yes	Somead in		Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle pa
] Move	00111	ina ocparatea rara	co (.col, canent oncer,	Not confident to ride	Rarely / Never	recreation	Yes	Potholes and open drains, I cant afford a cycle
Add shortcut to Drive	Tab-	separated values (.	tsv, current sheet)	Yes	Daily	work	Yes	Poor street lighting, No cycle parking
•		19-90	no	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles
Move to trash		19-50	no	Not confident to ride	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Tra
		<mark>19-50</mark>	yes	Yes	Few days a week	exercise	Yes	No cycle parking
Publish to the web		19-50	yes	Yes	Few days a week	exercise	Yes	Fear of being hit by speeding vehicles, Unpleasant weather
		19-50	yes	Yes	Few days a week	exercise	Yes	Potholes and open drains, Poor street lighting, No cycle parking
Email collaborators		19-50	no	Yes	Rarely / Never	NA	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle pa
		19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Fear of eve-teasing
Document details		19-50	no	Yes	Rarely / Never	NA	Yes	Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, No cycle parkin
Caroodahaat aattinga		14 - <mark>1</mark> 8	yes	Yes	Daily	recreation	Yes	Potholes and open drains, Poor street lighting
Spreausneet settings		14 - <mark>1</mark> 8	yes	Yes	Daily	education	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Tra
Print Ctrl+P		19-50	no	Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, Unpleasant
		14 - <mark>1</mark> 8	yes	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Tra
8/4/2020 15:33:41 Male		14 -18	yes	Yes	Only on weekends	exercise	Yes	No cycle parking, Hard to get cycle repaired
8/4/2020 15:33:54 Male		19-50	no	Yes	Rarely / Never	exercise	Yes	I cant afford a cycle
8/4/2020 15:34:06 Male		19-50	yes	Yes	All the above	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Un
8/4/2020 15:34:08 Female		19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Po
8/4/2020 15:34:24 Female		19-50	yes	Yes	Daily	exercise	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Tra
8/4/2020 15:34:28 Male		19-50	no	Yes	All the above	NA	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, I cant afford
8/4/2020 15:34:30 Female		14 - <mark>1</mark> 8	yes	Yes	Few days a week	recreation	Yes	Nothing
8/4/2020 15:34:57 Male		19-50	yes	Yes	Few days a week	education	Yes	Traffic congestion

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Please do the following steps in MS Excel ONLY.

Open the downloaded CITY DATA file (We are using a sample)

File	Home	Insert	Draw Page Layout	Formulas Data	Review View H	lelp Acrobat				년 Share 모 Comments
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Ti	nestamp		Gender	Age	Do you own a cycle or a	r Do you know how to ride	e How often do you cycl	le? What do you cycle for?	Do you think cycling is fu	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)
2	8-3-2020	16:16:56	Male	19-50	yes	Yes	Only on weekend			thing
	8-3-2020	16:19:08	Female	19-50	yes	Yes	Few days a weel	Step 5- Enabl	e editing to	ar of being hit by speeding vehicles, Potholes and open drains, No cycle parking, Hard to get cycle repaired
	8-4-2020	15:08:14	Male	19-50	yes	Yes	Few days a weel		o outling to	tholes and open drains
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	8-4-2020	1				Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired
	8-4-2020	1 the	e questions			Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open
	8-4-2020	15.10.30	ware	19-50	по	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles, I cant afford a cycle
0	8-4-2020	15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Nothing
1	8-4-2020	15:20:37	Male	14 -18	no	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting
2	8-4-2020	15:21:07	Male	19-50	yes	Yes	Daily	exercise	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
3	8-4-2020	15:22:27	Male	14 -18	yes	Not confident to ride	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
4	8-4-2020	15:22:38	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking
5	8-4-2020	15:23:11	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes	Potholes and open drains, I cant afford a cycle
6	8-4-2020	15:23:36	Male	19-50	yes	Yes	Daily	work	Yes	Poor street lighting, No cycle parking
7	8-4-2020	15:26:09	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles
8	8-4-2020	15:26:14	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
9	8-4-2020	15:27:07	Male	19-50	yes	Yes	Few days a week	exercise	Yes	No cycle parking
0	8-4-2020	15:28:02	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Fear of being hit by speeding vehicles, Unpleasant weather
1	8-4-2020	15:28:13	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Potholes and open drains, Poor street lighting, No cycle parking
2	8-4-2020	15:29:45	Female	19-50	no	Yes	Rarely / Never	NA	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking
3	8-4-2020	15:32:15	Female	19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Fear of eve-teasing
4	8-4-2020	15:32:48	Female	19-50	no	Yes	Rarely / Never	NA	Yes	Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, No cycle parking
5	8-4-2020	15:32:57	Male	14 -18	yes	Yes	Daily	recreation	Yes	Potholes and open drains, Poor street lighting
6	8-4-2020	15:33:23	Male	14 -18	yes	Yes	Daily	education	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
7	8-4-2020	15:33:23	Male	19-50	no	Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, Unpleasant weather, No cyc
8	8-4-2020	15:33:41	Male	14 -18	yes	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
9	8-4-2020	15:33:41	Male	14 -18	yes	Yes	Only on weekends	exercise	Yes	No cycle parking, Hard to get cycle repaired
0	8-4-2020	15:33:54	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	I cant afford a cycle
1	8-4-2020	15:34:06	Male	19-50	yes	Yes	All the above	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Unpleasant weathe
2	8-4-2020	15:34:08	Female	19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Poor street lighting
3	8-4-2020	15:34:24	Female	19-50	yes	Yes	Daily	exercise	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion, I
4	8-4-2020	15:34:28	Male	19-50	no	Yes	All the above	NA	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, I cant afford a cycle
5	8-4-2020	15:34:30	Female	14 -18	yes	Yes	Few days a week	recreation	Yes	Nothing
6	8-4-2020	15:34:57	Male	19-50	yes	Yes	Few days a week	education	Yes	Traffic congestion
7	8-4-2020	15:35:09	Female	19-50	no	No	Rarely / Never	NA	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking
8	8-4-2020	15:35:32	Female	14 -18	yes	Yes	Few days a week	exercise	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion,
9	8-4-2020	15:35:46	Male	19-50	yes	Yes	Few days a week	recreation	Yes	Nothing
n	8-4-2020	15-36-35	Mala	19_50	Vec	Vec	Few days a week	recreation	Vec	Notbing
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9	8-4-2020 15:18:36	Male	19-50	y05	Yes	Rarely / Never	evercise	Yes	Step 7- Cr	ICK OT	icles I cant :	Organize Sheets				
10	8-4-2020 15:19:22	Male	19-50	Ves	Yes	Few days a week	exercise	Yes	Format>A	utofit	icico, i cunt t	Rename Sheet				1
11	8-4-2020 15:20:37	Male	14 -18	no	Yes	Few days a week	recreation	Yes		atom	icles Poor s	Move or Copy Sheet.				
12	8-4-2020 15:21:07	Male	19-50	Ves	Yes	Daily	exercise	Yes	Row Heigl	ht	o 100 1 , 0010	,,,, ,, ,			. .	1
13	8-4-2020 15:22:27	Male	14 -18	Ves	Not confident to ride	Only on weekends	exercise	Yes	U U		d to get cycl	lab Color	> .			
14	8-4-2020 15:22:38	Male	19-50	ves	Yes	Few days a week	exercise	Yes	Fear of being hit	by speeding veh	nicles Pothole	Protection	lighting	No cycle pa	rkina	
15	8-4-2020 15:23:11	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes	Potholes and or	en drains I cant	afford a cycle	Drotect Sheet				
16	8-4-2020 15:23:36	Male	19-50	ves	Yes	Daily	work	Yes	Poor street light	ing No cycle pa	rkina	Be Trotect Sheet.				
17	8-4-2020 15:26:09	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	Fear of being hit	by speeding veh	nicles	Lock Cell				
18	8-4-2020 15:26:14	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes	open drains. Un	pleasant weather	r. Fear of eve-	Format Cells	1			1
19	8-4-2020 15:27:07	Male	19-50	ves	Yes	Few days a week	exercise	Yes	No cycle parking	9		_	_			
20	8-4-2020 15:28:02	Male	19-50	ves	Yes	Few days a week	exercise	Yes	Fear of being hit	by speeding veh	nicles, Unpleas	sant weather				
21	8-4-2020 15:28:13	Male	19-50	ves	Yes	Few days a week	exercise	Yes	Potholes and op	en drains, Poor	street lighting,	No cycle parking				
22	8-4-2020 15:29:45	Female	19-50	no	Yes	Rarely / Never	NA	Yes	Fear of being hit	by speeding veh	nicles, Pothole	s and open drains, Poor s	treet lighting,	No cycle pa	rking	1
23	8-4-2020 15:32:15	Female	19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit	by speeding veh	nicles, Pothole	es and open drains, Fear o	f eve-teasing			
24	8-4-2020 15:32:48	Female	19-50	no	Yes	Rarely / Never	NA	Yes	Obstructions su	ch as parked veh	nicles, pedestr	ians etc., Potholes and or	pen drains, No	cycle parkir	ng	
25	8-4-2020 15:32:57	Male	14 -18	yes	Yes	Daily	recreation	Yes	Potholes and op	en drains, Poor	street lighting					
26	8-4-2020 15:33:23	Male	14 -18	yes	Yes	Daily	education	Yes	open drains, Po	or street lighting,	Unpleasant w	veather, No cycle parking,	Hard to get c	cle repaired	1	
27	8-4-2020 15:33:23	Male	19-50	no	Yes	Only on weekends	recreation	Yes	to get cycle repa	aired			5 5			
28	8-4-2020 15:33:41	Male	14 -18	yes	Yes	Rarely / Never	recreation	Yes	weather, No cyc	le parking, Hard	to get cycle re	epaired '			J 7	
29	8-4-2020 15:33:41	Male	14 -18	yes	Yes	Only on weekends	exercise	Yes	No cycle parking	g, Hard to get cy	cle repaired					
30	8-4-2020 15:33:54	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	I cant afford a cy	ycle						
31	8-4-2020 15:34:00	Male	19-50	yes	Yes	All the above	recreation	Yes	Fear of being hit	by speeding veh	nicles, Obstruc	ctions such as parked veh	icles, pedestri	ans etc., Un	pleasant weathe	3
32	8-4-2020 15:34:08	Female	19-50	no	Yes	Rarely / Never	recreation	Yes	Fear of being hit	by speeding veh	nicles, Obstruc	ctions such as parked veh	icles, pedestri	ans etc., Po	or street lighting	1
33	8-4-2020 15:34:24	Female	19-50	yes	Yes	Daily	exercise	Yes	open drains, Po	or street lighting,	Unpleasant w	veather, No cycle parking,	Hard to get c	cle repaired	l ,	
34	8-4-2020 15:34:28	Male	19-50	no	Yes	All the above	NA	Yes	Fear of being hit	by speeding veh	nicles, Pothole	es and open drains, Poor s	treet lighting,	cant afford	a cycle	1
35	8-4-2020 15:34:30	Female	14 -18	yes	Yes	Few days a week	recreation	Yes	Nothing							1
36	8-4-2020 15:34:57	Male	19-50	yes	Yes	Few days a week	education	Yes	Traffic congestion	n						
17	Form Res	onses 1	()		10	0 1 /11	818	:	4	<u>і г</u> і				а <u>і</u>	12 	1

Observe ROW 1 and match questions with next slide

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11	•	×	fx	What do you feel are	he biggest	barriers to cycl	ling in your city? (Cho	ose all that apply)										
al.	А	i.	в	с	1	D	F	F	G	È.	н	l I		L.	ĸ	1 1	Ē.	
	1980			-					-	Do y	ou think cycling is							
										for th	e health,	What do you feel are the b	iggest	If cycling is safe and		riding a cycle/mo	er Intain	
Tim	restamn	G	ender	Age	Do you ow	/n a cycle or a bike?	Do you know how to r	ide How often do you cyc	le? What do you cycle for?	envire fuel?	onment and saves	barriers to cycling in your (city?	convenient, what would	Which would you pre	bike if your city h	as a ark?	
2	8-3-2020 1	5:16:56 M	ale	19-50	yes	birto .	Yes	Only on weekends	exercise	Yes		Nothing		Exercise	Owning a cycle	Server accurated Biller		
												Fear of being hit by speedi vehicles, Potholes and ope	ng en drains.					
3	8-3-2020 1	:19:08 Fe	male	19-50	yes		Yes	Few days a week	exercise	Ye		an a' an an a'		reation	Owning a cycle			
	0-4-2020 1	00:14 11	ale	19-50	yes		Tes	Few days a week	recreation	re	Step 8- 0	Check wheth	er	ĸ	Owning a cycle	res		
	8-4-2020						Vac	Parely / Never	recreation	Va	the COL		Lin	r.	Owning a cycle	Vec		
	042020	Note	e: Th	is sample h	ias	/		railing / Horei						R.	owing a cycle			
		som	le ex	tra questior	ns Í						ROW 1	are EXACTL	Y					
6	8-4-2020	for	vnla	ining the			Yes	Only on weekends	exercise	Ye	PLACED) as the		k	Owning a cycle	Yes		
1	8-4-2020		- spia	ining the			Yes	Few days a week	recreation	Ye	question	e in nevt elid		rcise	Owning a cycle	Yes		
		tuto	rial.								question		с.					
	L																	
3	8-4-2020 1	5:18:05 M	ale	19-50	yes		Yes	Only on weekends	recreation	Ye	If not, th	en delete the	;	reation	Owning a cycle	Yes		
	8-4-2020 1	-18-36 M	alo	19-50	20		Vac	Parely / Never	avarcisa	Va	columns	1		rcise	Owning a cycle	Mayba		
0	8-4-2020 1	5:19:22 M	ale	19-50	yes		Yes	Few days a week	exercise	Ye	columns	•		rcise	Owning a cycle	Yes		
1	8-4-2020 1	5:20:37 M	ale	14 -18	no		Yes	Few days a week	recreation	Yes		Fear of being hit by speedi vehicles. Poor street lightir	ng na	Recreation	Owning a cycle	Yes		
												Fear of being hit by speedi	ng					
												parked vehicles, pedestriar	n as ns etc.,					
2	8-4-2020 1	-21-07 M	alo	19-50	VAS		Yes	Daily	evercise	Yes		Traffic congestion, Unpleas	sant repaired	Evercise	Owning a cycle	Ves		
-	0 4 2020 1.			10.00	yes		100	Dully	CASICIDE	105		Fear of being hit by speedi	ng	Exciting	owining a cycle	105		
												vehicles, Obstructions suc parked vehicles, pedestriar	h as ns etc.,					
-	9 4 2020 4			14 10				Only an used and		V		Traffic congestion, Poor st	reet	10/	Ourrise a sucla	D.4		
5	0-4-2020 1		ale	14 - 10	yes		Not confident to fide	Only on weekends	exercise	Tes		Fear of being hit by speedi	ng	VVUIK	Owning a cycle	waybe		
4	8-4-2020 1	-22-38 M	ale	19-50	Ves		Yes	Few days a week	exercise	Yes		vehicles, Potholes and ope	en drains, cle	Exercise	Owning a cycle	Yes		
_	0 4 2020 1.				,			. Sw days a week				Potholes and open drains,	I cant		e			
5	8-4-2020 1	:23:11 Fe	male	19-50 19-50	no ves		Not confident to ride	Rarely / Never	recreation	Yes		attord a cycle Poor street lighting. No cyc	rle	Recreation Work	Owning a cycle	Yes		
741 N	For	n Respon	ses 1	(+)	,									132.5762				

Note- Questions must match to generate the charts. We need columns till I.

	Α	В	С	D	E	F	G	Н	I
1	Gender	Age	Do you know how to ride a cycle?	How often do you cycle?	What do you cycle for?	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)	Where do you find cycling unsafe?	If cycling is safe and convenie nt, what would you cycle for?	Which would you prefer?

Delete the extra columns that do not match.

Delete the columns that do not match

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1	imestamn	Gender	Age	Do you owr	harcycle or Do you know how	How often do you	What do you cycle	the hea	alth, enviro	nment	What do you fee city? (Choose al	l are the biggest ba	rriers to cyclir	ng in you	convenient, what what whet whet whet whet we have a second	would WI	nich would you	city has a dee	dicated Bike				
2	8-3-2020 16:16:56	Male	10.50	amountain	biker kunde a cycler	Only on weekends	exercise	Yes	vea luci :		Nothing	that apply)			Exercise	Ov	whing a cycle	1 ditt:					-
			Step	9: Del	ete the		Otom	40. Th															
3	8-3-2020 16:19:08	Female	times	tamn	column	Few days a week	Step	10: Th	ese (ques	stions ar	e not in c	Sur 🛯	and open ed	Recreation	Ov	vning a cvcle						
4	8-4-2020 15:08:14	Male				Few days a week	templa	ate. De	elete	the	se colun	nns.			Work	Ov	vning a cycle	Yes					-
			Right	CIICK	on																		
5	8-4-2020 15:13:44	Male	Colur	mn A,	select	Rarely / Never	recreation	Yes			Fear of being hit weather, No cvc	by speeding vehicle e parking, Hard to o	es, Unpleasar get cycle repa	nt aired	Work	Ov	vning a cycle	Yes					
			delete	е																			
				-							Fear of being hit	by speeding vehicle	es, Traffic con	gestion,									
6	8-4-2020 15:14:01	Female	19-50	no	Yes	Only on weekends	exercise	Yes			Potholes and op parking, Fear of	en drains, Unpleasa eve-teasing	ant weather, N	lo cycle	Work	Ov	vning a cycle	Yes			90.34%		
											Fear of being hit	by speeding vehicle	es. Poor stree	et lighting									
7	8-4-2020 15:16:26	Male	19-50	yes	Yes	Few days a week	recreation	Yes			Hard to get cycle	e repaired		0 0	Exercise	Ov	vning a cycle	Yes					
											Fear of being hit	by speeding vehicle	es, Obstructio	ons such									
											as parked vehicle	es, pedestrians etc.	., Potholes an	nd open									
В	8-4-2020 15:18:05	Male	19-50	yes	Yes	Only on weekends	recreation	Yes			cycle repaired	et lighting, no eyen	e parting, ria	d to get	Recreation	Ov	vning a cycle	Yes					
9	8-4-2020 15:18:36	Male	19-50	no	Yes	Rarely / Never	exercise	Yes			Fear of being hit	by speeding vehicle	es, Icantaffor	rd a cycle	Exercise	Ov	vning a cycle	Maybe					
0	8-4-2020 15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes			Nothing				Exercise	Ov	vning a cycle	Yes					_
1	8-4-2020 15:20:37	Male	14 -18	no	Yes	Few days a week	recreation	Yes			Fear of being hit	by speeding vehicle	es, Poor stree	et lighting	Recreation	Ov	vning a cycle	Yes					-
											Fear of being hit	by speeding vehicle	es, Obstructio	ons such									
2	8-4-2020 15:21:07	Male	19-50	yes	Yes	Daily	exercise	Yes			Unpleasant weat	her, Hard to get cyc	cle repaired	estion,	Exercise	Ov	vning a cycle	Yes					_
											Fear of being hit	by speeding vehicle	es. Obstructio	ons such									v
	E		-1			1						, , , , , , , , , , , , , , , , , , , ,			1.							-	

Form Responses 1 (+)

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ţ	A	D	L L	D	E	What do you feel are the biggest barriers	6		J K
	a .		Do you know how to			to cycling in your city? (Choose all that	If cycling is safe and convenient, what would you		
	Gender	19-50	ride a cycle?	Only on weeker is	vvnat do you cycle for?	apply)	Cycle for?	Owning a cycle	
	T		T			Fear of being hit by speeding vehicles, Potholes and open drains. No cycle			
3	Female	19-50	Yes	Few days a week	exercise	parking, Hard to get cycle repaired	Recreation	Owning a cycle	
ŀ	Male	19-50	Yes	Few days a week	recreation	Potholes and open drains	Work	Owning a cycle	Note: Columns end at
						Unpleasant weather No cycle parking			
5	Male	19-50	Yes	Rarely / Never	recreation	Hard to get cycle repaired	Work	Owning a cycle	H only because
						Fear of being hit by speeding vehicles,			1 question is missing
						drains Unpleasant weather No cycle			r question is missing.
5	Female	19-50	Yes	Only on weekends	exercise	parking, Fear of eve-t asing	Work	Owning a cycl	
						Fear of being hit by speeding vehicles,			
,						Poor street lighting, Hard to get cycle	1		
	Α	В	C	D	E	F	G	н	
10 11 22	Gender	Age	Do you know how to ride a cycle?	How often do you cycle?	What do you cycle for?	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)	Where do you find cycling unsafe?	If cycling is safe and s convenient, what would you cycle for?	Which would you prefer?
3	Male	14 -18	Not confident to ride	Only on weekends	exercise	pedestrians etc., Traffic congestion, Poo street lighting, Unpleasant weather, Hard to get cycle repaired Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting. No cycle parking	Work	Owning a cycle	
		and a state of the	and along our see			Potholes and open drains, I cant afford a			
5	Female Male	19-50	Not confident to ride	Rarely / Never	recreation	cycle Poor street lighting. No cycle parking	Recreation	Owning a cycle	
	Wale	10-00	162	Dally	WUIK	Foor street lighting, No cycle parking	VVUIN	Owning a cycle	
7	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles	Exercise	Owning a cycle	

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4	A	В	C	1	D	E	What do you feel a	F are the biggest barriers	1	G	V.c.	Н			J	ĸ	-
			Do you know how to				to cycling in your	city? (Choose all that	I cycling is safe	and convenient, w	& Cui						
1 Ge	ender	Age	ride a cycle?	How often do y	ou cycle?	What do you cycle for?	apply)		cycle for?		L Copy	ould you prefer	r?				
2 Ma	ale	19-50	Yes	Only on weeke	nds	exercise	Nothing Fear of being hit b	v speeding vehicles	Exercise		Paste Optio	ns:					
							Potholes and open	n drains, No evcle			r Ch						
3 Fe	emale	19-50	Yes	Few days a we	ek	exercise	parking, Hard to ge	et cycle repaired	Recreation			i cycle					
4 Ma	ale	19-50	Yes	Few days a we	ek	recreation	Potholes and open	n drains	Work		Paste Specia	I Cycle					
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5 M	ale	19-50	Yes	Rarely / Never			Onpieasant weath	epaired	Work		insert	ı cycle					
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6 Er	male	19.50	Vac	Only on wook	"\//hor	o do vou fi	nd	weather, No cycle	Work			L CHICLO					
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7 Ma	ale	19-50	Yes	Few days a w					Exercise		Hide	i cycle					
					missin	ng for Colui	mn G	speeding vehicles,			U-Mate						
						-		otholes and open			Unnide						
								lighting, No cycle									
8 Ma	ale	19-50	Yes	Only on week	IF you	i have omit	ted a	t cycle repaired	Recreation		0	Owning a cycle					
9 14	alo	19-50	Vac	Parely / Never				r speeding vehicles, I	Evercise		0	whind a cycle					
10 M	ale	19-50	Yes	Few days a w	questi	on in your	CITY		Exercise			Owning a cycle					
ana						thon inco	urt o	r speeding vehicles,									
11 Ma	ale	14 -18	Yes	Few days a w	suivey	y, men inse	na	and the state of the late	Recreation		0	Owning a cycle					
					blank	column		speeding vehicles,									
					bianny	oorannin.		raffic congestion,									
	9-92-01 T		and the second se			Provide Difference and all	Unpleasant weather	er, Hard to get cycle									
12 Ma	ale	19-50	Yes	Daily		exercise	repaired	and the second tables	Exercise		0	Owning a cycle					
							Obstructions such	y speeding vehicles,									
							pedestrians etc., T	Fraffic congestion, Poor									
							street lighting, Unp	pleasant weather, Hard	and the second s								
13 Ma	ale	14 -18	Not confident to ride	Only on weeke	nds	exercise	to get cycle repair	ed	Work		0	Owning a cycle					
							Potholes and oper	y speeding venicles, a drains. Poor street									
14 M	ale	19-50	Yes	Few days a we	ek	exercise	lighting, No cycle	parking	Exercise		0	Owning a cycle					
				and at the second			Potholes and open	n drains, I cant afford a									
15 Fe	emale	19-50	Not confident to ride	Rarely / Never		recreation	cycle	N. I. I.	Recreation		0	Owning a cycle					
10 Ma	ale	19-50	Yes	Barely / Never		WORK	Fear of being bit b	g, No cycle parking	Exercise			Jwning a cycle					
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		Do you know how to			What do you feel are the biggest barriers to cycling in your city? (Choose all that		If cycling is safe and convenient, what would	you		
Gender	Age	ride a cycle?	How often do you cycle?	What do you cycle for?	apply)		cycle for?	Which would you prefer?		
2 Male	19-50	Yes	Only on weekends	exercise	Nothing		Exercise	Owning a cycle		
B Female	19-50	Yes	Few days a week	exercise	Fear of being hit by speeding vehicles, Potholes and open drains, No cycle parking. Hard to get cycle repaired		Recreation	Owning a cycle		
Male	19-50	Yes	Few days a week	recreation	Potholes and open drains		Work	Owning a cycle		
Male	19-50	Yes	Rarely / Never	recreation	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle repaired		Work	Owning a cycle		
Freedo	10 50		Only an unclosed		Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle		West			
Female	19-50	Yes	Only on weekends	exercise	parking, Hear of eve-teasing		Work	Owning a cycle		
Male	19-50	Yes	Few days a week	recreation	Pear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired		Exercise	Owning a cycle		
		2.121			Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, Poor street lighting, No cycle					
Male	19-50	Yes	Only on weekends	recreation	parking, Hard to get cycle repaired		Recreation	Owning a cycle	<u>.</u>	
	10.50	N	Devel. (No.	20000000	Fear of being hit by speeding vehicles, I			Queries a surely		
0 Male	19-50	Yes	For days a weak	exercise	Nothing		Exercise	Owning a cycle		
0 Iviale	13-30	100	i ew days a week	exercise	Fear of being hit by speeding vehicles		Exercise	Owning a cycle		
1 Male	<mark>14 -18</mark>	Yes	Few days a week	recreation	Poor street lighting Fear of being hit by speeding vehicles,		Recreation	Owning a cycle		
2 Male	19-50	Yes	Daily	exercise	Obstructions such as parked vehicles, pedestrians etc., Traffic congestion, Unpleasant weather, Hard to get cycle repaired		Exercise	Owning a cycle		
3 Male	14 -18	Not confident to ride	Only on weekends	exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion, Poor street lighting, Unpleasant weather, Hard to get cycle repaired		Work	Owning a cycle		
4 Male	19 50	Yaa	Four days a weak	24272122	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street		Eversion			
4 Iviale	19-50	Tes	гем days a week	exercise	Retholes and open drains I cant afferd a		Exercise	Owning a cycle		
5 Female	19-50	Not confident to ride	Rarely / Never	recreation	cycle		Recreation	Owning a cycle		
6 Male	19-50	Yes	Daily	work	Poor street lighting. No cycle parking		Work	Owning a cycle		
7 Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles		Exercise	Owning a cycle		
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Form Responses 1

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Refresh the tables to update the numbers



The charts will get updated automatically



Scroll down further and check if all 10 charts are perfect-With the correct y-axis %



Go through the charts to see if all data points are OK



Ensure text is readable in the charts



Copy your charts and save it as an image



It's that simple!

Next is a section with possible error and solutions-

Error 1- Y-axis not showing 0% to 100%

Error - Y-axis not showing 0% to 100%



Open the Format Options for the chart



Edit values for Y-axis



Resolved!



Error 2- Chart does not show any content

Error- Chart does not show any content



Observe the corresponding column to find the issue

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Categories are updated, but order is incorrect

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Thank you