

INDIA
CYCLES 4 CHANGE
CHALLENGE

**Would you cycle more
if you had better
cycling facilities?**

**We want to hear
from you.**



**Link to survey
in description**

**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

Step 1- Click on “Responses”

1137 responses



Step 2- Click on this button

Accepting responses

Waiting for responses

The responses open in Google Sheets

File Edit View Insert Format Data Tools Form Add-ons Help

Step 3- Click on file

Timestamp	Gender	Do you own a cycle or a	Do you know how to ride	How often do you cycle?	What do you cycle for?	Do you think cycling is fun?	What do you feel are the	If cycling is safe and conv	Which would you prefer?	Would you consider ridin
8/3/2020 16:16:56	Male	Yes	Yes	Only on weekends	Exercise	Yes	Nothing	Exercise	Owning a cycle	
8/3/2020 16:19:08	Female	Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by speed	Recreation	Owning a cycle	
8/4/2020 15:08:14	Male	Yes	Yes	Few days a week	Recreation	Yes	Potholes and open drains	Work	Owning a cycle	Yes
8/4/2020 15:13:44	Male	Yes	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by speed	Work	Owning a cycle	Yes
8/4/2020 15:14:01	Female	No	Yes	Only on weekends	Exercise	Yes	Fear of being hit by speed	Work	Owning a cycle	Yes
8/4/2020 15:16:26	Male	Yes	Yes	Few days a week	Recreation	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:18:05	Male	Yes	Yes	Only on weekends	Recreation	Yes	Fear of being hit by speed	Recreation	Owning a cycle	Yes
8/4/2020 15:18:36	Male	No	Yes	Rarely / Never	Exercise	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Maybe
8/4/2020 15:19:22	Male	Yes	Yes	Few days a week	Exercise	Yes	Nothing	Exercise	Owning a cycle	Yes
8/4/2020 15:20:37	Male	No	Yes	Few days a week	Recreation	Yes	Fear of being hit by speed	Recreation	Owning a cycle	Yes
8/4/2020 15:21:07	Male	Yes	Yes	Daily	Exercise	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:22:27	Male	Yes	Not confident to ride	Only on weekends	Exercise	Yes	Fear of being hit by speed	Work	Owning a cycle	Maybe
8/4/2020 15:22:38	Male	Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:23:11	Female	No	Not confident to ride	Rarely / Never	Recreation	Yes	Potholes and open drains	Recreation	Owning a cycle	Yes
8/4/2020 15:23:36	Male	Yes	Yes	Daily	Work	Yes	Poor street lighting, No cy	Work	Owning a cycle	Yes
8/4/2020 15:26:09	Male	No	Yes	Rarely / Never	Exercise	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:26:14	Female	No	Not confident to ride	Rarely / Never	Recreation	Yes	Fear of being hit by speed	Recreation	Owning a cycle	Yes
8/4/2020 15:27:07	Male	Yes	Yes	Few days a week	Exercise	Yes	No cycle parking	Education	Owning a cycle	Yes
8/4/2020 15:28:02	Male	Yes	Yes	Few days a week	Exercise	Yes	Fear of being hit by speed	Work	Owning a cycle	Yes
8/4/2020 15:28:13	Male	Yes	Yes	Few days a week	Exercise	Yes	Potholes and open drains	Work	Owning a cycle	Yes
8/4/2020 15:29:45	Female	No	Yes	Rarely / Never	Not Applicable	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:32:15	Female	No	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by speed	Exercise	Renting a cycle	Yes
8/4/2020 15:32:48	Female	No	Yes	Rarely / Never	Not Applicable	Yes	Obstructions such as paral	Exercise	Owning a cycle	Maybe
8/4/2020 15:32:57	Male	Yes	Yes	Daily	Recreation	Yes	Potholes and open drains	Recreation	Owning a cycle	Yes
8/4/2020 15:33:23	Male	Yes	Yes	Daily	Education	Yes	Fear of being hit by speed	Education	Owning a cycle	Yes
8/4/2020 15:33:23	Male	No	Yes	Only on weekends	Recreation	Yes	Fear of being hit by speed	Exercise	Renting a cycle	Yes
8/4/2020 15:33:41	Male	Yes	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:33:41	Male	Yes	Yes	Only on weekends	Exercise	Yes	No cycle parking, Hard to	Recreation	Owning a cycle	Yes
8/4/2020 15:33:54	Male	No	Yes	Rarely / Never	Exercise	Yes	I cant afford a cycle	Exercise	Owning a cycle	Yes
8/4/2020 15:34:06	Male	Yes	Yes	All the above	Recreation	Yes	Fear of being hit by speed	Work	Renting a cycle	Yes
8/4/2020 15:34:08	Female	No	Yes	Rarely / Never	Recreation	Yes	Fear of being hit by speed	Recreation	Owning a cycle	Yes
8/4/2020 15:34:24	Female	Yes	Yes	Daily	Exercise	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:34:28	Male	No	Yes	All the above	Not Applicable	Yes	Fear of being hit by speed	Exercise	Owning a cycle	Yes
8/4/2020 15:34:30	Female	Yes	Yes	Few days a week	Recreation	Yes	Nothing	Recreation	Owning a cycle	Yes
8/4/2020 15:34:57	Male	Yes	Yes	Few days a week	Education	Yes	Traffic congestion	Work	Owning a cycle	Yes

Form Responses 1

Explore

Download the MS Excel version

File Edit View Insert Format Data Tools Add-ons Help Last edit was 4 minutes ago

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Import

Make a copy

Email as attachment

Download

Make available offline

Version history

Rename

Move

Add shortcut to Drive

Move to trash

Publish to the web

Email collaborators

Document details

Spreadsheet settings

Print Ctrl+P

Form Responses 1

	B	C	D	E	F	G	H	I
1		Age	Do you own a cycle or a	Do you know how to ride	How often do you cycle?	What do you cycle for?	Do you think cycling is fun?	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)
2		19-50	yes	Yes	Only on weekends	exercise	Yes	Nothing
3		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 cycle repaired
4		19-50	yes	Yes	Few days a week	recreation	Yes	Potholes and open drains
5		19-50	yes	Yes	Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle repaired
6		19-50	no	Yes	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather
7		19-50	yes	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired
8		19-50	yes	Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains
9		19-50	yes	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles, I cant afford a cycle
10				Yes			Yes	Nothing
11				Yes			Yes	Fear of being hit by speeding vehicles, Poor street lighting
12				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
13				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
14				Yes			Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking
15				Yes			Yes	Potholes and open drains, I cant afford a cycle
16				Yes			Yes	Poor street lighting, No cycle parking
17				Yes			Yes	Fear of being hit by speeding vehicles
18				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
19				Yes			Yes	No cycle parking
20				Yes			Yes	Fear of being hit by speeding vehicles, Unpleasant weather
21				Yes			Yes	Potholes and open drains, Poor street lighting, No cycle parking
22				Yes			Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking
23				Yes			Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Fear of eve-teasing
24				Yes			Yes	Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, No cycle parking
25				Yes			Yes	Potholes and open drains, Poor street lighting
26				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
27				Yes			Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, Unpleasant weather
28				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
29				Yes			Yes	No cycle parking, Hard to get cycle repaired
30				Yes			Yes	I cant afford a cycle
31				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Unpleasant weather
32				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Poor street lighting
33				Yes			Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion
34				Yes			Yes	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, I cant afford a cycle
35				Yes			Yes	Nothing
36				Yes			Yes	Traffic congestion

Step 4- Click on Download>MS Excel

**Please do the following steps in
MS Excel ONLY.**

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

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F	G	H	I
1	Timestamp	Gender	Age	Do you own a cycle or a r	Do you know how to ride	How often do you cycle?	What do you cycle for?	Do you think cycling is fun	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 weekends	exercise	Yes	Nothing
3	8-3-2020 16:19:08	Female	19-50	yes	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Potholes and open drains, No cycle parking, Hard to get cycle repaired
4	8-4-2020 15:08:14	Male	19-50	yes	Yes	Few days a week	recreation	Yes	Potholes and open drains
5	8-4-2020			yes	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle repaired
6	8-4-2020			yes	Yes	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle parking
7	8-4-2020			yes	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired
8	8-4-2020			yes	Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains
9	8-4-2020 15:16:36	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles, I cant afford a cycle
10	8-4-2020 15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Nothing
11	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
12	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, I cant afford a cycle
13	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, I cant afford a cycle
14	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
15	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
16	8-4-2020 15:23:36	Male	19-50	yes	Yes	Daily	work	Yes	Poor street lighting, No cycle parking
17	8-4-2020 15:26:09	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	Fear of being hit by speeding vehicles
18	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, I cant afford a cycle
19	8-4-2020 15:27:07	Male	19-50	yes	Yes	Few days a week	exercise	Yes	No cycle parking
20	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
21	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
22	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
23	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
24	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
25	8-4-2020 15:32:57	Male	14 -18	yes	Yes	Daily	recreation	Yes	Potholes and open drains, Poor street lighting
26	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, I cant afford a cycle
27	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 cycle parking
28	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, I cant afford a cycle
29	8-4-2020 15:33:41	Male	14 -18	yes	Yes	Only on weekends	exercise	Yes	No cycle parking, Hard to get cycle repaired
30	8-4-2020 15:33:54	Male	19-50	no	Yes	Rarely / Never	exercise	Yes	I cant afford a cycle
31	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 weather
32	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
33	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 cant afford a cycle
34	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
35	8-4-2020 15:34:30	Female	14 -18	yes	Yes	Few days a week	recreation	Yes	Nothing
36	8-4-2020 15:34:57	Male	19-50	yes	Yes	Few days a week	education	Yes	Traffic congestion
37	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
38	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, I cant afford a cycle
39	8-4-2020 15:35:46	Male	19-50	yes	Yes	Few days a week	recreation	Yes	Nothing
40	8-4-2020 15:36:35	Male	19-50	yes	Yes	Few days a week	recreation	Yes	Nothing

Note: The first row shows the questions

Step 5- Enable editing to start editing.

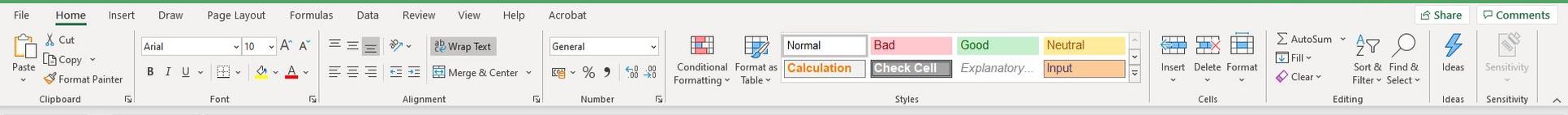
Wrap and Auto-fit the text for better readability

Step 6- Press Ctrl+A and click on "Wrap text"

Step 7- Click on Format>Autofit Row Height

Timestamp	Gender	Age	mountain bike?	a cycle?					
8-3-2020 16:16:56	Male	19-50	yes	Yes	fun, adventurous, good	Nothing	What do you feel are the biggest barriers to cycling?		
8-3-2020 16:19:08	Female	19-50	yes	Yes	Yes	Nothing			
8-4-2020 15:08:14	Male	19-50	yes	Yes	Few days a week	recreation	Fear of being hit by speeding vehicles, Potholes and open drains		
8-4-2020 15:13:44	Male	19-50	yes	Yes	Rarely / Never	recreation	Potholes and open drains		
8-4-2020 15:14:01	Female	19-50	no	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Unpleasant weather, Fear of eve-teasing		Hard to get cycle repaired
8-4-2020 15:16:26	Male	19-50	yes	Yes	Few days a week	recreation	Yes		Hard to get cycle repaired
8-4-2020 15:18:05	Male	19-50	yes	Yes	Only on weekends	recreation	Yes		repaired
8-4-2020 15:18:36	Male	19-50	no	Only on weekends	exercise	Yes	Hard to get cycle repaired		
8-4-2020 15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes		
8-4-2020 15:20:37	Male	14-18	no	Yes	Few days a week	recreation	Yes		
8-4-2020 15:21:07	Male	19-50	yes	Yes	Daily	exercise	Yes		
8-4-2020 15:22:27	Male	14-18	yes	Not confident to ride	Only on weekends	exercise	Yes		
8-4-2020 15:22:38	Male	19-50	yes	Yes	Few days a week	exercise	Yes		
8-4-2020 15:23:11	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes		lighting, No cycle parking
8-4-2020 15:23:36	Male	19-50	yes	Yes	Daily	work	Yes		
8-4-2020 15:26:09	Male	19-50	no	Yes	Rarely / Never	exercise	Yes		
8-4-2020 15:26:14	Female	19-50	no	Not confident to ride	Rarely / Never	recreation	Yes		
8-4-2020 15:27:07	Male	19-50	yes	Yes	Few days a week	exercise	Yes		
8-4-2020 15:28:02	Male	19-50	yes	Yes	Few days a week	exercise	Yes		
8-4-2020 15:28:13	Male	19-50	yes	Yes	Few days a week	exercise	Yes		
8-4-2020 15:29:45	Female	19-50	no	Yes	Rarely / Never	NA	Yes		
8-4-2020 15:32:15	Female	19-50	no	Yes	Rarely / Never	recreation	Yes		
8-4-2020 15:32:48	Female	19-50	no	Yes	Rarely / Never	NA	Yes		
8-4-2020 15:32:57	Male	14-18	yes	Yes	Daily	recreation	Yes		
8-4-2020 15:33:23	Male	14-18	yes	Yes	Daily	education	Yes		
8-4-2020 15:33:23	Male	19-50	no	Yes	Only on weekends	recreation	Yes		
8-4-2020 15:33:41	Male	14-18	yes	Yes	Rarely / Never	recreation	Yes		
8-4-2020 15:33:41	Male	14-18	yes	Yes	Only on weekends	exercise	Yes		
8-4-2020 15:33:54	Male	19-50	no	Yes	Rarely / Never	exercise	Yes		
8-4-2020 15:34:06	Female	19-50	yes	Yes	All the above	recreation	Yes		
8-4-2020 15:34:08	Female	19-50	no	Yes	Rarely / Never	recreation	Yes		
8-4-2020 15:34:24	Female	19-50	yes	Yes	Daily	exercise	Yes		
8-4-2020 15:34:28	Male	19-50	no	Yes	All the above	NA	Yes		
8-4-2020 15:34:30	Female	14-18	yes	Yes	Few days a week	recreation	Yes		
8-4-2020 15:34:57	Male	19-50	yes	Yes	Few days a week	education	Yes		

Observe ROW 1 and match questions with next slide



	A	B	C	D	E	F	G	H	I	J	K	L
1	Timestamp	Gender	Age	Do you own a cycle or a mountain bike?	Do you know how to ride a cycle?	How often do you cycle?	What do you cycle for?	Do you think cycling is fun, adventurous, good for the health, environment and saves fuel?	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)	If cycling is safe and convenient, what would you cycle for?	Which would you prefer?	Would you consider riding a cycle/mountain bike if your city has a dedicated Bike Park?
2	8-3-2020 16:16:56	Male	19-50	yes	Yes	Only on weekends	exercise	Yes	Nothing Fear of being hit by speeding vehicles, Potholes and open drains,	Exercise	Owning a cycle	
3	8-3-2020 16:19:08	Female	19-50	yes	Yes	Few days a week	exercise	Yes		recreation	Owning a cycle	
4	8-4-2020 15:08:14	Male	19-50	yes	Yes	Few days a week	recreation	Yes			Owning a cycle	Yes
5	8-4-2020				Yes	Rarely / Never	recreation	Yes			Owning a cycle	Yes
6	8-4-2020				Yes	Only on weekends	exercise	Yes			Owning a cycle	Yes
7	8-4-2020				Yes	Few days a week	recreation	Yes			Owning a cycle	Yes
8	8-4-2020 15:18:05	Male	19-50	yes	Yes	Only on weekends	recreation	Yes			Owning a cycle	Yes
9	8-4-2020 15:18:36	Male	19-50	no	Yes	Rarely / Never	exercise	Yes			Owning a cycle	Maybe
10	8-4-2020 15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes			Owning a cycle	Yes
11	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	Recreation	Owning a cycle	Yes
12	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, Unpleasant weather, Hard to get cycle repaired	Exercise	Owning a cycle	Yes
13	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, Poor street lighting, Unpleasant weather, Hard	Work	Owning a cycle	Maybe
14	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	Exercise	Owning a cycle	Yes
15	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	Recreation	Owning a cycle	Yes
16	8-4-2020 15:23:36	Male	19-50	yes	Yes	Daily	work	Yes	Poor street lighting, No cycle	Work	Owning a cycle	Yes

Note: This sample has some extra questions for explaining the tutorial.

Step 8- Check whether the COLUMNS A TO I in ROW 1 are EXACTLY PLACED as the questions in next slide. If not, then delete the columns.

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

	A	B	C	D	E	F	G	H	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 convenient, what would you cycle for?	Which would you prefer?

Delete the extra columns that do not match.

Delete the columns that do not match

File Home Insert Page Layout Formulas Data Review View Help Acrobat

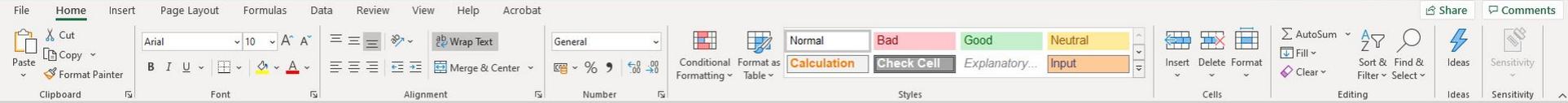
Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

A1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Timestamp	Gender	Age	Do you own a cycle or a mountain bike?	Do you know how to ride a cycle?	How often do you cycle?	What do you cycle for?	Do you think cycling is fun, adventurous, good for the health, environment and saves fuel?	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)	If cycling is safe and convenient, what would you prefer?	Which would you prefer?	Would you consider riding a cycle/mountain bike if your city had a dedicated Bike Park?		
2	8-3-2020 16:16:56	Male	19-50	no	Yes	Only on weekends	exercise	Yes	Nothing	Exercise	Owning a cycle			
3	8-3-2020 16:19:08	Female				Few days a week				Recreation	Owning a cycle			
4	8-4-2020 15:08:14	Male				Few days a week				Work	Owning a cycle	Yes		
5	8-4-2020 15:13:44	Male				Rarely / Never	recreation	Yes	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle repaired	Work	Owning a cycle	Yes		
6	8-4-2020 15:14:01	Female	19-50	no	Yes	Only on weekends	exercise	Yes	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle parking, Fear of eve-teasing	Work	Owning a cycle	Yes	90.34%	
7	8-4-2020 15:16:26	Male	19-50	yes	Yes	Few days a week	recreation	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired	Exercise	Owning a cycle	Yes		
8	8-4-2020 15:18:05	Male	19-50	yes	Yes	Only on weekends	recreation	Yes	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, Poor street lighting, No cycle parking, Hard to get cycle repaired	Recreation	Owning 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 vehicles, I cant afford a cycle	Exercise	Owning a cycle	Maybe		
10	8-4-2020 15:19:22	Male	19-50	yes	Yes	Few days a week	exercise	Yes	Nothing	Exercise	Owning a cycle	Yes		
11	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	Recreation	Owning a cycle	Yes		
12	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, Unpleasant weather, Hard to get cycle repaired	Exercise	Owning a cycle	Yes		
									Fear of being hit by speeding vehicles, Obstructions such					

Step 9: Delete the timestamp column. Right click on Column A, select delete

Step 10: These questions are not in our template. Delete these columns.

Ensure that you have columns till the letter I



	A	B	C	D	E	F	G	H	I	J	K
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)	If cycling is safe and convenient, what would you cycle for?	Which would you prefer?			
2	Male	19-50	Yes	Only on weekends	exercise	Nothing	Exercise	Owning a cycle			
3	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			
4	Male	19-50	Yes	Few days a week	recreation	Potholes and open drains	Work	Owning a cycle			
5	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			
6	Female	19-50	Yes	Only on weekends	exercise	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle parking, Fear of eve-teasing	Work	Owning a cycle			
7											
8	A	B	C	D	E	F	G	H	I		
9	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 convenient, what would you cycle for?	Which would you prefer?		
10											
11											
12											
13	Male	14 -18	Not confident to ride	Only on weekends	exercise	pedestrians etc., Traffic congestion, Poor street lighting, Unpleasant weather, Hard to get cycle repaired	Work	Owning a cycle			
14	Male	19-50	Yes	Few days a week	exercise	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking	Exercise	Owning a cycle			
15	Female	19-50	Not confident to ride	Rarely / Never	recreation	Potholes and open drains, I cant afford a cycle	Recreation	Owning a cycle			
16	Male	19-50	Yes	Daily	work	Poor street lighting, No cycle parking	Work	Owning a cycle			
17	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles	Exercise	Owning a cycle			

Note: Columns end at H only because 1 question is missing.

Insert blank column if you have omitted a question

Right click on column G>Insert to put a blank a column there.

For ex: Question "Where do you find cycling unsafe?" is missing for Column G

IF you have omitted a question in your CITY survey, then insert a blank column.

	A	B	C	D	E	F	G	H	I	J	K
			Do you know how to ride a cycle?	How often do you cycle?	What do you cycle for? (Choose all that apply)	What do you feel are the biggest barriers to cycling in your city? (Choose all that apply)	If cycling is safe and convenient, would you prefer to cycle for?				
1	Gender	Age									
2	Male	19-50	Yes	Only on weekends	exercise	Nothing	Exercise				
3	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				
4	Male	19-50	Yes	Few days a week	recreation	Potholes and open drains, Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, No cycle repaired	Work				
5	Male	19-50	Yes	Rarely / Never		Unpleasant weather, No cycle parking, No cycle repaired	Work				
6	Female	19-50	Yes	Only on week		Potholes and open weather, No cycle e-teasing	Work				
7	Male	19-50	Yes	Few days a w		speeding vehicles, Hard to get cycle	Exercise				
8	Male	19-50	Yes	Only on week		speeding vehicles, as parked vehicles, otholes and open lighting, No cycle t cycle repaired	Recreation	Owning a cycle			
9	Male	19-50	Yes	Rarely / Never		speeding vehicles, l	Exercise	Owning a cycle			
10	Male	19-50	Yes	Few days a w			Exercise	Owning a cycle			
11	Male	14 -18	Yes	Few days a w		speeding vehicles,	Recreation	Owning a cycle			
12	Male	19-50	Yes	Daily	exercise	Unpleasant weather, Hard to get cycle repaired	Exercise	Owning a cycle			
13	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			
14	Male	19-50	Yes	Few days a week	exercise	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking	Exercise	Owning a cycle			
15	Female	19-50	Not confident to ride	Rarely / Never	recreation	Potholes and open drains, I cant afford a cycle	Recreation	Owning a cycle			
16	Male	19-50	Yes	Daily	work	Poor street lighting, No cycle parking	Work	Owning a cycle			
17	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles	Exercise	Owning a cycle			

This is what the cleaned sheet would look like

	A	B	C	D	E	F	G	H	I	J
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)		If cycling is safe and convenient, what would you cycle for?		Which would you prefer?
2	Male	19-50	Yes	Only on weekends	exercise	Nothing		Exercise		Owning a cycle
3	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
4	Male	19-50	Yes	Few days a week	recreation	Potholes and open drains		Work		Owning a cycle
5	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
6	Female	19-50	Yes	Only on weekends	exercise	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle parking, Fear of eve-teasing		Work		Owning a cycle
7	Male	19-50	Yes	Few days a week	recreation	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired		Exercise		Owning a cycle
8	Male	19-50	Yes	Only on weekends	recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, Poor street lighting, No cycle parking, Hard to get cycle repaired		Recreation		Owning a cycle
9	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles, I cant afford a cycle		Exercise		Owning a cycle
10	Male	19-50	Yes	Few days a week	exercise	Nothing		Exercise		Owning a cycle
11	Male	14 -18	Yes	Few days a week	recreation	Fear of being hit by speeding vehicles, Poor street lighting		Recreation		Owning a cycle
12	Male	19-50	Yes	Daily	exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion, Unpleasant weather, Hard to get cycle repaired		Exercise		Owning a cycle
13	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
14	Male	19-50	Yes	Few days a week	exercise	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking		Exercise		Owning a cycle
15	Female	19-50	Not confident to ride	Rarely / Never	recreation	Potholes and open drains, I cant afford a cycle		Recreation		Owning a cycle
16	Male	19-50	Yes	Daily	work	Poor street lighting, No cycle parking		Work		Owning a cycle
17	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles		Exercise		Owning a cycle

Open the survey template file from this [link](#)

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

	A	B	C	D	E	F	G	H	I	J	K
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 convenient, what would you cycle for?*	Which would you prefer?		
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Note: The template file has three tabs- Responses, ALL CHARTS and Chart Data



Transfer responses from your CITY DATA file into Template File

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K
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)		If cycling is safe and convenient, what would you cycle for?	Which would you prefer?		
2	Male	19-50	Yes	Only on weekends	exercise	Nothing		Exercise	Owning a cycle		
3	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		
4	Male	19-50	Yes		recreation	Potholes and open drains		Work	Owning a cycle		
5	Male	19-50	Yes		recreation	Fear of being hit by speeding vehicles, Unpleasant weather, No cycle parking, Hard to get cycle repaired		Work	Owning a cycle		
6	Female	19-50	Yes		exercise	Fear of being hit by speeding vehicles, Traffic congestion, Potholes and open drains, Unpleasant weather, No cycle parking, Fear of eve-teasing		Work	Owning a cycle		
7	Male	19-50	Yes		recreation	Fear of being hit by speeding vehicles, Poor street lighting, Hard to get cycle repaired		Exercise	Owning a cycle		
8	Male	19-50	Yes	Only on weekends	recreation	Fear of being hit by speeding vehicles, I cant afford a cycle		Recreation	Owning a cycle		
9	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Potholes and open drains, Poor street lighting, No cycle parking, Hard to get cycle repaired		Exercise	Owning a cycle		
10	Male	19-50	Yes	Few days a week	exercise	Nothing		Exercise	Owning a cycle		
11	Male	14 -18	Yes	Few days a week	recreation	Fear of being hit by speeding vehicles, Poor street lighting		Recreation	Owning a cycle		
12	Male	19-50	Yes	Daily	exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles, pedestrians etc., Traffic congestion, Unpleasant weather, Hard to get cycle repaired		Exercise	Owning a cycle		
13	Male	14 -18	Not confident to ride	Only on weekends	exercise	Fear of being hit by speeding vehicles, Potholes and open drains, Poor street lighting, No cycle parking		Work	Owning a cycle		
14	Male	19-50	Yes	Few days a week	exercise			Exercise	Owning a cycle		
15	Female	19-50	Not confident to ride	Rarely / Never	recreation	Potholes and open drains, I cant afford a cycle		Recreation	Owning a cycle		
16	Male	19-50	Yes	Daily	work	Poor street lighting, No cycle parking		Work	Owning a cycle		
17	Male	19-50	Yes	Rarely / Never	exercise	Fear of being hit by speeding vehicles		Exercise	Owning a cycle		

Step 11: Select all the filled cells- DO NOT select the question row. Press Ctrl+C to copy the cells.

Refresh the tables to update the numbers

Step 14: Click on a chart

Step 15: Click on PivotTable Analyze

Step 16: Click on Refresh

Step 17: Click on Refresh All

Gender of the respondents

Gender	Percentage
Male	79%
Female	21%

Age of the respondents

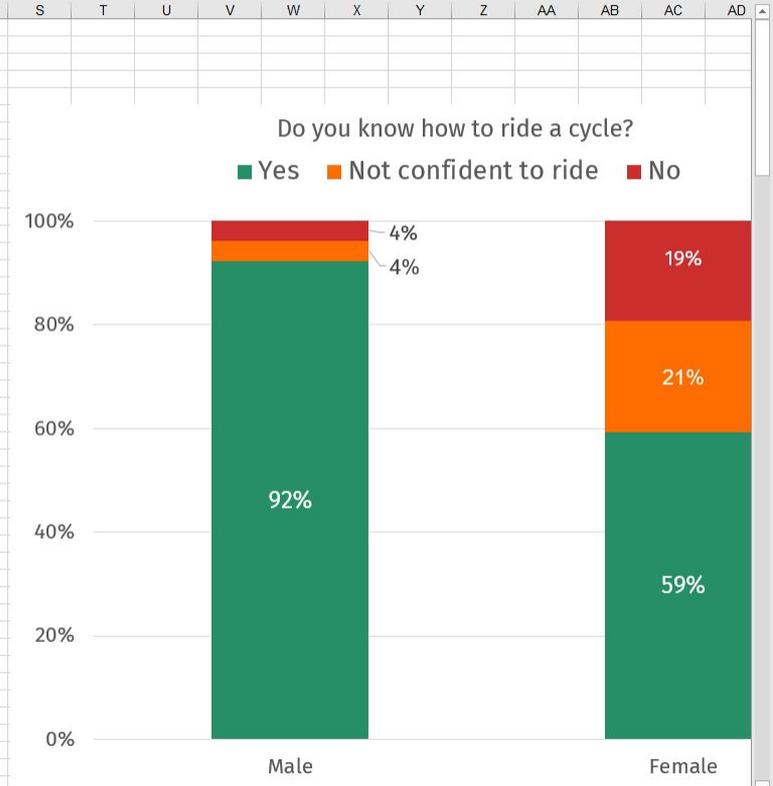
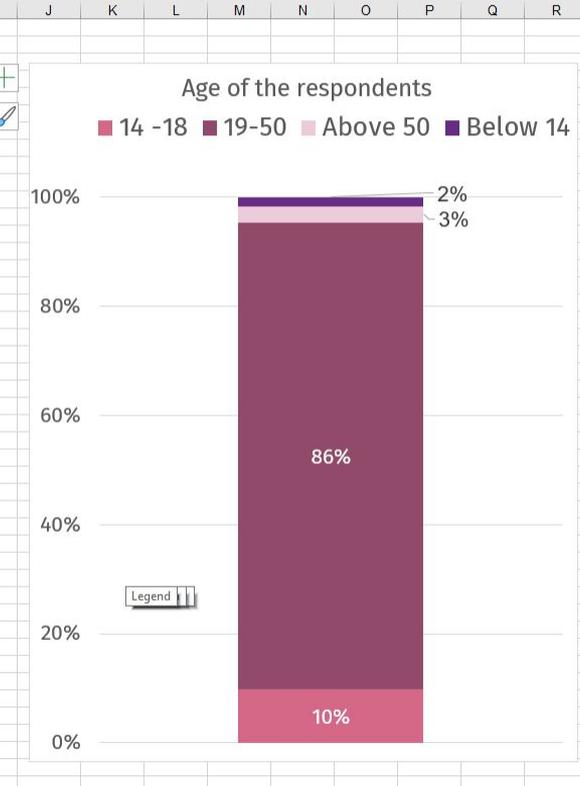
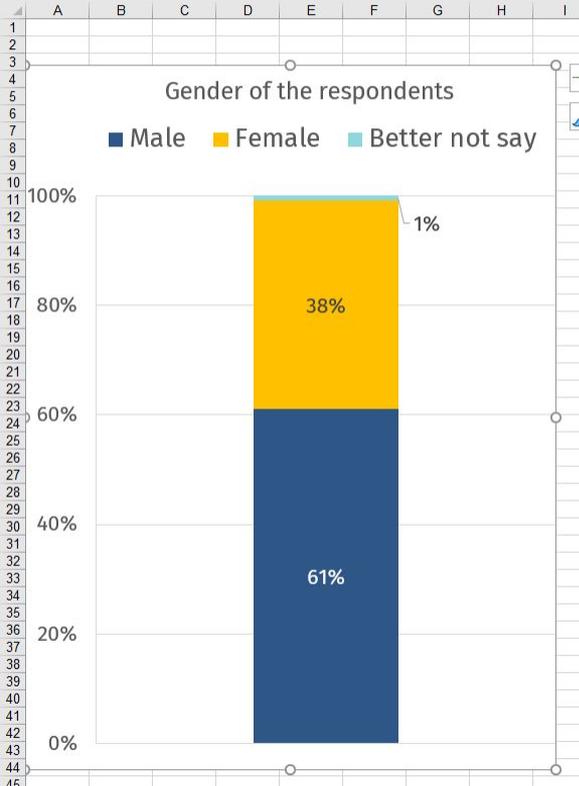
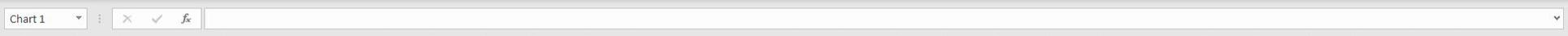
Age Group	Percentage
19-50	88%
Above 50	11%
Below 14	1%

Do you know how to ride a cycle?

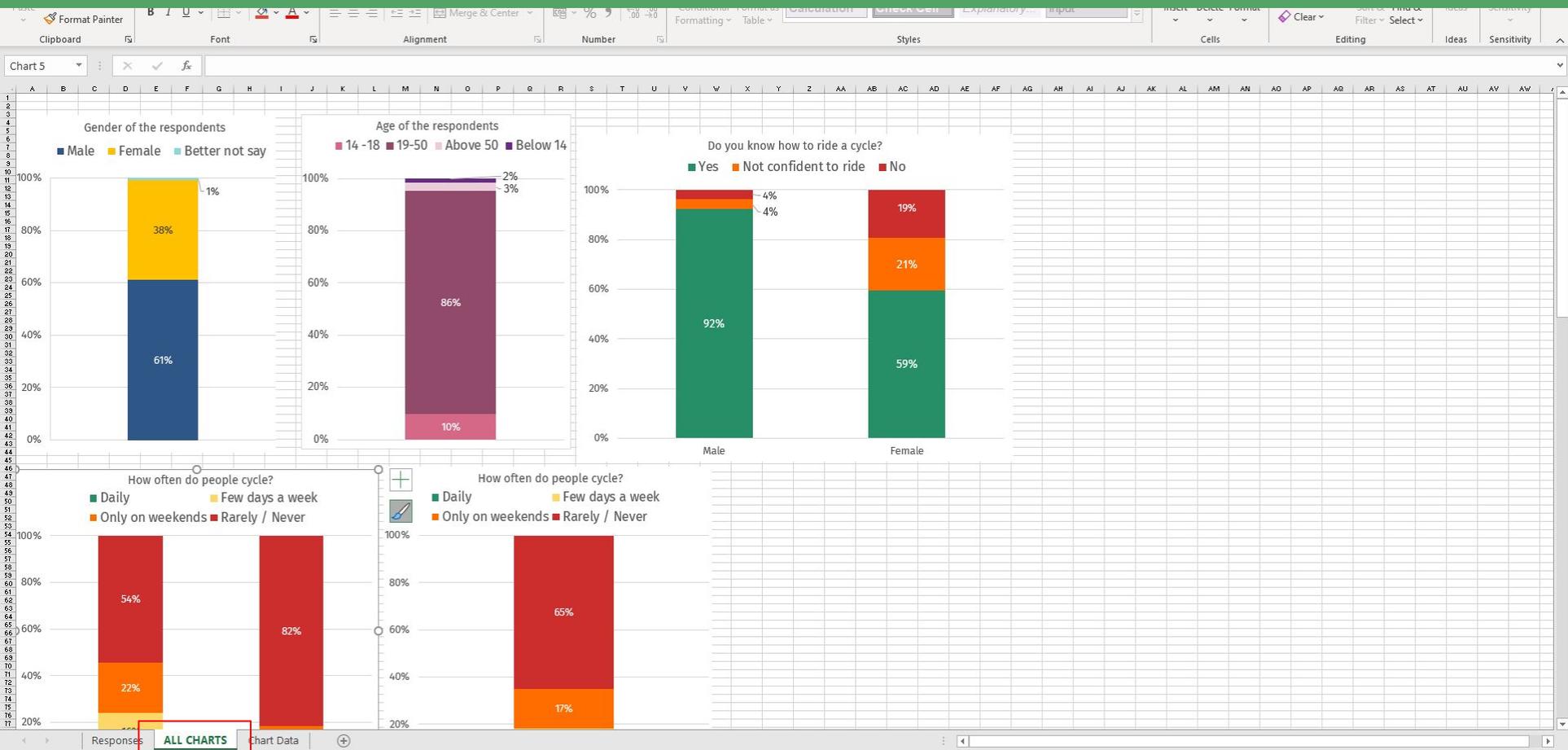
Response	Percentage
Yes	99%
Not confident to ride	5%
No	1%

Refresh All (Ctrl+Alt+F5)
Get the latest data by refreshing all sources in the workbook.

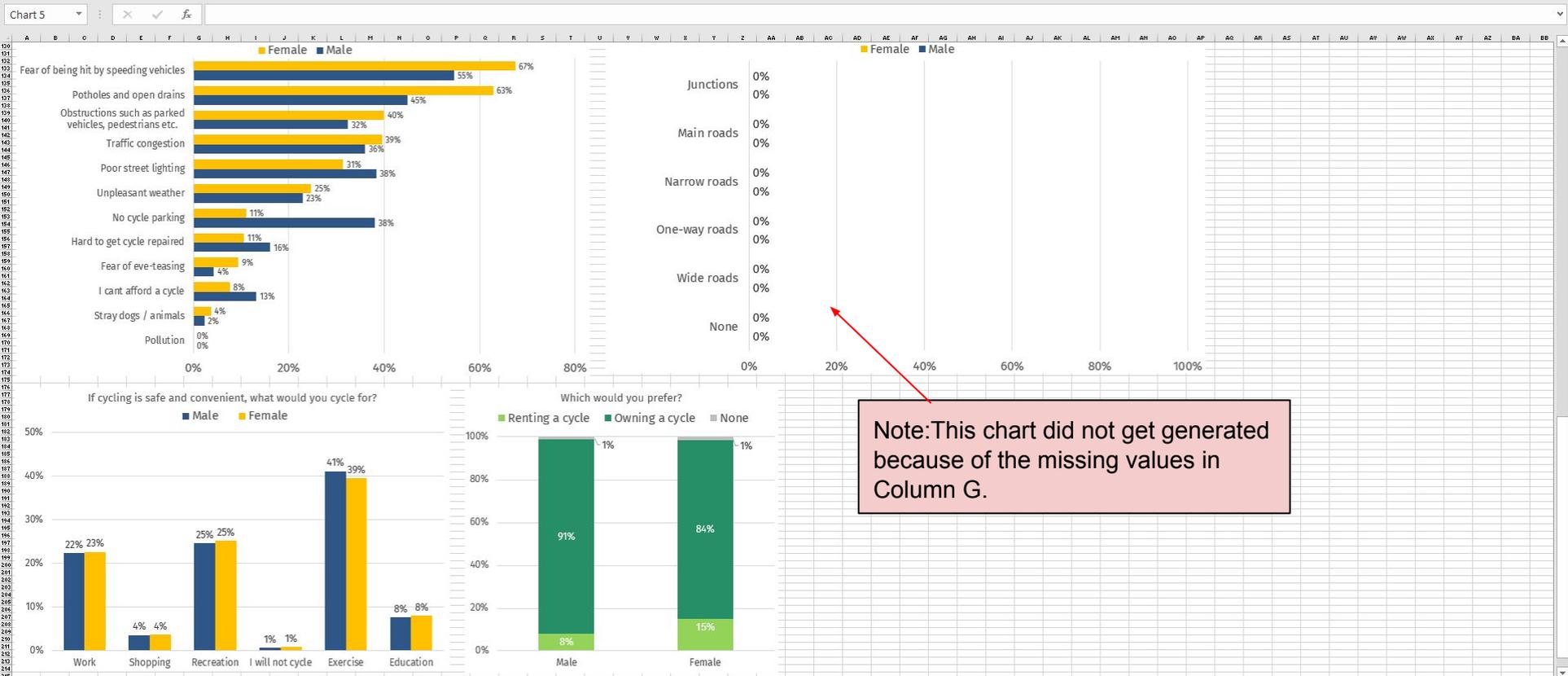
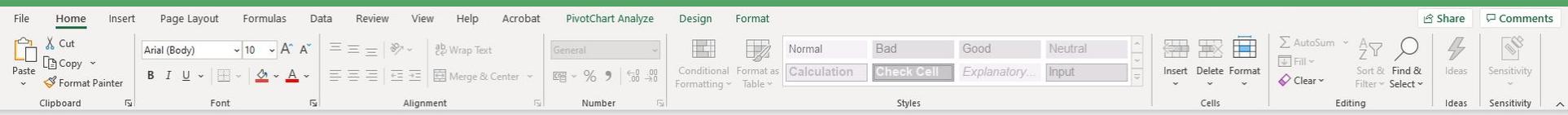
The charts will get updated automatically



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

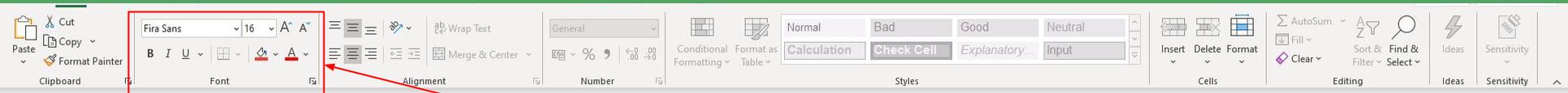


Go through the charts to see if all data points are OK



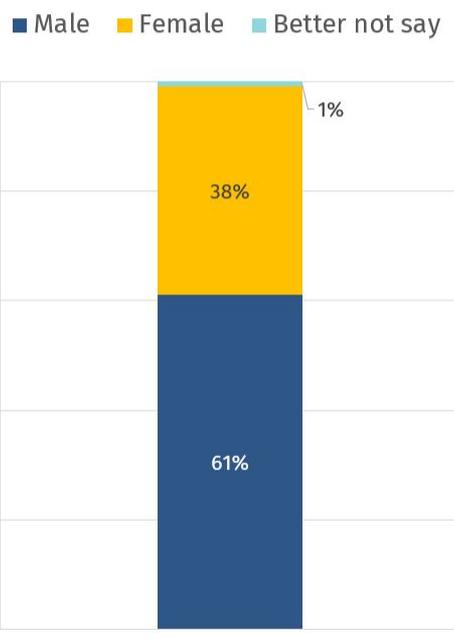
Note: This chart did not get generated because of the missing values in Column G.

Ensure text is readable in the charts

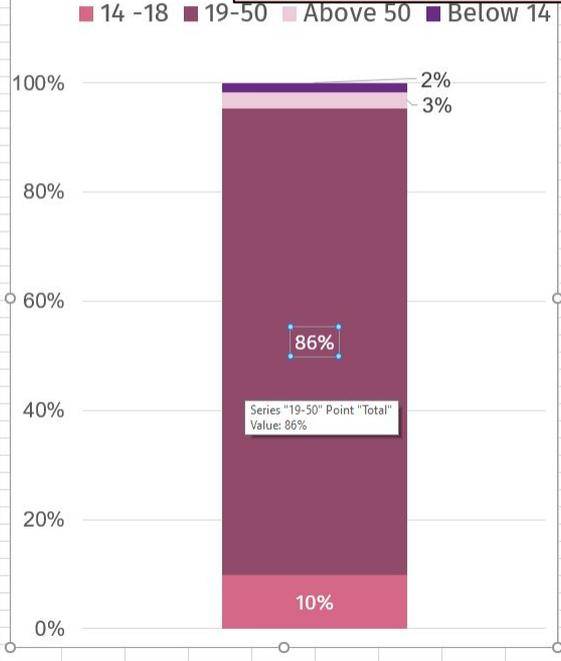


Note: You can change the size and colour of the text using this buttons here

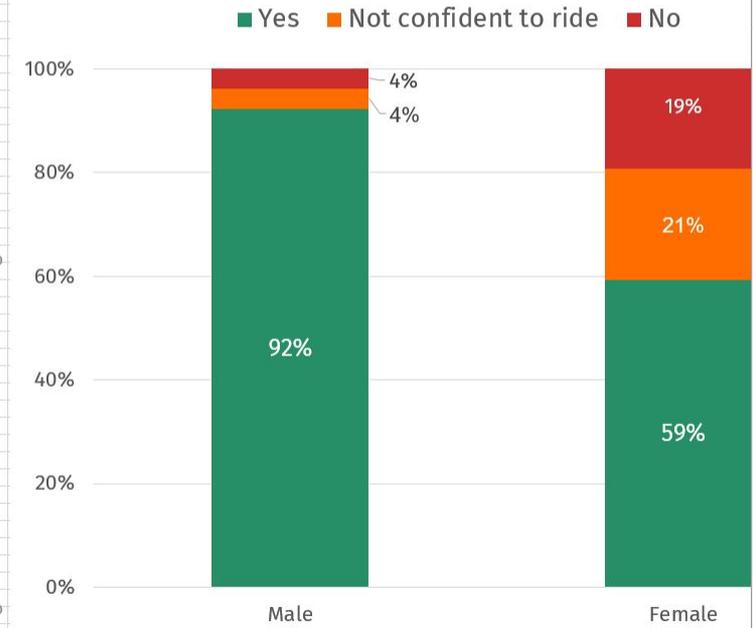
Gender of the respondents



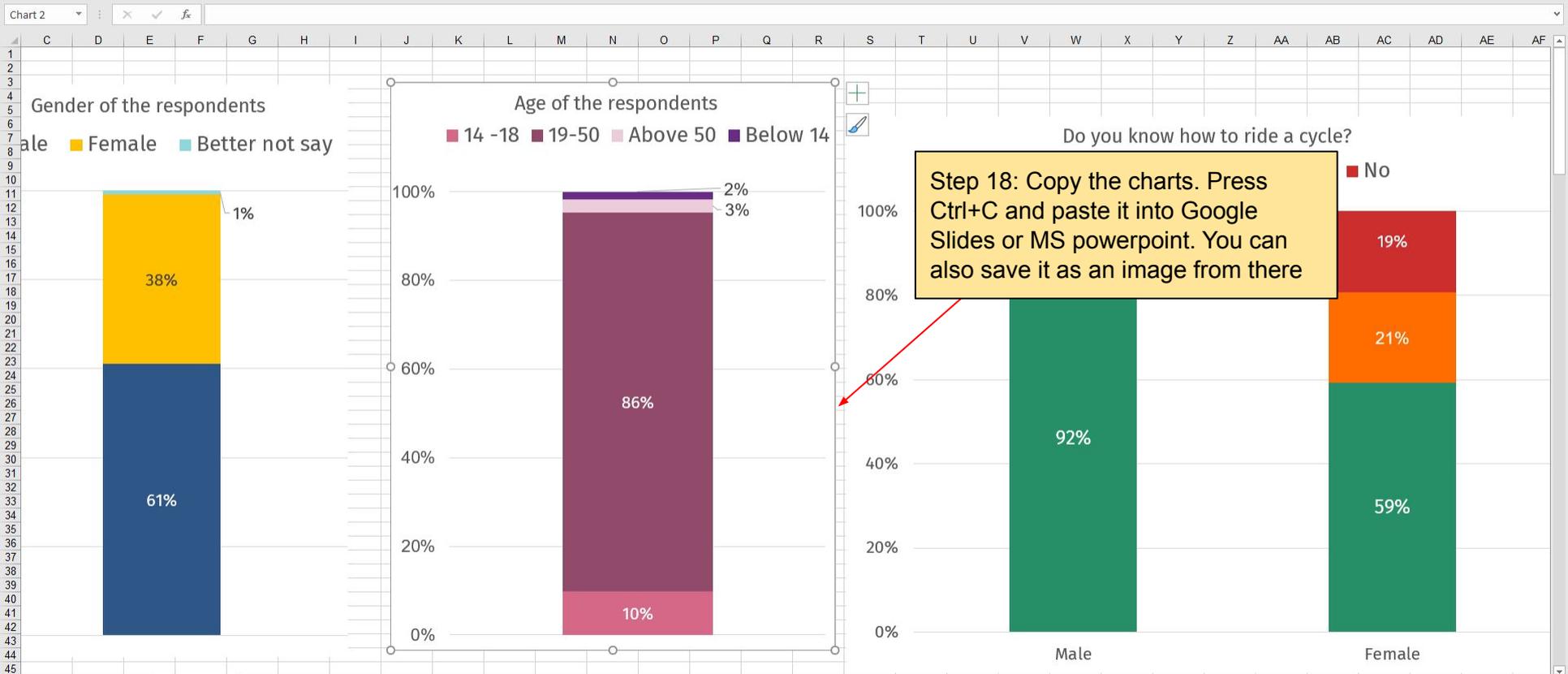
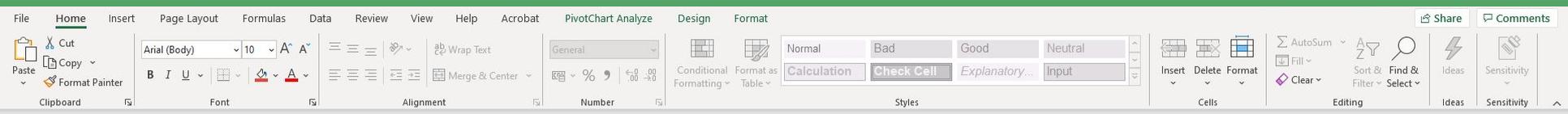
Age of



Do you know how to ride a cycle?



Copy your charts and save it as an image

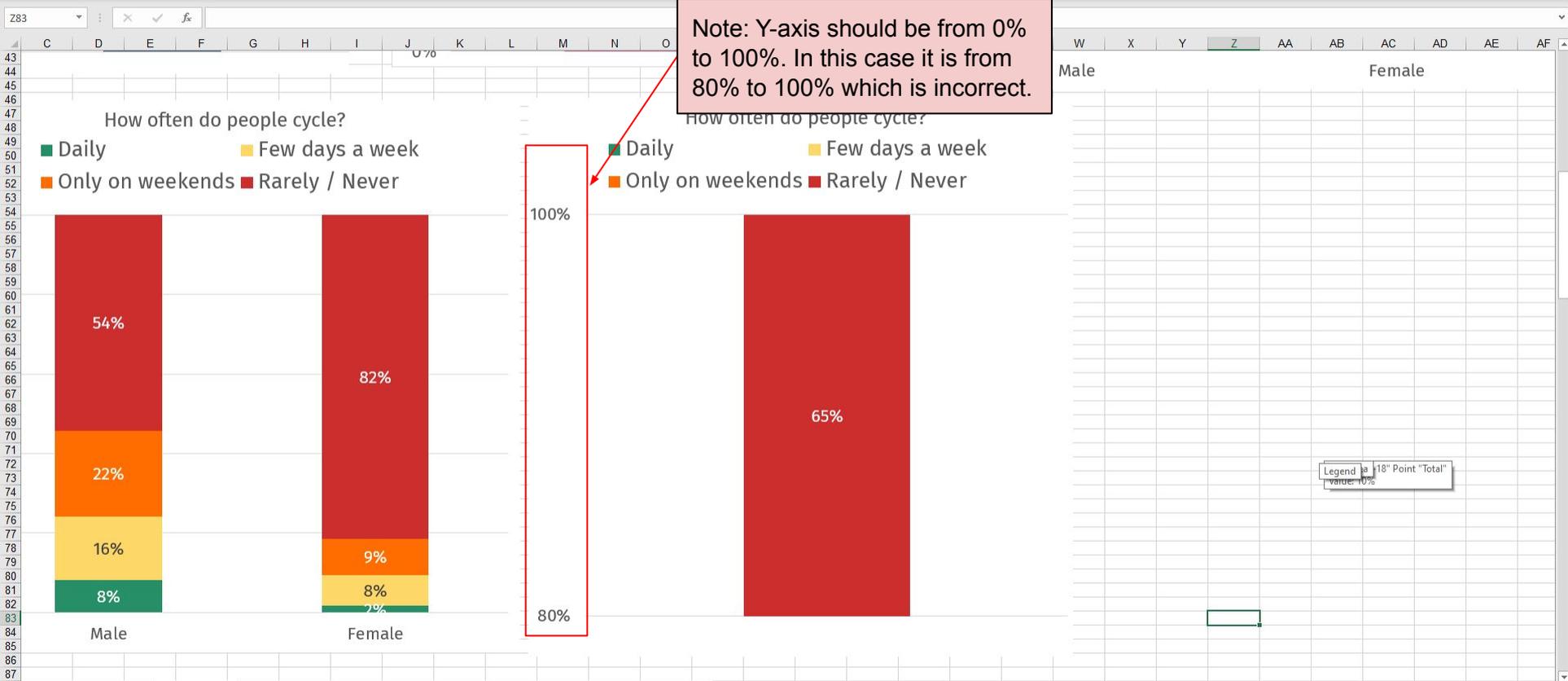
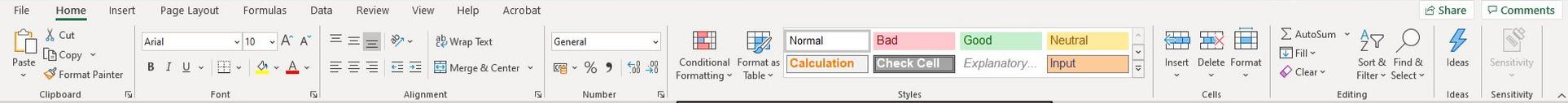


It's that simple!

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%



Legend: #18 Point "Total" value: 10%

Open the Format Options for the chart

File Home Insert Page Layout Formulas Data Review View Help Acrobat PivotChart Analyze **Design** Format

Share Comments

Chart Styles

Primary Horizontal
Primary Vertical
More Axis Options...

How often do people cycle?

■ Daily ■ Few days a week
■ Only on weekends ■ Rarely / Never

80% 60% 40% 20% 0%

Male Female

What do people cycle for?
■ Male ■ Female

Step 1: Click on y-axis

Step 2: Click on Design

Step 3: Click on Add Chart Element

Step 4: Click on Axes

Step 5: Click on More Axis Options

Gender	Daily	Few days a week	Only on weekends	Rarely / Never
Male	15%	0%	20%	50%
Female	4%	8%	9%	79%

Resolved!

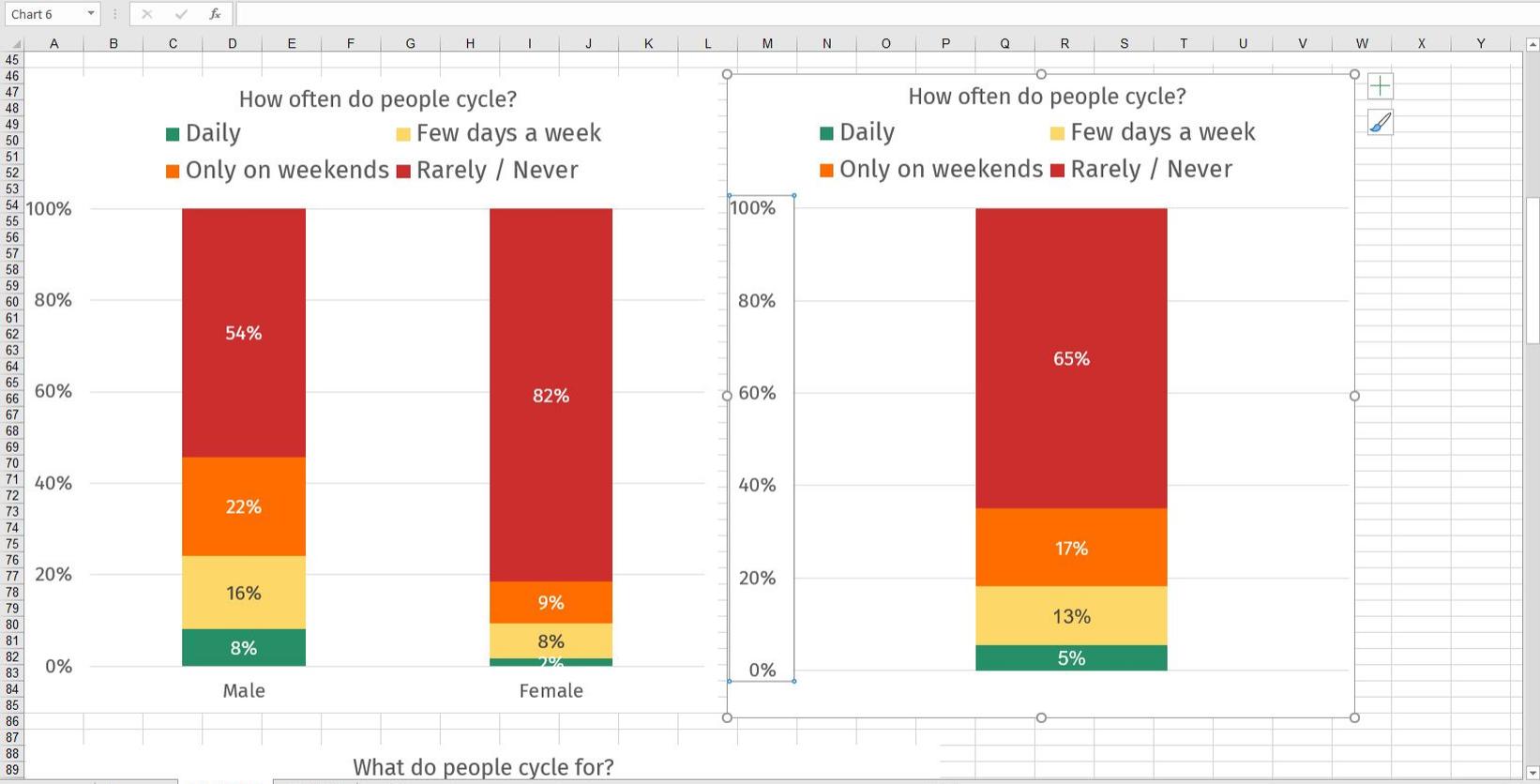
File Home Insert Page Layout Formulas Data Review View Help Acrobat **PivotChart Analyze** Design Format

Chart Name: Chart 6 Active Field: []

Options: Field Settings, Drill Down, Drill Up, PivotChart

PivotChart: Expand Field, Collapse Field, Filter, Refresh, Change Data Source, Clear, Move Chart, Fields, Items, & Sets, OLAP Tools, Relationships, Field List, Field Buttons

Chart 6



Format Axis

Axis Options Text Options

Axis Options

Bounds

Minimum 0.0 Reset

Maximum 1.0 Reset

Units

Major 0.2 Reset

Minor 0.04 Auto

Horizontal axis crosses

Automatic

Axis value 0.8

Maximum axis value

Display units None

Show display units label on chart

Logarithmic scale Base 10

Values in reverse order

Tick Marks

Labels

Number

Error 2- Chart does not show any content

Error- Chart does not show any content

Gender of the respondents

Gender	Percentage
Male	86%
Female	14%

Age of the respondents

Grand Total

Do you know how to ride a cycle?

Response	Male (%)	Female (%)
Yes	99%	91%
Not confident to ride	0%	4%
No	1%	5%

Step 1: Go to Responses tab

Note: This is because the age brackets were changed in your city form. No results show up here.

Observe the corresponding column to find the issue



Gender	Age	Do you know how to ride a cycle?			What are the biggest barriers to cycling in your area (what apply)	Where do you find cycling unsafe?	If cycling is safe and convenient, what would you cycle for?	Which would you prefer?
Male	20 - 30	No			Speeding vehicles	Narrow roads	Work	Owning a cycle
Female	30 - 40	Yes			Speeding vehicles, Obstructions such as parked vehicles	Main roads	Exercise	Renting a cycle
Male	20 - 30	Yes	Only on weekends	Recreation, Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Main roads	Exercise, Recreation, Commuting	Renting a cycle
Male	20 - 30	Yes	Rarely / Never	Not Applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Junctions, One-way roads	Work, Recreation	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Recreation, Exercise	Traffic congestion, Pollution, No exclusive cycle lanes	Main roads, Junctions	Work, Exercise	Owning a cycle
Male	10 - 20	Yes	Few days a week	Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Main roads, Junctions	Education	Owning a cycle
Male	20 - 30	Yes	Few days a week	Work, Recreation, Exercise	Fear of being hit by speeding vehicles, Traffic congestion, Potholes	Main roads, Junctions	Work, Education, Exercise	Owning a cycle
Male	20 - 30	Yes	Only on weekends	Recreation, Exercise	Pollution, Poor street lighting, Unpleasant weather, No cycle parking	Wide roads, Main roads	Work, Exercise, Recreation	Owning a cycle
Male	20 - 30	Yes	Few days a week	Recreation, Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Junctions, One-way roads	Work	Owning a cycle
Male	20 - 30	Yes	Daily	Work, Education, Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Wide roads, Main roads	Work, Education, Exercise	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Not Applicable	Obstructions such as parked vehicles, pedestrians etc., Traffic congestion	Wide roads, Main roads	Work, Education, Exercise	Owning a cycle
Male	30 - 40	Yes	Rarely / Never	Not Applicable	Fear of being hit by speeding vehicles	Main roads	Work	Renting a cycle
Male	20 - 30	Yes	Rarely / Never	Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Main roads, Junctions	Work	Owning a cycle
Male	20 - 30	Yes	Few days a week	Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Wide roads, Main roads, Junctions	Work	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Not Applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Main roads, Junctions	Work, Education, Exercise	Owning a cycle
Female	20 - 30	Yes	Rarely / Never	Not Applicable	Fear of being hit by speeding vehicles, Traffic congestion, Potholes	Main roads, Junctions	Exercise, Recreation, Shopping	Renting a cycle
Female	20 - 30	No	Rarely / Never	Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Wide roads, Main roads	Work, Education	Owning a cycle
Male	20 - 30	Yes	Few days a week	Recreation, Exercise	Obstructions such as parked vehicles, pedestrians etc., Traffic congestion	Narrow roads, Junctions, One-way roads	Work, Education, Exercise	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Not Applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Foot Paths are being used by traffic	Education, Exercise, Recreation	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Work, Recreation, Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Main roads, Junctions	Work, Education, Exercise	Owning a cycle
Male	20 - 30	Yes	Rarely / Never	Not Applicable	Traffic congestion, Potholes and open drains, No cycle parking, No cycle lanes	Junctions	Education, Recreation	Owning a cycle
Male	30 - 40	Yes	Only on weekends	Recreation, Exercise	Potholes and open drains, No cycle parking, No exclusive cycle lanes	Narrow roads	Exercise, Recreation	Owning a cycle
Female	20 - 30	Yes	Rarely / Never	Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Wide roads, Main roads	Exercise, Recreation	Owning a cycle
Male	20 - 30	Yes	Only on weekends	Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Wide roads, One-way roads	Work, Education, Recreation	Owning a cycle
Male	30 - 40	Yes	Daily	Work	Fear of being hit by speeding vehicles, Potholes and open drains, Speeding vehicles	Main roads	Work	Owning a cycle
Female	20 - 30	Yes	Rarely / Never	Recreation	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Main roads, Junctions	Work, Exercise, Recreation	Renting a cycle
Female	20 - 30	Yes	Few days a week	Exercise	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Main roads, Junctions	Work, Education, Exercise	Owning a cycle
Male	50 Above	Yes	Not applicable	Not applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Wide roads, Main roads, Junctions	Work, Exercise, Recreation	Owning a cycle
Male	30 - 40	Yes	Not applicable	Not applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Wide roads, Main roads	Work, Exercise	Owning a cycle
Male	20 - 30	Yes	Not applicable	Not applicable	Fear of being hit by speeding vehicles, Obstructions such as parked vehicles	Narrow roads, Main roads, Junctions	Work, Education, Exercise	Owning a cycle
Male	20 - 30	Yes	Not applicable	Not applicable	Fear of being hit by speeding vehicles, Traffic congestion, Potholes	Narrow roads, Junctions, One-way roads	Exercise, Recreation	Owning a cycle
Male	20 - 30	Yes	Not applicable	Not applicable	Fear of being hit by speeding vehicles, Potholes and open drains, Pollution	Junctions	Work, Exercise, Recreation	Owning a cycle
Male	30 - 40	Yes	Only on weekends	Recreation, Exercise	Obstructions such as parked vehicles, pedestrians etc., Pollution	Junctions	Exercise, Recreation	Owning a cycle
Male	20 - 40	Yes	Only on weekends	Exercise	Pollution	Narrow roads	Exercise	Owning a cycle

Step 2: Note the different age categories here. You can refer your CITY Survey form to get the different categories.

Step 3: Go to Chart Data tab

Select the right categories

The screenshot shows the Microsoft Excel ribbon with the **Data** tab selected. The PivotTable field list for 'Age of the respondents' is visible, showing the following categories:

- Count of Gender
- Gender of the
- Count of Gender
- Age of the
- Count of Age
- Do you know
- Count of Do you k
- Row Labels
- Male
- Female
- Grand Total
- How often do
- you cycle?
- Count of How ofte
- Row Labels
- Male
- Female
- Grand Total
- How often do
- Count of How ofte
- What do you

A yellow callout box with a red arrow pointing to the 'Age of the' filter button contains the text: **Step 4: Click on the filter button here**

The screenshot shows the 'Sort & Filter' task pane for the 'Age of the' field. The 'Value Filters' section is expanded, showing a list of age categories with checkboxes:

- (Select All)
- `
- Below 14
- 14 - 18
- 19 - 50
- Above 50
- (blank)
- 20 - 30
- 30 - 40
- 10 - 20
- 50 Above
- 40 - 50
- Below 10

A yellow callout box with a red arrow pointing to the '19 - 50' category contains the text: **Step 5: Put tick marks to select the age categories in your form. Remove tick marks from the ones not present.**

The screenshot shows the 'Sort & Filter' task pane for the 'Age of the' field. The 'Value Filters' section is expanded, showing a list of age categories with checkboxes, all of which are selected:

- (Select All)
- `
- Below 14
- 14 - 18
- 19 - 50
- Above 50
- (blank)
- 20 - 30
- 30 - 40
- 10 - 20
- 50 Above
- 40 - 50
- Below 10

A pink callout box with a red arrow pointing to the '19 - 50' category contains the text: **Note: This is how it should look.**

Categories are updated, but order is incorrect

Get & Transform Data

From Text/CSV Web Range Sources

From Table/Range Sources

Recent Sources

Existing Connections

Refresh All

Properties Edit Links

Queries & Connections

C15

20 - 30

	B	C	D	E	F	G	H	I
1								
2	Count of							
3		Column Labels						
4		Male	Femal	Grand				
5	Count of	4351	734	5085				
6								
7	Gender of							
8		Column Labels						
9		Male	Female	Grand Total				
10	Count of Gen	86%	14%	100%				
11								
12								
13	Age of the							
14		Column Labels						
15		20 - 30	30 - 40	10 - 20	50 Above	40 - 50	Below 10	Grand Total
16	Count of Age	37%	35%	3%	7%	17%	0%	100%
17								
18								
19	Do you know							
20	Count of Do y	Column Labels						
21	Row Label	Yes	Not cor	No	Grand Total			
22	Male	99%	0%	1%	100%			
23	Female	91%	4%	5%	100%			
24	Grand Total	98%	1%	1%	100%			
25								
26								
27	How often do							
28	you cycle?							
29	Count of How	Column Labels						
30	Row Label	Daily	Few d	Only or	Rarely / N	Grand Total		
31	Male	21%	32%	22%	25%	100%		
32	Female	12%	22%	19%	47%	100%		
33	Grand Total	20%	30%	22%	28%	100%		
34								
35	How often do							
36	Count of How	Column Labels						
37	Row Label	Daily	Few d	Only or	Rarely / N	Grand Total		
38	Male	20%	30%	22%	28%	100%		
39								
40								
41	What do you							
42	Purpose	Male	Femal		Total	Total no.		
			e	Male	Female	of female		
						responde		

Responses ALL CHARTS Chart Data

11								
12								
13	Age of the							
14		Column Labels						
15		20 - 30	30 - 40	10 - 20	50 Above	40 - 50	Below 10	Grand Total
16	Count of Age	37%	35%	3%	7%	17%	0%	100%
17								
18								

Note: Now it has the age categories according to your form. But the order of the age is not correct. It should be in increasing order. We will change this.

Rearrange the responses into the right order

Gender of	Male	Female	Grand Total
Count of Gender	86%	14%	100%

Age of the	Below 10	10 - 20	20 - 30	30 - 40	40 - 50	50 Above	Grand Total
Count of Age	37%	0%	3%	37%	35%	17%	100%

Do you know	Yes	No
Count of Do you know	99%	1%
Male	99%	1%
Female	91%	9%
Grand Total	98%	2%

How often do you cycle?	Daily	Weekly	Monthly	Other
Count of How often do you cycle?	21%	2%	2%	75%
Male	21%	2%	2%	75%
Female	12%	2%	2%	84%
Grand Total	20%	2%	2%	76%

How often do you exercise?	Daily	Weekly	Monthly	Other
Count of How often do you exercise?	20%	2%	2%	76%
Male	20%	2%	2%	76%
Female	20%	2%	2%	76%
Grand Total	20%	2%	2%	76%

What do you do	Male	Female
Count of What do you do	20%	2%
Male	20%	2%
Female	20%	2%
Grand Total	20%	2%

Step 6: Right click on the cell with the age category written. Click on move.

Move "30 - 40" to Beginning
Move "30 - 40" Up
Move "30 - 40" Down
Move "30 - 40" to End
Move "Age" to Beginning
Move "Age" Up
Move "Age" Down
Move "Age" to End
Move "Age" to Rows

Step 7: Click on these options to rearrange the categories. Do it for each cell till you get it in the correct order.

Age of the	Below 10	10 - 20	20 - 30	30 - 40	40 - 50	50 Above	Grand Total
Count of Age	0%	3%	37%	35%	17%	7%	100%

Note: This is what it would look like after rearranging.

Resolved!

Step 8: Click on a chart

Step 9: Click on PivotTable Analyze

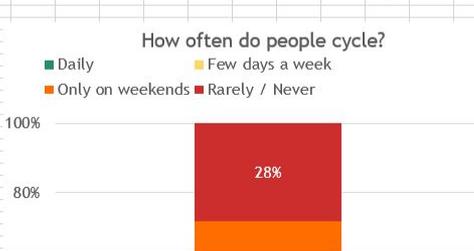
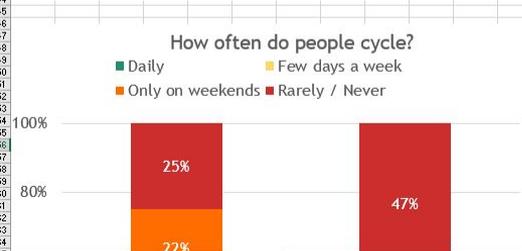
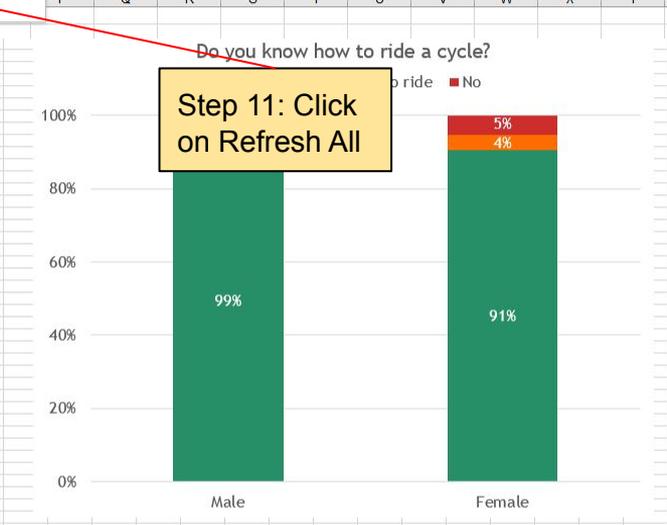
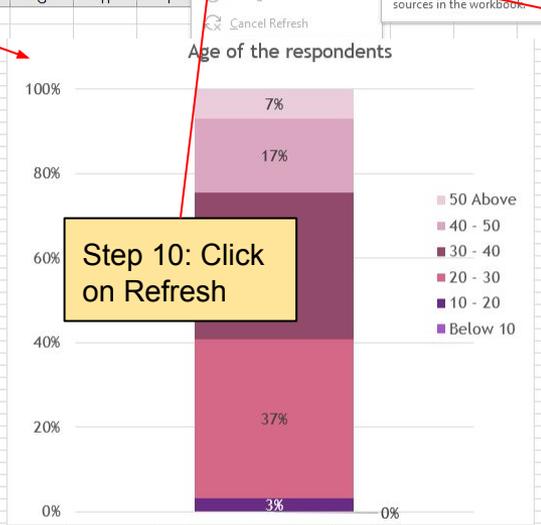
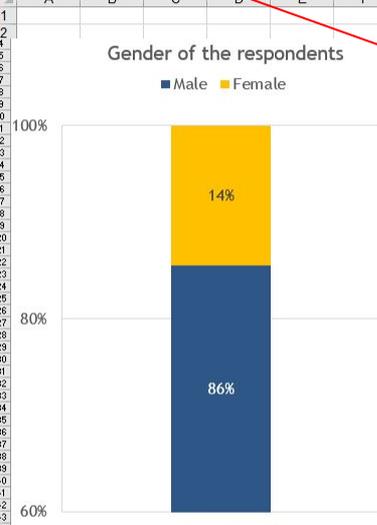
Step 10: Click on Refresh

Step 11: Click on Refresh All

Refresh All (Ctrl+Alt+F5)
Get the latest data by refreshing all sources in the workbook.

Chart N
Chart 1
Opt
Pivot

Refresh Change Data Source Clear Move Chart
Refresh Refresh All Refresh Status Cancel Refresh
Fields, Items, & Sets OLAP Relationships Field List Field Buttons Show/Hide
Calculations



Fill

- No fill
- Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill

Line

- No line
- Solid line
- Gradient line

Plot Area

Thank you

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