



# Streets for People

CHALLENGE

WORKSHOP 4

## Steps to analyse the perception survey data

- W4

Templates & guides

# Streets for People

CHALLENGE

Do you feel safe to walk  
in the city's streets?

**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!

## **TO ANALYSE THE DATA**

**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!**

# Go to your form and click on “responses” tab



Questions Response

Step 1- Click on “Responses”

1137 responses



Accepting responses

Step 2- Click on this button

Waiting for responses

# The responses open in Google Sheets



Streets for People Challenge : Perception Survey (Responses) ☆ 📁 ☁

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Share

Step 3- Click on file

Timestamp	A	B	C	D	E	F	G	H	I	J	K	L
1	Timestamp	Gender		Do you use a personal m	Do you use a personal m	Do you feel safe walking	What problems do you fa	Would you like the street	Would you like the street	Would you like the street	Do the streets in the city	Do
2	12/9/2020 12:44:04	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
3	12/9/2020 13:15:05	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
4	12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstru	Yes	No	Yes	No	No
5	12/9/2020 14:26:34	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	No	No	No
6	12/9/2020 15:46:01	Male	36-50	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
7	12/9/2020 15:55:26	Male	19-35	No	No	No	Broken footpaths, Garba	Yes	Yes	Yes	Yes	No
8	12/9/2020 16:00:36	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	No
9	12/9/2020 16:05:40	Male	36-50	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
10	12/9/2020 16:27:25	Female	19-35	No	No	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
11	12/9/2020 16:35:13	Female	19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
12	12/9/2020 16:56:27	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	Yes
13	12/9/2020 17:58:28	Male	19-35	No	No	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
14	12/9/2020 19:11:36	Male	36-50	No	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	Yes
15	12/9/2020 19:29:02	Male	19-35	No	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
16	12/9/2020 19:29:38	Male	51-65	No	No	No	Broken footpaths, Obstru	Yes	No	No	No	No
17	12/9/2020 20:04:51	Male	19-35	Yes	Yes	No	Broken footpaths, Poor s	Yes	Yes	Yes	No	No
18	12/9/2020 20:16:14	Female	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	No
19	12/9/2020 20:21:28	Male	19-35	Yes	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
20	12/9/2020 22:52:56	Male	19-35	No	Yes	No	Broken footpaths, Poor s	Yes	Yes	Yes	No	No
21	12/10/2020 6:22:56	Male	36-50	No	Yes	No	Broken footpaths, Obstru	Yes	No	No	No	No
22	12/10/2020 6:29:05	Male	51-65	Yes	Yes	No	Broken footpaths, Obstru	No	No	No	Yes	Yes
23	12/10/2020 6:31:00	Female	19-35	No	No	No	Broken footpaths, Fear o	Yes	Yes	Yes	No	Yes
24	12/10/2020 6:34:20	Male	36-50	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
25	12/10/2020 6:42:43	Male	19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
26	12/10/2020 7:06:31	Male	36-50	No	No	Yes	Lack of spaces to sit, Ga	Yes	Yes	Yes	Yes	Yes
27	12/10/2020 7:35:30	Male	36-50	Yes	No	No	Broken footpaths, Fear o	Yes	Yes	Yes	No	Yes
28	12/10/2020 7:35:50	Female	19-35	No	Yes	Yes	Broken footpaths, Obstru	Yes	No	No	No	No
29	12/10/2020 7:37:01	Male	36-50	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
30	12/10/2020 7:41:35	Male	19-35	Yes	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	No
31	12/10/2020 7:46:36	Male	Above 65	No	Yes	No	Broken footpaths, Fear o	Yes	Yes	Yes	No	No
32	12/10/2020 8:03:38	Male	36-50	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	Yes
33	12/10/2020 8:11:27	Male	Above 65	No	Yes	No	Broken footpaths, Obstru	Yes	No	No	No	No
34	12/10/2020 8:14:48	Male	51-65	No	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
35	12/10/2020 8:15:22	Male	36-50	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	Yes
36	12/10/2020 8:15:55	Male	19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
37	12/10/2020 8:17:14	Male	Above 65	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No



Form Responses 1



Explore

# Download the MS Excel version

Streets for People Challenge : Perception Survey (Responses) ☆ 📁 🌐

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Import

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Rename

Move

Add shortcut to Drive

Move to trash

Publish to the web

Document details

Spreadsheet settings

Print 🖨️

Microsoft Excel (.xlsx) ←

OpenDocument format (.ods)

PDF document (.pdf)

Web page (.html, zipped)

Comma-separated values (.csv, current sheet)

Tab-separated values (.tsv, current sheet)

**Step 4- Click on Download>MS Excel**

	B	C	D	E	F	G	H	I	J	K	L
1		Age	Do you use a personal m	Do you use a personal m	Do you feel safe walking	What problems do you fa	Would you like the street	Would you like the street	Would you like the street	Do the streets in the city	Do
2		19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
3		19-35	Yes	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
4		36-50	No	Yes	No	Broken footpaths, Obstru	Yes	No	Yes	No	No
5		19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	No	No	No
6		36-50	No	No	No	Broken footpaths, Obstru	Yes	No	Yes	No	No
7		19-35	No	No	No	Broken footpaths, Garba	Yes	Yes	Yes	Yes	No
8		19-35	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	No
9		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
10		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
11		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
12		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	Yes
13		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
14		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	Yes
15		19-35	Yes	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
16		19-35	Yes	No	No	Broken footpaths, Obstru	Yes	No	No	No	No
17		19-35	Yes	Yes	No	Broken footpaths, Poor s	Yes	Yes	Yes	No	No
18		19-35	No	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
19		19-35	Yes	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
20		19-35	No	Yes	No	Broken footpaths, Poor s	Yes	Yes	Yes	No	No
21		36-50	No	Yes	No	Broken footpaths, Obstru	No	No	No	No	No
22		51-65	Yes	Yes	No	Broken footpaths, Obstru	No	No	No	Yes	Yes
23		19-35	No	No	No	Broken footpaths, Fear o	Yes	Yes	Yes	No	Yes
24		36-50	Yes	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
25		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
26		36-50	No	No	Yes	Lack of spaces to sit, Ga	Yes	Yes	Yes	Yes	Yes
27	12/10/2020 7:35:30	Male	36-50	Yes	No	Broken footpaths, Fear o	Yes	No	Yes	No	No
28	12/10/2020 7:35:50	Female	19-35	No	Yes	Broken footpaths, Obstru	Yes	No	No	No	No
29	12/10/2020 7:37:01	Male	36-50	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
30	12/10/2020 7:41:35	Male	19-35	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	No
31	12/10/2020 7:46:36	Male	Above 65	No	Yes	Broken footpaths, Fear o	Yes	Yes	Yes	No	No
32	12/10/2020 8:03:38	Male	36-50	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	Yes	Yes
33	12/10/2020 8:11:27	Male	Above 65	No	Yes	Broken footpaths, Obstru	No	No	No	No	No
34	12/10/2020 8:14:48	Male	51-65	No	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
35	12/10/2020 8:15:22	Male	36-50	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	Yes
36	12/10/2020 8:15:55	Male	19-35	Yes	Yes	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
37	12/10/2020 8:17:14	Male	Above 65	Yes	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No

+ ☰ Form Responses 1 ▾ Explore

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

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

**Note: The first row shows the questions**

**Step 5- Enable editing to start editing.**

Timestamp	Gender	Age	Do you use a personal mo	Do you use a personal mo	Do you feel safe walking in	What problems do you face	Would you like the streets if	Would you like the streets if	Would you like the streets if	Do the streets in the city pr
12/9/2020 12:44:04	Male	19-35	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	No	No
12/9/2020 13:15:05	Male	19-35	Yes	Yes	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	No	Yes	No	No
12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	No	No	No
12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 13:52:15	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 16:35:13	Female	19-35	No	No	Yes	Broken footpaths, Obstruct	Yes	Yes	No	No
12/9/2020 16:56:27	Male	19-35	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 17:58:28	Male	19-35	No	No	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 19:11:36	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	Yes
12/9/2020 19:29:02	Male	19-35	No	Yes	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 19:29:38	Male	51-65	No	No	No	Broken footpaths, Obstruct	Yes	No	No	No
12/9/2020 20:04:51	Male	19-35	Yes	Yes	No	Broken footpaths, Poor stre	Yes	Yes	No	No
12/9/2020 20:16:14	Female	19-35	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	Yes
12/9/2020 20:21:28	Male	19-35	Yes	Yes	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/9/2020 22:52:56	Male	19-35	No	Yes	No	Broken footpaths, Poor stre	Yes	Yes	Yes	No
12/10/2020 6:22:56	Male	36-50	No	Yes	No	Broken footpaths, Obstruct	Yes	No	No	No
12/10/2020 6:29:05	Male	51-65	Yes	Yes	No	Broken footpaths, Obstruct	No	No	No	Yes
12/10/2020 6:31:00	Female	19-35	No	No	No	Broken footpaths, Fear of t	Yes	Yes	No	No
12/10/2020 6:34:20	Male	36-50	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 6:42:43	Male	19-35	No	No	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 7:06:31	Male	36-50	No	No	Yes	Lack of spaces to sit, Garb	Yes	Yes	Yes	Yes
12/10/2020 7:35:30	Male	36-50	Yes	No	No	Broken footpaths, Fear of t	Yes	Yes	Yes	No
12/10/2020 7:35:50	Female	19-35	No	Yes	Yes	Broken footpaths, Obstruct	Yes	No	No	No
12/10/2020 7:37:01	Male	36-50	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 7:41:35	Male	19-35	Yes	Yes	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	Yes
12/10/2020 7:46:36	Male	Above 65	No	Yes	No	Broken footpaths, Fear of t	Yes	Yes	Yes	No
12/10/2020 8:03:38	Male	36-50	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	Yes
12/10/2020 8:11:27	Male	Above 65	No	Yes	No	Broken footpaths, Obstruct	Yes	No	No	No
12/10/2020 8:14:48	Male	51-65	No	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:15:22	Male	36-50	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:15:55	Male	19-35	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:17:14	Male	Above 65	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:30:31	Male	19-35	Yes	Yes	No	Broken footpaths, Obstruct	Yes	Yes	Yes	Yes
12/10/2020 8:37:20	Female	14-18	No	No	No	Broken footpaths, Fear of t	Yes	Yes	Yes	No
12/10/2020 8:41:13	Female	Below 14	Yes	No	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:45:49	Male	14-18	No	No	Yes	Broken footpaths, Obstruct	Yes	Yes	Yes	No
12/10/2020 8:46:48	Male	19-35	No	No	No	Obstructions such as park	Yes	Yes	Yes	Yes
12/10/2020 8:50:23	Male	14-18	No	No	Yes	Obstructions such as park	Yes	Yes	Yes	Yes
12/10/2020 8:51:39	Male	51-65	Yes	Yes	No	Broken footpaths, Obstruct	No	No	No	No

# Wrap and Auto-fit the text for better readability

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Format' group is active. The 'Wrap Text' button is highlighted with a red arrow. A yellow callout box points to it with the text: "Step 6- Press Ctrl+A and click on 'Wrap text'".

The 'Format' menu is open, and the 'AutoFit Row Height' option is highlighted with a red arrow. A second yellow callout box points to it with the text: "Step 7- Click on Format>Autofit Row Height".

The background shows a spreadsheet with columns A through K. The first column is labeled 'Timestamp', and the second is 'Gender'. The data includes dates, times, and gender information for various entries.

	A	B	C	D	E	F	G	H	I	J	K
1	Timestamp	Gender	Age	Do you use a personal mot	Do you use a personal mot						
2	12/9/2020 12:44:04	Male	19-35	Yes	Yes						
3	12/9/2020 13:15:05	Male	19-35	Yes	Yes						
4	12/9/2020 13:52:15	Male	36-50	No	Yes						
5	12/9/2020 14:26:34	Male	19-35	Yes	Yes						
6	12/9/2020 15:46:01	Male	36-50	No	No						
7	12/9/2020 15:55:26	Male	19-35	No	No						
8	12/9/2020 16:00:36	Male	19-35	Yes	Yes						
9	12/9/2020 16:05:40	Male	36-50	Yes	No						
10	12/9/2020 16:27:25	Female	19-35	No	No						
11	12/9/2020 16:35:13	Female	19-35	No	No						
12	12/9/2020 16:56:27	Male	19-35	Yes	Yes						
13	12/9/2020 17:58:28	Male	19-35	No	No						
14	12/9/2020 19:11:36	Male	36-50	No	Yes						
15	12/9/2020 19:29:02	Male	19-35	No	Yes						
16	12/9/2020 19:29:38	Male	51-65	No	No						
17	12/9/2020 20:04:51	Male	19-35	Yes	Yes						
18	12/9/2020 20:16:14	Female	19-35	Yes	Yes						
19	12/9/2020 20:21:28	Male	19-35	Yes	Yes						
20	12/9/2020 22:52:56	Male	19-35	No	Yes						
21	12/10/2020 6:22:56	Male	36-50	No	Yes						
22	12/10/2020 6:29:05	Male	51-65	Yes	Yes						
23	12/10/2020 6:31:00	Female	19-35	No	No						
24	12/10/2020 6:34:20	Male	36-50	Yes	Yes						
25	12/10/2020 6:42:43	Male	19-35	No	No						
26	12/10/2020 7:06:31	Male	36-50	No	No						
27	12/10/2020 7:35:30	Male	36-50	Yes	No						
28	12/10/2020 7:35:50	Female	19-35	No	Yes						
29	12/10/2020 7:37:01	Male	36-50	Yes	Yes						
30	12/10/2020 7:41:35	Male	19-35	Yes	Yes						
31	12/10/2020 7:46:36	Male	Above 65	No	Yes						
32	12/10/2020 8:03:38	Male	36-50	Yes	Yes						
33	12/10/2020 8:11:27	Male	Above 65	No	Yes						
34	12/10/2020 8:14:48	Male	51-65	No	Yes						
35	12/10/2020 8:15:22	Male	36-50	Yes	Yes						
36	12/10/2020 8:15:55	Male	19-35	Yes	Yes						
37	12/10/2020 8:17:14	Male	Above 65	Yes	No						
38	12/10/2020 8:30:31	Male	19-35	Yes	Yes						
39	12/10/2020 8:37:20	Female	14-18	No	No						
40	12/10/2020 8:41:13	Female	Below 14	Yes	No						
41	12/10/2020 8:45:49	Male	14-18	No	Yes						
42	12/10/2020 8:46:48	Male	19-35	No	No						
43	12/10/2020 8:50:23	Male	14-18	No	No						
44	12/10/2020 8:51:39	Male	51-65	Yes	Yes						

# Observe ROW 1 and match questions with next slide

Microsoft Excel ribbon showing tabs: Home, Insert, Page Layout, Formulas, Data, Review, View. The ribbon includes various toolbars for text formatting (font face, size, bold, italic, underline), alignment (wrap text, merge & center), general settings (background color, percentage, decimal places), and data manipulation (conditional formatting, format as table, cell styles, insert, delete, format, auto sum, fill, sort & filter, clear).

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Gender	Age	Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scoter]	Do you walk in your neighbourhood daily?	Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep]	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]	Would you have each
2	12/9/2020 12:44:04	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
3	12/9/2020 13:15:05	Male	19-35	Yes	Yes	Yes	Yes	etc, Poor street lighting, Lack of spaces to sit, Pollution, Garbage,	Yes	Yes
4	12/9/2020 13:52:15	Male	36-50	No	Yes	Yes	No	er/lack	Yes	No
5	12/9/2020 14:26:34	Male	19-35	Yes	Yes	Yes	No	ck of	Yes	Yes
6					No	No	No		Yes	Yes
7					No	No	No		Yes	Yes
8					Yes	Yes	No	garbage,	Yes	Yes
9					No	No	No	ck of	Yes	Yes
10					No	No	Yes	being	Yes	Yes
11					No	No	No	page,	Yes	Yes
12					Yes	Yes	No	being	Yes	Yes
13					No	No	Yes	page,	Yes	Yes
14	12/9/2020 19:11:36	Male	36-50	No	Yes	Yes	No	s,	Yes	Yes
15	12/9/2020 19:29:02	Male	19-35	No	Yes	Yes	Yes	ck of	Yes	Yes
16	12/9/2020 19:29:38	Male	51-65	No	Yes	No	No	ck of	Yes	Yes
17	12/9/2020 20:04:51	Male	19-35	Yes	Yes	Yes	No	garbage,	Yes	No
18	12/9/2020 20:16:14	Female	19-35	Yes	Yes	Yes	No	Yes	Yes	Yes
19	12/9/2020 20:21:28	Male	19-35	Yes	Yes	Yes	Yes	ins	Yes	Yes
20	12/9/2020 22:52:56	Male	19-35	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
21	12/10/2020 6:22:56	Male	36-50	No	Yes	Yes	No	stagnant water, and open drains, Stray dogs/ animals	Yes	Yes
22	12/10/2020 6:29:05	Male	51-65	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	No
23	12/10/2020 6:31:00	Female	19-35	No	No	No	No	etc, Poor street lighting, Lack of spaces to sit, Pollution, Garbage,	No	No
24	12/10/2020 6:34:20	Male	36-50	Yes	No	No	No	teasing or being attacked, Poor street lighting, Lack of spaces to sit,	Yes	Yes
25	12/10/2020 6:42:43	Male	19-35	No	No	No	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
26	12/10/2020 7:06:31	Male	36-50	No	No	No	Yes	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
27	12/10/2020 7:35:30	Male	36-50	Yes	No	No	No	Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
28	12/10/2020 7:35:50	Female	19-35	No	No	No	Yes	stagnant water, and open drains	Yes	Yes
29	12/10/2020 7:37:01	Male	36-50	Yes	Yes	Yes	No	etc, Lack of spaces to sit, Garbage, stagnant water, and open drains,	Yes	No
30	12/10/2020 7:41:35	Male	19-35	Yes	Yes	Yes	Yes	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
31	12/10/2020 7:46:36	Male	Above 65	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
32	12/10/2020 8:03:38	Male	36-50	Yes	Yes	Yes	No	attacked, Lack of spaces to sit, Pollution, Garbage, stagnant water, and	Yes	Yes
33	12/10/2020 8:11:27	Male	Above 65	No	Yes	Yes	No	lighting, Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
34	12/10/2020 8:14:48	Male	51-65	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Pollution, Garbage, stagnant	Yes	Yes
35	12/10/2020 8:15:22	Male	36-50	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Pollution,	Yes	No
36	12/10/2020 8:15:55	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Lack of spaces to sit,	Yes	Yes
37	12/10/2020 8:17:14	Male	Above 65	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
38	12/10/2020 8:30:31	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
39					Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Lack of spaces to sit,	Yes	Yes
40					Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes

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

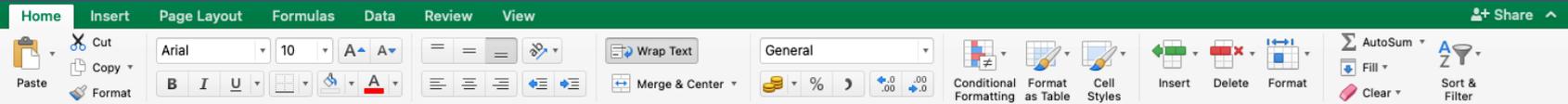
Step 8- Check whether the COLUMNS in ROW 1 are EXACTLY PLACED as the questions in next slide. If not, then delete the columns.

**Note- Questions must match to generate the charts.  
We need columns till 'Column O'.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Gender	Age	Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter]	Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep ]	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [To exercise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [For children to play]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To sit, rest and socialise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To exercise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [For children to play]	How far from your home is the nearest public park?	How close to your home would you like the nearest public park?	In your street, if you could choose only one, what would it be?

**Delete the extra columns that do not match.**

# Delete the columns that do not match



	A	B	C	D	E	F	G	H	I	J
1	Timestamp	Gender	Age	Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter]	Do you walk in your neighbourhood daily?	Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep]	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]	Would have [each r
2	12/9/2020 12:44:04	Male		es	es	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
3	12/9/2020 13:15:05	Male		es	es	Yes	Yes	etc, Poor street lighting, Lack of spaces to sit, Pollution, Garbage,	Yes	Yes
4	12/9/2020 13:52:15	Male		es	es	Yes	No	etc, Garbage, stagnant water, and open drains, Unpleasant weather/lack	Yes	No
5	12/9/2020 14:26:34	Male		es	es	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
6	12/9/2020 15:46:01	Male		es	es	No	No	etc, Fear of being hit by speeding vehicles, Lack of spaces to sit,	Yes	Yes
7	12/9/2020 15:55:26	Male		es	es	No	No	Pollution, Garbage, stagnant water, and open drains, Unpleasant	Yes	Yes
8	12/9/2020 16:00:36	Male		es	es	No	No	weather/lack of shade, Stray dogs/ animals, There is no dedicated	Yes	Yes
9	12/9/2020 16:05:40	Male		es	es	No	No	being hit by speeding vehicles, Poor street lighting, Garbage,	Yes	Yes
10	12/9/2020 16:27:25	Female		es	es	No	No	being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
11	12/9/2020 16:35:13	Female	19-35	No	No	No	No	being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
12	12/9/2020 16:56:27	Male	19-35	Yes	Yes	Yes	No	street lighting, Lack of spaces to sit, Pollution, Garbage,	Yes	Yes
13	12/9/2020 17:58:28	Male	19-35	No	No	No	Yes	etc, Poor street lighting, Garbage, stagnant water, and open drains,	Yes	Yes
14	12/9/2020 19:11:36	Male	36-50	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
15	12/9/2020 19:29:02	Male	19-35	No	Yes	Yes	Yes	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
16	12/9/2020 19:29:38	Male	51-65	No	No	No	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Garbage,	Yes	No
17	12/9/2020 20:04:51	Male	19-35	Yes	Yes	Yes	No	stagnant water, and open drains, Stray dogs/ animals	Yes	Yes
18	12/9/2020 20:16:14	Female	19-35	Yes	Yes	Yes	No	etc, Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
19	12/9/2020 20:21:28	Male	19-35	Yes	Yes	Yes	Yes	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
20	12/9/2020 22:52:56	Male	19-35	No	Yes	Yes	No	stagnant water, and open drains, Stray dogs/ animals	Yes	Yes
21	12/10/2020 6:22:56	Male	36-50	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	No
22	12/10/2020 6:29:05	Male	51-65	Yes	Yes	Yes	No	etc, Poor street lighting, Lack of spaces to sit, Pollution, Garbage,	Yes	No
23	12/10/2020 6:31:00	Female	19-35	No	No	No	No	teasing or being attacked, Poor street lighting, Lack of spaces to sit,	Yes	Yes
24	12/10/2020 6:34:20	Male	36-50	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
25	12/10/2020 6:42:43	Male	19-35	No	No	No	No	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
26	12/10/2020 7:06:31	Male	36-50	No	No	No	Yes	Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
27	12/10/2020 7:35:30	Male	36-50	Yes	No	No	No	stagnant water, and open drains	Yes	Yes
28	12/10/2020 7:35:50	Female	19-35	No	Yes	Yes	Yes	etc, Lack of spaces to sit, Garbage, stagnant water, and open drains,	Yes	No
29	12/10/2020 7:37:01	Male	36-50	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
30	12/10/2020 7:41:35	Male	19-35	Yes	Yes	Yes	Yes	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
31	12/10/2020 7:46:36	Male	Above 65	No	Yes	Yes	No	attacked, Lack of spaces to sit, Pollution, Garbage, stagnant water, and	Yes	Yes
32	12/10/2020 8:03:38	Male	36-50	Yes	Yes	Yes	No	lighting, Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
33	12/10/2020 8:11:27	Male	Above 65	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Pollution, Garbage, stagnant	Yes	Yes
34	12/10/2020 8:14:48	Male	51-65	No	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Pollution,	Yes	No
35	12/10/2020 8:15:22	Male	36-50	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Lack of spaces to sit,	Yes	Yes
36	12/10/2020 8:15:55	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
37	12/10/2020 8:17:14	Male	Above 65	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Fear of eve-teasing or being	Yes	Yes
38	12/10/2020 8:30:31	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Lack of spaces to sit,	Yes	Yes

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

Step 10: This question is not in our template. Delete this column.



# Insert blank column if you have omitted a question

The screenshot shows an Excel spreadsheet with the following data:

	I	J	K	L	M	N	O
1	Do the streets in the city to have places ... (Select Yes or No for each option) [For children to play]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To sit, rest and socialise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To exercise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [For children to play]	How close to your home would you like the nearest public park?		
2		No	No	No	10 min walk		but few parking spaces
3		No	No	No	10 min walk		but few parking spaces
4		No	No	No	10 min walk		
5		No	No	No	10 min walk		wide footpaths but few parking spaces
6		No	No	No	15 min walk		Wide footpaths but few parking spaces
7		Yes	No	No	15 min walk		Wide footpaths but few parking spaces
8		Yes	No	No	15 min walk		No footpath but many parking spaces
9		No	No	No	15 min walk		Wide footpaths but few parking spaces

**Callout Box 1 (Pink):** For ex: Question "How far from your home is the nearest public park?" is missing for Column M

**Callout Box 2 (Yellow):** Right click on column M>Insert to put a blank a column there.

# The cleaned sheet would look like this!

Microsoft Excel - Home   Insert   Page Layout   Formulas   Data   Review   View   Share																
P5																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter]	Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep]	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [To exercise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [For children to play]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To sit, rest and socialise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To exercise]			How close to your home would you like the nearest public park?	In your street, if you could choose only one, what would it be?	
1	Gender	Age														
2	Female	19-35	Yes	No	No	Broken footpaths, Obstructions such as parked vehicles, encroachments, etc. Poor street lighting, Pollution, Garbage, stagnant water, and open drains, Unpleasant weather/lack of shade	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces	
3	Male	36-50	Yes	No	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Lack of spaces to sit, Garbage, stagnant water, and open drains, Stray dogs/ animals	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces	
4	Male	Below 14	Yes	No	Yes	Broken footpaths, Obstructions such as parked vehicles, encroachments, etc. Lack of spaces to sit, Pollution, Unpleasant weather/lack of shade, Stray dogs/ animals	Yes	Yes	Yes	No	Yes	No		5 min walk	Wide footpaths but few parking spaces	

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

The image shows a Microsoft Excel spreadsheet with the following structure:

- Ribbon:** Home, Insert, Page Layout, Formulas, Data, Review, View. The Home ribbon is active, showing options for font (Arial, size 10), bold, italic, underline, text color, background color, alignment, and wrap text. The Insert ribbon shows options for conditional formatting, format as table, cell styles, insert, delete, and format. The Review ribbon shows options for auto-sum, fill, and sort & filter.
- Formula Bar:** Displays the formula =Yes.
- Grid:** Columns A through P are visible. Row 1 contains survey questions and dropdown menus. Row 2 is empty. Rows 3 through 45 are also empty.
- Survey Questions (Row 1):**
  - Column A: Gender (dropdown)
  - Column B: Age (dropdown)
  - Column C: Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter] (dropdown)
  - Column D: Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jel] (dropdown)
  - Column E: Do you feel safe walking in the city? (dropdown)
  - Column F: What problems do you face while walking in the city? (choose all options that apply) (dropdown)
  - Column G: Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise] (dropdown)
  - Column H: Would you like the streets in the city to have places... (Select Yes or No for each option) [To exercise] (dropdown)
  - Column I: Would you like the streets in the city to have places... (Select Yes or No for each option) [For children to play] (dropdown)
  - Column J: Do the streets in the city presently have places... (Select Yes or No for each option) [To sit, rest and socialise] (dropdown)
  - Column K: Do the streets in the city presently have places... (Select Yes or No for each option) [To exercise] (dropdown)
  - Column L: Do the streets in the city presently have places... (Select Yes or No for each option) [For children to play] (dropdown)
  - Column M: (Empty)
  - Column N: How close to your home would you like the nearest public park? (dropdown)
  - Column O: In your street, if you could choose only one, what would it be? (dropdown)
  - Column P: (Empty)
- Bottom Tab Bar:** Shows three tabs: Responses (selected), Chart Data, and Charts.

Note: The template file has three tabs- Responses, Chart Data & Charts

# Transfer responses from your CITY DATA file into Template File

Microsoft Excel ribbon showing tabs: Home, Insert, Page Layout, Formulas, Data, Review, View. The Home tab is active, displaying options for Paste, Cut, Copy, Format, Font (Arial, size 10), Paragraph (Wrap Text, Merge & Center), Styles (General), Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Sort & Filter, and Clear.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Gender	Age	Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter]	Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep]	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [To exercise]	Would you like the streets in the city to have places... (Select Yes or No for each option) [For children to play]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To sit, rest and socialise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [To exercise]	Do the streets in the city presently have places ... (Select Yes or No for each option) [For children to play]		How close to your home would you like the nearest public park?	In your street, if you could choose only one, what would it be?
2	Female	19-35				Broken footpaths, Obstructions such as parked vehicles, encroachments, etc, Poor street lighting, Pollution, Garbage, stagnant water, and open drains, Unpleasant weather/lack of shade	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces
3	Male	36-50	Yes	No	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Lack of spaces to sit, Garbage, stagnant water, and open drains, Stray dogs/ animals	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces
4	Male	Below 14	Yes	No	Yes	Broken footpaths, Obstructions such as parked vehicles, encroachments, etc, Lack of spaces to sit, Pollution, Unpleasant weather/lack of shade, Stray dogs/ animals	Yes	Yes	Yes	No	Yes	No		5 min walk	Wide footpaths but few parking spaces

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

# Paste into the TEMPLATE file-Responses Tab

The screenshot shows the Microsoft Excel interface with the 'Responses' tab selected. The survey form is laid out as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Gender	Do you use a personal motor vehicle? (Select Yes or No for each option)	Do you use a personal motor vehicle? (Select Yes or No for each option)	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Do the streets in the city presently have places ... (Select Yes or No for each option)	Do the streets in the city presently have places ... (Select Yes or No for each option)	Do the streets in the city presently have places ... (Select Yes or No for each option)	Do the streets in the city presently have places ... (Select Yes or No for each option)	How close to your home would you like the nearest public park?	In your street, if you could choose only one, what would it be?		
2																
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**Step 12: Select A2 and press Ctrl+V**

# This is what the TEMPLATE file will now look like

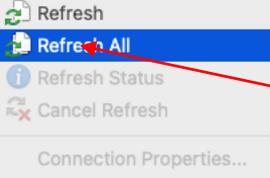
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Gender	Age	Do you use a personal motor vehicle? (Select Yes or No for each option)	Do you use a personal motor vehicle? (Select Yes or No for each option)	Do you feel safe walking in the city?	What problems do you face while walking in the city? (choose all options that apply)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Would you like the streets in the city to have places... (Select Yes or No for each option)	Do the streets in the city presently have places... (Select Yes or No for each option)	Do the streets in the city presently have places... (Select Yes or No for each option)	Do the streets in the city presently have places... (Select Yes or No for each option)		How close to your home would you like the nearest public park?	In your street, if you could choose only one, what would it be?	
2	Female	19-35	Yes	No	No	Broken footpaths, Obstructions such as parked vehicles, encroachments, etc, Poor street lighting, Pollution, Garbage, stagnant water, and open drains, Unpleasant weather/lack of shade	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces	
3	Male	36-50	Yes	No	Yes	Fear of being hit by speeding vehicles, Poor street lighting, Lack of spaces to sit, Garbage, stagnant water, and open drains, Stray dogs/ animals	No	No	No	No	No	No		15 min walk	Wide footpaths but few parking spaces	
4	Male	Below 14	Yes	No	Yes	Broken footpaths, Obstructions such as parked vehicles, encroachments, etc, Lack of spaces to sit, Pollution		Yes	Yes	No	Yes	No		5 min walk	Wide footpaths but few parking spaces	

Step 13: Go to CHARTS Tab

# Refresh the tables to update the numbers

Step 14: Click on a chart

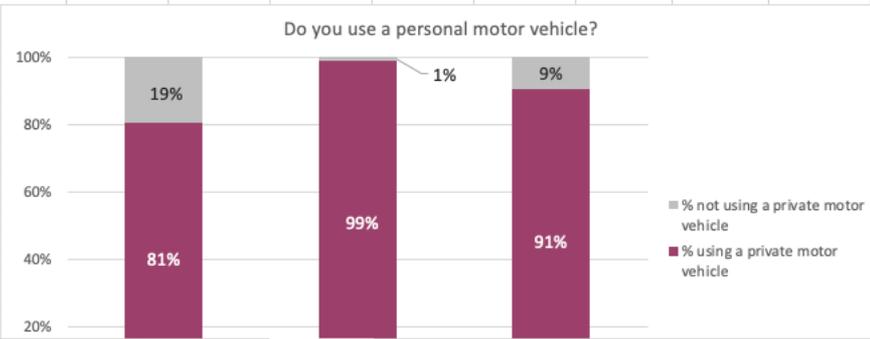
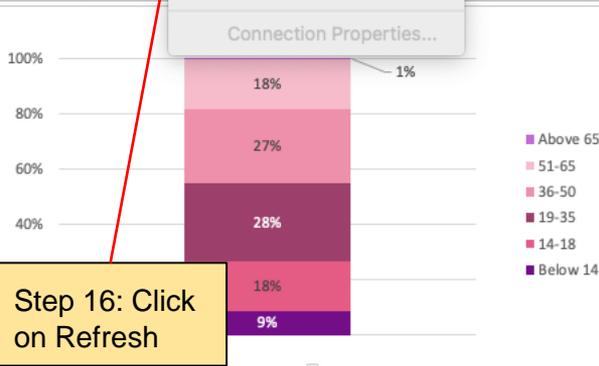
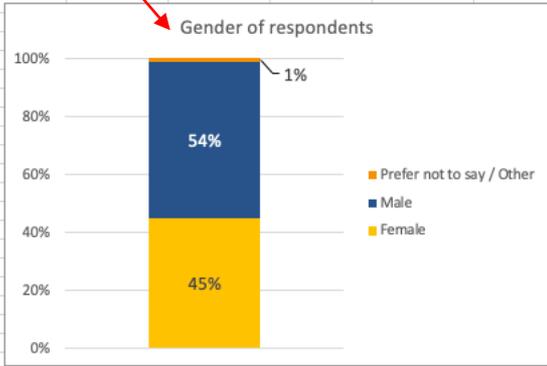
Step 15: Click on PivotTable Analyze



Refresh  
Refresh All  
Refresh Status  
Cancel Refresh  
Connection Properties...

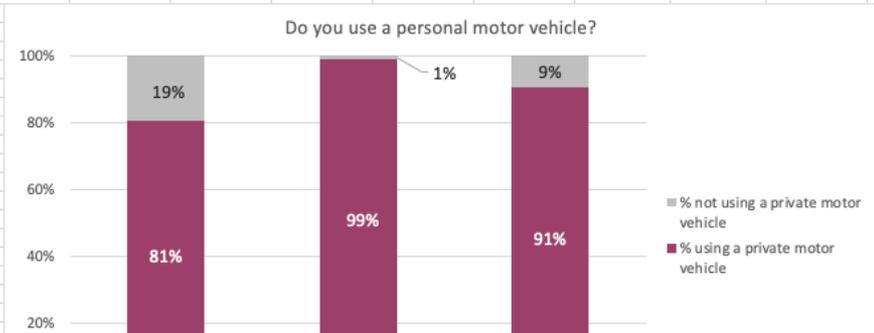
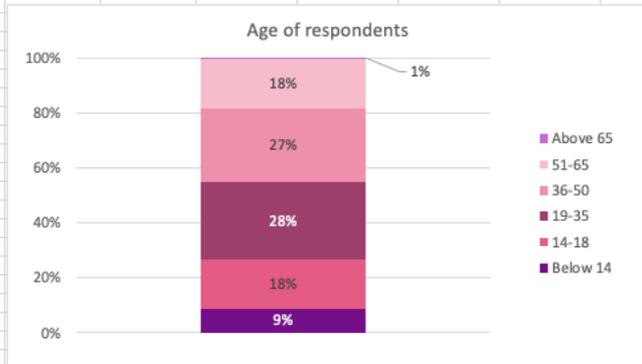
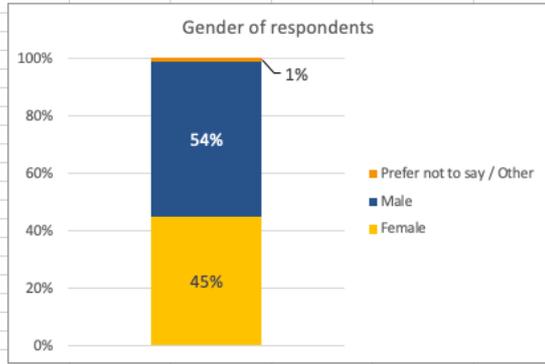
Step 17: Click on Refresh All

Step 16: Click on Refresh

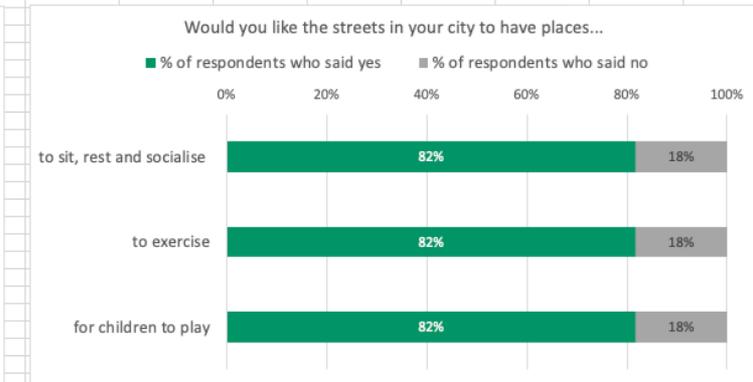
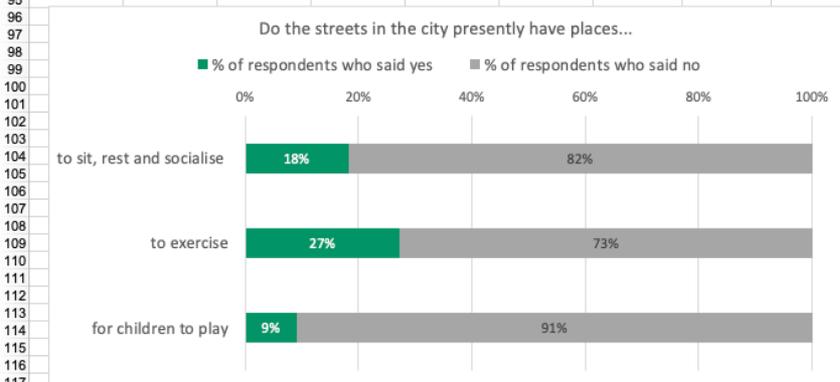
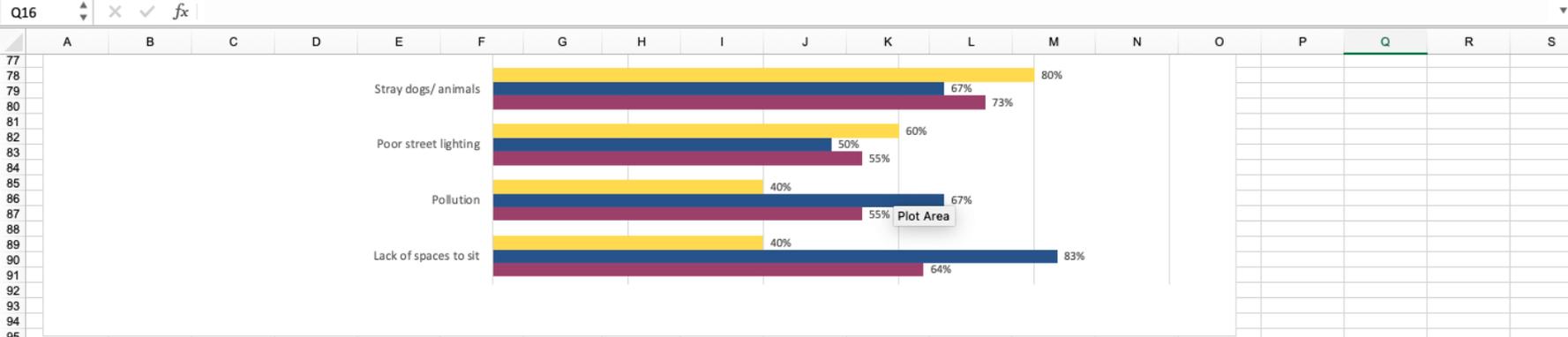
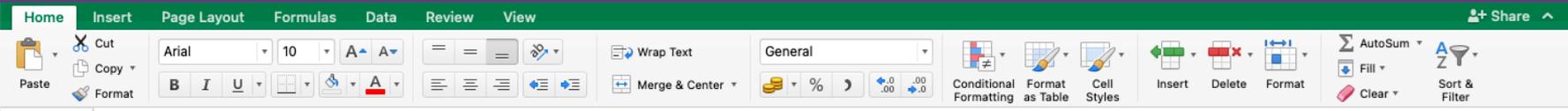


# The charts will get updated automatically

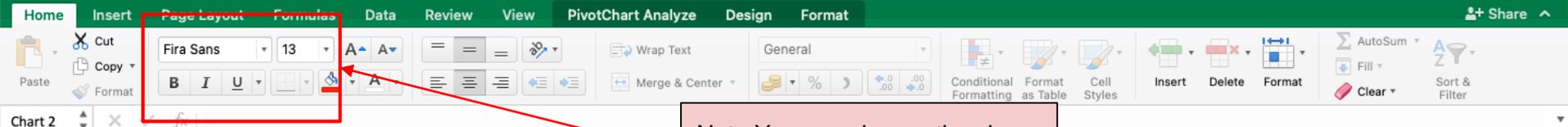
Microsoft Excel ribbon showing tabs: Home, Insert, Page Layout, Formulas, Data, Review, View. The ribbon includes various toolbars such as Font (Arial, 10), Paragraph (Wrap Text), Styles (Merge & Center), Numbers (General, %), and Data Tools (Conditional Formatting, Format as Table, Cell Styles). The status bar at the bottom shows 'Q16'.



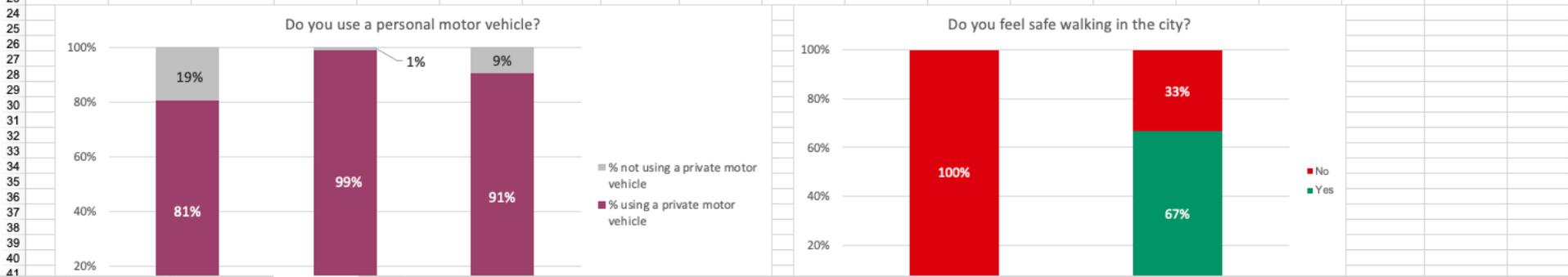
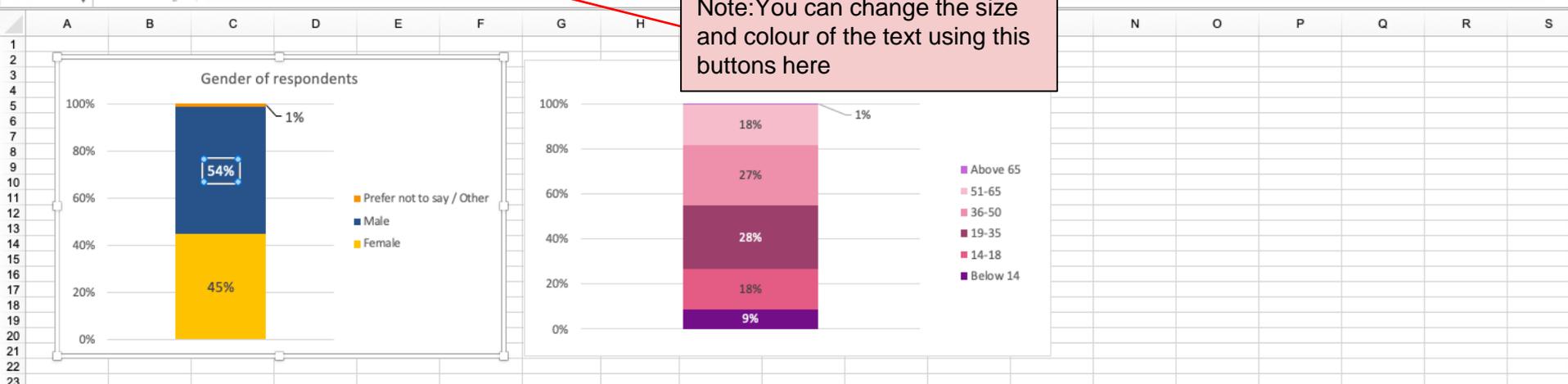
# Scroll down further and check if all 10 charts are perfect- With the % shown from 0% to 100%



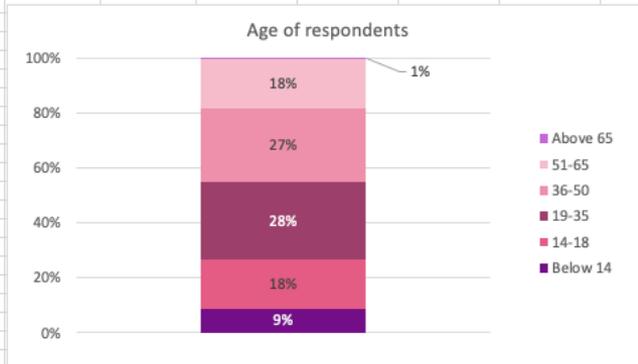
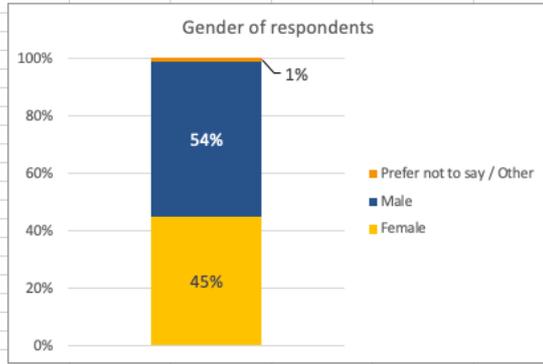
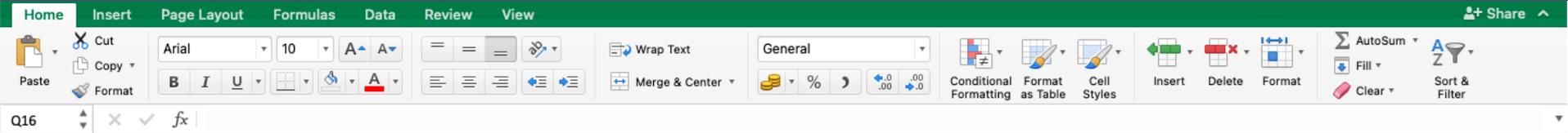
# Ensure text is readable in the charts



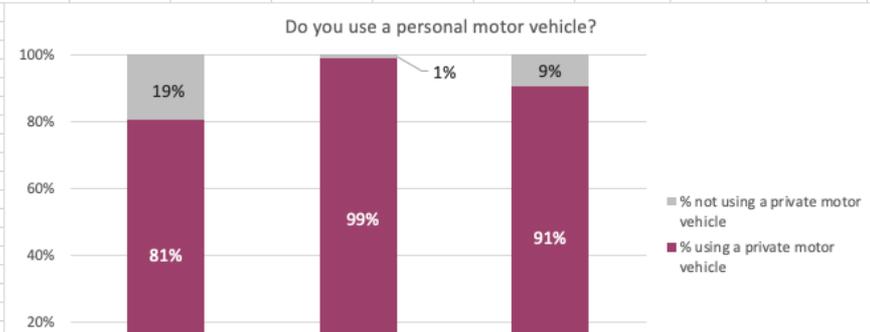
Note: You can change the size and colour of the text using this buttons here



# Copy your charts and save it as an image



Step 18: Copy the charts. Press Ctrl+C and paste it into Google Slides or MS powerpoint. You can also save it as an image from there



**It's that simple!**

**Let's also take a quick look on how you can fix a possible error**

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

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

Home Insert Page Layout Formulas Data Review View

Clipboard: Paste, Cut, Copy, Format

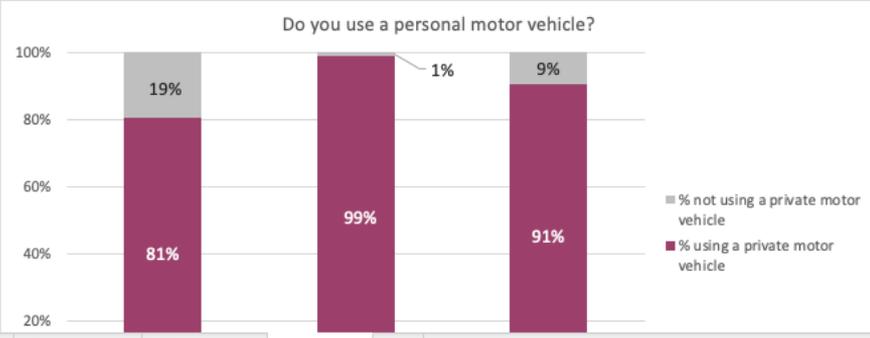
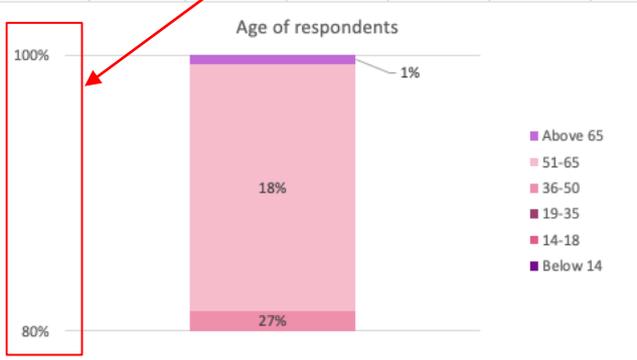
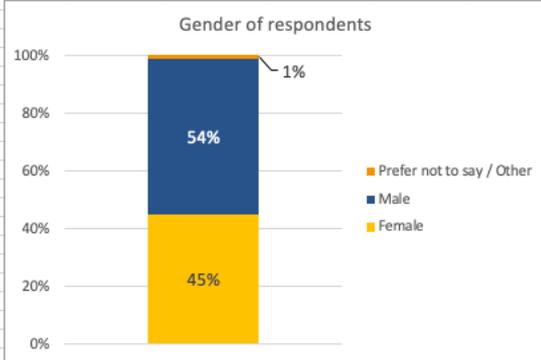
Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Wrap Text, Merge & Center

General: Chart, Delete, Format

AutoSum, Fill, Clear, Sort & Filter

Note: Y-axis should be from 0% to 100%. In this case it is from 80% to 100% which is incorrect.



# Open the Format Options for the chart

**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**

**More Axis Options...**

- Primary Horizontal
- Primary Vertical

**Do you use a personal motor vehicle?**

Response	% not using a private motor vehicle	% using a private motor vehicle
Responses	81%	19%
Chart Data	99%	1%
Charts	91%	9%

**Do you feel safe walking in the city?**

Response	No	Yes
Responses	100%	0%
Chart Data	33%	67%
Charts	33%	67%

# Edit values for Y-axis

Home Insert Page Layout Formulas Data Review View PivotChart Analyze Design Format

Share

Add Chart Element Quick Layout Change Colors

Switch Row/Column Select Data Change Chart Type Move Chart

Chart 3

A B C D E F G H I J K L M N O

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### Gender of respondents

Gender	Percentage
Male	54%
Female	45%
Prefer not to say / Other	1%

### Age of respondents

Age Group	Percentage
18-25	27%
26-35	18%
36-50	55%
51-65	0%

### Do you use a personal motor vehicle?

Response	Percentage
% using a private motor vehicle	81%
% not using a private motor vehicle	19%

### Do you feel safe walking in the city?

Response	Percentage
Safe	100%
Not safe	33%
Safe	67%

### Format Axis

Axis Options Text Options

Axis Options

**Bounds**

Minimum 0.8

Maximum 1.0

**Units**

Major 0.2

Minor 0.04

**Horizontal axis crosses**

Automatic

Axis value 0.8

Minimum axis value

Units None

Show display units label on chart

Logarithmic scale Base 10

Values in reverse order

> Tick Marks

> Labels

Step 6: Click on Axis options

Step 7: Click on this button

Step 8: Enter the number 0 here

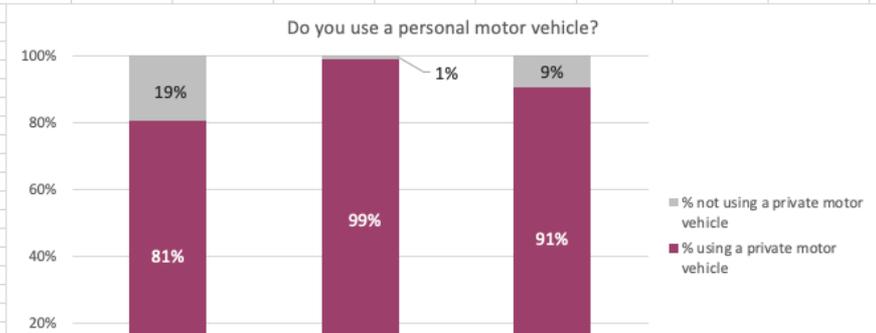
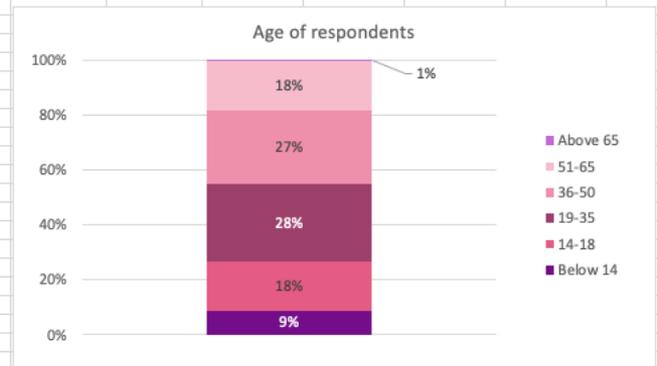
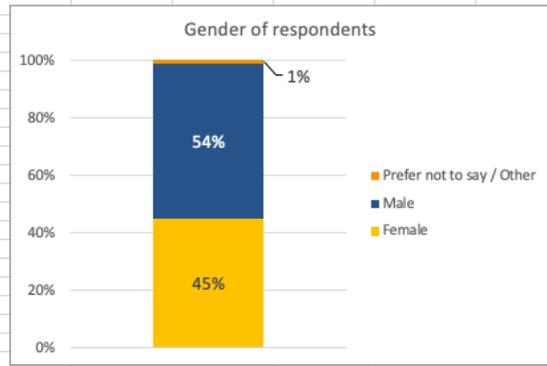
Responses Chart Data Charts +

# Resolved!

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View. Includes toolbars for Paste, Cut, Copy, Format, Font (Arial, 10), Paragraph (Wrap Text, Merge & Center), Styles (General), Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Sort & Filter, and Clear.

Q16

A B C D E F G H I J K L M N O P Q R S



# Thank you

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