



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 Responses

Step 1- Click on
“Responses”



Send



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)

File Edit View Insert Format Data Tools Form Add-ons Help *Last edit was seconds ago*

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Timestamp	Gender	D	E	F	G	H	I	J	K
12/9/2020 12:44:04 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 13:15:05 Male	Yes	Yes	Yes	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 13:52:15 Male	No	Yes	No	Broken footpaths, Obstru Yes	No	Yes	No	No	
12/9/2020 14:26:34 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	No	No	No	
12/9/2020 15:46:01 Male	No	No	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 15:55:26 Male	No	No	No	Broken footpaths, Garbai Yes	Yes	Yes	Yes	No	
12/9/2020 16:00:36 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	Yes	No	
12/9/2020 16:05:40 Male	Yes	No	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 16:27:25 Female	No	No	Yes	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 16:35:13 Female	No	No	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 16:56:27 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	Yes	
12/9/2020 17:58:28 Male	No	No	Yes	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 19:11:36 Male	No	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	Yes	Yes	
12/9/2020 19:29:02 Male	No	Yes	Yes	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 19:29:38 Male	No	No	No	Broken footpaths, Obstru Yes	No	No	No	No	
12/9/2020 20:04:51 Male	Yes	Yes	No	Broken footpaths, Poor s Yes	Yes	Yes	No	No	
12/9/2020 20:16:14 Female	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	Yes	No	
12/9/2020 20:21:28 Male	Yes	Yes	Yes	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/9/2020 22:52:56 Male	No	Yes	No	Broken footpaths, Poor s Yes	Yes	Yes	No	No	
12/10/2020 6:22:56 Male	No	Yes	No	Broken footpaths, Obstru Yes	No	No	No	No	
12/10/2020 6:29:05 Male	Yes	Yes	No	Broken footpaths, Obstru No	No	No	Yes	Yes	
12/10/2020 6:31:00 Female	No	No	No	Broken footpaths, Fear o Yes	Yes	Yes	No	Yes	
12/10/2020 6:34:20 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/10/2020 6:42:43 Male	No	No	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/10/2020 7:06:31 Male	No	No	Yes	Lack of spaces to sit, Ga Yes	Yes	Yes	Yes	Yes	
12/10/2020 7:35:30 Male	Yes	No	No	Broken footpaths, Fear o Yes	Yes	Yes	No	No	
12/10/2020 7:35:50 Female	No	Yes	Yes	Broken footpaths, Obstru Yes	No	No	No	No	
12/10/2020 7:37:01 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/10/2020 7:41:35 Male	Yes	Yes	Yes	Broken footpaths, Obstru Yes	Yes	Yes	Yes	No	
12/10/2020 7:46:36 Male	No	Yes	No	Broken footpaths, Fear o Yes	Yes	Yes	No	No	
12/10/2020 8:03:38 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	Yes	Yes	
12/10/2020 8:11:27 Male	No	Yes	No	Broken footpaths, Obstru Yes	No	No	No	No	
12/10/2020 8:14:48 Male	No	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/10/2020 8:15:22 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	Yes	
12/10/2020 8:15:55 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	
12/10/2020 8:17:14 Male	Yes	Yes	No	Broken footpaths, Obstru Yes	Yes	Yes	No	No	

+ [Menu Icon] Form Responses 1 Explore

Download the MS Excel version

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

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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	Yes	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	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
10		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
11		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
12		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
13		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
14		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
15		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
16		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
17		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
18		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
19		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
20		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
21		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
22		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
23		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
24		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
25		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
26		19-35	No	No	No	Broken footpaths, Obstru	Yes	Yes	Yes	No	No
27	12/10/2020 7:35:30	Male	19-35	Yes	No	Lack of spaces to sit, Ga	Yes	Yes	Yes	Yes	Yes
28	12/10/2020 7:35:50	Female	19-35	No	Yes	Broken footpaths, Fear o	Yes	Yes	Yes	No	No
29	12/10/2020 7:37:01	Male	36-50	Yes	No	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)

Microsoft Excel interface showing a spreadsheet with columns A through K. The spreadsheet contains data for various attributes including Timestamp, Gender, Age, and responses to questions about walking safety and street conditions.

Note: The first row shows the questions

Step 5- Enable editing to start editing.

The spreadsheet is protected. A red arrow points to the "Enable Editing" button in the status bar.

Form Responses 1

Wrap and Auto-fit the text for better readability

The screenshot shows the Microsoft Excel interface. In the top ribbon, the 'Wrap Text' button is highlighted with a red arrow pointing from a yellow callout box that says 'Step 6- Press Ctrl+A and click on "Wrap text"'. On the right side, a right-click context menu is open over a cell, and the 'AutoFit Row Height' option is highlighted with a red arrow pointing from another yellow callout box that says 'Step 7- Click on Format>Autofit Row Height'. The spreadsheet data includes columns for 'Timestamp', 'Gender', 'Age', and various 'Do you use a personal motor...' questions.

Observe ROW 1 and match questions with next slide

Microsoft Excel interface showing a survey data spreadsheet. The spreadsheet has columns A through I. Row 1 is highlighted with a red border, indicating the questions to be matched with the next slide. The questions in Row 1 are:

- 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 you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]

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.

Form Responses 1

**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

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View. Right-click menu: Paste, Cut, Copy, Format. Ribbon options: Font (Arial, 10), Paragraph (Wrap Text, Merge & Center), Styles (General, Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Formulas (AutoSum, Fill, Clear), Data (Sort & Filter).

Worksheet: A1 to I1. Columns: A (Timestamp), B (Gender), C (Age), D (Do you use a personal motor vehicle? (Select Yes or No for each option) [Motorcycle/Scooter]), E (Do you walk in your neighbourhood daily?), F (Do you use a personal motor vehicle? (Select Yes or No for each option) [Car/Jeep]), G (Do you feel safe walking in the city?), H (What problems do you face while walking in the city? (choose all options that apply)), I (Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]), J (Would you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]).

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.

	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 you like the streets in the city to have places... (Select Yes or No for each option) [To sit, rest and socialise]
2	12/9/2020 12:44:04	Male		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		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		Yes	Yes	Yes	No	etc, Garbage, stagnant water, and open drains, Unpleasant weather/lack	Yes	No
5	12/9/2020 14:26:34	Male		Yes	Yes	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		No	No	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		No	No	No	No	Pollution, Garbage, stagnant water, and open drains, Unpleasant weather/lack of shade, Stray dogs/ animals, There is no dedicated	Yes	Yes
8	12/9/2020 16:00:36	Male		Yes	Yes	Yes	Yes	being hit by speeding vehicles, Poor street lighting, Garbage,	Yes	Yes
9	12/9/2020 16:05:40	Male		No	No	No	No	being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
10	12/9/2020 16:27:25	Female		No	No	No	No	being hit by speeding vehicles, Fear of eve-leasing or being	Yes	Yes
11	12/9/2020 16:35:13	Female	19-35	No	No	No	No	being hit by speeding vehicles, Fear of eve-leasing or being	Yes	Yes
12	12/9/2020 16:56:27	Male	19-35	Yes	Yes	Yes	No	attacked, Poor 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, Lack of spaces to sit, Pollution, Garbage,	Yes	Yes
14	12/9/2020 19:11:36	Male	36-50	No	Yes	Yes	No	etc, Poor street lighting, Garbage, stagnant water, and open drains,	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	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes
17	12/9/2020 20:04:51	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Garbage,	Yes	No
18	12/9/2020 20:16:14	Female	19-35	Yes	Yes	Yes	No	stagnant water, and open drains, Stray dogs/ animals	Yes	Yes
19	12/9/2020 20:21:28	Male	19-35	Yes	Yes	Yes	Yes	etc, Lack of spaces to sit, Garbage, stagnant water, and open drains	Yes	Yes
20	12/9/2020 22:52:56	Male	19-35	No	Yes	Yes	Yes	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	Yes	Yes	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-leasing 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	Yes	Yes	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-leasing 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, Lack of	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-leasing 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
39	12/10/2020 8:30:31	Male	19-35	Yes	Yes	Yes	No	etc, Fear of being hit by speeding vehicles, Poor street lighting, Lack of	Yes	Yes

Form Responses 1

Ensure that you have columns till the letter 'O'

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View. Ribbon icons: Paste, Cut, Copy, Format, Arial, 10, Bold, Italic, Underline, Text Color, Background Color, Merge & Center, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Sort & Filter.

Formula bar: N1 How close to your home would you like the nearest public park?

	I	J	K	L	M	N	O	P	Q
1	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 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?			
2		No	No	No	Not within 20min walking distance	10 min walk			
3		No	No	No	5 min walk	10 min walk			
4									

Note: Columns end at N, because 1 question is missing.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5	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?

Insert blank column if you have omitted a question

The screenshot shows an Excel spreadsheet with a survey table. The table has columns I through O. Column M is highlighted in green. A red arrow points to column M, and a context menu is open with 'Insert' highlighted. Two text boxes provide instructions on how to insert a blank column.

For ex: Question “How far from your home is the nearest public park? is missing for Column M

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

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

	I	J	K	L	M	N	O
1	ke the streets in the city to have elect Yes or No for each option) [For lay]	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 v 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	

The cleaned sheet would look like this!

[illegible]

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

Microsoft Excel ribbon: Home, Insert, Page Layout, Formulas, Data, Review, View. Ribbon icons include Paste, Cut, Copy, Format, Wrap Text, Merge & Center, General, Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Sort & Filter, Clear.

Formula bar: G50, fx, Yes

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

Tab bar: Responses, Chart Data, Charts

Transfer responses from your CITY DATA file into Template File

Home Insert Page Layout Formulas Data Review View Share

Paste Cut Copy Format Arial 10 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Sort & Filter

A2 fx Female

	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] [Car/Jeep]	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	
						Broken footpaths, Obstructions such as parked vehicles, encroachments,										

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

Responses Chart Data Charts +

Paste into the TEMPLATE file-Responses Tab

Home Insert Page Layout Formulas Data Review View

Paste Cut Copy Format

Arial 10 A A

B I U

Wrap Text

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Sort & Filter

A2

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?

Step 12: Select A2 and press Ctrl+V

Responses Chart Data Charts

This is what the TEMPLATE file will now look like

J6																	
	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/Score)																
	Do you use a personal motor vehicle? (Select Yes or No for each option) (Car/Jel)																
	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?																
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		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

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

Step 14: Click on a chart

Step 15: Click on PivotTable Analyze

Step 16: Click on Refresh

Step 17: Click on Refresh All

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

Gender of respondents

100% 80% 60% 40% 20% 0%

54% 45% 1%

Prefer not to say / Other
Male
Female

18% 27% 28% 18% 9%

Above 65
51-65
36-50
19-35
14-18
Below 14

Do you use a personal motor vehicle?

100% 80% 60% 40% 20%

19% 1% 9%

% not using a private motor vehicle
% using a private motor vehicle

Do you feel safe walking in the city?

100% 80% 60% 40% 20%

100% 33% 67%

No
Yes

Responses Chart Data Charts

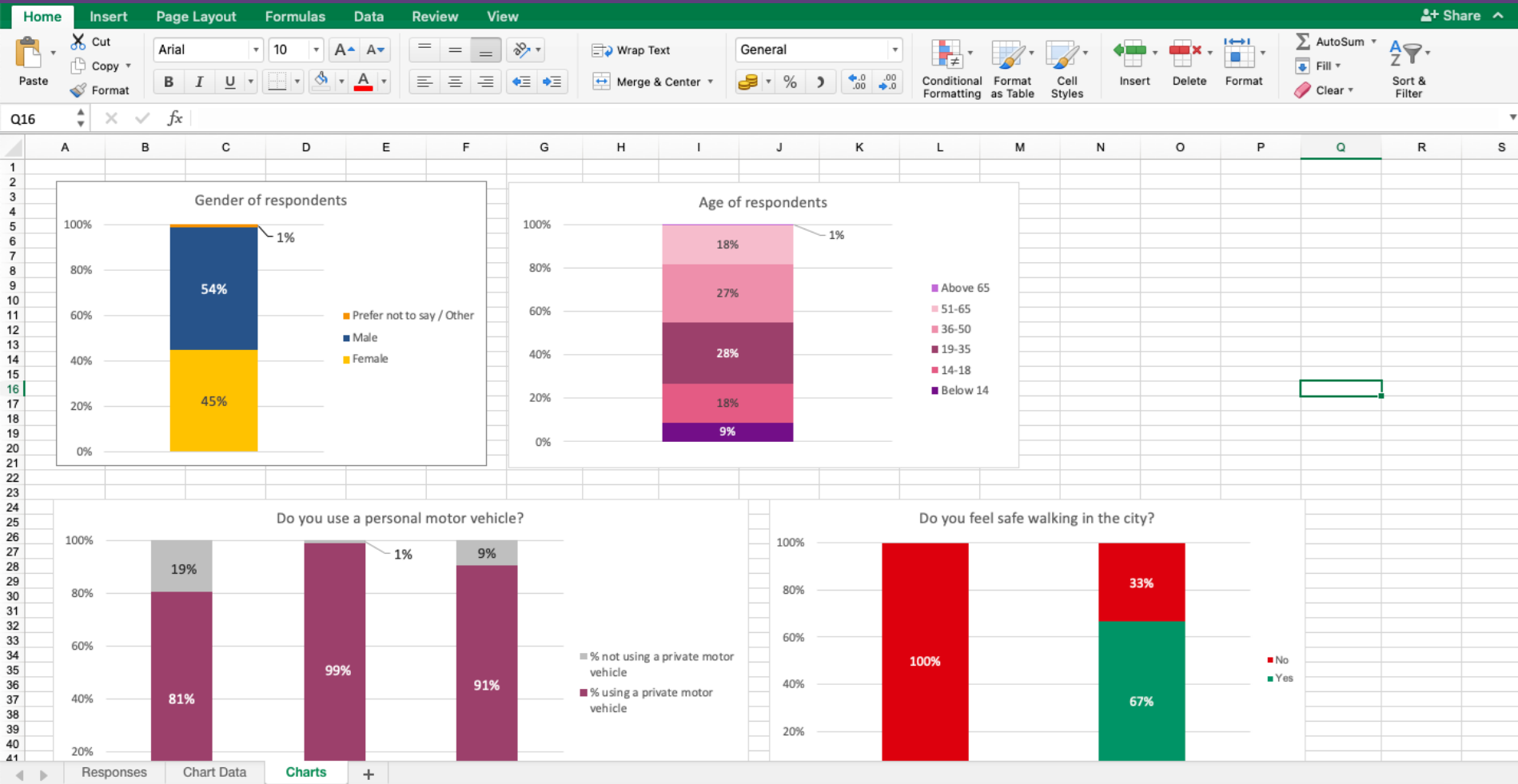
Category	Percentage
Male	54%
Female	45%
Prefer not to say / Other	1%

Age Group	Percentage
Above 65	18%
51-65	27%
36-50	28%
19-35	18%
14-18	9%
Below 14	1%

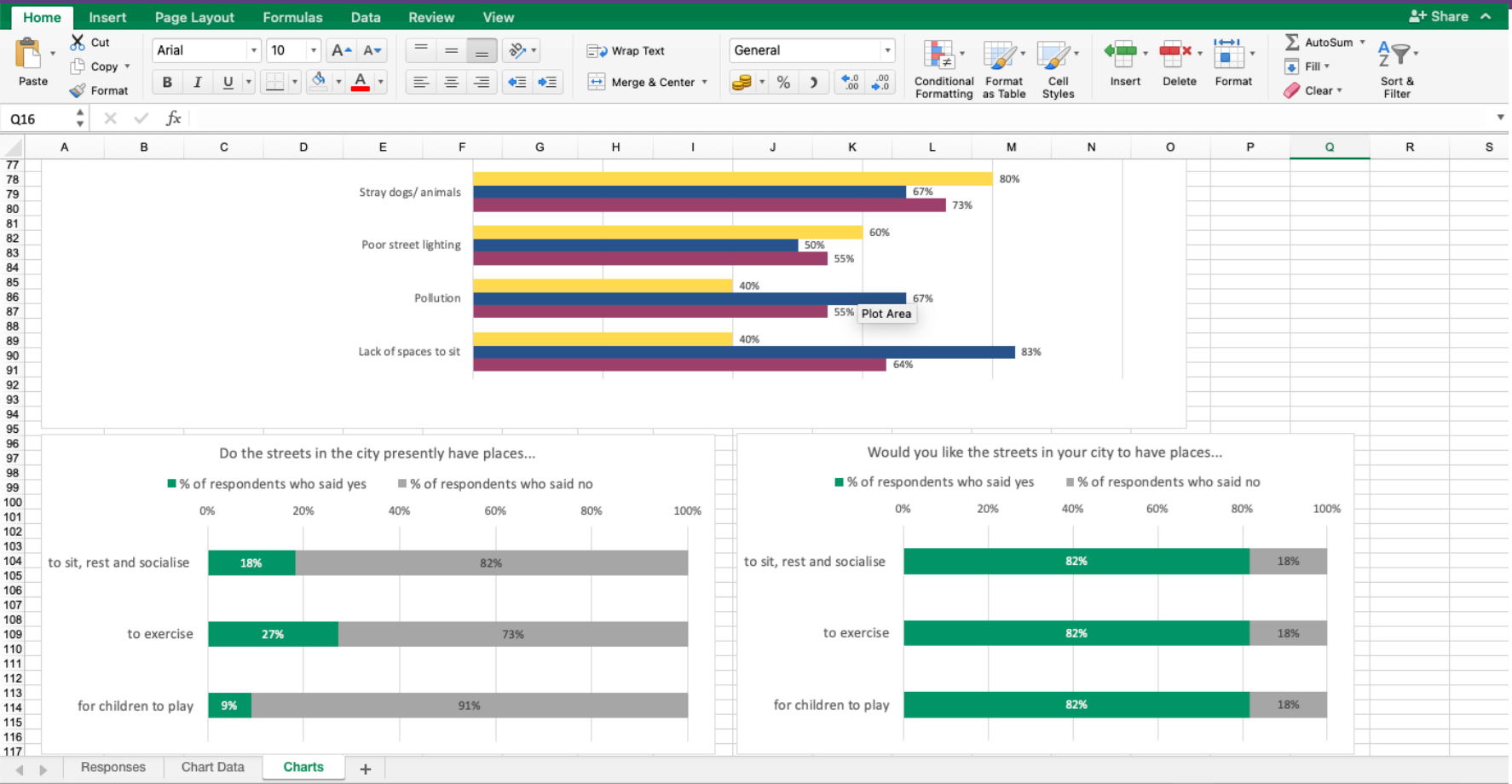
Category	Percentage
% not using a private motor vehicle	19%
% using a private motor vehicle	81%

Category	Percentage
No	33%
Yes	67%

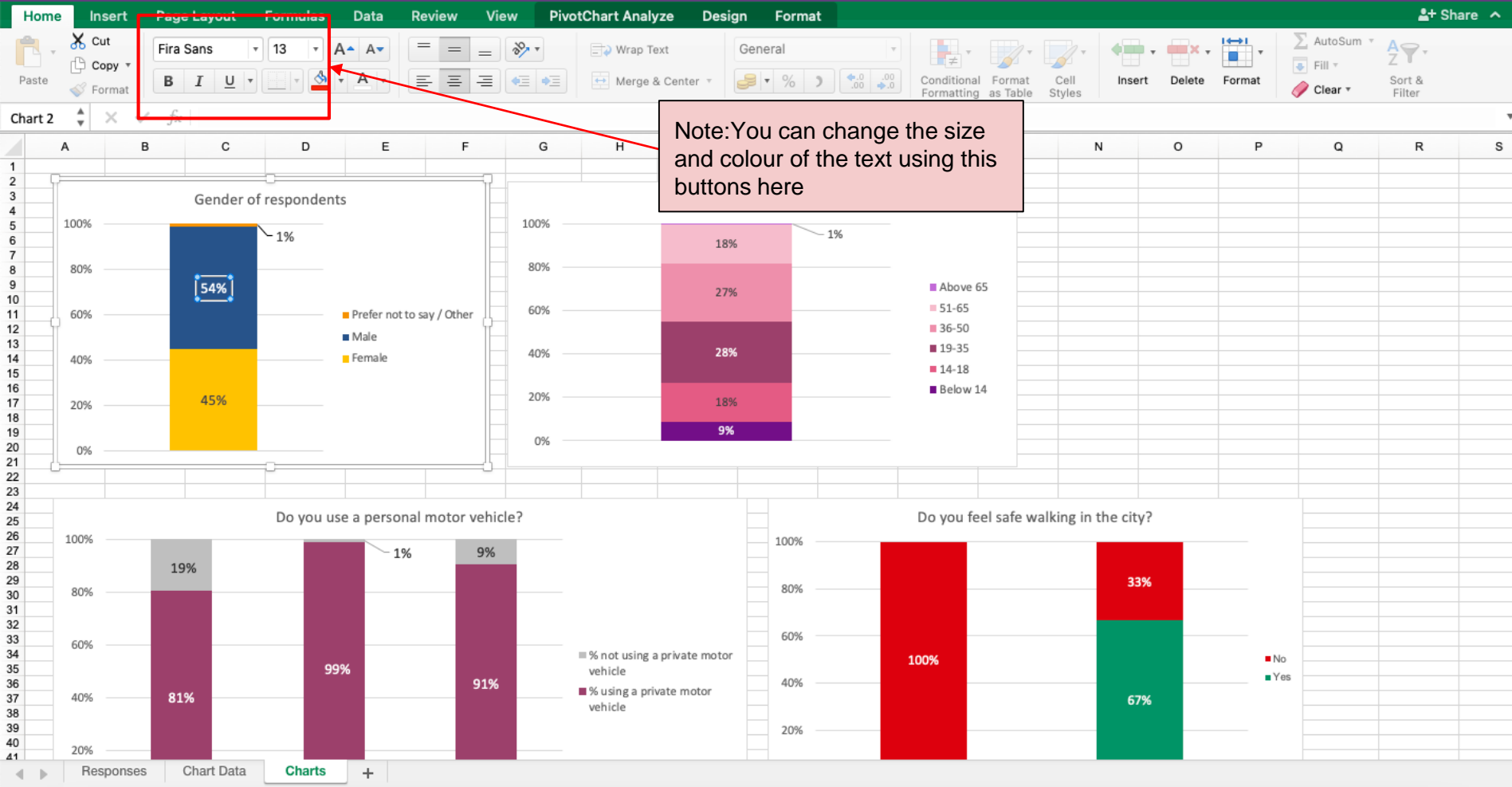
The charts will get updated automatically



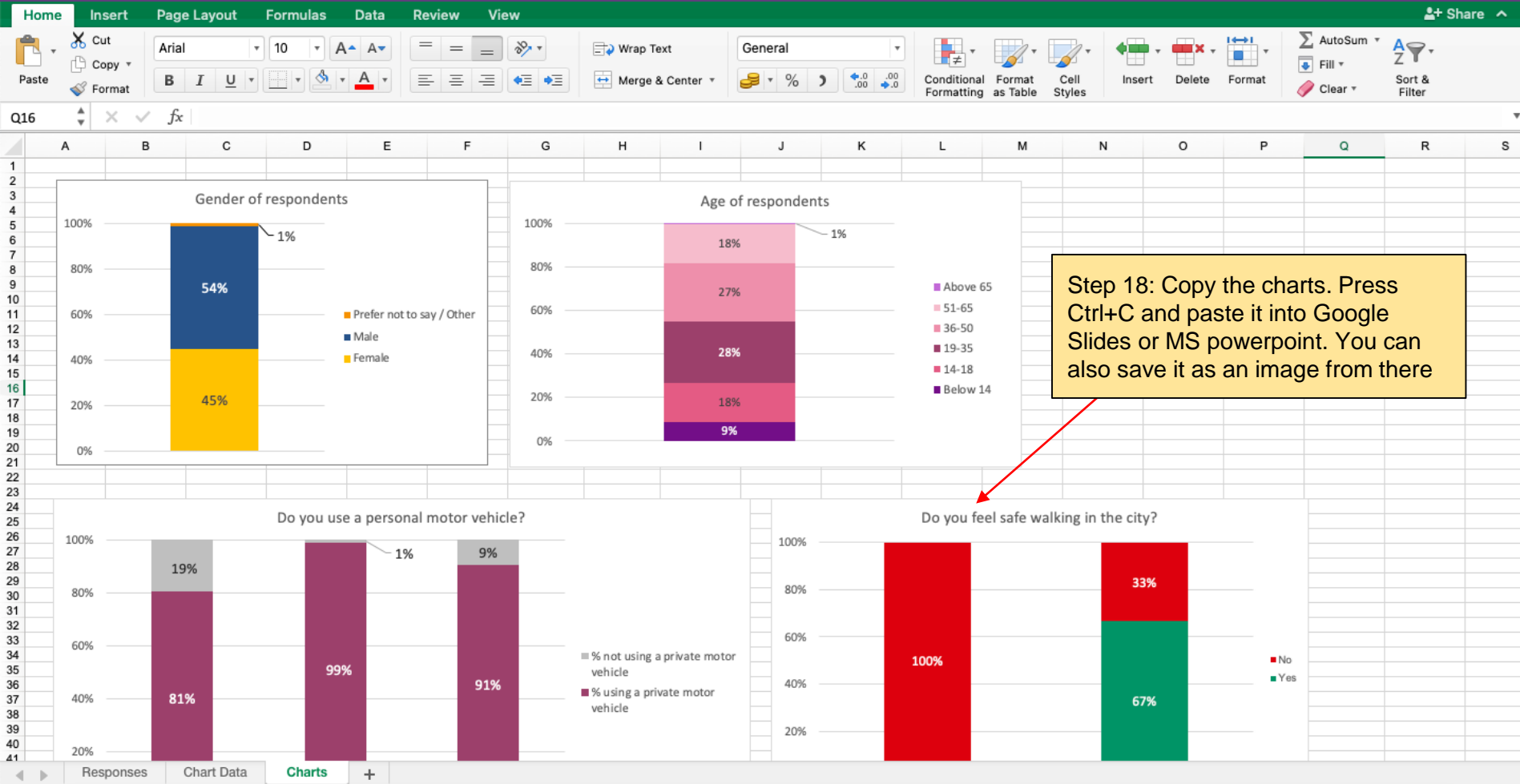
Scroll down further and check if all 10 charts are perfect- With the % shown from 0% to 100%



Ensure text is readable in the charts



Copy your charts and save it as an image

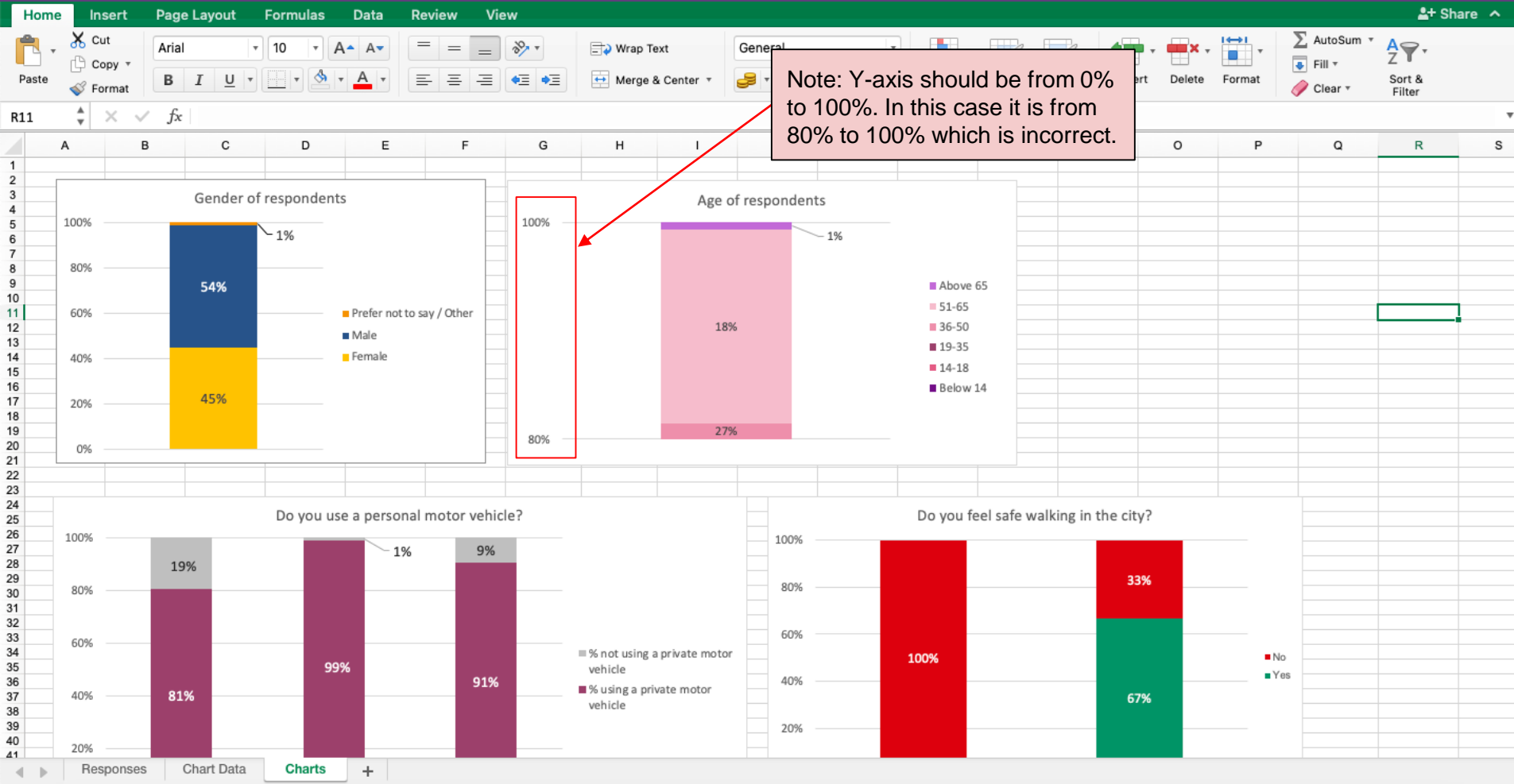


It's that simple!

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%



Open the Format Options for the chart

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

Share

Switch Row/Column Select Data Change Chart Type Move 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

Primary Horizontal
Primary Vertical
More Axis Options...

Do you use a personal motor vehicle?

Do you feel safe walking in the city?

Responses Chart Data Charts

Edit values for Y-axis

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

Chart 3

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

Minimum axis value 0.8

Units None

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

Gender of respondents

Age of respondents

Do you use a personal motor vehicle?

Do you feel safe walking in the city?

Responses Chart Data Charts

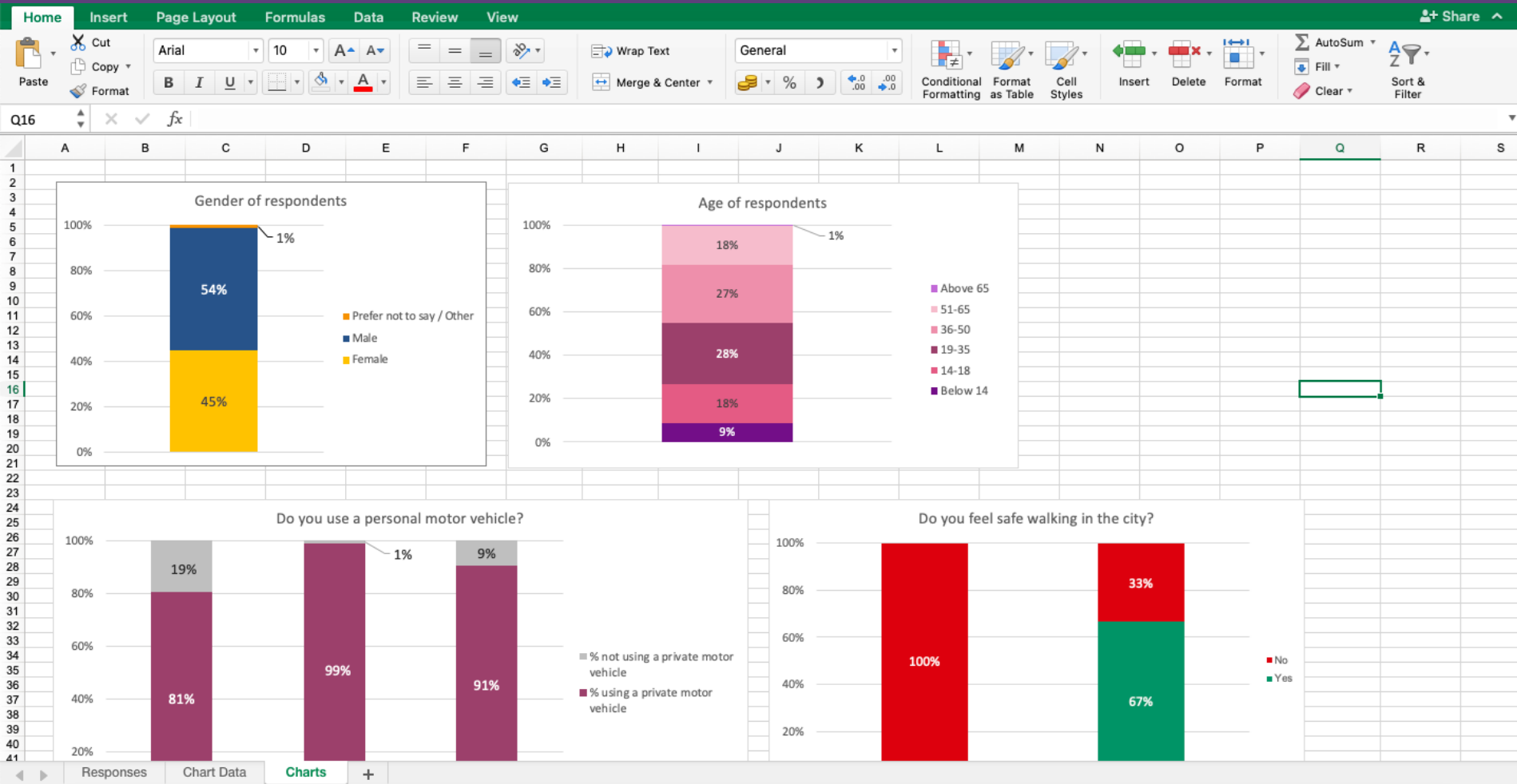
Category	Percentage
Male	54%
Female	45%
Prefer not to say / Other	1%

Category	Percentage
51-65	18%
36-50	27%
18-35	55%

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

Category	Percentage
Yes	100%
No	67%

Resolved!



Thank you

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