

# Appendix D

## Instructions for Using the Databases

Two sets of databases have been created for you if you choose to use the Documenting Our Work forms. One set is in Access and one set is in Excel. They are both available on the FVPSA Outcomes Project website:

**[http://pubs.pcadv.net/FVPSA\\_Outcome](http://pubs.pcadv.net/FVPSA_Outcome)**

**user name and password are both: outcomes**

Instructions for using these databases are provided separately for each type (Access or Excel), in the following sections: downloading the databases, data entry, and analyzing the data. If you have Access on your computer, we recommend that you use the Access database. More programming has already been done for you in the Access versions.

# ***Instructions for Excel***

## **Downloading the Excel Databases**

The process for downloading the Excel files is the same as for the Access files. There is only one file for each form in Excel, however, and it is not necessary to create separate folders for each one. We recommend that you do it, however, because the databases will be easier for you to find.

## **Entering Data in Excel**

**NOTE:** The databases created for the DOW Shelter 1 and Shelter 2 forms include a 4-digit ID number that no longer appears on the actual forms we have provided.

Most programs will want to either delete that from the database (if you have the technical support to do this) or simply ignore that space when entering data. It is provided only for those programs that have the capacity and desire to match women's responses from Shelter 1 to Shelter 2 forms. The databases provided, however, do NOT have the capability to do this matching so programs would have to create their own databases for this.

The Excel database looks much like the Access database—they both look almost exactly like the form. To begin, click on the file, for example, Shelter2DataEntry, to open it. In the upper left corner of the window is the **Show Form** button. Click this to open the data entry form.

When the form opens, there will be several buttons at the top. Click the **New** button to add data from a new form.

Put your cursor (click) in the first space where you find information on the form. The first space on “shelter 2” is “Approximate number of days you stayed in the shelter this stay.” If the survivor who completed the form wrote “10” on the form, type “10” in the space and press “enter.”

The cursor will automatically move to the next space. For “shelter 2,” that space is the “ID” letter/number combination. Type in what the survivor wrote, and press “enter.” Again, the cursor will move to the next space.

For all the choices in question #1, the cursor will go to the choice on the left first, then move across to the one on the right. In other words, the first space is “safety for myself.” When you have put in the number the survivor wrote and pressed “enter,” the cursor will move across to “transportation.”

When you’ve completed the first page, go to the next page by clicking the **Page2** tab in the upper left corner of the form. After you’ve completed entering the data from one form, click

the **New** button again to add another one. If you wish to return to data you have already entered, use the **First**, **Next**, **Previous** and **Last** buttons to move from record to record.

**If a survivor left a space blank** you just press “enter” and the cursor will move to the next item. If a whole section is left blank, you can just put the cursor on the next space where the survivor wrote something, type that in, and press “enter.”

**For the places where the survivor wrote in words**, you just type in the words in the space provided (there is lots of room for lengthy answers!), and press “enter” when you are finished.

**If you typed in a mistake**, just put your cursor in that space, delete (use “backspace”) what you typed, put in the correct information, and press “enter.”

**To save what you have done:** it is done automatically when you press “enter.” When you are finished, just exit from the file!

**If you want to delete all the data you have entered from a form**, click the **delete**.button.

## Analyzing Excel Data

### *Frequencies in Excel*

All you need to do is right-click on the form on the space for the response you are interested in. At the prompt for dates, enter the date range you are interested in. The number of survivors who have made each type of response will be shown.

**NOTE: If you right-click on a field and you do not jump to the report screen, this is because you’ve picked a field with too many possible answers. For example, if you right-click on a field where the answers are “Yes”, “No” or “(blank)”, you will jump to the report screen because this field has only 3 possible answers. If however, you right-click on the space for the question “How many minor children do you have with you?”, you won’t jump to the report window, because this question has too many possible answers to be reported in this way.**

When you’ve finished looking at the report, click the **Show Form Again** button to return to the form window. **NOTE: You can see statistics on only one field at a time in the reports window.**

When you are finished, you can close the form window in the same way you would close any window, using the “X” in the upper right corner of the form.

### *Crosstabs in Excel*

A *crosstab* is sometimes called a *Pivot Table*. It allows you to see a summary of data showing the relationship between two different pieces of information (“variables” or “fields”). As an example, we will create a crosstab that summarizes data by Age and by Gender.

A crosstab needs three variables, or **fields**. One field (for **Row Headings**) is used to display categories along the left side of the table. Another field (for **Column Headings**) displays categories across the top of the table. The third field (the **Values**) is used to summarize (sum, count, average, etc.) the numbers in the middle of the table.

The way a field is displayed is not the same as the way it is named. The first step is to find out the names of the three fields we need. Open the data entry form, then click in the middle of the first field you need to use. Then right-click on the field. This will jump you to the *Reporting* tab. At the top of the sheet will be the summary table for the field. The name of the field will appear to the left of the word "Total". In this example, the name of the field is *us\_Age*.

Count of us_Age	
us_Age	Total
17 or younger	1
18 - 24	2
25 - 34	1
35 - 49	1
Grand Total	5

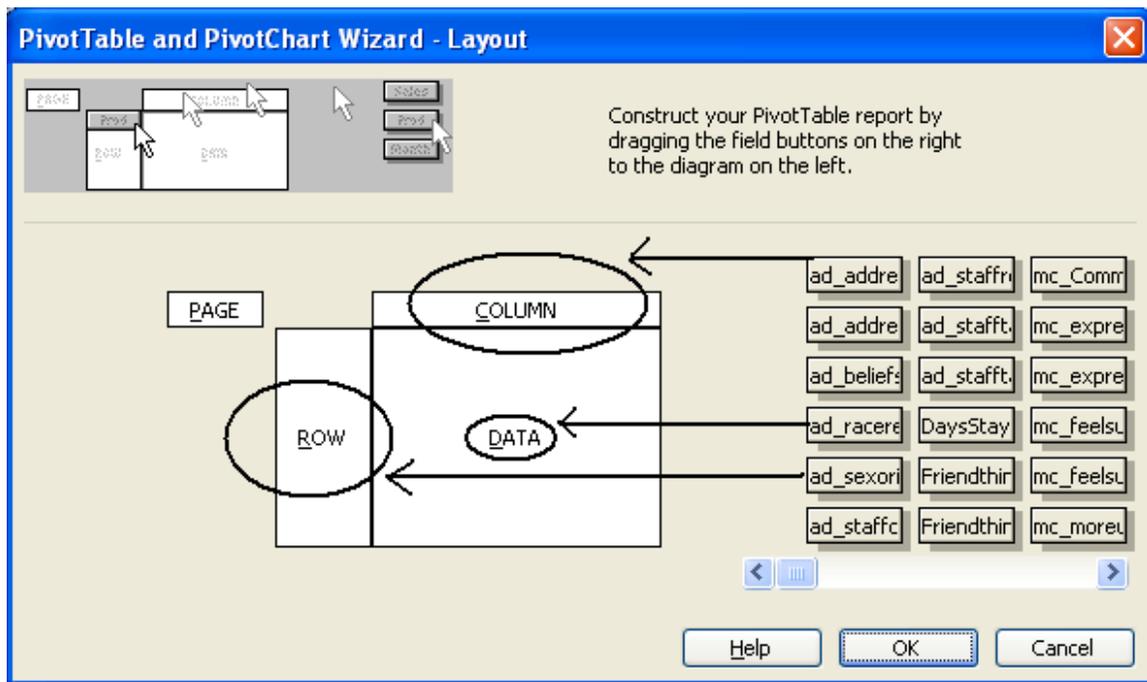
Repeat this step for the other field. In this example it will be *us\_gender*.

Count of us_gender	
us_gender	Total
bisexual	1
heterosexual/straight	2
lesbian/gay	1
other (please describe)	1
Grand Total	5

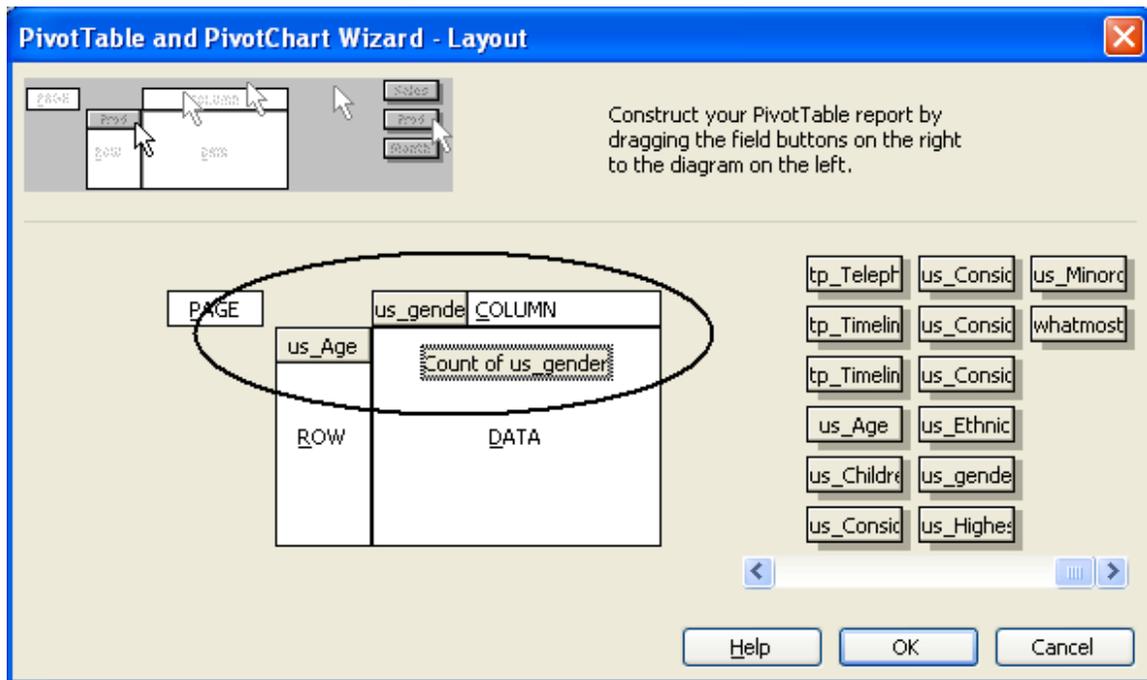
At the bottom left of the spreadsheet there are two tabs. Click the *List* tab. This brings you into the database itself. Then follow the steps listed below.

- 1) Click on one (any one) of the field names in bold at the top. (As a check, you should be able to find the names of the two fields you want to use, but you can click on any field name)
- 2) With the cursor on one of the field names, hold down <control> and tap \* (asterisk). You may need to also hold down the shift key to accomplish this. This will highlight the entire database.
- 3) From the menu at the top, choose **Data, PivotTable and PivotChart Report...**

- 4) The **PivotTable and PivotChart Wizard – Step 1 of 3** window appears. Select **Microsoft Office Excel list or database** and **PivotTable**, then click **Next**.
- 5) At the **PivotTable and PivotChart Wizard – Step 2 of 3** window click **Next**.
- 6) At the **PivotTable and PivotChart Wizard – Step 3 of 3** window click **Layout**.
- 7) The **PivotTable and PivotChart Wizard – Layout** screen appears. Find your field names in the list on the right, age and gender in our example (use the scroll bar below the list to see more fields), then hold down the mouse button and drag one of the fields on top of the word **ROW**, then the other field onto the word **COLUMN**. Then drag either of the fields onto the word **DATA**.



8) When you have finished doing this, click **OK**.



9) Back at the **PivotTable and PivotChart Wizard – Step 3 of 3** window click **Finish**. Your crosstab table will appear on a separate sheet.

10) NOTE: The field names you chose will appear in the upper left corner of the crosstab. To the right of the field names are drop-down arrows. Clicking the arrows opens a list, where you can choose which items you want to see and uncheck the ones you want to hide.

## Final Thoughts on Analysis

There is clearly a lot you can do to learn more about what survivors have reported about your services. Frequencies and crosstabs can be very powerful. The steps we have just outlined to create them may seem daunting, but once you have done the first few, the process gets easier. Like anything else, it's a matter of practice. And then your interest and curiosity will lead you to lots of helpful information about your program.