

---

Eco friendly protection, from sustainable pseudostems



# Champion Guiding Tool Data Processing

How to manage the information from the Guiding Tool surveys



## Contact Information

Mpigi Headquarters: +256 702 323 214

---

[www.banapads.org](http://www.banapads.org)

# Table of Contents

Eco friendly protection, from sustainable pseudostems

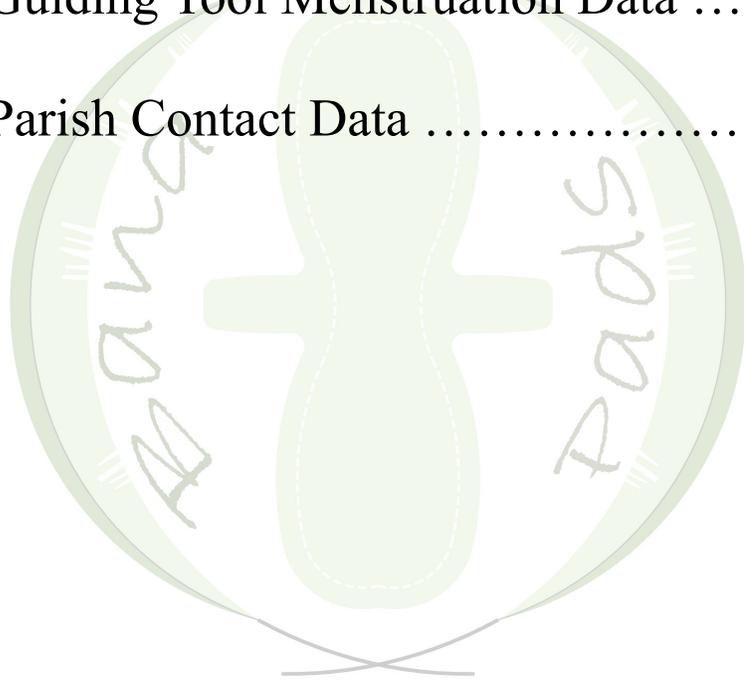


Introduction ..... 3

How to Use Guiding Tool Templates ..... 4

How to Store Guiding Tool Menstruation Data ..... 6

How to Store Parish Contact Data ..... 17



---

Eco friendly protection from sustainable pseudostems

# Introduction



The following documents are to help transfer the data from the Champion Guiding Tools on Microsoft Excel spreadsheets on the computer so all of the data can be in one place. Two spreadsheets were created. The first includes all of the menstruation data gathered from the survey. This spreadsheet will allow BanaPads to understand the menstruation situations of a parish before bringing the BanaPads sanitary pads to them. The second spreadsheet includes the contact information of the households that the Champions have talked to. This way, the Champions are able to have a list of names and numbers of potential clients. Overall, these spreadsheets are to help the Champions and BanaPads headquarters stay organized and understand the menstruation situations in the communities.



# How to Use the Guiding Tool Templates

## Parish Menstruation Data Template

The Parish Menstruation Data Template is a spreadsheet that is setup for any parish that uses the Guiding Tool. It has tabs at the bottom for up to 19 villages and then a last tab for all of the parish data. To customize it for a specific parish, a few steps must be taken.

First, click on **File** and then **Save As....** Save the new spreadsheet under a new name and then click **Save**. This is so the original template can be used in the future, but a new document with the template can be created.

Next, change the names of the tabs at the bottom of the spreadsheet to the names of the villages in the parish. To do this, right click on the current tab name that you wish to change and then click **Rename**. Type in the name of the village and press **Enter**. Do this for all of the villages. If there are more tabs than villages, right click on the name of the extra tab and click **Delete**. Do this for all of the extra tabs.

Finally, click on the **Parish Data** tab. Formulas will have to be changed if the number of villages is less than 19. First click on the cell under the **Frequency** column next to **Pad**. There is a long formula shown above the spreadsheet. Go to the end of the formula and delete the names of the tabs that are not used. For example, if the parish has 18 villages, click on the formula bar and scroll all the way to the right. Then delete **+Sheet19!B2** and press **Enter**. Be sure not to press on any other cells when working on a formula or you may add in unnecessary cells.

Once this first cell has been changed, click on the cell and press **Ctrl** and **C**. Then highlight the rest of the column and press **Ctrl** and **V**. This will change the formulas of the cells in this column. Highlight the cells in the rest of the **Frequency** columns and press **Ctrl** and **V** to change all of the formulas. After this, all of the formulas will be updated for the number of villages in the parish.

After these steps are completed, the spreadsheet is personalized for the parish, and data is ready to be collected.



---

Eco friendly protection, from sustainable pseudostems

## Contact Information Template

The Contact Information Template is a spreadsheet that is setup for any parish that uses the Guiding Tool. It has tabs at the bottom for up to 19 villages and then a last tab for all of the parish data. To customize it for a specific parish, a few steps must be taken.

First, click on **File** and then **Save As....** Save the new spreadsheet under a new name and then click **Save**. This is so the original template can be used in the future, but a new document with the template can be created.

Next, change the names of the tabs at the bottom of the spreadsheet to the names of the villages in the parish. To do this, right click on the current tab name that you wish to change and then click **Rename**. Type in the name of the village and press **Enter**. Do this for all of the villages. If there are more tabs than villages, right click on the name of the extra tab and click **Delete**. Do this for all of the extra tabs that are not necessary.

Finally, click on the **Parish Data** tab. Change the names of the cells under the **Village** column to the names of the villages in the parish. Be sure to write the names of the villages in the same order as they are shown in the tabs at the bottom of the spreadsheet.

If there are more rows than villages, right click on the row number that is to the right of the extra village name and click **Delete**. For example, if there were 18 villages in a parish, right click on row **20** and click **Delete** to delete the row that has **Village 19**. Do this for all extra village titles. After these steps are completed, the spreadsheet is personalized for the parish, and data is ready to be collected.

# How to Store Guiding Tool Menstruation Data



Eco friendly protection, from sustainable pseudostems

The guiding tools the Champions use to promote menstrual hygiene provide good data for BanaPads and for the parishes. The data can be stored using Microsoft Excel spreadsheets. This manual will explain how to understand the data gathered, how to make graphs, how to input the data, how to create the spreadsheets in case reformatting is needed, and how to use shortcuts in Microsoft Excel.

## Explanation of Data Gathered

Each parish has a **spreadsheet** with separate **tabs** for each village in that parish. The last tab in each spreadsheet has data for the entire parish and includes **graphs** of the data.

### Bunono Parish Spreadsheet

Menstrual Challenges	Frequency	Percentage	Support from Family	Frequency	Percentage
1 Cramps	163	83%	Provide Pads	68	35%
2 Appetite	12	6%	Provide Soap	136	69%
3 Headache	89	45%	Provide Knickers	35	18%
4 Pain and Discomfort	40	20%	Provide Drinks	18	9%
5 Vomiting	9	5%	Provide Medicine	16	8%
6 Irregular Flow	29	15%	Provide Vaseline	1	1%
7 Acne/Pimples	2	1%	Provide Cloth	4	2%
8 Diarrhea	1	1%	Provide Cotton	0	0%
9 Skin Irritation	8	4%	Health Education	18	9%
10 Lack of Materials	7	4%	Help Seek Medical Attention	3	2%
11 Breast Sensitivity	10	5%	Help with Chores	27	14%
12 Bleed Through	2	1%	Healthy Food	3	2%
13 Embarrassment	1	1%	Financial Help	5	3%
14 Dizziness and Weakness	10	5%	Abstain from Sex	2	1%
15 Fever	7	4%	Understand Mood Swings	1	1%
16 No Challenges	7	4%	No Support	10	5%
17 No Support	1	1%	No Response	3	2%
18 Other	1	1%	Other	0	0%

Tabs for Villages

Tab for Parish

Graphs of Parish Data



Each tab stores the answers for questions 7 through 11 on the Champion Guiding Tool. The answers for each question are located under each question title, and they are the most frequent answers collected. Any survey responses that do not fit these frequent answers should be recorded under the option **Other**. For example, for “What More Support?” a possible answer is “a private wash basin.” Because this was not a popular answer, this answer should be recorded under the option **Other**.

The second column, titled **Frequency**, records the total number of responses collected from all households surveyed. Oftentimes, a household will give more than one response to a question. All responses should be added to the spreadsheet. To record more responses, simply change the number in the **Frequency** column that is next to the given answer. For example, if a household says that they use cloth as a menstrual material, increase the number next to **Cloth** by one.

The third column, titled **Percentage**, represents the portion of all households that have given this answer. This number is calculated by dividing the **Frequency** by the **Total Surveyed** (to be explained later).

Answer Given                      Number to Increase

	E	F	G	H	I
	Menstrual Challenges	Frequency	Percentage		Support from Family
2	Cramps	163	83%		Provide Pads
3	Appetite	12	6%		Provide Soap
4	Headache	89	45%		Provide Knickers
5	Pain and Discomfort	40	20%		Provide Drinks
6	Vomiting	9	5%		Provide Medicine
7	Irregular Flow	29	15%		Provide Vaseline
8	Acne/Pimples	2	1%		Provide Cloth
9	Diarrhea	1	1%		Provide Cotton
10	Skin Irritation	8	4%		Health Education
11	Lack of Materials	7	4%		Help Seek Medical Atten
12	Breast Sensitivity	10	5%		Help with Chores
13	Bleed Through	2	1%		Healthy Food
14	Embarrassment	1	1%		Financial Help

## Materials Used

This section of data includes responses to Question 7 of the Guiding Tool, which asks the women to state all materials they use during menstruation. If a household answers with a material that is not listed, increase the frequency of **Other** by one.

## Menstrual Challenges

This section of data includes responses to Question 8 of the Guiding Tool, which asks the women to state every challenge they face during menstruation. Some of the answers listed on the spreadsheet are general and can include various responses.

**Appetite** includes loss of appetite or increased appetite. **Pain and Discomfort** include certain bodily pains, like back pain and joint pain. The only bodily pain that should not be included under **Pain and Discomfort** is breast pain, because breast pain is recorded under its own response. **Irregular Flow** includes all bleeding irregularities during menstruation, like heavy flow, long duration of menstruation, or frequent menstrual cycles (more than once a month). **Lack of Materials** includes the absence of any materials the household considers necessary for menstruation.

Possible examples include not having painkillers, soap, cloth, pads, or more. In case a household answers with a challenge that is not listed, increase the frequency of **Other** by one.

## Support from Family

This section of data includes responses to Question 9 of the Guiding Tool, which asks women to state what support they get from family and friends. If a household answers with a kind of support that is not listed, increase the frequency of **Other** by one.

## What More Support?

This section of data includes responses to Question 10 of the Guiding Tool, which asks women to state what support they would like to receive from family and friends. If a household answers with a kind of support that is not listed, increase the frequency of **Other** by one.

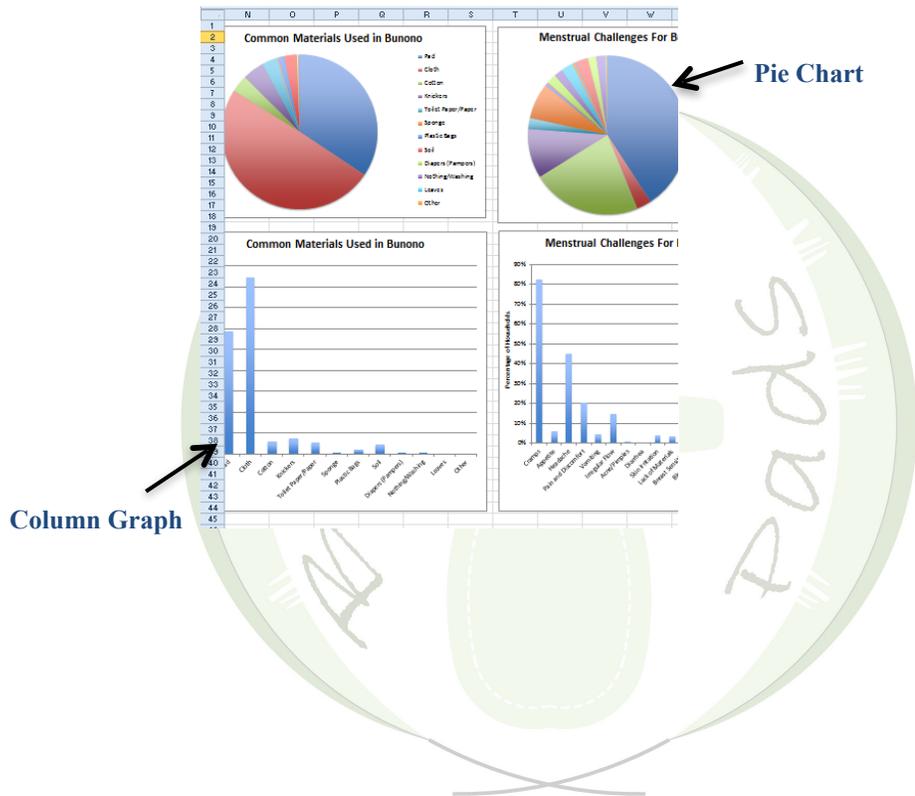
## What Support Do You Give?

This section of data includes responses to Question 11 of the Guiding Tool, which asks family members to state what support they provide when their wives and

daughters are menstruating. If a household answers with a kind of support that is not listed, increase the frequency of **Other** by one.



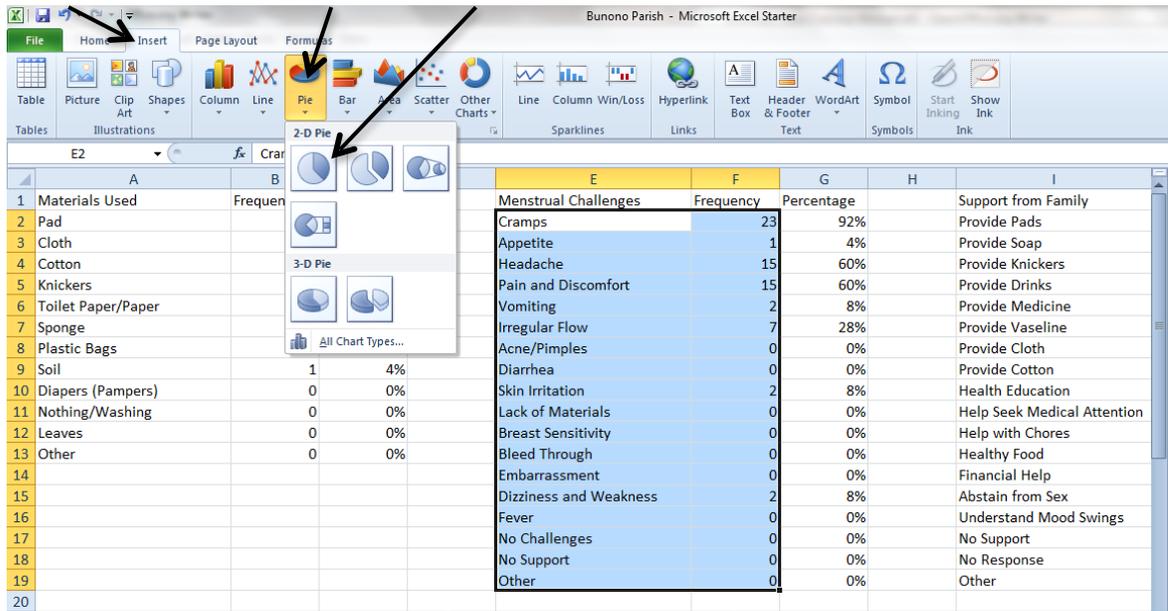
The final tab stores data for the entire parish. This tab automatically updates when village data is changed. This tab also includes two graphs for each question to help explain the data visually. The **pie chart** uses the frequency data to show which answers occurred most often. The **column graph** uses the percentage data to show the most popular responses given by households. The **frequency data** is important because it shows how often an answer was given. The **percentage data** is important because it shows how many households in the parish gave that answer.



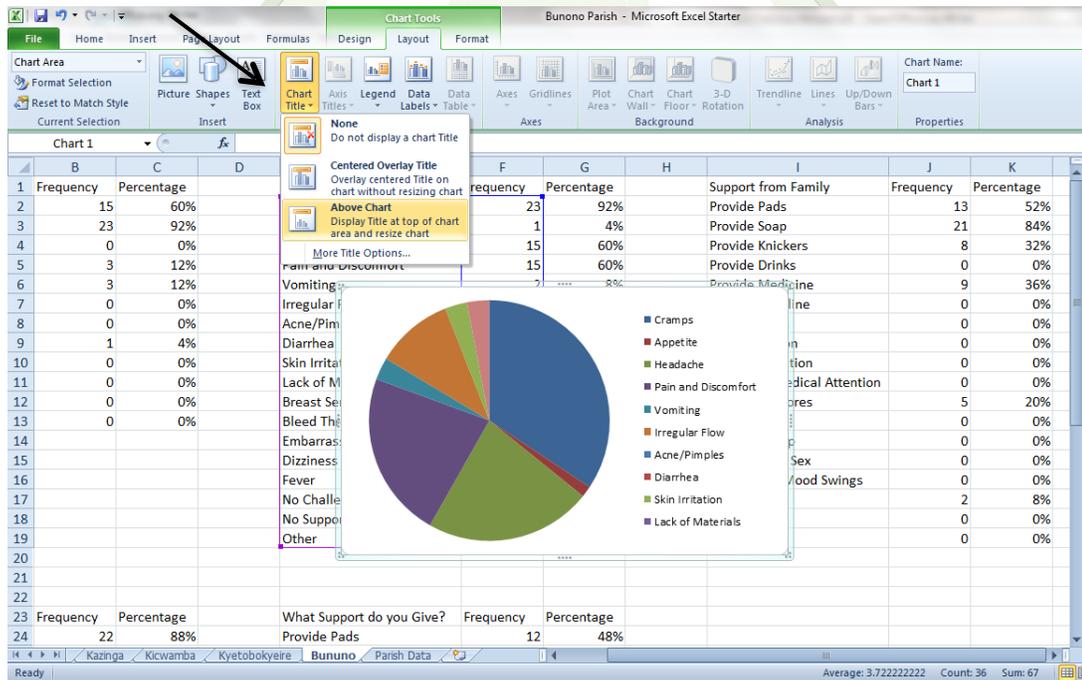
### How to Make Graphs in Excel

The first chart created in the parish tab is called a **pie chart**. This chart shows the frequency of responses to Questions 7-11. To create this chart, highlight all of the response options and the numbers in the **Frequency** column. With the data still highlighted, go to the toolbar above the data and click **Insert**, and then click on **Pie**. If

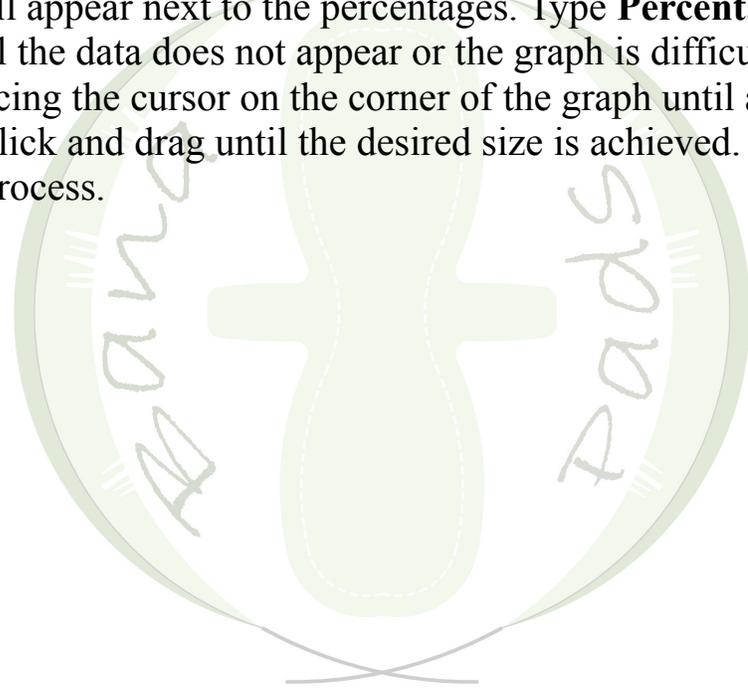




## Create Chart Title



The second graph created in the parish tab is called a **column graph**. This graph shows the percentage of households who answer with certain responses to Questions 7-11. To create this graph, highlight all of the answer options, and press **Ctrl** on the keyboard. While holding down **Ctrl**, highlight all of the numbers in the **Percentage** column, then release the **Ctrl** button. With the data still highlighted, go to the toolbar above the data and click **Insert**, and then click on **Column**. If more options are given, choose the first **2-D Column** option. The graph will automatically be created using the highlighted data. Move the graph out of the way by clicking and dragging the graph to the side of the data. Click on the box that says **Series 1**, and then press the **Delete** button on the keyboard. After deleting the **Series 1** box, create a title for the graph by clicking **Layout**, then **Chart Title**, then **Above Chart**. A textbox will be created above the chart for the title. To create a description for an axis in the chart, click **Layout**, then **Axis Titles**, then **Primary Vertical Axis Title**, and then **Rotated Title**. A textbox will appear next to the percentages. Type **Percentage of Households** in the textbox. If all the data does not appear or the graph is difficult to read, make the graph larger by placing the cursor on the corner of the graph until a double arrow appears, and then click and drag until the desired size is achieved. The pictures below also describe this process.

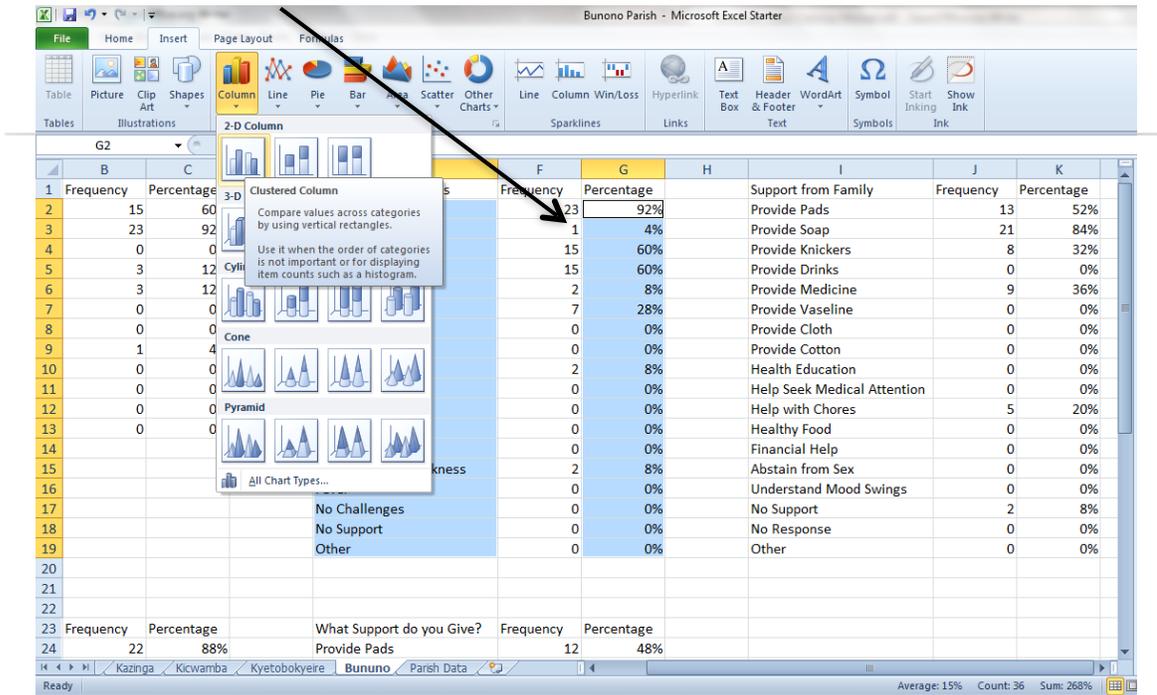


---

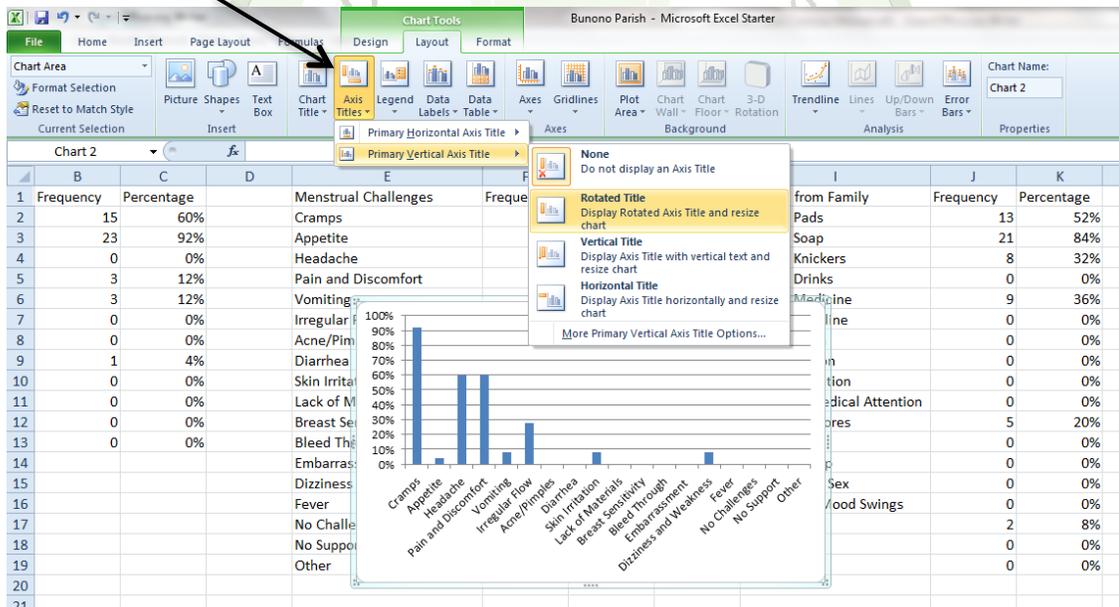
**Highlight Both Columns**

**Create Graph**





### Create Axis Title



This section explains how to input the data from the Guiding Tool onto the Excel spreadsheets. It explains the basics, but it also goes into detail regarding the formulas used for calculations. The formulas should already be setup on the spreadsheet, but in case something is wrong, this section will explain how to write the formulas.

### *Village Data*

When reading the answers to Questions 7-11 on the Guiding Tool, mark every answer given by a household onto the spreadsheet. For example, for **Materials Used**, if a household says they use cloth and pads during menstruation, increase the number next to each answer by one. If a household gives an answer that is not listed, increase the number next to **Other** by one.

Count the number of Guiding Tools completed for each village and add that number to the number next to **Total Surveyed** under each village **tab**. In order to calculate the percentage for each response given, divide the frequency of a response by the total number of households surveyed. To do this, type =, click on the number in the **Frequency** column next to the answer option, type /, and click on the number next to **Total Surveyed**. In order to copy this formula everywhere, the number for the total surveyed must be used each time. Using the formula bar above, change **B44** to **\$B\$44**. The formula can then be copied for all percentages in the tab. To copy the formula, click on the percentage that was just calculated, and then hold down **Ctrl** and **C** at the same time. This will copy the formula. Then highlight all of the blank spaces below by clicking on one and holding down and dragging the cursor over all of the other blank spaces under **Percentage**. Then hold down **Ctrl** and **V** at the same time. This will paste the formula into all of the highlighted boxes. The answer from the formula will be a decimal. To convert these decimals to a percent, click on the % button above the spreadsheet.

### *Parish Data*

The **Parish Data tab** looks like the **Village Data tabs**, except that it includes the graphs, which have been explained above. In order to add all of the Village Data together to get the Parish Data, a formula is used so that every time the Village Data is

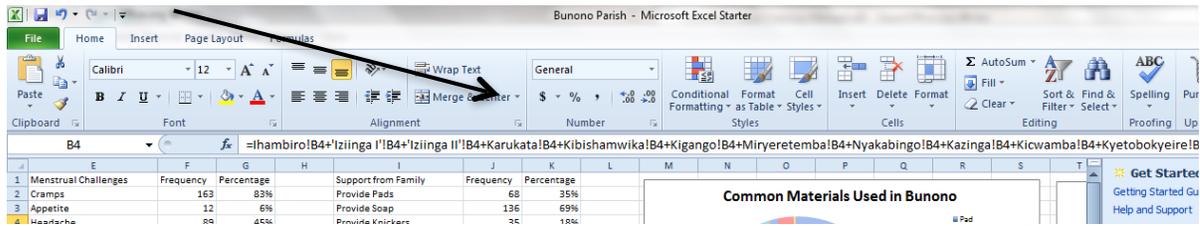
changed, the Parish Data also changes. In order to create this formula, type = in the Frequency column next to the **Pads** option for Question 7. After this, go to each Village **tab**, and press the number in the Frequency column next to the **Pads** option. Be sure to only press that number each time, otherwise the formula may not work. After the **Pads** number has been clicked for each village, type **Enter** and the total number of responses will appear. This formula can be copied for all responses in the tab and for the **Total Surveyed**, as previously shown. Once all of the Parish Data is added, the **Percentages** for all responses can be calculated by dividing the frequency of a response by the total number of households surveyed. To do this, type =, click on the number in the **Frequency** column next to the desired response option, type /, and click on the number next to **Total Surveyed**. In order to copy this formula everywhere, the number for the total surveyed must be used each time. Using the formula bar above, change **B44** to **\$B\$44**. The formula can then be copied for all percentages in the tab, as explained above. The answer from the formula will display as a decimal. To convert the decimals to a percentage, click on the % button above the spreadsheet.

### **Excel Shortcuts**

Shortcuts in Microsoft Excel can make inputting data much faster. They do not have to be used, but they help a lot. Here are some shortcuts that have been used in this spreadsheet:

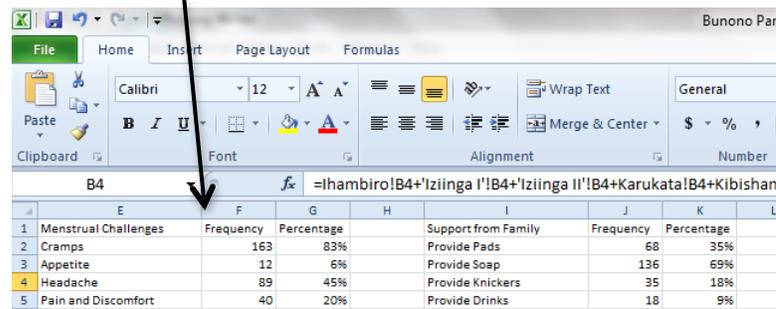
*To highlight more than one thing*, hold down the **Ctrl** key the whole time while highlighting multiple spaces. This way, data in different columns can be highlighted at once. This will be helpful when creating the column graphs because the answer column and the percentage column will have to be highlighted.

*To convert decimal answers to percentages*, select all of the decimals, and then find the % button above the spreadsheet. This will automatically convert all decimals to a percentage format for easier viewing.



To change the width of the columns to fit all of the words, put the cursor at the top of the column where the column letters are. Put the cursor between two columns until a **double arrow** is seen. Then double click and the column will automatically change size.

Put cursor here



To copy a formula or a number, hold down **Ctrl** and **C** at the same time. This can be helpful when calculating percentages in all of the Village Data.

To paste a formula or a number that has been copied, hold down **Ctrl** and **V** at the same time.

To always use the same number in a formula, add **\$** to the coordinate of the number. This is helpful when the total surveyed must be reused in all of the formulas. Change **B44** to **\$B\$44** in the formula before copying and pasting it on the spreadsheet.

## How to Store Parish Contact Data

The Guiding Tools the Champions use to promote menstrual hygiene provide good data for BanaPads and for the parishes. This data can be stored using Microsoft Excel spreadsheets. The Parish Contact List can help organize contacts for the Champions, as well as the Core Team Leaders. This document will explain how to interpret the data gathered, how to input the data, how to create the spreadsheets if reformatting is needed, and how to use shortcuts in Microsoft Excel.

## Explanation of Data Gathered

Each parish has its own spreadsheet with tabs for each village in the parish. The last tab in the spreadsheet includes the data for the entire parish.



## Bunono Contact Information

Village	Champion	Household Contact	Phone Number	Number of Females	Number of Menstruating Females
Ihambiro	Atukunda Rebecca	Abudu Rurihuna	Not Listed	2	1
Ihambiro	Atukunda Rebecca	Juria Musekura	Not Listed	3	3
Ihambiro	Atukunda Rebecca	Kabuzo Baguma	Not Listed	4	3
Ihambiro	Atukunda Rebecca	Kyalikora Alex	Not Listed	3	1
Ihambiro	Atukunda Rebecca	Tushabomwe Gabriel	Not Listed	1	1
Ihambiro	Komugabe Naome	Gabirano Aduru	0788 997 167	2	1
Ihambiro	Komugabe Naome	Gurrusirize Fokineti	Not Listed	1	1
Ihambiro	Komugabe Naome	Kakuru Isaac	0775 857 186	3	2
Ihambiro	Komugabe Naome	Mukeyi Purudesi	0777 541 811	2	2
Ihambiro	Tuebaze Sharon	Didas Tindyebwa	0827 266 62	4	2
Ihambiro	Tuebaze Sharon	Mr. Didasi	0772 69 97 33	4	2
Ihambiro	Tuebaze Sharon	Mr. Kakwikire Robert	Not Listed	3	1
Ihambiro	Tuebaze Sharon	Mr. Nshabemwe	0772 854 650	3	1
Ihambiro	Tuebaze Sharon	Mrs. Flora Bandekye	0789 703 516	2	2
			<b>Total</b>	<b>37</b>	<b>23</b>
			<b>% of Females Menstruating</b>		<b>62%</b>

## Tabs for Villages

Each tab displays responses to questions 1 through 6 of the Champion Guiding Tool. Questions 1-6 capture demographic information, including Village Name, Champion Name, Household Contact, Phone Number of Contact, Number of Females in Household, and Number of Menstruating Females in Household. This information is alphabetized by Champion, and then by the name of the household head. This is done to organize the data so that a Champion or Core Team Leader can clearly see which

households they have visited with the guiding tool. The Village tabs are also alphabetized for greater organization.



## How to Input Data and Create Spreadsheets

This section explains how to input the data from the guiding tools onto the Excel spreadsheets. It explains the basics, but it also goes into detail explaining the formulas used for calculations. The formulas should already be setup on the spreadsheet, but in case something is wrong, this section will explain how to write the formulas.

Add the necessary information (Village, Champion, Household Contact, Phone Number, Number of Females, and Number of Menstruating Females). If a household does not provide a contact number, type **Not Listed** under the **Phone Number** column. At the end of the list, there is a row that totals the number of females and menstruating females. If a new row needs to be added on top of this **Total** row, highlight the **Total** row by clicking on the row number at the left side of the spreadsheet. This should highlight the entire row. Then click **Insert** at the top of the page, and then click **Insert Sheet Rows**. (Another way to add a row is by right clicking on the row number and clicking **Insert**). This should add a row above the **Total** row. Now another contact can be added. Rows will have to be added each time at the bottom of the list.

**Insert a Row**

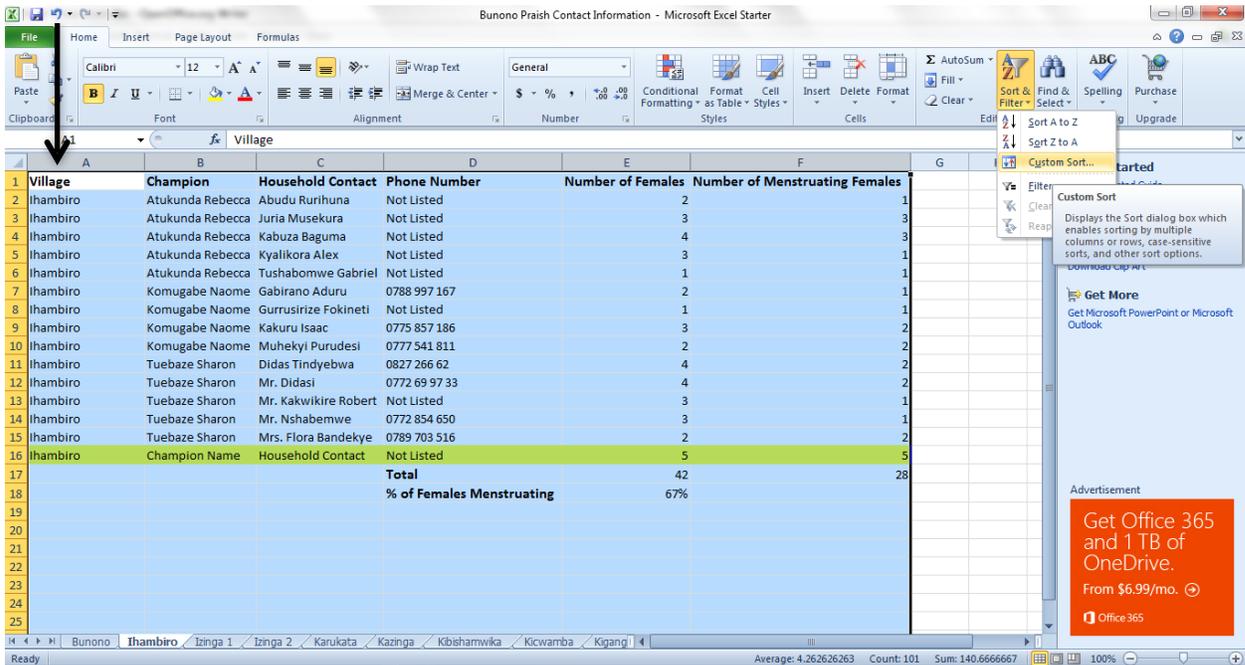
Village	Champion	Household Contact	Phone Number	Number of Females	Number of Mens
Ihambiro	Atukunda Rebecca	Abudu Rurihuna	Not Listed	2	
Ihambiro	Atukunda Rebecca	Juria Musekura	Not Listed	3	3
Ihambiro	Atukunda Rebecca	Kabuza Baguma	Not Listed	4	3
Ihambiro	Atukunda Rebecca	Kyalikora Alex	Not Listed	3	1
Ihambiro	Atukunda Rebecca	Tushabomwe Gabriel	Not Listed	1	1
Ihambiro	Komugabe Naome	Gabirano Aduru	0788 997 167	2	1
Ihambiro	Komugabe Naome	Gurrusirize Fokineti	Not Listed	1	1
Ihambiro	Komugabe Naome	Kakuru Isaac	0775 857 186	3	2
Ihambiro	Komugabe Naome	Muhekyi Purudesi	0777 541 811	2	2
Ihambiro	Tuebaze Sharon	Didas Tindyebwa	0827 266 62	4	2
Ihambiro	Tuebaze Sharon	Mr. Didasi	0772 69 97 33	4	2
Ihambiro	Tuebaze Sharon	Mr. Kakwikire Robert	Not Listed	3	1
Ihambiro	Tuebaze Sharon	Mr. Nshabemwe	0772 854 650	3	1
Ihambiro	Tuebaze Sharon	Mrs. Flora Bandekye	0789 703 516	2	2
<b>Total</b>				37	23
<b>% of Females Menstruating</b>				62%	

### Row Number

When all the contacts have been added for each village, the next step is to alphabetize each contact list. To do this, highlight all 6 columns by clicking where column **A** is, hold down the click, and drag the cursor over all of the column letters. This should highlight columns **A** through **F**. Next, click on **Sort & Filter** at the top of the spreadsheet, and then **Custom Sort...** This will bring up a box titled **Sort**. First make sure that the box in the top right corner next to **My data has headers** is checked. Next, there are three columns titled **Column**, **Sort On**, and **Order**. The first row is titled **Sort By**. Change the box in the first row and first column to **Village** by clicking on the downward arrow and choosing **Village**. To add another row, press **Add Level** at the top. This will add a second row titled **Then by**. Change the box in the second row and first column to **Champion** by clicking on the downward arrow and choosing **Champion**. Add a third row using the **Add Level** button. Change the box in the third row and first column to **Household Contact** by clicking on the downward arrow and choosing **Household Contact**. Make sure that all of the boxes in the second column have **Values** chosen, and that all of the boxes in the third column have **A to Z** chosen. If they do, then click **OK**. This should alphabetize all of the contacts, first according to village, then by Champion, and then by household contact.

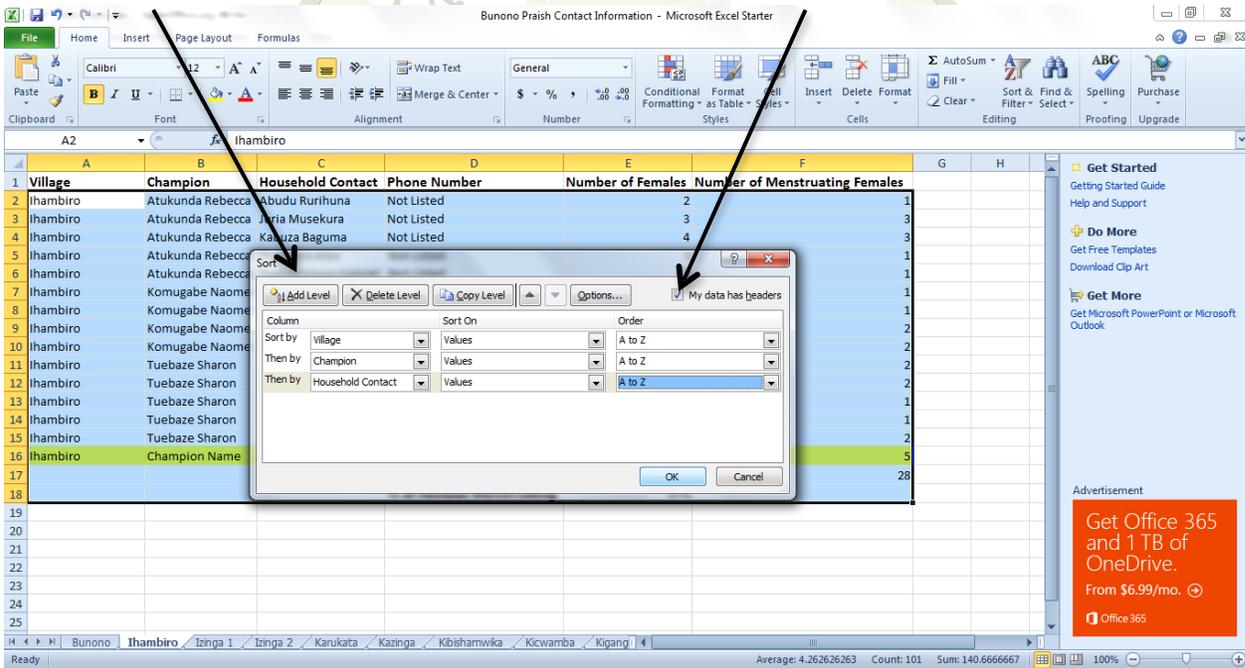
Click and hold from here to highlight

Click here to Alphabetize



Click here to add a row

Make sure this box is checked



## Final Alphabetized List (the highlighted row moved)

	A	B	C	D	E	F	G	H
1	Village	Champion	Household Contact	Phone Number	Number of Females	Number of Menstruating Females		
2	Ihambiro	Atukunda Rebecca	Abudu Rurihuna	Not Listed	2	1		
3	Ihambiro	Atukunda Rebecca	Juria Musekura	Not Listed	3	3		
4	Ihambiro	Atukunda Rebecca	Kabuzza Baguma	Not Listed	4	3		
5	Ihambiro	Atukunda Rebecca	Kyalikora Alex	Not Listed	3	1		
6	Ihambiro	Atukunda Rebecca	Tushabomwe Gabriel	Not Listed	1	1		
7	Ihambiro	Champion Name	Household Contact	Not Listed	5	5		
8	Ihambiro	Komugabe Naome	Gabirano Aduru	0788 997 167	2	1		
9	Ihambiro	Komugabe Naome	Gurrusirize Fokineti	Not Listed	1	1		
10	Ihambiro	Komugabe Naome	Kakuru Isaac	0775 857 186	3	2		
11	Ihambiro	Komugabe Naome	Mukeyi Purudesi	0777 541 811	2	2		
12	Ihambiro	Tuebaze Sharon	Didas Tindyebwa	0827 266 62	4	2		
13	Ihambiro	Tuebaze Sharon	Mr. Didasi	0772 69 97 33	4	2		
14	Ihambiro	Tuebaze Sharon	Mr. Kakwikire Robert	Not Listed	3	1		
15	Ihambiro	Tuebaze Sharon	Mr. Nshabemwe	0772 854 650	3	1		
16	Ihambiro	Tuebaze Sharon	Mrs. Flora Bandekye	0789 703 516	2	2		
17				<b>Total</b>	42	28		
18				<b>% of Females Menstruating</b>	67%			

The **Total** row should automatically add the **Number of Females** column and the **Number of Menstruating Females** column. If this does not happen, a formula for the **Total** row may need to be added. To add all of the numbers in the **Number of Females** column, type **=SUM(** in the box that is in the **Total** row and **Number of Females** column. Then click on the first number below the title, hold down the click, then drag the cursor down to the last number listed in the column. After that, press **Enter**. This should add all of the numbers in this column. Do the same for the **Number of Menstruating Females** column. To find the **% of Females Menstruating**, type **=**, then click on the total of menstruating females, then type **/**, then click on the total of females, and then press **Enter**. To make the resulting decimal a percentage, click the **%** symbol at the top of the spreadsheet (see **Excel Shortcuts**).

The last tab is called **Parish Data**. It has the totals for **Number of Females** and **Number of Menstruating Females** for each village listed. It also has the total numbers for each group to determine how many females and how many menstruating females are in the parish. This data should automatically change as the village data is changed. In case this does not happen, formulas can be written. To do this, type = in the box next to the first village name. Then go to the tab of that village, and click on the box that has the total number of females for that village. Be sure to only click that number so that the formula is correct. If you press **Enter**, then the same number should now be in the **Parish Data**. Repeat the process for **Number of Females** for all of the villages listed. To add all of the village totals to determine the parish total, type =SUM( in the box next to **Total**, then click on the total of the first village. While holding down the click, highlight all of the village totals, and then press **Enter**. This should create the parish total for **Number of Females**. Both of these formulas can be copied and pasted to be used for **Number of Menstruating Females**. To do this, highlight the first village total all the way down to the parish total for **Number of Females**. Press **Ctrl** and **C** at the same time to copy the data. Then press on the box for the first village under **Number of Menstruating Females**. Then press **Ctrl** and **V** at the same time to paste the data. The village totals and the parish total should appear for the **Number of Menstruating Females**. The final formula calculates the **Percentage of Females Menstruating** in the parish. To create this formula, type = in the box next to **Percentage of Females Menstruating**. Then click on the parish total for **Number of Menstruating Females**. Type /, and then click on the parish total for **Number of Females**. After that, press **Enter**. To make the resulting decimal a percentage, click the % symbol at the top of the spreadsheet (see **Excel Shortcuts**).

## **Excel Shortcuts**

Shortcuts in Microsoft Excel can help make putting in data go faster. They do not have to be used, but they help a lot. Here are some shortcuts you can use in this spreadsheet:

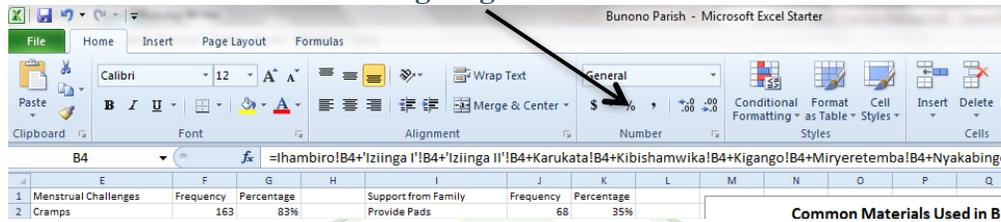
To highlight more than one thing, hold down the **Ctrl** key the whole time while highlighting multiple spaces. This way, data in different columns can be highlighted at once.

Eco friendly protection, from sustainable pseudostems



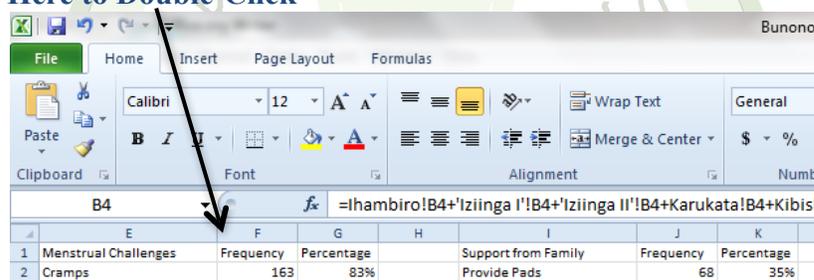
To convert decimal answers to percentages, select all of the decimals, and then find the % button above the spreadsheet. This will automatically convert all decimals to a percentage format for easier viewing.

### Percentage Sign



To change the width of the columns to fit all of the words, put the cursor at the top of the column where the column letters are. Put the cursor between two columns until a **double arrow** is seen. If you double click, the column will automatically change size.

### Place Cursor Here to Double-Click



To copy a formula or a number, hold down **Ctrl** and **C** at the same time. This can be helpful when calculating the parish totals.

To paste a formula or a number that has been copied, hold down **Ctrl** and **V** at the same time.