

Analysing your survey data



What we'll be covering

In survey tool analysis

- Excel analysis pivot tables & charts
- Multi select multiple choice questions
 - ✓ Total row, Text Filter, CountIf
 - ✓ Power Query / Get Transform
- Coding free text responses



Multiple Select Multiple Choice questions

Mentors	F 图		Which instrument Saxaphone;Drums; Electric Keyboard;I	would you like to Bass; Drums;) learn? 🔽			
o see vour na	me and email address.		Drums;					
o see your name and email a			Saxaphone;					
			Electric Keyboard;					
			Bass;					
			Drums;Saxaphone;					
			Drums;Electric Key	bo Which Instrum	nent would you like to l	earn		
			Bass;Harmonica;	Saxaphone	Electric Keyboard	Guitar	Bass	Dru
			Saxaphone;Trumpe	et;	Electric Keyboard	Guitar	Bass	
			Electric Keyboard;	Saxaphone	Electric Keyboard			Dru
Submit Music Mentors Survey for E	Bitesize 4	Drums;		,	Guitar	Bass		
		Electric Keyboard;	Dru	Electric Keyboard	Guitar		Dru	
	1 Which Instrument would you like t	vould you like to learn	Saxaphone;Electric	K Saxaphone		Guitar		_
	I. which instrument would you like t		Electric Keyboard	2ru	Electric Keyboard		Bass	
	Saxaphone	Bass			Electric Keyboard			Dru
	Electric Keyboard	Drums		4		Guitar	Bass	Dru
	Guitar		Electric Keyboard,	Saxaphone	Electric Keyboard			Dru
			Electric Keyboard;	Dru		Guitar	Bass	
			Saxaphone;Electric	K	Electric Keyboard	Guitar		Dru
				Saxaphone				
		DONE		-	Electric Keyboard		Bass	
		Powered by			Electric Keyboard			Dru
		SurveyMonkey See how easy it is to create a survey.			Electric Keyboard			



Multiple choice exports

 Microsoft Forms & Google Forms return multiple options selected in one column, separated by semi colons & commas respectively

 Survey Monkey returns multiple options across consecutive columns

Which instrument would you like to learn? Saxaphone;Drums;Bass; Electric Keyboard; Drums; Drums; Saxaphone; Electric Keyboard; Bass; Drums;Saxaphone; Drums;Electric Keyboard; Bass;Harmonica; Saxaphone;Trumpet; Electric Keyboard; Drums; Electric Keyboard;Drums;Guitar; Saxaphone;Electric Keyboard;Drums; Electric Keyboard;Drums;Guitar; Bass;Guitar;

Which Instrum	nent would you like to l	earn		
Saxaphone	Electric Keyboard	Guitar	Bass	Drums
	Electric Keyboard	Guitar	Bass	
Saxaphone	Electric Keyboard			Drums
		Guitar	Bass	
	Electric Keyboard	Guitar		Drums
Saxaphone		Guitar		
	Electric Keyboard		Bass	
	Electric Keyboard			Drums
		Guitar	Bass	Drums
Saxaphone	Electric Keyboard			Drums
		Guitar	Bass	
	Electric Keyboard	Guitar		Drums
Saxaphone				
	Electric Keyboard		Bass	
	Electric Keyboard			Drums
	Electric Keyboard			

Counting up numbers for each option

Convert to a Table

Add Total row and select Count

Which Instrun	nent would you like to I	earn		
Saxaphone	Electric Keyboard Guitar		Bass	Drums
	Electric Keyboard	Guitar	Bass	
Saxaphone	Electric Keyboard			Drums
		Guitar	Bass	
	Electric Keyboard	Guitar		Drums
Saxaphone		Guitar		
	Electric Keyboard		Bass	
	Electric Keyboard			Drums
		Guitar	Bass	Drums
Saxaphone	Electric Keyboard			Drums
		Guitar	Bass	
	Electric Keyboard	Guitar		Drums
Saxaphone				
	Electric Keyboard		Bass	
	Electric Keyboard			Drums
	Electric Keyboard			



Counting up numbers for each option

✓Use Text filtering

Or

Use CountIF formula
 =Countif(Column range, "Drums")
 =Countif(Column range, "*Drums*")

Which instrument would you like to learn? Saxaphone;Drums;Bass; Electric Keyboard;Drums; Drums; Saxaphone; Electric Keyboard; Bass; Drums;Saxaphone; Drums;Electric Keyboard; Bass;Harmonica; Saxaphone:Trumpet; Electric Keyboard; Drums; Electric Keyboard;Drums;Guitar; Saxaphone;Electric Keyboard;Drums; Electric Keyboard;Drums;Guitar; Bass;Guitar; Bass; Electric Keyboard; Electric Keyboard;Drums; Saxaphone;Electric Keyboard;Drums;



Get & Transform data

The Power Query Editor in Excel has been rebranded Get & Transform data in 2016 and later versions

✓ If you're working with Excel 2010 or Excel 2013, you need to download and install the Power Query add-in.

https://www.microsoft.com/en-us/download/details.aspx?id=39379 But please note Microsoft are no longer updating this add-in so ideally you should upgrade.



What is a query & how do they work

A Microsoft Query is an **SQL SELECT Statement** which allows you to retrieve & transform data from different Excel worksheets and work books. You need to provide answers to the following questions to create a query:

Where is that data located?

What steps do you want to take to transform it?

Where do you want to store the results?



1. Conduct a survey

Survey Music Mentors

Hi Alice, when you submit this form, the owner will be able to see your name and email address.
1. Which instrument would you like to learn?
Saxaphone
Electric Keyboard
Drums
Guitar
Bass
Other
Submit

2. Export to Excel

				C			
		Which	instrument	would you like t	o learn?	*	-
		Saxap	hone;Drums	Bass;			
		Electri	Keyboard	Drums;			
		Drums	5				
		Saxap	hone:				
		Electri	Keyboard				
		Bass:					
		Drums	Saxaphone				
		Drums	Electric Ke	, vboard [.]			
		Bassi	larmonica:	, ,			
		Saxap	hone Trump	et:		-	
		Electri	Keyboard				
		Drums	e neybourd,				
		Electric	, Keyboard	Drums:Guitar:			
rison ID	Prison	Savan	hone Electric	Bass	Drums		
MP1234	HMP Belmarsh	Electri	Keyboard	Bass			
MP1235	HMP Belmarsh	Base (Suitar:	Drums, Outar,		-	Drums
MP1236	HMP Belmarsh	Dass,	Suitar,			Bass	
MP1237	HMP Belmarsh	Dass,	Kouhoard				Drums
MP1238	HMP Belmarsh	Electri	c Keyboard,	Derugener		-	
MP1239	HMP Bronzefield	Electri	c Keyboard,	Drums,		Bass	
MP1240	HMP Bronzefield	Saxap	none;Electric	c Keyboard;Drums	5;		Drums
MP1241	HMP Bronzefield	Guitar,	Bass;			Bass	Drums
MP1242	HMP Bronzefield	Electri	c Keyboard;	Guitar;			Drums
MPT243	HMP Bronzefield	Electri	c Keyboard;			Bass	
MP1244	HMP Bronzefield	Electri	c Keyboard;			-	Drums
MP1245	HMP Bronzefield	Guitar;	Violin;			Dene	
MP1240	HMP Bronzelleid	Drums	;			BOSS	Davage
MP1247	HMP Bronzelield	Electri	c Keyboard;	Saxaphone;			Drums
MD1240		Electri	c Keyboard;	Drums;		Para	Drum
MP1243		Saxap	hone;			BUSS	Drume
MP1250	HMP E astwood Pa	urk urk	Sarapione	L ICCUIC REYLOCIC	Guitar	Bass	DIGITS
MP1257	HMP E astwood Pa	nrk.		Electric Keyboard	Guitar	Duss	Drums
MP1253	HMP F astwood Pa	nrk	Saxaphone	L ICONO K EYDOUIU	ound		Digitb
MP1254	HMP F astwood P a	urk	- chop on		Guitar	Bass	

3. Unpivot the data

	_	1							
X≣ (•••	₹ Table Home	2 (2) - Power C	uerv) Add	Editor				
Group By	Use as H	First Row leaders •	Transpose	vs	Data Type: Text 👻 📑 Detect Data Type 🗐 Rename	l 2 Replace Values × ₩ 0 Fill × ₩ Pivot Column 0	Unpivot Columns * Move * Convert to List	Split F	[AB Form
		Table	e			Any Column			Te
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		In ID			А	В		С	
s	1	24		1	Prison ID	Prison	🔽 V:	alue	
uerie	2	34		2	HMP1234	HMP Belmarsh	E	ectric K	eyboard
a	3	86		3	HMP1234	HMP Belmarsh	G	uitar	
	4	37		4	HMP1234	HMP Belmarsh	B	ass	
	5	38		5	HMP1235	HMP Belmarsh	S	axaphon	e
	6	39		6	HMP1235	HMP Belmarsh	E	ectric K	eyboard
	7	40		7	HMP1235	HMP Belmarsh	D	rums	
	8	41		8	HMP1236	HMP Belmarsh	G	uitar	
	9	42		9	HMP1236	HMP Belmarsh	B	ass	
	10	43		10	HMP1237	HMP Belmarsh	E	ectric K	eyboard
	11	44		11	HMP1237	HMP Belmarsh	G	uitar	
	12	45		12	HMP1237	HMP Belmarsh	D	rums	
	13	46		13	HMP1238	HMP Belmarsh	S	axaphon	e
	14	47		14	HMP1238	HMP Belmarsh	G	uitar	
				15	HMP1239	HMP Bronzefiel	d El	ectric K	eyboard
				16	HMP1239	HMP Bronzefiel	d Ba	ass	
				17	HMP1240	HMP Bronzefiel	d El	ectric K	eyboard
				18	HMP1240	HMP Bronzefiel	d D	rums	
				19	HMP1241	HMP Bronzefiel	d G	uitar	
				20	HMP1241	HMP Bronzefiel	d Ba	ass	

4. Create a Pivot table & chart

Row Labels	🕂 Count o	of Instrument			
Electric Keybo	ard	108			
Drums		90			
Guitar		74			
Bass		68			
Saxaphone		51			
Grand Total		391			
Count of Instrume	ent				
		T - 4 - 1			
120		Iotal			
_					
100					
80					
60					
					Total
40					
20					
Flectric	Drums	Guitar	Bass	Saxanhone	
Keyboard	2. 0115	ar an cal	6653	o ana primine	
Instrument 💌					

Unpivot Data – Method 1



columns

*	: ^ V Jx	•						
А	В	С	D	Е	F	G	н	
Prison ID	Prison	Instrument 🛛 💌						
HMP1234	HMP Belmarsh	Electric Keyboard						
HMP1234	HMP Belmarsh	Guitar						
HMP1234	HMP Belmarsh	Bass						
HMP1235	HMP Belmarsh	Saxaphone						
HMP1235	HMP Belmarsh	Electric Keyboard						
HMP1235	HMP Belmarsh	Drums						
HMP1236	HMP Belmarsh	Guitar						
HMP1236	HMP Belmarsh	Bass					1	
HMP1237	HMP Belmarsh	Electric Keyboard						
HMP1237	HMP Belmarsh	Guitar						
HMP1237	HMP Belmarsh	Drums						
HMP1238	HMP Belmarsh	Saxaphone						
HMP1238	HMP Belmarsh	Guitar						
HMP1239	HMP Bronzefield	Electric Keyboard						
HMP1239	HMP Bronzefield	Bass						
HMP1240	HMP Bronzefield	Electric Keyboard						
HMP1240	HMP Bronzefield	Drums						
HMP1241	HMP Bronzefield	Guitar						
HMP1241	HMP Bronzefield	Bass						
HMP1241	HMP Bronzefield	Drums						
HMP1242	HMP Bronzefield	Saxaphone						
HMP1242	HMP Bronzefield	Electric Keyboard						
HMP1242	HMP Bronzefield	Drums						
· ·	Summary Attendance	Survey Results M	ultiple choic	e 1 In	struments by	Prison	Unpivot da	ta 2

2↓ ZA

Z Sor



Unpivot data - Method I (tabular data)

- On the Multiple Choice 1 sheet, make the data into a table & name it "Multiplechoice1)
- Open the Power Query Editor (Data tab Get Data From Table/Range button)
- Unpivot the data (Highlight the columns to unpivot using the shift key-Transform tab-Unpivot data button)
- Remove the Attributes column (Right mouse click Remove)
- Rename the Values column "Instrument" (Right mouse click-Rename)
- ✓ Upload & Close the query (Home tab Upload and Close)
- Rename the results worksheet "Unpivoted data 1"

hich Instrume	nt would you like to le	arn				
axaphone	Electric Keyboard	Guitar	Bass	Drums		
	Electric Keyboard	Guitar	Bass		1	
xanhone	Flectric Keyboard			Drums	-	
Adpirolite	Licetheneybourd	Culture	Deee	Dramo	-	
		Guitar	Dass		-	
	Electric Keyboard	Guitar		Drums		
xaphone		(
	Electric Keyboard		Bass		-	
			5035	-	-	
	AutoSave 💿 🕞 🎝 🗸 🖓	v ize 4 f	Participants data - Te	st A ^Q - Saved	Q Search	
			Data Daview	Man Itala	,	
xaphone	File Home Insert Pag	et is	Data Review	view Help		
•	From lext/CSV		Queries & Con	nections	1 😭	Ž↓ <mark>Z A</mark>
	Get	sh	Properties Edit Links	Organia	zation Stocks	
	Get & Transform Data		Dueries & Connectio	ns	Data Types	
xaphone			quenes de connectio		out types	
	G9 🔹 : 🗙 🗸	Jx				
	A B	С	D	E F	G	н
	2 HMP1234 HMP Belmarsh	Electric Key	board			
	3 HMP1234 HMP Belmarsh	Guitar	board			
	4 HMP1234 HMP Belmarsh	Bass				
	5 HMP1235 HMP Belmarsh	Saxaphone				
	6 HMP1235 HMP Belmarsh	Electric Key	board			
	7 HMP1235 HMP Belmarsh	Drums				
	8 HMP1236 HMP Belmarsh	Guitar				
	9 HMP1236 HMP Belmarsh	Bass				
	10 HMP1237 HMP Belmarsh	Electric Key	board			
	11 HMP1237 HMP Belmarsh	Guitar				
-	12 HMP1237 HMP Belmarsh	Savanhone				
L	14 HMP1238 HMP Belmarsh	Guitar				
	15 HMP1239 HMP Bronzefiel	d Electric Key	board			
	16 HMP1239 HMP Bronzefiel	d Bass				
	17 HMP1240 HMP Bronzefiel	d Electric Key	board			
	18 HMP1240 HMP Bronzefiel	d Drums				
	19 HMP1241 HMP Bronzefiel	d Guitar				
	20 HMP1241 HMP Bronzefiel	d Bass				
	21 HMP1241 HMP Bronzefiel	d Drums				
	22 HMP1242 HMP Bronzefiel	d Saxaphone				
	23 HMP1242 HMP Bronzefiel	d Electric Key	board			
	24 HMP1242 HMP Bronzefiel	a Drums				
	Summary Atte	ndance Survey Result	5 Multiple cho	ice 1 Instrume	nts by Prison	Unpivot data 2



Unpivot Data - Method 2 (delimited)

Survey Music Mentors
Hi Alice, when you submit this form, the owner will be able to see your name and email address.
1. Which instrument would you like to learn?
Saxaphone
Electric Keyboard
Drums
Guitar
Bass
Other
Submit

 How to unpivot data from multiple columns

Which inst	ument would	you like	to lear	n? 💌						
Saxaphone	Drums;Bass;									
Electric Key	board;Drums;									
Drums;										
, Saxaphone										
Electric Key	board:	_								
Bass:	,									
Orums:Save	AutoSave 💿 🕞 🗠	୨• ୯° -	ze 4 1	Participants	adata - Test	д ^д - Save	d 🔎	Search		
Drums, Sax	File Users lesset	Develop		Dete	Deview	1.Course	Usla			
Drums;Elec	File Home Insert	Recent So	s T	Data	es & Conne	tions	нер	~	^ A	
Bass;Harm	Get From Web	Exist.	af	E Prope	rties		Organization	للللہ Stocks	× Z	↓ <u>Ā</u> z L Sort
Saxaphone	Data - E From Table/Kange Get & Transf	orm Data	Queries & Connections				Data	Types		Ŷ
Electric Key	G9 • : ×	√ f _x								
Drums;	A 1 Prison ID Prison	B	C Instrument	~	D	E	F	G	Н	
Electric Key	2 HMP1234 HMP Be 3 HMP1234 HMP Be	elmarsh elmarsh	Electric Key Guitar	board						
Saxaphone	4 HMP1234 HMP Be 5 HMP1235 HMP Be	elmarsh elmarsh	Bass Saxaphone							
Electric Key	6 HMP1235 HMP Be 7 HMP1235 HMP Be	elmarsh elmarsh	Electric Key Drums	board						
Bass:Guitar	8 HMP1236 HMP Be 9 HMP1236 HMP Be	elmarsh elmarsh	Guitar Bass						1	
Bass:	10 HMP1237 HMP Be 11 HMP1237 HMP Be	elmarsh elmarsh	Electric Key Guitar	board						
Electric Key	12 HMP1237 HMP Be	elmarsh elmarsh	Drums Saxaphone							
	14 HMP1238 HMP Be	elmarsh conzefield	Guitar Electric Key	board						_
Electric Key	16 HMP1239 HMP Br	onzefield	Bass Electric Koy	board						
Saxaphone	18 HMP1240 HMP Br	onzefield	Drums	board						
	19 HMP1241 HMP Br	onzeneld	Guitar							
	21 HMP1241 HMP Br	onzefield	Drums							
	22 HMP1242 HMP Br	onzefield	Saxaphone							
	23 HMP1242 HMP Br	onzefield	Electric Key	board						
	24 HMP1242 HMP Br	onzefield	Drums							
	 Summary 	Attendance	Survey Result	s Mult	tiple choice	1 Ins	struments by	Prison	Unpivot	data 2



Unpivot data – Method 2 (delimited)

✓Go to the Multiple Choice 2 worksheet

- Rename the Table "Unpivotdata2"
- ✓ Open the Power Query Editor (Data tab From Table/Range button)
- Split the data in the column (Home tab- Select column -Split Column button-select ; as delineator)
- Unpivot the data (Highlight the columns to unpivot using the shift key-Transform tab-Unpivot data button)
- Remove the Attributes column (Right mouse click Remove)
- Rename the Values column "Instrument" (Right mo Click-Rename)
- Filter out the blank rows (Filter on Values column deselect blanks)
- ✓ Upload & Close the Query (Home tab Upload and Close)
- Rename the results worksheet "Unpivoted data 2"

	Which inst	rument v	vould you	like to le	arn? 🔻	r -					
	Saxaphone	;Drums;B	ass;								
	Electric Key	/board;D	rums;								
	Drums;										
	Saxaphone	;									
	Electric Key	/board;									
	Bass;						_				
	Drums;Saxa	AutoSave On	● ☞ ℃ ~ ~	te	iize 4 Participan	nts data - Test 🤉	a ^q - Saved	Q	Search		
	Drums;Elec	File Home	Insert Page	l ul	as Data	Review	View I	Help			
-	Bass;Harm	Get From	Web 🕒 Existin	9	lefresh	perties	0	rganization	Stocks		Ž↓ <mark>A</mark> Z z∣ Sort
	Saxaphone	Data ∽	lable/Kange Get & Transform Data		All ∽ 🛛 🗟 Edit Queries &	Links Connections		Dat	a Types		4.4
	Electric Key	G9 -	: × ✓ fs								_
ift	Drums;	A B 1 Prison ID V Prison		▼ Instrur	C nent ▼	D	E	F	G	н	
	Electric Key	2 HMP1234 3 HMP1234	HMP Belmarsh HMP Belmarsh	Electric Guitar	Keyboard						
	Saxaphone	4 HMP1234 5 HMP1235	HMP Belmarsh HMP Belmarsh	Bass Saxaph	ione						
	Electric Key	6 HMP1235 7 HMP1235	HMP Belmarsh HMP Belmarsh	Electric Drums	Keyboard						
	Bass;Guita	8 HMP1236 9 HMP1236	HMP Belmarsh HMP Belmarsh	Guitar Bass				[1	_
	Bass;	10 HMP1237 11 HMP1237	HMP Belmarsh HMP Belmarsh	Electric	Keyboard						
ouse	Electric Key	12 HMP1237 13 HMP1238	HMP Belmarsh	Saxaph	ione						
	Electric Key	15 HMP1239	HMP Bronzefield	Electric	Keyboard						
:t	Saxaphone	17 HMP1240 18 HMP1240	HMP Bronzefield HMP Bronzefield	Electric	Keyboard						
		19 HMP1241 20 HMP1241	HMP Bronzefield HMP Bronzefield	Guitar Bass							
		21 HMP1241 22 HMP1242	HMP Bronzefield HMP Bronzefield	Drums	one						
)		23 HMP1242 24 HMP1242	HMP Bronzefield HMP Bronzefield	Electric	Keyboard						
-)		< >	Summary Attend	lance Survey F	lesults Mu	ultiple choice	1 Instr	uments by	Prison	Unpivot	data 2



Creating a Pivot table & Column chart

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Pivot table & Column chart

- Create a Pivot table in the Unpivot data 1 worksheet (Click in the Table, Insert menu – Pivot table)
- Rename the worksheet "Instruments"
- Add Instrument to the Rows & Prison ID to the Values field areas
- ✓ Add a chart (Click in the Pivot Table, PivotTable Analyse menu-Pivot Chart)
- ✓ Sort the results by Size (Arrow next to row column, More sort options Descending Count of Prison ID)
- Add Prison to the Columns field area
- Switch Instruments and Prisons between row and column (Pivot Table Design tab – Switch Row/Column)
- ✓ Sort the Prisons column by size (Arrow next to column header, More sort options-Descending-Count of Prison ID)
- Resize & move the chart to where you want it on the page (Click and drag on the corner to change the size)

1	А	В	С	D	Е	F	G
4	Row Labels 🚽	Electric Keyboard	Drums	Guitar	Bass	Saxaphone	Grand Total
5	HMP Bronzefield	20	16	11	12	8	67
6	HMP Pentonville	19	15	10	11	7	62
7	HMP Eastwood Park	14	14	12	11	8	59
8	HMP Manchester	14	12	13	9	8	56
9	HMP Wormwood Scrubs	12	11	10	8	7	48
10	HMP Belmarsh	10	7	7	5	4	33
11	HMP Birmingham	7	7	6	5	3	28
12	HMP Brixton	7	6	5	5	4	27
13	HMP Foston Hall	5	2		2	2	11
14	Grand Total	108	90	74	68	51	391
15	φ		0				p
16	Count of Instrument						
17	_						
18	25						-
19	_						-
20	_						
21	_						
22	20						-
3							
24							
25 20	15					Instr	mont =
.'0		1 A 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4				Insu Ele	artric Keyboard
11							
20						Dr	ums
:9	10 - 1					Gu	iitar
00						Ba	55
22						Sa	xaphone
2							-
0.3							-
94							-
25							-
35							
35 36	0						-
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35 36 37 38	o one set of the set o	and estimated and scalars seems	ish mineh	m PBNX ^C	n oston	(a)	-
35 36 37 38 39	o an perone and personal and part	a hear tester in and scutte unit earth	ish Birninghi	re Have Brite	NP Foston	(all	-
35 36 37 38 39 40	Magoon and the second parts	Participation of Scrubb	ish Binninghi	In HAAP BRINE	MR Foston	ial .	- - - -



Analysing Open Ended Questions

- Add a text box to your sheet to record notes
- Identify the key recurring themes
- Assign a numerical code to each theme e.g.1 = Instrument choice/availability
- Go through all the answers assigning codes to each answer
- Add your coding to the text box so you can refer to it



Open text questions

How to code open or free text answers for analysis

what do you think would improve the sessions?				
More instruments				
Less people in the group, the mentors don't have enough time to spend with everyor	ne			
More drums & better heating in the winter & sessions at the weekend				
Too much noise from the courtyard				
Longer sessions				
My welfare officer told me I couldn't attend them anymore				
Weekly sessions, once a month isn't enough				
The room we practice in is next to the rubbish bins, in summer it stinks and the keyb	What would improve the sessions?			
More choice of instruments & a mentor who knows how to play drums				
We need a piano!	1 = Number/availablity of Instruments			
The heating has broken again & could we get drums?	2 - Number (quitability /training of montors			
Why are there only 2 mentors? They are always busy with the beginners and never h	z = Number/suitability/training of mentors			
Freezing cold room - can you get the heating fixed	3 = Length/frequency of sessions			
We should do a show in the school holidays so my kids can attend	J – Lengthy nequency of sessions			
	4 = Rehersal space			
	5 = Number/timing of performances			
	o runniger, annig er performances			
	6= Other			



Open text questions (part 1)

- Put the data in the Survey Results tab into a Table & name it "OpenTextQuestions"
- ✓ Open the Power Query Editor (Data tab From Table/Range button)
- Select the columns to include in the query results: Prison ID, Prison, What do you think would improve the sessions?, Improvement areas (Home tab -Choose Columns - Select)
- ✓ Split the data in the Improvement Area column (Transform tab-Split Column button-By Number of characters)
- ✓ Unpivot the data (Highlight the columns to unpivot-Transform tab-Unpivot data button)
- Remove the Attributes column (Right mouse click in the column header Remove)
- Rename the Values column "Improvement areas" (Right mouse click in the column header Rename)
- ✓ Upload & Close the Query (Home tab Upload and Close)
- ✓ Use Find & Replace to replace the number codes with text (copy the text box from the survey sheet to make it quicker)



Creating a Pivot table & Pie chart(part 2)

- Create a Pivot table in the Unpivoted data 3 Worksheet (Click in the Table, Insert menu – Pivot table)
- Rename the new worksheet "Improvement areas"
- Add Improvement Area to the Rows & Prison ID to the Values field areas
- Add What do you think would Improve the sessions? To the Rows under Improvement Areas
- \checkmark Use the + and on the Row to show/hide rows
- ✓ Sort the Pivot chart by number of people per row (Arrow next to row column, More sort options Descending Count of Prison ID)
- ✓ Add a pie chart (Click in the Pivot Table, PivotTable Analyse menu-Pivot Chart)
- Format the pie chart to show percentages (Click on pie chart, Design tab-select a format with percentages)
- Remove the field Count of Prison ID (Right click on the field in the chart Remove)
- Hide all field buttons (Right click on a field in the chart Select Hide All Field buttons)
- Rename the chart (Double click into the Title to type in a new heading)

Row Labels	Number of responses
B Rehersal space	
Number/availablity of Instruments	67
BNumber/suitability/training of menta	ors 32
E Length / irequency of sessions	24
Number/timing of performances	12
∃ Other	9
Grand T otal	21 8





Instant analysis & build a dashboard

Impact Aloud 2020 Evaluation

Impact Aloud 2020 Evaluation

Have you been to one of our Impact ...



What were your highlights of the day?

Answered: 38 Skipped: 7

"Really loved the entire day! The impact assessment and 2 storytelling sessions were the 3 I attended. I found your facilitators friendly and welcoming. Lots of people know each other but I didn't and was made to feel very welcome I forgot to save the chat!! Could that be shared as well?"

	21 of 38	$NEXT \! \rightarrow \!$
Impact Aloud 2020	丫(0)	

How would you rate Impact Aloud 20...

Answered: 38 Skipped: 7





Present survey headline results in engaging ways

There are some additional tools that can help

Datawrapper





What are digitally excluded people missing out on?



missing social contact

