

Dallas Police Department budget

Use your calculator and yellow pad to compute which department had the biggest increases from last year to this year for expenditures by program (the circled part).

From Dallas City Budget

POLICE				
EXPENDITURES (By Category)				
	FY 2000-01	FY 2001-02	FY 2001-02	FY 2002-03
	Actual	Budget	Estimate	Adopted
Salaries and Benefits	252,233,946	270,286,748	269,385,513	279,306,626
Supplies and Materials	5,216,562	5,198,298	5,388,303	5,127,447
Other Services and Charges	23,185,145	21,839,611	22,041,001	18,626,853
Capital Outlays	1,129,303	0	14,403	0
Reimbursements	(8,348,934)	(8,767,030)	(11,139,030)	(9,860,375)
TOTAL	273,416,022	288,557,627	285,690,190	293,200,551
EXPENDITURES (By Program)				
Patrol	144,189,090	155,409,534	153,876,260	156,636,848
Staff Services	18,015,242	18,215,317	18,244,918	20,237,159
Special Investigations	18,267,822	18,945,014	18,905,230	20,054,390
Special Operations	29,974,012	30,573,268	30,474,283	30,787,386
Criminal Investigations	47,203,406	48,230,586	48,132,860	47,523,244
Support Services	15,766,450	17,183,908	16,056,639	17,961,524
TOTAL	273,416,022	288,557,627	285,690,190	293,200,551
FTEs (By Type)				
Regular-Sworn	2,830.5	2,956.6	2,886.8	2,979.0
Overtime-Sworn	141.5	88.4	159.3	101.9
Sworn Total	2,972.0	3,045.0	3,046.1	3,080.9
Regular-Civilian	766.0	712.1	731.7	688.0
Overtime-Civilian	7.4	1.8	7.9	1.8
Temporary Help	2.1	8.3	1.4	8.3
Day Labor	0.0	0.0	0.0	0.0
Civilian Total	775.5	722.2	741.0	698.1
TOTAL	3,747.5	3,767.2	3,787.1	3,779.0
FTEs (By Program)				
Patrol	1,968.9	2,005.3	1,986.2	2,029.2
Staff Services	197.2	197.0	238.6	191.4
Special Investigations	211.2	208.4	215.6	209.9
Special Operations	441.3	437.6	441.9	437.6
Criminal Investigations	553.4	554.6	541.9	556.7
Support Services	375.5	364.3	362.9	354.2
TOTAL	3,747.5	3,767.2	3,787.1	3,779.0

An Excel-lent reporting tool

Why Microsoft Excel is your friend

Whew! Doing an analysis of a budget with your calculator and yellow pad can be time consuming. It also can lead to errors. Working with a budget can be much easier using Microsoft Excel.

Think of Microsoft Excel as a giant grid. Every square on it has an address based on its column letter and row number. (Just like a map or the game Battleship.) You can move around on the grid by clicking with your mouse or using the arrow keys on your keyboard. And what that grid can do is save you the trouble of writing columns of data on a yellow pad and doing computations with your calculator.

An example:

Say you're editor wants you to write a story about how Wilmer has the fastest growing population in Dallas County. He knows because he heard someone say that down at Starbucks. Before you head out and start talking to some folks, you might want to test the hypothesis. To do that, you get a spreadsheet of population numbers from the Census Bureau's Web site.

Place	State	July 1, 2002 Population	July 1, 2000 Population
Addison town	Texas	14117	14165
Balch Springs city	Texas	19480	19398
Carrollton city (pt)	Texas	51751	50073
Cedar Hill city (pt)	Texas	37015	32698

You type in a formula to compute the percent change: $(N-O-O - \text{new minus old divided by old})$
Sort your spreadsheet and find out that unfortunately, your editor's assumption is not correct:

Place	State	July 1, 2002 Population	July 1, 2000 Population	
Sachse city (pt)	Texas	10629	8376	26.9%
Sunnyvale town	Texas	3498	2801	24.9%
Wylie city (pt)	Texas	362	290	24.8%
Cedar Hill city (pt)	Texas	37015	32698	13.2%
Rowlett city (pt)	Texas	42102	37997	10.8%
Glenn Heights city (pt)	Texas	6141	5685	8.0%
Coppell city (pt)	Texas	39181	36351	7.8%
Wilmer city	Texas	3651	3427	6.5%

Whether you're looking at a city budget or analyzing football team statistics, Excel can help you do your computations. It will save you time, plus, you can check your work. (Unless you plan on videotaping your hand punching numbers into the calculator, there's no way to check that work.)

Getting around Excel

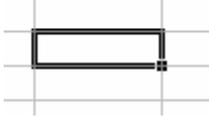
Excel also has some features to make manipulating spreadsheets easy, but getting used to those tools can be difficult the first time. Using Excel, your mouse will turn into four different things:

1. The column sizing tool: If the column isn't wide enough, put your mouse on the thin line between the

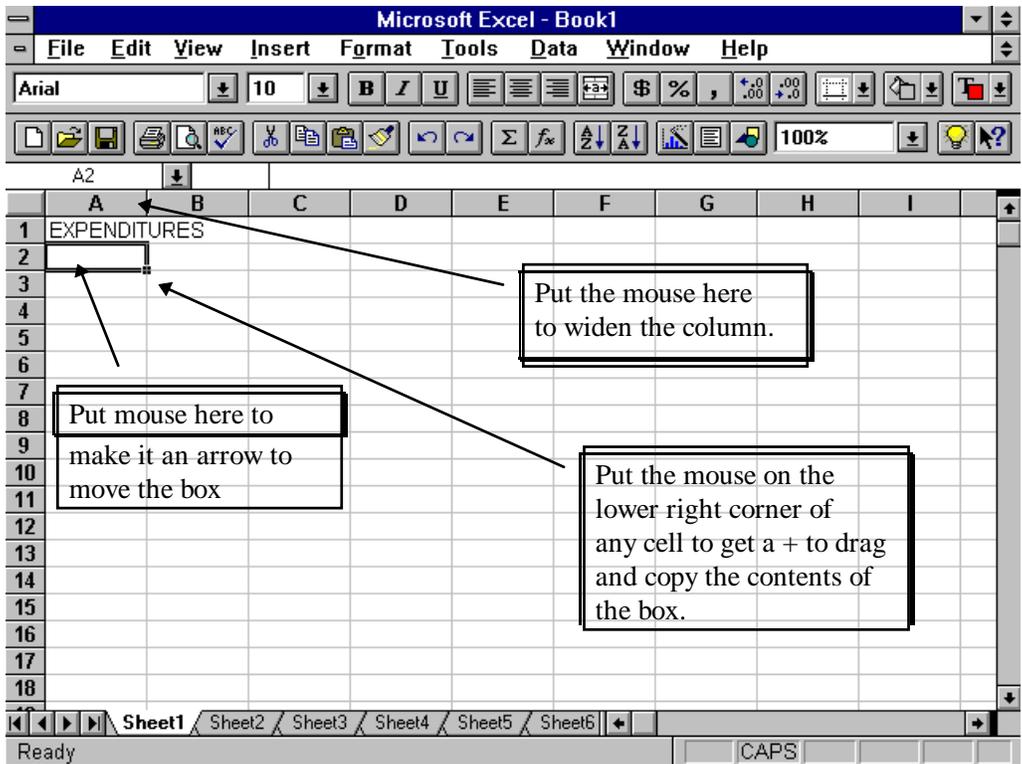
column letters on the gray column bar:  You mouse will turn into a two-sided arrow <-|->. Click and move the arrow to adjust the column width or just double-click to automatically adjust the column width to the "best fit."

2. The mover tool: When you put your mouse on the edge of a cell, it turns into an arrow, which you can click and drag to move your cell somewhere else. BE CAREFUL! You might accidentally do this when you don't mean to. Always make sure your mouse is the right tool before you click.

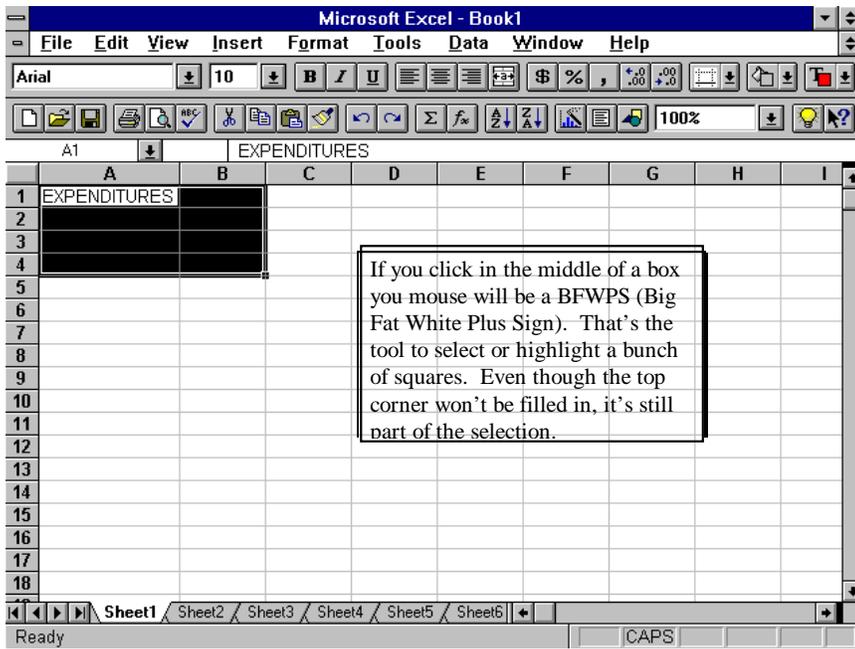
3. The copy tool: When you put your mouse over the lower right corner of a selected cell (the one with the



dark outline) your mouse turns into a small, black plus sign. Click and drag this tool to copy the contents of that cell to those to the right or below.



4. The highlighting tool: Use this to select a group of squares:



Introduction to Excel

A school district budget

The spreadsheet is the fundamental building block of computer-assisted reporting. Every reporter in every newsroom ought to have access to one, and know how to use it. Why? Because it's an inexpensive tool that will run on any computer and make your life easier almost any time you're presented with numerical information.

Most reporters have had to go through a budget of some kind, whether it be for the local city, school board or road project. Knowing how to use a spreadsheet can make looking at next year's budget that much easier. Begin by typing the following table into your spreadsheet.

<u>ACCOUNT</u>	<u>Last year</u>	<u>This year</u>
Salaries -- Teachers	19,713,817	21,345,679
Salaries -- Administration	2,347,236	2,446,195
Special Education	1,894,144	2,458,234
Remedial Education	270,900	280,900
Bilingual Education	215,675	215,675
Extracurricular Activities	194,742	175,800
Athletics	475,196	574,631
Adult School	14,293	14,896
Attendance/Social Work	14,094	14,094
Health Services	416,752	431,957
Support Services	1,065,715	985,821
Improvement of Instruction	825,007	764,833
Library	1,050,437	972,379
Facilities	3,892,497	3,715,286
Transportation	784,505	799,223
Total Operating Expenses	32,653,247	33,994,618

When you enter the numbers, do NOT include dollar signs, commas, percent signs, etc. You should format the cells after you have typed in all the budget numbers.

To format the numbers as dollars, first "select" all the cells that should be in currency format. Here's how: move the mouse to one corner of the block of cells, click with your left mouse button and hold down the button as you drag the mouse to the far corner of the block. All the cells will turn dark, with light type (instead of the reverse). Now, move the mouse to the big \$ button in the upper right of your Toolbar. (You should see "Currency Style" pop up.) Click on the button.

Saving your spreadsheet

All commands to save or call up a spreadsheet are contained within the **File** menu. You can **Save** (write to disk while leaving the spreadsheet on your screen); **Close** (in which case you'll be prompted whether you want to save your changes); or **Save As**.

It's time to examine the budget. The first logical question: How much did total budget rise? Let's start by looking at dollars only. In cell D1, type CHANGE. In cell D2, type: =C2-B2. You have to enter the = sign because otherwise the spreadsheet thinks you're typing a label.

Now let's look at the same information as a percentage change instead of a dollar change. Type *Pct. change* in cell E1. Then, in cell E2, type =D2/B2

Remember the formula for percentage change between X and Y:

(Y-X) divided by X.

Because column D already is the result of subtracting column C minus column B, all you need to do is divide by column B to get your percentage change.

You'll see that the number registers as a decimal rather than as a percentage. Let's format it properly. If it's not already selected, select cell E2. Move the pointer to the big % button in the Toolbar and click on it. Now move to the "Increase Decimal" button and click once so you get one digit to the right of the decimal.

Sorting your data

Let's now demonstrate another spreadsheet tool: the sort function. This isn't real valuable on a small spreadsheet like the one you have in front of you, but it is very helpful if you're working with a large set of numbers. For an exercise, we'll sort the expenditure categories by the percentage change from one year to the next.

To sort, first select the block of cells you want. In this case, you need all of the expenditure rows except the Total row -- which we want to leave at the bottom -- and all columns. Be sure to include the text cells in the first column.

It is VERY important that you select the sort block correctly. For example, if there were another column of numbers in column F, and you failed to include it in your block, after you sort, those numbers would no longer be aligned properly with the numbers in the other columns.

Move your mouse to the **Data** menu in the Menu bar and select **Sort**. The Sort dialog box will appear. You want to sort by Column E (the percent change). To change the sort column, you can type in "Column E." But the easier way is to click on the small down arrow and move your pointer down to Column E.

Specify that you want the sort in Descending order by clicking on the appropriate button. Click on the **OK** button to perform the sort.

Try These Quick Hints for the Math-Challenged

Try these self-assessment questions:

1. Did you go into journalism to avoid math?
2. Does this class sound like something you might avoid: Subtraction: Addition's Tricky Partner
3. Do you think of life-saving classes taught by the Red Cross when you hear the term CPI?

For the more nerdy of you, mathematical formulas may come as naturally as slipping on your pocket protector each morning; however, to those just starting in computer-assisted reporting, math can be intimidating. I'm not suggesting that to do computer-assisted reporting you have to have an immediate grasp of differential equations, but whether you're looking at hard-copy reports from a government agency or analyzing data in a spreadsheet or database, you should be familiar with three key formulas: percent change, percent of total and per capita.

Percent of total

This one is easy to get turned around. The rule is: the amount divided by the total (amount/total). For example, if Bob owns 10 animals and two of those animals are cats, 2 divided by 10 ($2/10$) or 20 percent of his animals are cats.

Percent change

When you're dealing with two years worth of data and want to figure percent change from one year to the next, take the difference of the two values divided by the amount from the earlier year. In this example, let's take the percent change from 1993 to 1994. The value for 1993 is 2,345 and the value for 1994 is 2,567. The difference: $2,567 - 2,345 = 222$. Now: $222/2,345 = 0.09$ or 9 percent change.

Per capita

Looking at occurrences by city or county or state can be interesting. But remember to keep things on common ground. I can't compare raw numbers if the "bases" are different. That means if I'm looking at the number of murders or the number of home loans by city in the United States, Los Angeles and New York probably will come out on top, but only because they have more people. A more useful measure would be per capita murders. In this case, per capita murders would be the number of murders divided by population.

Sometimes these measures will be adjusted a little if the number of occurrences is low. Crime statistics, for example often are reported per 100,000 or per 10,000 people. These measures are used because the number of murders in a city is low compared to the number of people. When the per capita measure might be 0.0005, the figure per 100,000 people it becomes easier to read: 50 murders per 100,000 people.

Per-plexing

When you're trying to figure if persons per household is households divided by population or population divided by households. Do one simple thing: turn your per into a division sign. This means that persons PER households becomes persons / households or population/households. If that doesn't work, try narrowing the field to a few items: for example, if I have two houses and 10 people, how many persons per household is that?

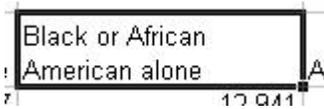
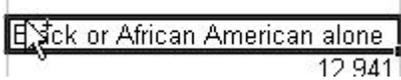
Make some adjustments

Another math tool to remember is to adjust money. As we all know, each year a dollar loses its value, so adjust money for inflation. To compute inflation, just look at the percent change in the Consumer Price Index (CPI) from one year to the next and adjust the previous years "up" to reflect them in current dollars. Because CPI varies regionally, use the CPI for your area.

Additional Excel tips

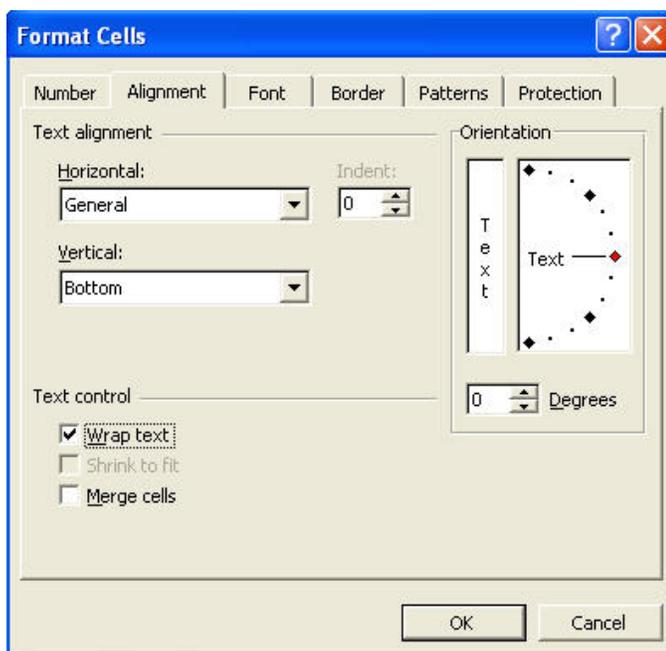
Formatting text

Sometimes when you have long labels on your columns, you might want to wrap the text so that rather than this:



You have this:

To do that, click on **FORMAT|CELLS**. You get this menu. Click on the **ALIGNMENT** tab and check the **WRAP TEXT** box.



ADDING AND DELETING COLUMNS/ROWS.

To insert a column, highlight the column/row where you want your new column to end up and choose **INSERT|COLUMNS**.

To delete a column, highlight the column/row you want to delete and choose **EDIT|DELETE**.

FREEZING PANES

If you have a very long spreadsheet or very wide spreadsheet, it's easy to get lost without your headers, but you can freeze your headers so they don't move when you scroll.

To freeze your headers, highlight the whole row just below your headers and choose **WINDOW|FREEZE PANES**.

To freeze a column, highlight the column just to the right of those you want to hold steady and choose **WINDOW|FREEZE PANES**.

To freeze both a header and a column click on the first data cell at the intersection of the two:

	A	B	
1			
2			
3	P3. RACE [71] - Universe: Total population		
4	Data Set: Census 2000 Summary File 1 (SF 1		
5			
6		Total:	Whi
7	Anderson County, Texas	55,109	
8	Andrews County, Texas	13,004	
9	Angelina County, Texas	80,130	

and choose WINDOW|FREEZE PANES.

To turn this function off, go to WINDOW|UNFREEZE PANES.

IMPORTING DATA FROM A WEB PAGE:

To import a table from a Web page, highlight the table and choose EDIT|COPY.

Go to a new Excel worksheet and choose EDIT|PASTE. Then choose EDIT|COPY again. Go to another fresh spreadsheet and choose EDIT|PASTE SPECIAL – check the VALUES box and click OK.

If your table still doesn't look right, try saving the page as an html file and from Excel choose FILE|OPEN – and choose html file under FILES OF TYPE.

USING FILTERS TO SCREEN YOUR DATA

Sometimes you're working with a spreadsheet in which you only want to see some of your rows. Filtering can help you do that. To turn on a filter, highlight the whole header row in your spreadsheet and choose DATA|FILTER|AUTOFILTER. This is like an on/off switch. You'll notice that a little down arrow appears in each column.

If you click on the down-arrow, you'll see a pick list of all the choices in that column. If you click on one of the choices, you'll now just see the record for that choice.

A	B	C	D	E	F
Major League Baseball salaries					
FNAME	LNAME	TEAM	DISABLED LIS	SALARY	LEAGUE
Kevin	Appier	(All)		\$ 11,500,000	AL
Tim	Salmon	(Top 10...)		\$ 9,900,000	AL
Aaron	Sele	(Custom...)	yes	\$ 8,166,667	AL
Troy	Percival	ANAHEIM ANGELS		\$ 7,833,333	AL
Darin	Erstad	ARIZONA DIAMONDBACKS		\$ 7,250,000	AL
Troy	Glaus	ATLANTA BRAVES		\$ 7,250,000	AL
Garret	Anderson	BALTIMORE ORIOLES		\$ 5,350,000	AL
Scott	Spiezio	BOSTON RED SOX		\$ 4,250,000	AL
Jarrod	Washburn	CHICAGO CUBS		\$ 3,875,000	AL
Adam	Kennedy	CHICAGO WHITE SOX		\$ 2,270,000	AL
Ramon	Ortiz	CINCINNATI REDS		\$ 2,266,667	AL
Bengie	Molina	CLEVELAND INDIANS		\$ 1,425,000	AL
Scott	Schoeneweis	COLORADO ROCKIES		\$ 1,425,000	AL
Brad	Fullmer	DETROIT TIGERS		\$ 1,000,000	AL
Eric	Owens	LOS ANGELES DODGERS		\$ 925,000	AL
Benji	Gil	MILWAUKEE BREWERS		\$ 725,000	AL
David	Eckstein	MINNESOTA TWINS		\$ 425,000	AL
Ben	Weber	ANAHEIM ANGELS		\$ 375,000	AL

Sometimes, you might want a range of values. For example, you might want only those players that make \$2 million or more. In those cases, click CUSTOM and it will let you build a range:

Custom AutoFilter [?] [X]

Show rows where:
SALARY

[is greater than or equal to] [2000000]

And Or

[] []

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

Stories from Spreadsheets

Not only does your computer provide a way of writing your stories and looking at SPAM Haikus on the Internet, there are several useful tools right at your fingertips. One of those is the spreadsheet -- Microsoft Excel.

Excel is useful for any of those projects where you may find yourself pulling out a calculator; except it's much easier to check your work and it's more efficient. Here are just some of the many uses of the spreadsheet:

1. Budgets: If you ever find yourself trying to sort through city, school or other budget, the spreadsheet is for you -- especially if you can get the government body to give you the information in electronic format originally. Putting the budget in a spreadsheet allows you to:

- Sort by various criteria

- Compute percent change over time

- Compute percent of total budget numbers

- Calculate totals

- Check their math -- there are lots of examples where a reporter has found basic math errors in a government report (Wow! What a surprise).

2. Sport scores: Spreadsheets allow you to organize teams and scores and quickly resort your data. One could even use it for rotisserie sports leagues, if a person engaged in such activities -- but only on the home computer.

Carrie Coughlin, a sixth-grader in St. Louis, took 10 years' worth of Big 8 basketball scores, put them into her spreadsheet and calculated the home-court advantage of the entire Big 8 over the last ten years. Colorado came out on top.

3. Stock data: business reporters regularly use spreadsheets to sift through stock.

4. Expense reports:

5. Administrative functions: If you manage a budget or other administrative-types of data, use a spreadsheet and your life will be much simpler.

6. Salaries and pensions: If you're looking into public employee pensions or salaries, a spreadsheet will let you compare pensions to salaries in just a few clicks.

7. Food stories: WDIV-TV in Detroit made use of a spreadsheet when they compared the advertised fat content of fast food to the actual content in an independent laboratory test.

8. Census data: Population and demographics numbers are available on the Census Bureau's Web site: www.census.gov -- it's very easy to move that information to a spreadsheet for further calculations.

9. Company financial data: Annual and quarterly reports for publicly held companies are online at www.sec.gov -- select financial tables from those reports and put them in a spreadsheet.

Anytime you find yourself drawing tables and charts on a piece of paper or using your calculator to computer percentages, try using Excel -- it takes a little practice at first or even signing up for a class, but it will make things a little easier once you get the hang of it.

Factfinding with the Census Bureau's Web site

Anyone who covers a small town or county will eventually need to find out some basic demographic information such as the population, the percent of the population older than 65 or the percent of homes that are owner-occupied. The Census Bureau's Factfinder provides access to that information. It also allows you to pull up more detailed data to analyze. No matter what sort of census data you're trying to get, your starting point will be factfinder.census.gov. Then click on DATA SETS.

First, you need to know about how the census is conducted to know where to go for your data.

In conducting the decennial population counts, the Census Bureau sends out two surveys. One, known as the "short form" or "100 percent form" contains questions that go to every household in the country. This questionnaire is just the basic race, ethnicity and population information.

More detailed data such as income and education, come from what's called the "long form," which goes to about one in six households.

Most of what you want will be from either SF1 (Summary File 1), which contains the 100-percent data or from SF3 (Summary File 3), which contains the detailed data.

Quick hits

If you want information about one geography (one city, one county, one state), you'll use quick tables.

Begin by selecting the data set you want. Let's use SF1 in this example.

2000	<input checked="" type="radio"/> Census 2000 Summary File 1 (SF 1) 100-Percent Data Summary File 1 presents counts and information [age, sex, race, Hispanic/Latino origin, household relationship, whether residence is owned or rented] collected from all people and housing units.	<input type="checkbox"/> Select from the following options: Detailed Tables Geographic Comparison Tables Quick Tables Thematic Maps Reference Maps Custom Table Enter a table number List all tables List all maps About this data set Technical Documentation (PDF)
	<input type="radio"/> Census 2000 Summary File 2 (SF 2) 100-Percent Data Population and housing characteristics iterated for many detailed race and Hispanic or Latino categories, and American Indian and Alaska Native tribes. SF 2 Thresholds	
	<input type="radio"/> Census 2000 Summary File 3 (SF 3) - Sample Data Summary File 3 presents detailed population and housing data (such as place of birth, education, employment status, income, value of housing unit, year structure built) collected from a 1 in 6 sample and weighted to represent	

Click on QUICK TABLES on the right. You'll get a menu that will step you through pulling the data you want. In the first drop-down box, you'll select the type of geography you want. We'll choose COUNTY (Census term alert – "place" means city or town for purposes of this search.). Then choose the state. (We'll say TEXAS.) Then select the geography about which you want information. In this case, we'll choose DALLAS COUNTY. Then click ADD on the bottom. Then click SHOW RESULTS.

Choose a selection method

list name search address search map geo within geo

Show all geography types | Explain Census Geography

Select a geographic type
..... County

Select a state
Texas

Select one or more geographic areas and click 'Add'

Crosby County
Culberson County
Dallam County
Dallas County
Dawson County
DeWitt County
Deaf Smith County
Delta County

Map It

Add

Current geography selections:

Remove

Show Result

Factfinder will then prompt you for which table you want to see. In this example, let's choose the first one – general demographic characteristics. Then click ADD. Then click SHOW RESULTS.

Select Tables

You are here: [Main](#) > [All Data Sets](#) > [Data Sets with Quick Tables](#) > [Geography](#) > [Tables](#) > Results
Census 2000 Summary File 1 (SF 1) 100-Percent Data, Quick Tables

Choose table selection method

by subject by keyword show all tables

Select one or more tables and click 'Add'

DP-1. Profile of General Demographic Characteristics: 2000
QT-H1. General Housing Characteristics: 2000
QT-H2. Tenure, Household Size, and Age of Householder: 2000
QT-H3. Household Population and Household Type by Tenure: 2000
QT-P1. Age Groups and Sex: 2000
QT-P2. Single Years of Age Under 30 Years and Sex: 2000
QT-P3. Race and Hispanic or Latino: 2000
QT-P4. Race, Combinations of Two Races, and Not Hispanic or Latino: 2000
QT-P5. Race Alone or in Combination: 2000
QT-P6. Race Alone or in Combination and Hispanic or Latino: 2000

What's this?

Add

Current table selections:

DP-1. Profile of General Demographic Characteristics: 2000

Remove

Show Result

You'll get a summary table with the information for that Dallas County. If you want to put this information in a spreadsheet, you can download it by:



1. Click the PRINT/DOWNLOAD button on the menu bar. Click DOWNLOAD

2. Choose Comma Delimited (.csv) for these quick tables, it will be the easiest for you to deal with. Then click OK.

Quick Tables ► Download

■ Select download options and click 'OK'

Download file format

Comma delimited (.csv)
 Tab delimited (.lst)
 Rich Text Format (.rtf)

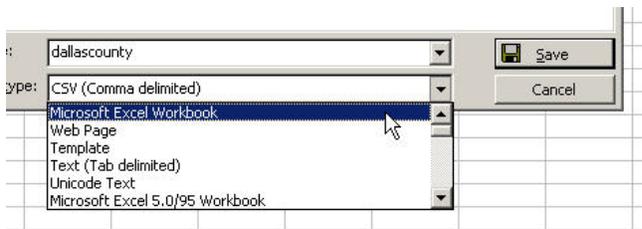
Database compatible (data rows only) - the download file is a zip file containing one or more data files and a geographic content file

Microsoft Excel (.xls)
 Comma delimited (.txt)

Options (only applies to database compatible formats)

Include descriptive data element names

3. You'll be prompted as to whether you want to open the file or save the file. Go ahead and open the file, but when you get into Excel. Choose FILE | SAVE AS and save the file with a name that makes sense to you and make sure you save it as an Excel Workbook (under files of type).



In the details

If you want data for more than one geography – say, all the counties in Texas, you need to choose DETAILED TABLES.

Let's say we want to get educational attainment for all the cities in Texas.

1. Choose SF3 as the data set.
2. Choose DETAILED TABLES
3. Fill out the form for PLACE, TEXAS, ALL PLACES. Click ADD. Click NEXT.

Choose a selection method

list name search address search map geo within geo

Show all geography types | Explain Census Geography

Select a geographic type
 Place

Select a state
 Texas

Select one or more geographic areas and click 'Add'

All Places
 Abbott city
 Abernathy city
 Abilene city
 Abram-Perezville CDP
 Ackerly city
 Addison town
 Adrian city

Map It

Add

Current geography selections:

Remove

Next

4. For EDUCATIONAL ATTAINMENT, we need to find table P37.

Choose table selection method

by subject by keyword show all tables

Select one or more tables and click 'Add'

P36. Sex by School Enrollment by Level of School by Type of School for the Population 3+ Years
 P37. Sex by Educational Attainment for the Population 25+ Years
 P38. Armed Forces Status by School Enrollment by Educational Attainment by Employment Status for the Population 16-19 Years
 P39. Sex by Age by Armed Forces Status by Veteran Status for the Population 18+ Years
 P40. Period of Military Service for Civilian Veterans 18 Years and Over
 P41. Age by Types of Disability for the Civilian Noninstitutionalized Population 5+ Years with Disabilities
 P42. Sex by Age by Disability Status by Employment Status for the Civilian Noninstitutionalized Population 5+ Years
 P43. Sex by Employment Status for the Population 16+ Years
 P44. Family Type by Employment Status
 P45. Presence of Own Children <18 Years by Age of Own Children by Employment Status for Females 16+ Years

Add

Current table selections:

Remove

Show Result

4. Click ADD then click SHOW RESULTS.

You'll get a table listing all the cities in Texas – which would scroll from your desk to the next state. What we want to do is grab the data in a form that we're used to looking at (with the cities listed the long way.) To do that, choose PRINT/DOWNLOAD. Click DOWNLOAD.

Your options will look a little different this time. You have the option to get COMMA DELIMITED (.csv) TRANSPOSE ROWS AND COLUMNS. Click OK and click OPEN. The save the file as an Excel Workbook.

You might have noticed that Factfinder also has the option of downloading an actual Excel file. You can do this, but it actually creates a compressed (zip) file, which you then have to open.