

INCAF-IOF socio-demographic database

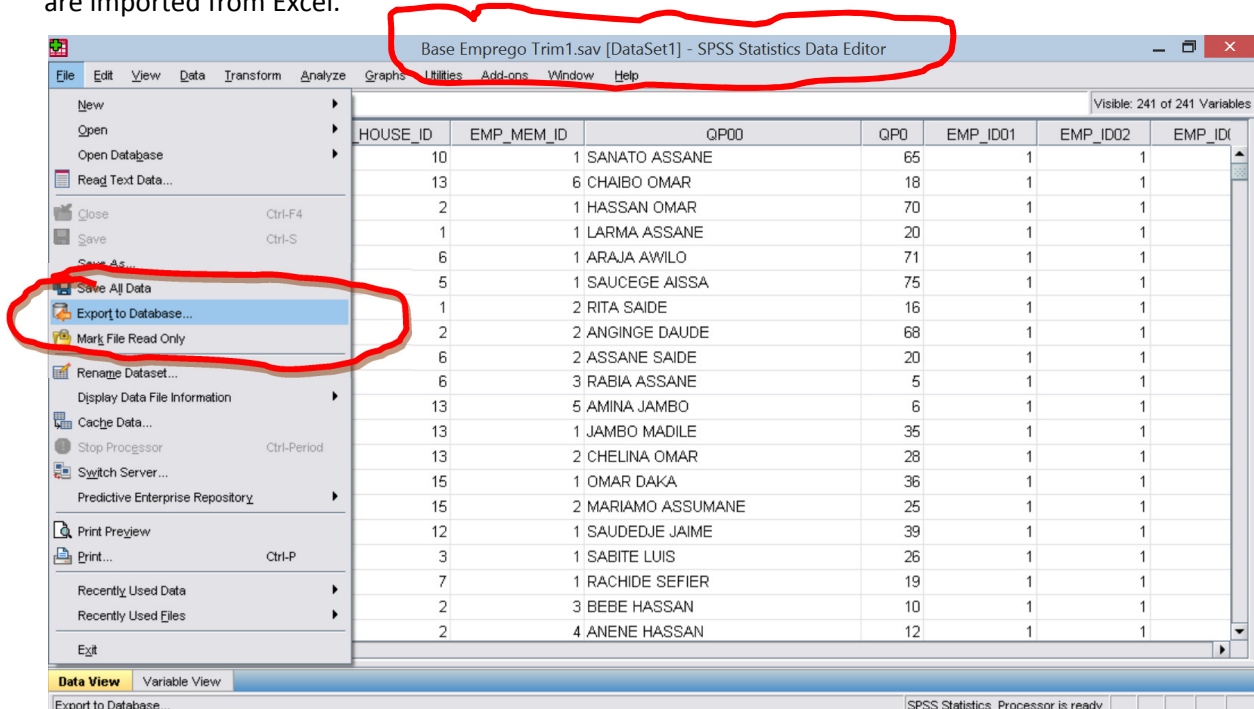
Manual: How to manage a database and cross-tabulate the data in less than 30 steps.

Creating the database

1. Create a new database in MS Access 2007



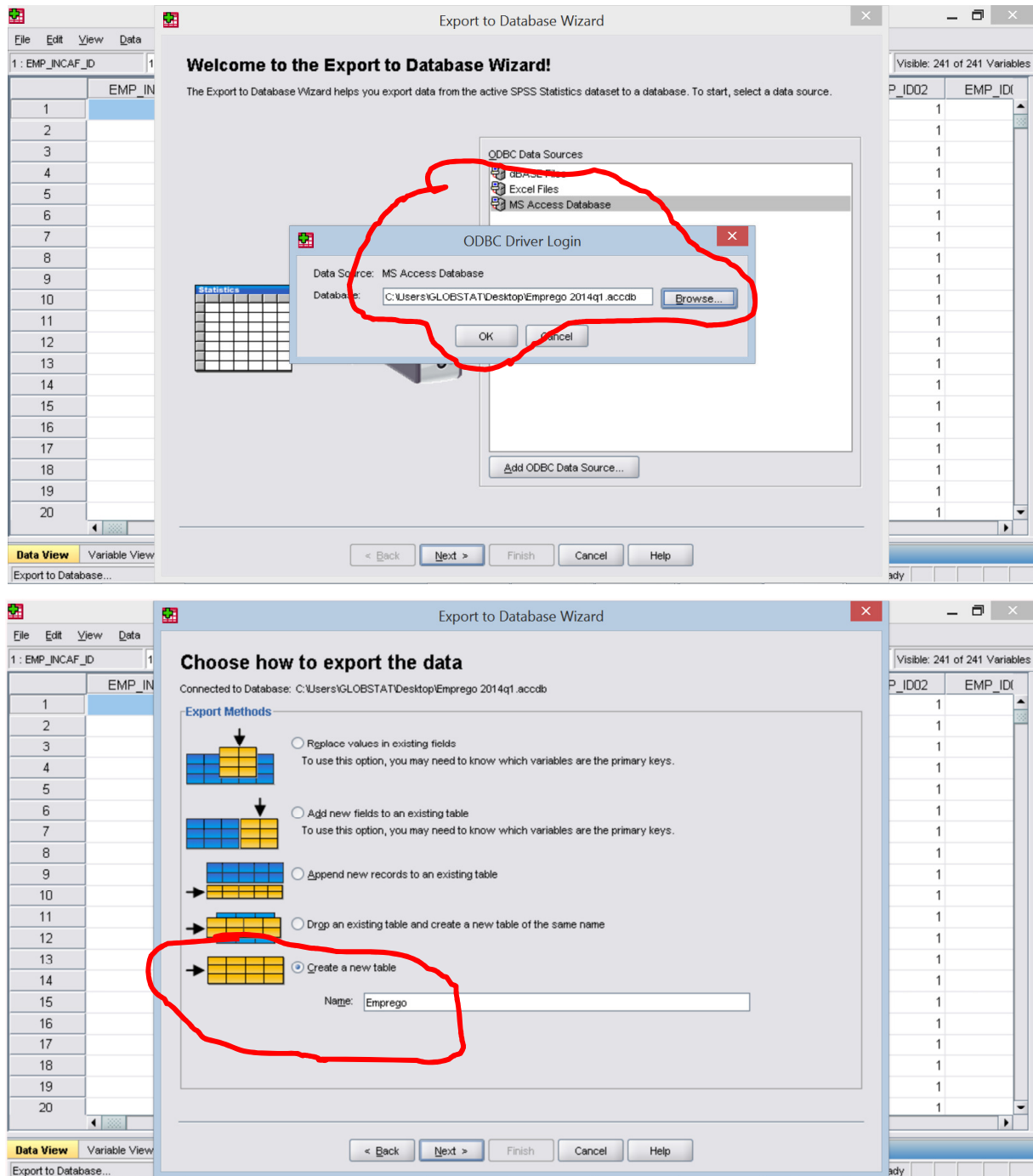
Export or import the data to the database. Here the data are exported from SPSS and the weights are imported from Excel.



2. In SPSS select File and Export to Database.

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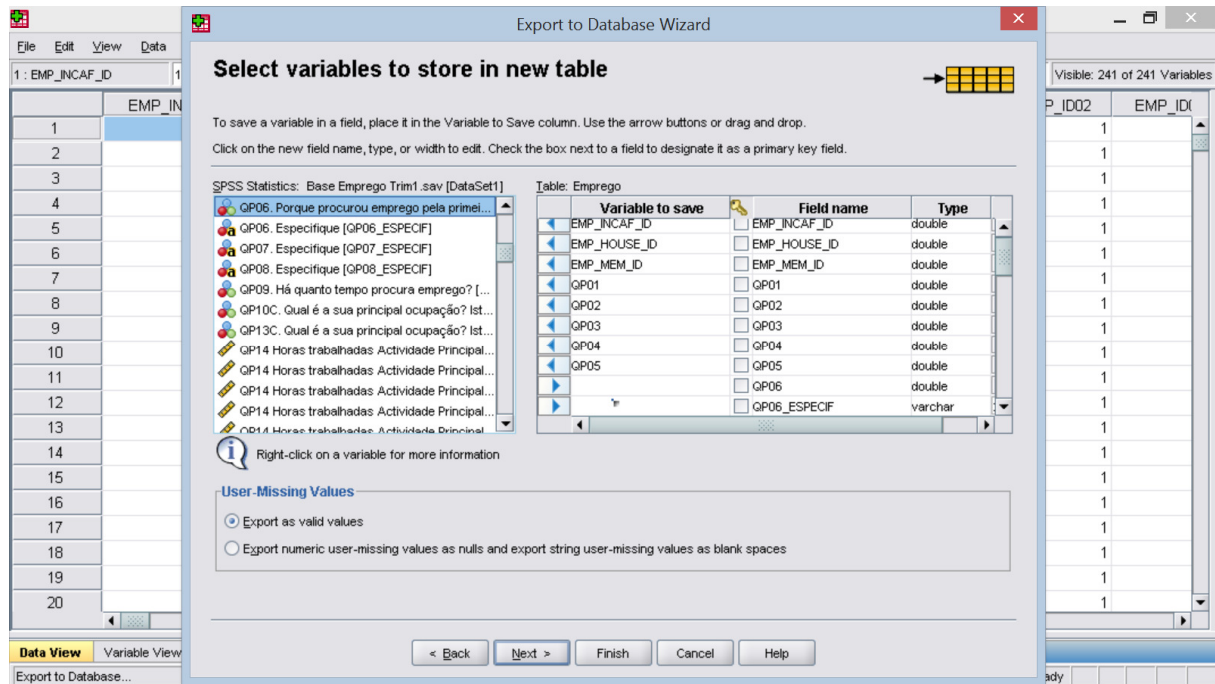
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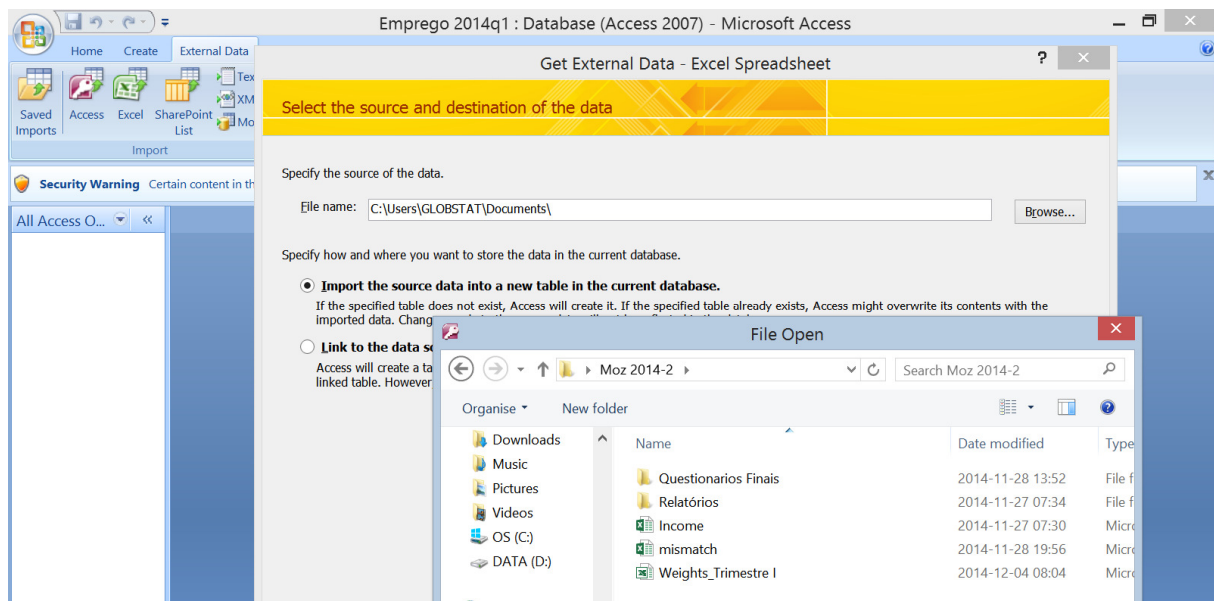
3. Export the table to a new table – here named *Emprego*.

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4. Click *External data* and *Excel* and select the table and follow the instructions. No primary key.

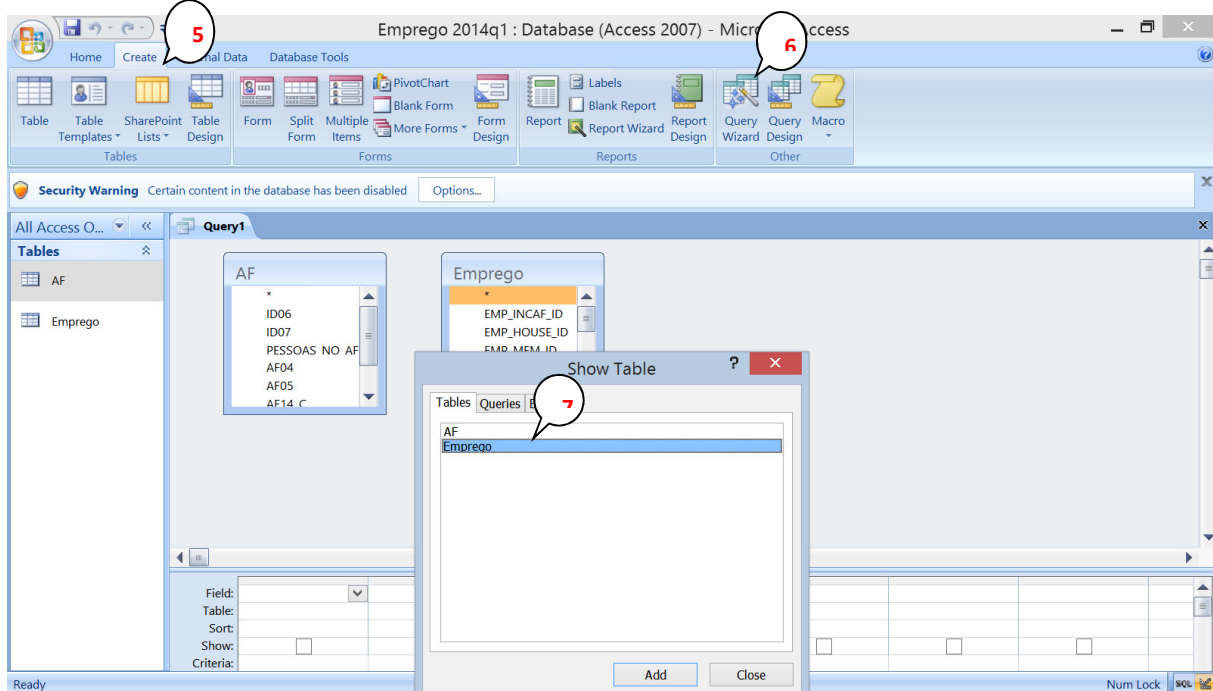


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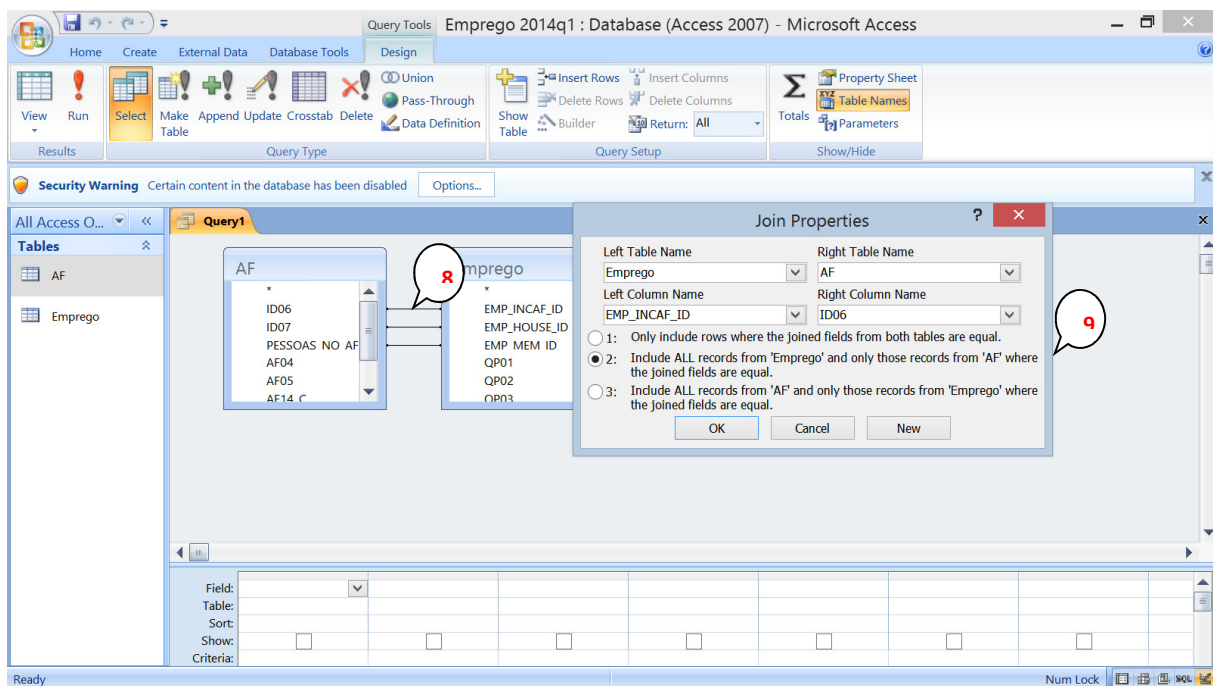
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Link the tables

5. Click Create
6. Click Query Design
7. Click the tables to be included (or drag them from the left list).

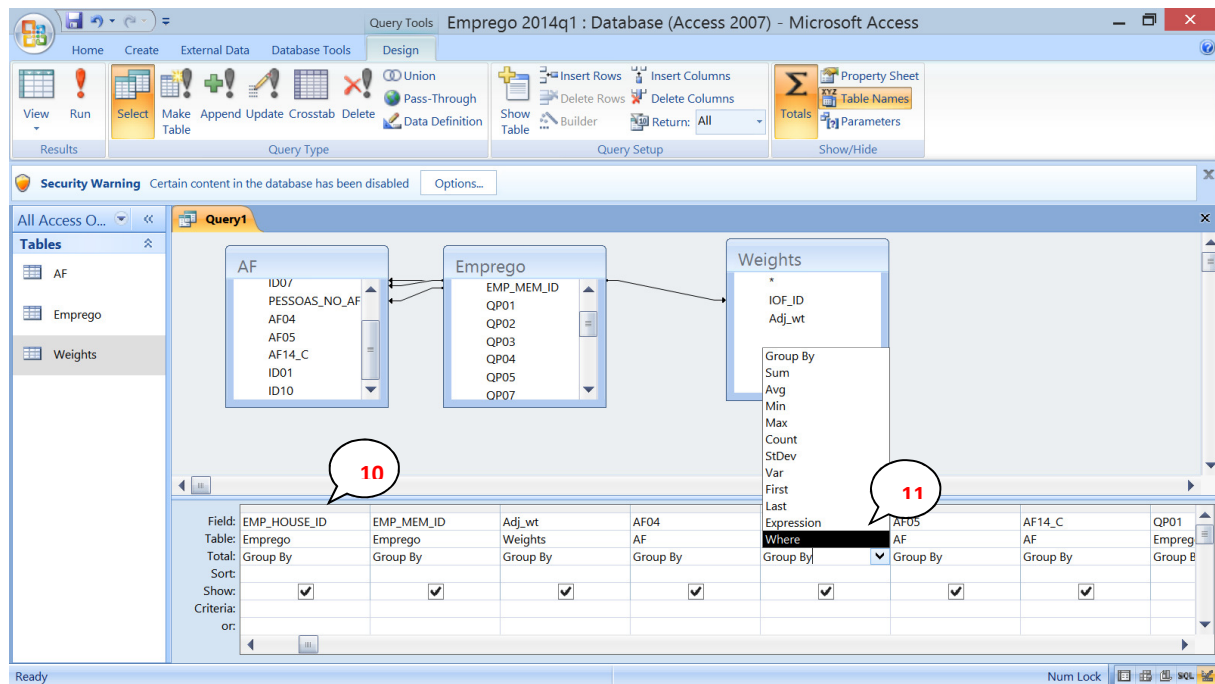


8. Link the ID variables by dragging them from one table to the other. AF and Emprego are linked by ID06, ID07 and ID13. Weights are linked by ID06.
9. Double click on each line and decide the direction of the link. Here we want to include all records/people in the table *Emprego*.



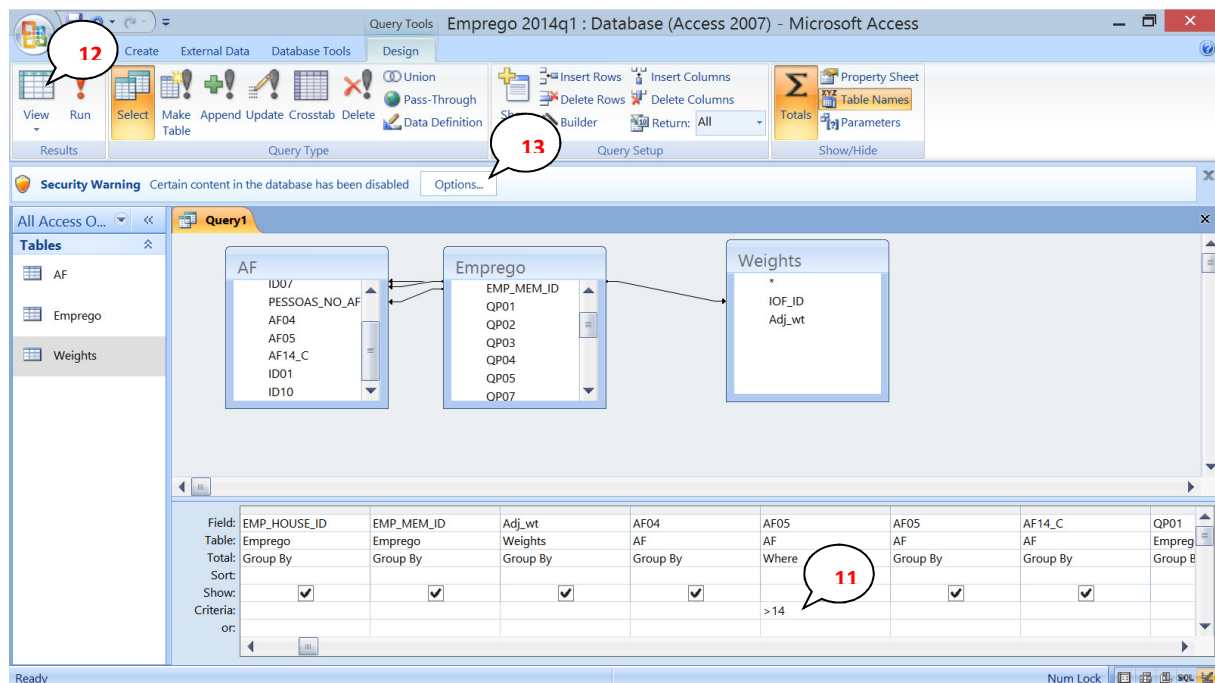
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10. Select the variables to be included in the database by dragging them down to the *Field* row. In the new table, each object/record will have a row and each variable a column.

11. The data can be manipulated in different ways by using the *Builder* in an empty column. Here the worked hours are multiplied with the weights and only people aged 15+ (> 14) are selected. Age AF05 was dragged down twice. The one used for *Where* will not be shown.



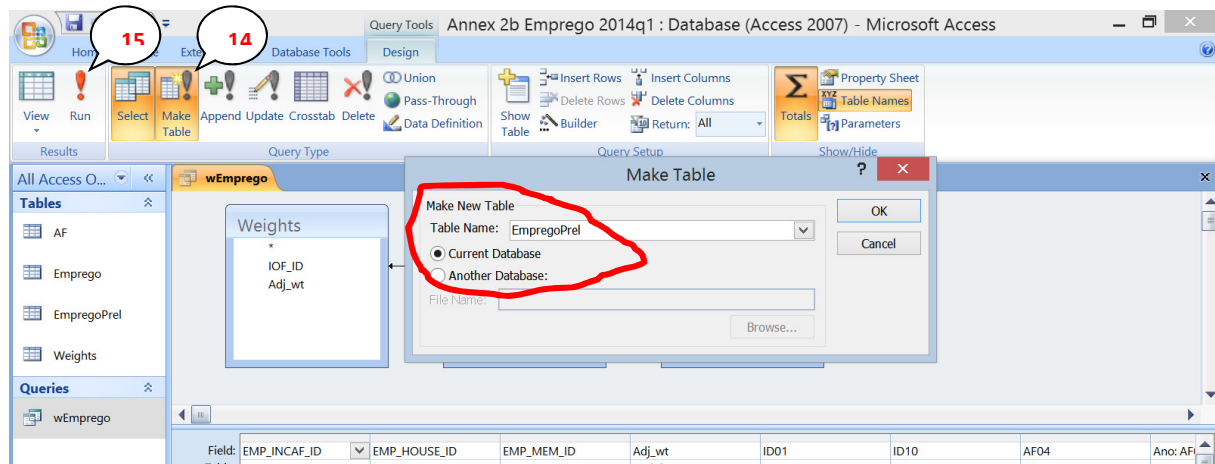
12. Click the Datasheet View under Home and check the results, particularly the number of Records. A query is not creating a permanent table. Any changes in data or manipulations will automatically be included when the query is used.

13. To create a new permanent table, first click *Options...* and then *Enable*.

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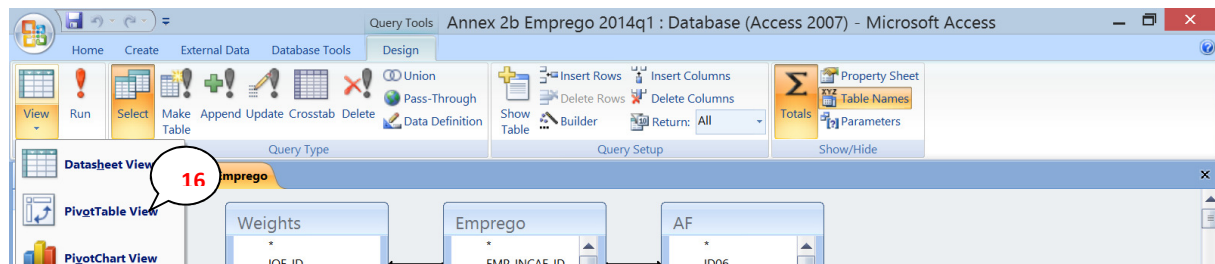
14. Open the query in *Design View* and click *Make Table*



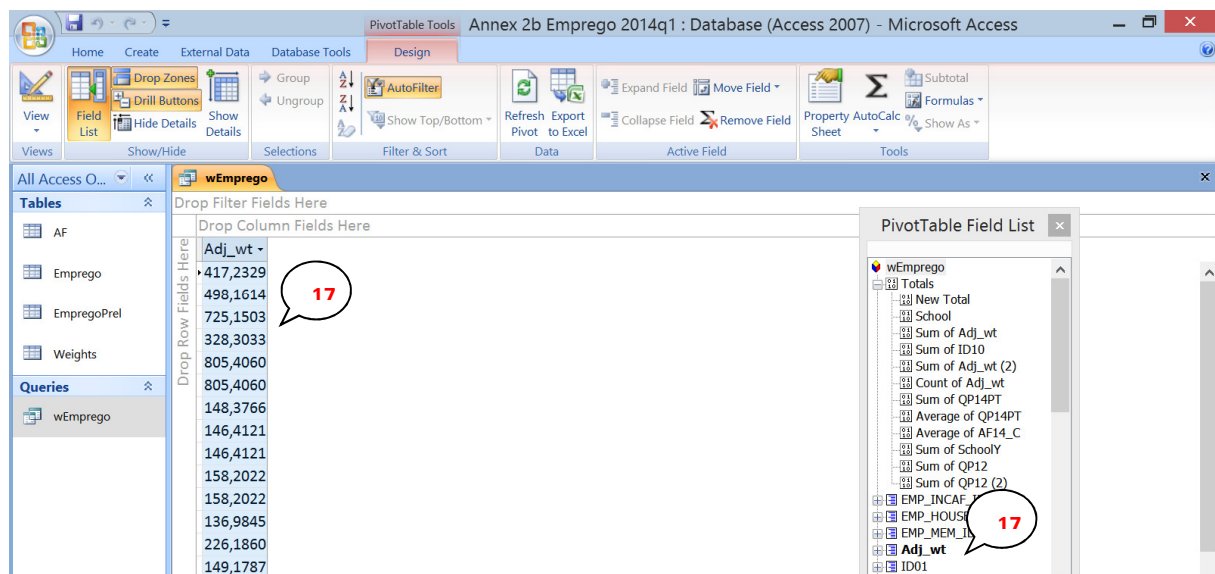
15. Click Run and the new table will be created. If the basic data are corrected the query has to be run again.

Using the database

16. Click the *PivotTable View* under *Home*.

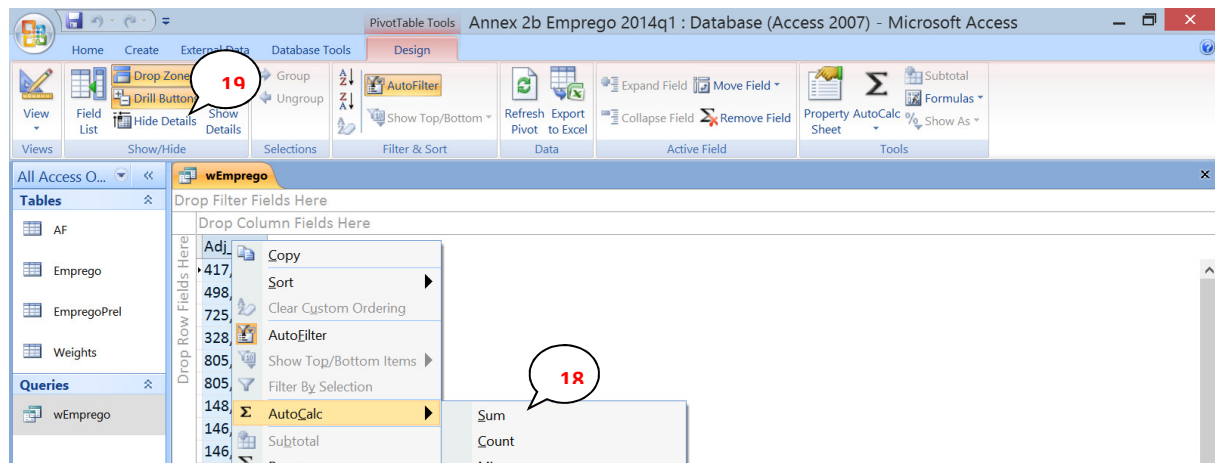


17. Drag the weight variable into the cell area (*Detail Field*).

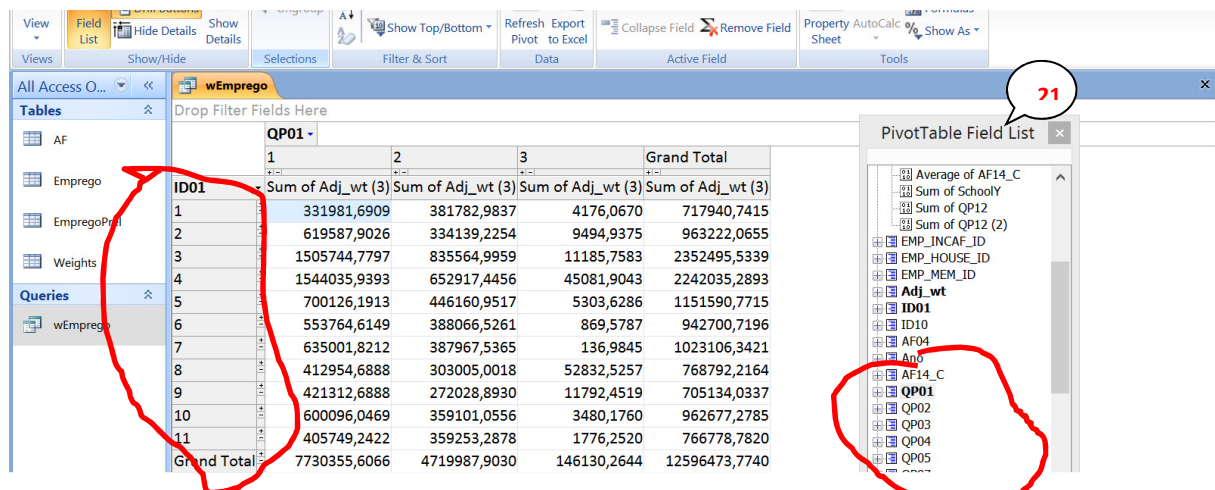


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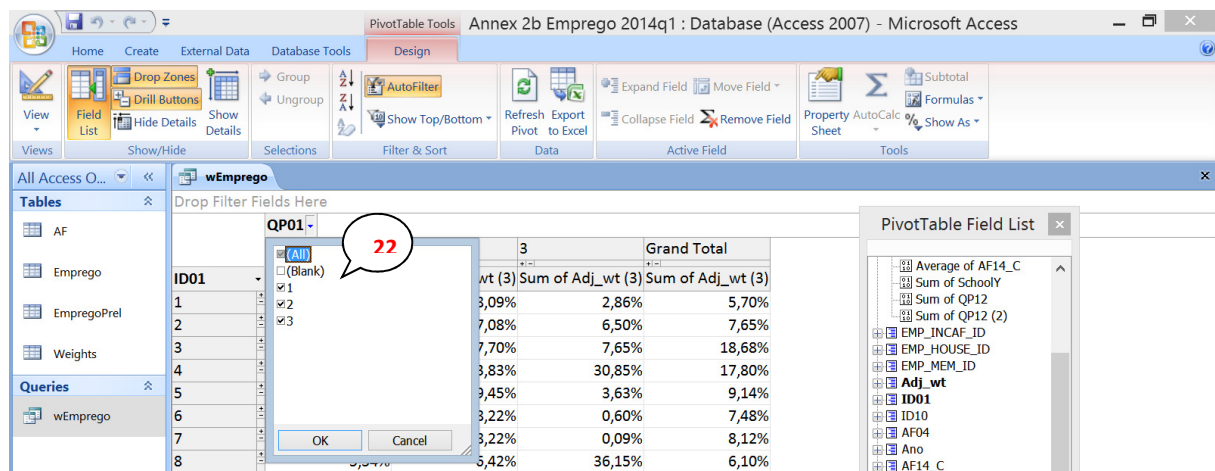
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18. Right click in the data column and click *AutoCalc* and *Sum*.
19. Click *Hide Details*. If this is based on a table with households you should now have the expected number of households in Mozambique and if it based on a table with people you should get the total population.
20. Then it's just to drag in any variable to the *Column Field* or to the *Row Field*. To select a part of the population, the *Filter Field* can be used.



21. Numbers are changed to % by clicking *Show As*.

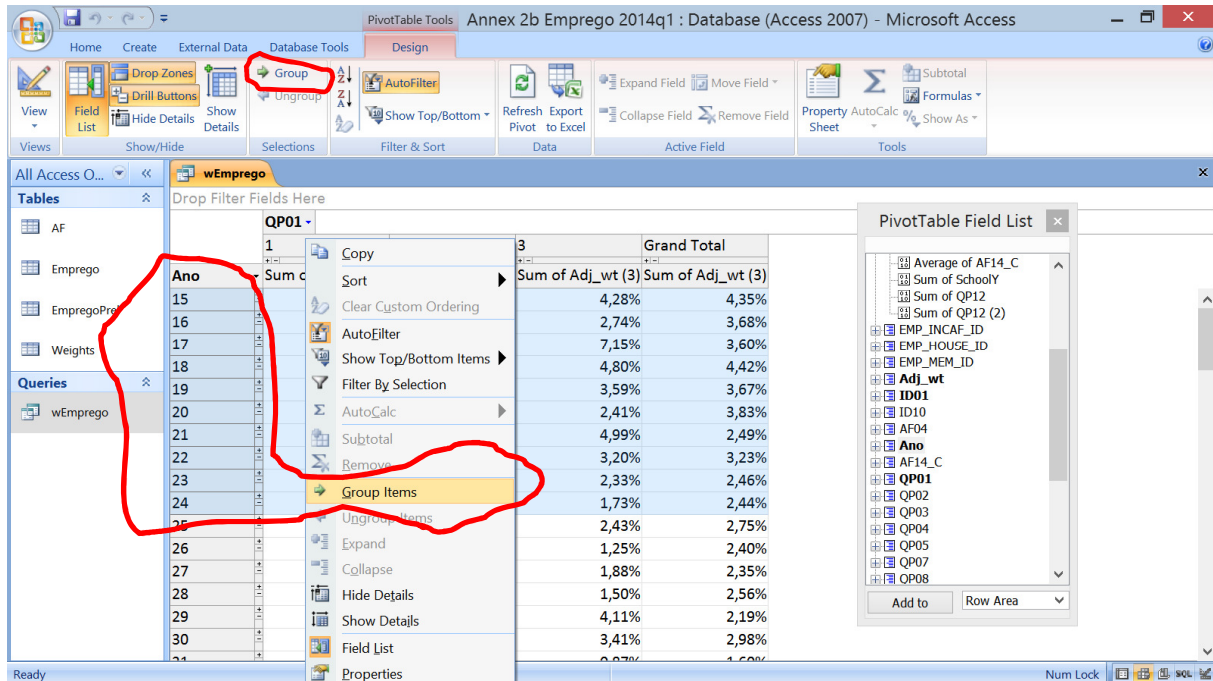


22. Categories within the variable can be selected by ticking the boxes and the order can be changed by dragging the categories up or down.

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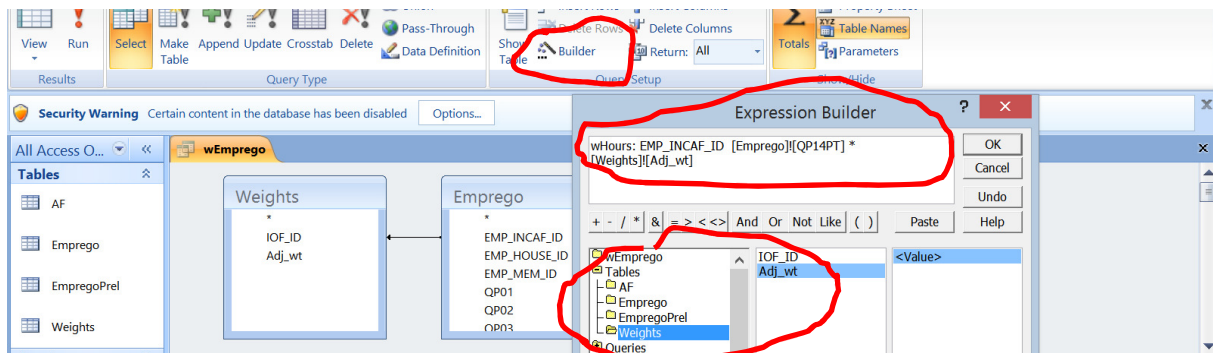
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23. Variables (e.g. age) can be grouped by clicking the first and the last category when holding the *shift* key. Click *Group* or right click and *Group items*. Click “-” to hide the details.

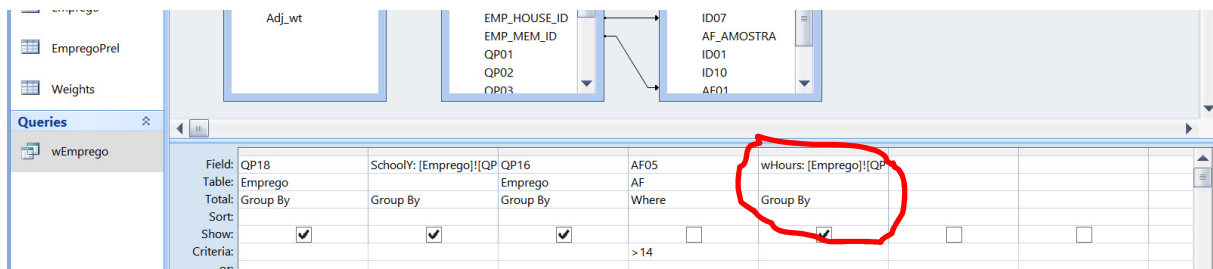


If you select *Count* at 18 you will get the number of respondents. You can also select *Average*, but then you have to check if blanks are included or not. Generally this average will be the average for those who have a value. It may be safer to divide the sum of e.g. worked hours with the weight for the same group. This will produce the average for the group including those not working.

24. To do this a new column should be created in a query. Point in the first empty column and click *Builder*. Give the variable a name ending with “:”, here “*wHours*”. Click first on table *Emprego* and double-click on *QP14T*. Then click or key * and click on table *Weights* and double-click on *Adj_wt*.



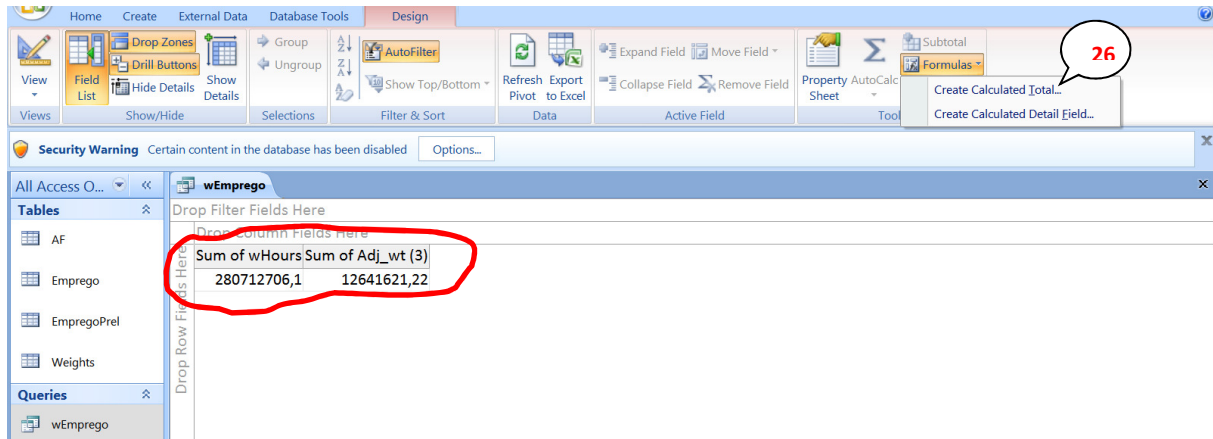
The weighted hours will now be calculated in the column *wHours*.



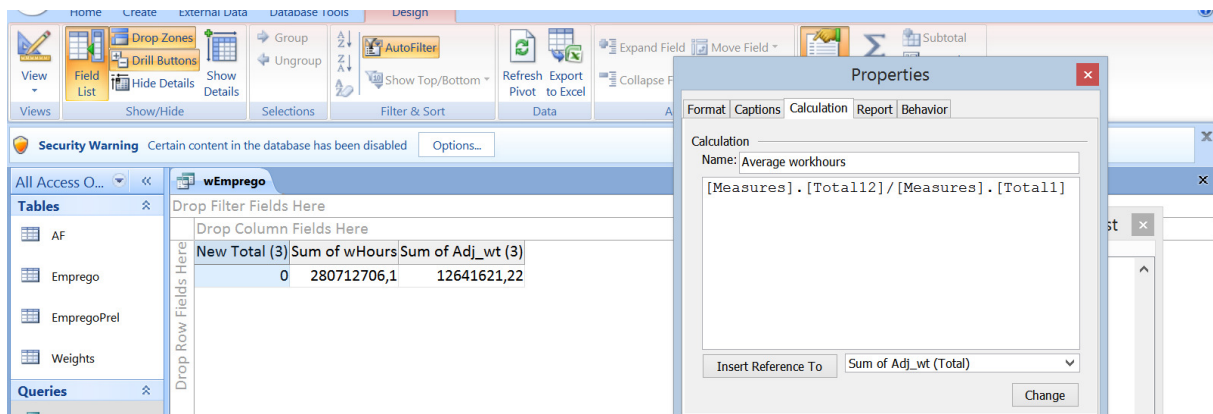
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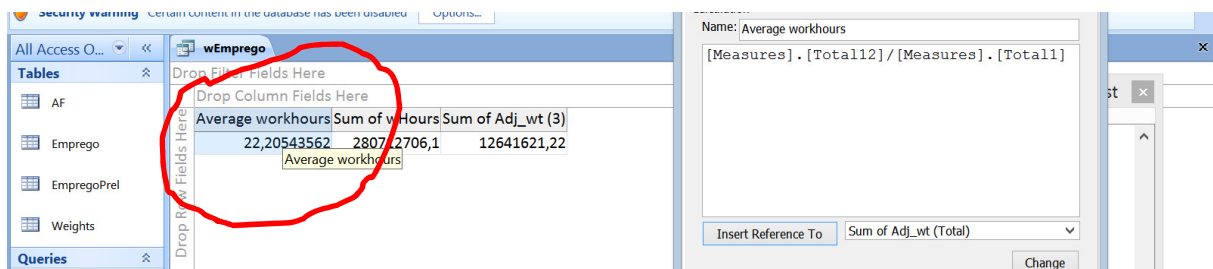
25. In the Pivot view, drag in the *wHours* and *Sum* them according to 17-18 above. Also drag in the weights (they will be summed automatically).
26. Click Formulas in the Design menu and click Create Calculated Total.



In the Properties sheet first select the Total wHours and click Insert Reference To. Then enter “/” and select Total weights and Insert Reference To and click change.



Now the average will be presented in a new column.



The strength with Access is that tables/files can easily be linked and systematically structured. The use of the tables described here can also be done with the pivot function in Excel. Access 2013 and Access 365 no longer have the pivot function so you have to do it Excel.