Pivot table tutorial for importing Ontario donations data part two

In the <u>previous tutorial</u>, we created a master file of donation data from the 2014 annual reports of Ontario's three main political parties: the NDP, Liberals and PCs.

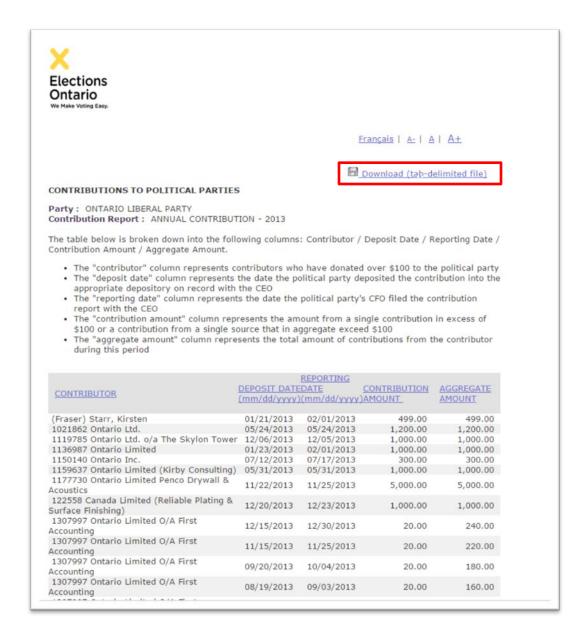
The aim was to use the master table to create a pivot table to easily spot trends such as the most generous donors.

The pivot table we created only covered the year 2014. Now we want include the previous year. This extra data allows the pivot table to perform the additional task of grouping donations by year, allowing us to determine whose contributions increased the fastest.

So let's get started.

- 1) Return to the <u>Elections Ontario site</u> and select the "Contributions to registered political parties link".
- 2) Select the Ontario Liberal Party, and then the "ANNUAL CONTRIBUTION 2013", and hit the Search tab.



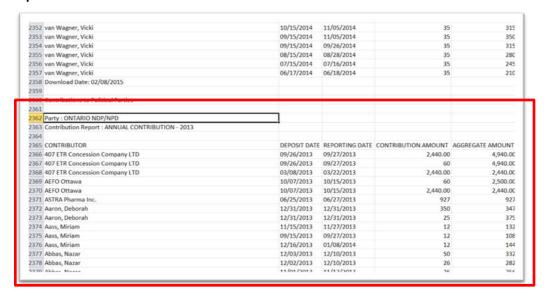


- 3) Select the Download tab to save the file in your download folder. As we did in the previous tutorial, name the text file with something like "OntarioLiberals2013".
- 4) Repeat the same process for the NDP and PCs.
- 5) Now you should have three properly named files in your folder.



6) Open the Excel workbook that contains the 2014 donation files and go to your first original worksheet. It doesn't matter which party.

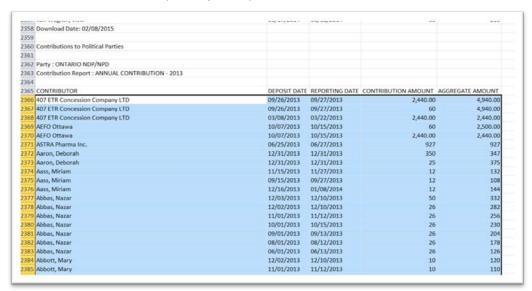
- 7) Either use your short-cut keys, or scroll to the bottom of the worksheet to the first available cell in column A.
- 8) Import the text file.



- 9) Repeat the process for the other two parties, meaning that you'll now have original worksheets with donation data for the years 2014 and 2013.
- **10)** Go to the working copy that contains that first political party's 2014 data, and use your short-cut key to get to the first available cell in column A.

32341 van Marle, Rikki J	05/06/201 05/07/201	150	175	NDP	2014
32342 van Mossel, John	12/31/201 01/29/201	200	200	NDP	2014
32343 van Wagner, Vicki	12/15/201 12/17/201	35	420	NDP	2014
32344 van Wagner, Vicki	11/16/201 11/20/201	35	385	NDP	2014
32345 van Wagner, Vicki	10/15/201 11/05/201	35	315	NDP	2014
32346 van Wagner, Vicki	09/15/201 11/05/201	35	350	NDP	2014
32347 van Wagner, Vicki	09/15/201 09/26/201	35	315	NDP	2014
32348 van Wagner, Vicki	08/15/201 08/28/201	35	280	NDP	2014
32349 van Wagner, Vicki	07/15/201 07/16/201	35	245	NDP	2014
32350 van Wagner, Vicki	06/17/201 06/18/201	35	210	NDP	2014
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12) Return to the first worksheet and use your short-cut key to select the table – BELOW THE COLUMN HEADINGS – that you've just imported.



13) Paste the selected table into the "Workingcopy" worksheet.

2347	van Wagner, Vicki	09/15/201 09/26/201	35	315	NDP	2014
2348	van Wagner, Vicki	08/15/201 08/28/201	35	280	NDP	2014
2349	van Wagner, Vicki	07/15/201 07/16/201	35	245	NDP	2014
2350	van Wagner, Vicki	06/17/201 06/18/201	35	210	NDP	2014
2351	407 ETR Concession Company LTD	09/26/201 09/27/201	2,440.00	4,940.00		
2352	407 ETR Concession Company LTD	09/26/201 09/27/201	60	4,940.00		
2353	407 ETR Concession Company LTD	03/08/201 03/22/201	2,440.00	2,440.00		
2354	AEFO Ottawa	10/07/201 10/15/201	60	2,500.00		
2355	AEFO Ottawa	10/07/201 10/15/201	2,440.00	2,440.00		
2356	ASTRA Pharma Inc.	06/25/201 06/27/201	927	927		
2357	Aaron, Deborah	12/31/201 12/31/201	350	347		
2358	Aaron, Deborah	12/31/201 12/31/201	25	375		
2359	Aass, Miriam	11/15/201 11/27/201	12	132		
2360	Aass, Miriam	09/15/201 09/27/201	12	108		
2361	Aass, Miriam	12/16/201 01/08/201	12	144		
2362	Abbas, Nazar	12/03/201 12/10/201	50	332		
2363	Abbas, Nazar	12/02/201 12/10/201	26	282		
2364	Abbas, Nazar	11/01/201 11/12/201	26	256		
2365	Abbas, Nazar	10/01/201 10/15/201	26	230		
2366	Abbas, Nazar	09/01/201 09/13/201	26	204		
2367	Abbas, Nazar	08/01/201 08/12/201	26	178		
2368	Abbas, Nazar	06/01/201 06/13/201	26	126		
2369	Abbott, Mary	12/02/201 12/10/201	10	120		
	Abbott, Mary	11/01/201 11/12/201	10	110		
2371	Abdulla, Naeem	11/18/201 11/27/201	415	415		
	Abdulla, Naeem	11/18/201 11/27/201	85	500		
2373	Abel, David	12/02/201 12/10/201	10	120		
2374	Abel, David	11/01/201 11/12/201	10	110		
2375	Abel, Jim	11/15/201 11/27/201	20	220		
2376	Abel, Jim	09/15/201 09/27/201	20	180		

- 14) Extend the column F which contains the political party designation, by selecting the last cell in the row with the party name, and double-clicking to copy the name to the bottom of the column.
- **15)** For Column G, select the first blank cell in your new table, type the year "2013" and copy it to the bottom of the column. (NOTE: Be sure to scroll to the bottom of the table to ensure all the cells are filed in.)

דרנאי	van vvagner, vien	11/10/201 11/20/201	رد	202	INDE	LUIT
32345	van Wagner, Vicki	10/15/201 11/05/201	35	315	NDP	2014
32346	van Wagner, Vicki	09/15/201 11/05/201	35	350	NDP	2014
32347	van Wagner, Vicki	09/15/201 09/26/201	35	315	NDP	2014
32348	van Wagner, Vicki	08/15/201 08/28/201	35	280	NDP	2014
32349	van Wagner, Vicki	07/15/201 07/16/201	35	245	NDP	2014
32350	van Wagner, Vicki	06/17/201 06/18/201	35	210	NDP	2014
32351	407 ETR Concession Company LTD	09/26/201 09/27/201	2,440.00	4,940.00	NDP	2013
32352	407 ETR Concession Company LTD	09/26/201 09/27/201	60	4,940.00	NDP	2013
32353	407 ETR Concession Company LTD	03/08/201 03/22/201	2,440.00	2,440.00	NDP	2013
32354	AEFO Ottawa	10/07/201 10/15/201	60	2,500.00	NDP	2013
32355	AEFO Ottawa	10/07/201 10/15/201	2,440.00	2,440.00	NDP	2013
32356	ASTRA Pharma Inc.	06/25/201 06/27/201	927	927	NDP	2013
32357	Aaron, Deborah	12/31/201 12/31/201	350	347	NDP	2013
32358	Aaron, Deborah	12/31/201 12/31/201	25	375	NDP	2013
32359	Aass, Miriam	11/15/201 11/27/201	12	132	NDP	2013
32360	Aass, Miriam	09/15/201 09/27/201	12	108	NDP	2013
32361	Aass, Miriam	12/16/201 01/08/201	12	144	NDP	2013
32362	Abbas, Nazar	12/03/201 12/10/201	50	332	NDP	2013
32363	Abbas, Nazar	12/02/201 12/10/201	26	282	NDP	2013
32364	Abbas, Nazar	11/01/201 11/12/201	26	256	NDP	2013
32365	Abbas, Nazar	10/01/201 10/15/201	26	230	NDP	2013
32366	Abbas, Nazar	09/01/201 09/13/201	26	204	NDP	2013
12267	Al-L NI	00/04/204 00/42/204	20	170	NIDD	2012

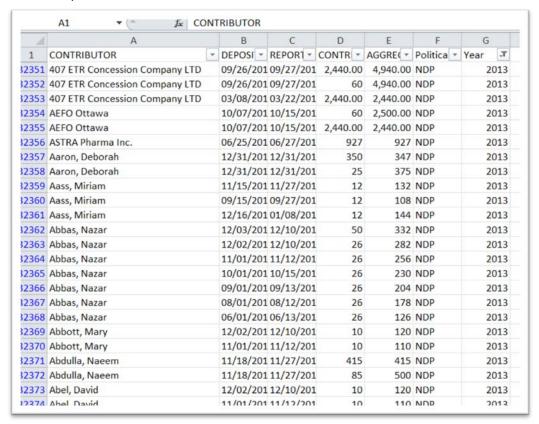
- **16)** Repeat the same process for the other two political parties, meaning that your "Workingcopy" worksheets should now have data for 2014 and 2013.
- 17) Now we'll add these new tables to the master worksheet.
- 18) Scroll to the bottom of the table in the "Master" worksheet.

1583 Young, Pauline	12/25/2014	01/05/201	200	200 PCs	201
1584 Yungwirth, Francis	12/11/2014	12/23/201	400	400 PCs	201
1585 Zekveld, P.	12/31/2014	01/15/201	200	200 PCs	201
1586 Zekveld, P.	12/31/2014	01/09/201	200	200 PCs	201
587 Zoebelein, Eric	10/02/2014	10/07/201	200	200 PCs	201
588 Zoebelein, Eric	12/31/2014	01/15/201	100	300 PCs	201
589 Zoebelein, Eric	12/31/2014	01/09/201	100	300 PCs	201
590 Zoran Properties Inc	06/06/2014	06/18/201	9,975.00	9,975.00 PCs	201
591 Zwart, Carolyn	01/13/2014	01/15/201	372	372 PCs	201
592 Zwart, Edward	11/19/2014	11/26/201	125	125 PCs	201
593 Zygmunt, Janusz	01/13/2014	01/15/201	400	400 PCs	201
1594 Zylstra, Elizabeth	12/25/2014	01/05/201	150	150 PCs	201
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- **19)** This is where you'll begin adding the 2013 tables.
- **20)** Return to the first "Workingcopy" worksheet, scroll to the top, and apply the filter.

A	A	В	C	D	E	F	G	
1	CONTRIBUTOR -	DEPOSI -	REPORT *	CONTR -	AGGRE(*	Politica *	Year	*
2	AMAPCEO	02/19/201	02/27/201	1,431.35	1,431.35	NDP	20	14
3	Aass, Miriam	12/15/201	12/17/201	12	144	NDP	20	14
4	Aass, Miriam	11/19/201	11/20/201	12	132	NDP	20	14
5	Aass, Miriam	10/15/201	11/05/201	12	108	NDP	20	14
6	Aass, Miriam	09/15/201	11/05/201	12	120	NDP	20	14
7	Aass, Miriam	09/15/201	09/26/201	12	108	NDP	20	14
8	Abbas, Nazar	12/01/201	12/09/201	26	312	NDP	20	14
9	Abbas, Nazar	11/03/201	11/05/201	26	286	NDP	20	14
10	Abbas, Nazar	10/01/201	11/05/201	26	260	NDP	20	14
11	Abbas, Nazar	09/02/201	09/10/201	26	234	NDP	20	14
12	Abbas, Nazar	08/01/201	08/13/201	26	208	NDP	20	14
13	Abbas, Nazar	07/02/201	07/08/201	26	182	NDP	20	14
14	Abbas, Nazar	06/02/201	06/04/201	26	156	NDP	20	14
15	Abbas, Nazar	05/01/201	05/07/201	26	130	NDP	20	14
16	Abbas, Nazar	04/01/201	04/10/201	26	104	NDP	20	14
17	Abbott, Diane	04/25/201	05/07/201	375	400	NDP	20	14
18	Abbott, Mary	12/01/201	12/09/201	10	120	NDP	20	14
19	Abbott, Mary	11/03/201	11/05/201	10	110	NDP	20	14
20	Abel, David	12/01/201	12/09/201	10	120	NDP	20	14
21	Abel, David	11/03/201	11/05/201	10	110	NDP	20	14
22	Abel, Jim	12/15/201	12/17/201	20	440	NDP	20	14
23	Abel, Jim	11/16/201	11/20/201	20	420	NDP	20	14
24	Abel, Jim	10/15/201	11/05/201	20	380	NDP	20	14

21) Get the drop-down menu for the "Year" column and filter it for 2013.

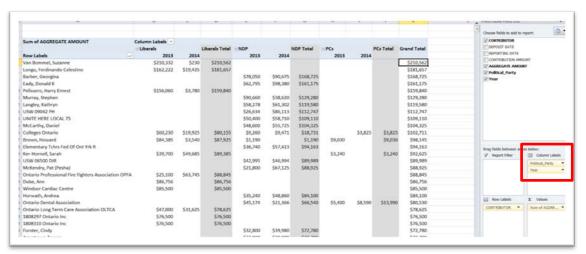


22) Select the table – minus the column headings – and paste it into the Master table.

1584 Yungwirth, Francis	12/11/2014	12/23/201	400	400 PCs	2014
1585 Zekveld, P.	12/31/2014	01/15/201	200	200 PCs	2014
1586 Zekveld, P.	12/31/2014	01/09/201	200	200 PCs	2014
1587 Zoebelein, Eric	10/02/2014	10/07/201	200	200 PCs	2014
1588 Zoebelein, Eric	12/31/2014	01/15/201	100	300 PCs	2014
1589 Zoebelein, Eric	12/31/2014	01/09/201	100	300 PCs	2014
1590 Zoran Properties Inc	06/06/2014	06/18/201	9,975.00	9,975.00 PCs	2014
1591 Zwart, Carolyn	01/13/2014	01/15/201	372	372 PCs	2014
1592 Zwart, Edward	11/19/2014	11/26/201	125	125 PCs	2014
1593 Zygmunt, Janusz	01/13/2014	01/15/201	400	400 PCs	2014
1594 Zylstra, Elizabeth	12/25/2014	01/05/201	150	150 PCs	2014
1595 407 ETR Concession Company LTD	09/26/2013	09/27/201	2,440.00	4,940.00 NDP	2013
1596 407 ETR Concession Company LTD	09/26/2013	09/27/201	60	4,940.00 NDP	2013
1597 407 ETR Concession Company LTD	03/08/2013	03/22/201	2,440.00	2,440.00 NDP	2013
1598 AEFO Ottawa	10/07/2013	10/15/201	60	2,500.00 NDP	2013
1599 AEFO Ottawa	10/07/2013	10/15/201	2,440.00	2,440.00 NDP	2013
1600 ASTRA Pharma Inc.	06/25/2013	06/27/201	927	927 NDP	2013
1601 Aaron, Deborah	12/31/2013	12/31/201	350	347 NDP	2013
1602 Aaron, Deborah	12/31/2013	12/31/201	25	375 NDP	2013
1603 Aass, Miriam	11/15/2013	11/27/201	12	132 NDP	2013
1604 Aass, Miriam	09/15/2013	09/27/201	12	108 NDP	2013
1605 Aass, Miriam	12/16/2013	01/08/201	12	144 NDP	2013
1606 Abbas, Nazar	12/03/2013	12/10/201	50	332 NDP	2013
1607 Abbas, Nazar	12/02/2013	12/10/201	26	282 NDP	2013
1608 Abbas, Nazar	11/01/2013	11/12/201	26	256 NDP	2013
1000 Abbas Marra	10/01/2012	10/15/201	26	220 MIDD	2012

- 23) Repeat the same process for two remaining political parties.
- 24) Your master table should have 120,143 rows or records.
- **25)** We can account for the new data in the pivot table one of two ways: select the "refresh" icon, or simply create a new table.

- 26) At the end of the previous tutorial, we SUMMED and COUNTED the values, allowing us to determine how much, and how many times donors shelled out cash.
- 27) In order to avoid a pivot table that's too busy and difficult to read, lose the COUNT value column.
- **28)** With the additional year, we'll want to compare donations for 2013 and 2014. We can do this by looking the aggregate amounts for each party, or individual donors.
- 29) Leave the "Party" in the pivot table's "Column" section, and add "Year".
- **30)** Leave the "Aggregate Amount" in the "Value" section and make sure that your SUMMING donations.
- 31) Your pivot table should look like this:



32) Of course, there are many ways to pivot this data. For instance, we can use the "Report Filter" to select the donors by political party. To do this, we would move Political Party from the "Column" section to the "Report Filter".