

## Pivot table tutorial for importing Ontario donations data

Details about how much individuals or institutions donate to federal, provincial and municipal politicians or their political parties have become standard fare, as in this [Globe and Mail piece](#) on The Beer Store and its monopoly of beer sales in Canada's largest province.

In order for stories to resonate, they need context, which in the Globe's story is about companies perhaps using the political process to guard to their money-making venture in the face of emerging competition from smaller and increasingly vocal players.

In order to resonate, stories about campaign donations need context, which can be best provided by answering basic questions: Have the donations increased over the years? If so, how quickly? Who are the most generous donors? Why do politicians donate money to themselves? Are there any surprising donations? Who gives to the so-called "fringe" parties and their candidates?

The questions are as endless as the story possibilities. However, context is ALWAYS the key. And this is where pivot tables come into play, arguably the most useful task that Excel will perform for journalists hunting for good stories.

In a nutshell, pivot tables summarize the information in your database by grouping key categories (donors) and providing subtotals (their donations) for each group. (**Note:** for information on pivot tables that goes beyond this tutorial, you can check out [Computer-Assisted Reporting, A Comprehensive Primer](#), or any number of online tutorials, some of which are referenced on our [syllabus](#).)

So if you want to find out who donated the most to a certain political party or candidate, for instance, you would group the donors, the parties to which they contributed, sum the donation amounts, and then sort the dollar amounts in descending order. To make things more interesting, and to add more context, you could even group all that information by year, something we'll learn in the sequel to this tutorial.

Or, instead of summing the donation amounts, perhaps you want to COUNT them in order to determine which party or candidate attracted the greatest number of donors, which could also lead to interesting stories about the effectiveness of grassroots campaigns.

As you'll see from the Elections Ontario data, the donations fall into three categories: annual contributions; campaign contributions; and leadership contests. In Ontario, it's possible to know who donated to leadership hopefuls. (Not so at the federal level.) For The Globe's Beer Store piece, it would appear that the reporter tallied the results from all three categories going back to 2015. That workload is beyond the scope of this tutorial. Instead, we'll just focus for one year's worth of data from annual contributions to get a sense of who's giving money to whom.

So let's get started with the data from [Ontario Elections](#), for the three main parties: the Ontario Liberal Party, the Ontario NDP and the PC Party of Ontario

- 1) Click on the link for "[Contributions to registered political parties](#)".
- 2) Select Ontario Liberal Party, and then "Annual Contribution – 2014"

3) Hit the “Search” tab. Don’t worry about the number of records displayed per page.



The screenshot shows the Elections Ontario website. In the top left corner is the logo with a yellow 'X' and the text 'Elections Ontario' and 'We Make Voting Easy.' In the top right corner are links for 'Français', 'A', 'A+', and 'A+'. The main heading is 'CONTRIBUTIONS TO POLITICAL PARTIES', followed by a sub-heading: 'Contributions in excess of \$100 and contributions from a single source that in the aggregate exceed \$100.' Below this is a search form with three fields: 'Party:' with a dropdown menu showing 'ONTARIO LIBERAL PARTY', 'Contribution' (empty), and 'Report:' with a dropdown menu showing 'ANNUAL CONTRIBUTION - 2014'. These three fields are enclosed in a red rectangular box. Below the form is a label 'Number of records to display per page:' followed by a dropdown menu set to '20'. A 'SEARCH' button, also enclosed in a red rectangular box, is located below the dropdown. At the bottom of the page is a note: 'Note: Data is posted on the web site as submitted by the registered political party.'

## CONTRIBUTIONS TO POLITICAL PARTIES

**Party :** ONTARIO LIBERAL PARTY  
**Contribution Report :** ANNUAL CONTRIBUTION - 2014

The table below is broken down into the following columns: Contributor / Deposit Date / Reporting Date / Contribution Amount / Aggregate Amount.

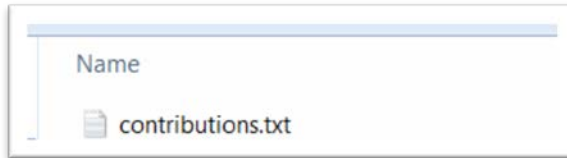
- The "contributor" column represents contributors who have donated over \$100 to the political party
- The "deposit date" column represents the date the political party deposited the contribution into the appropriate depository on record with the CEO
- The "reporting date" column represents the date the political party's CFO filed the contribution report with the CEO
- The "contribution amount" column represents the amount from a single contribution in excess of \$100 or a contribution from a single source that in aggregate exceed \$100
- The "aggregate amount" column represents the total amount of contributions from the contributor during this period

<u>CONTRIBUTOR</u>	<u>REPORTING</u>		<u>CONTRIBUTION</u>	<u>AGGREGATE</u>
	<u>DEPOSIT DATE</u> <u>(mm/dd/yyyy)</u>	<u>DATE</u> <u>(mm/dd/yyyy)</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	1,000.00
1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	2,000.00
1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	3,500.00	3,500.00
1150140 Ontario Inc.	11/28/2014	11/28/2014	600.00	600.00
1258702 Ontario Ltd.	05/13/2014	05/27/2014	5,025.00	9,975.00
1258702 Ontario Ltd.	03/31/2014	04/01/2014	5,025.00	5,025.00
1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	20.00	240.00
1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	20.00	220.00
1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	20.00	180.00
1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	20.00	160.00
1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	20.00	140.00
1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	20.00	120.00
1631057 Ontario Inc	12/22/2014	12/29/2014	2,000.00	2,000.00
1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	3,200.00	8,200.00

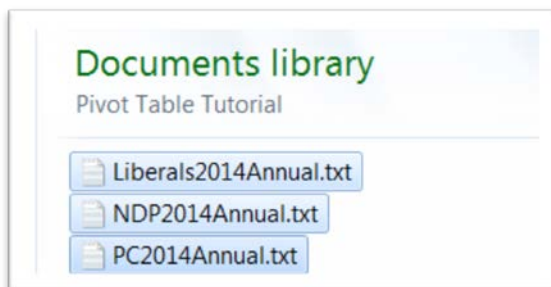
- 4) Before downloading the data, be sure to read the explanations under the "Contributions To Political Parties" section above the table, which explains what each column head means. (**Note:** it's always a good practice to read as much about the data you're about to download, understanding what it can tell you and, perhaps more importantly, what it can't. Many institutional, public-sector websites like Elections Ontario have excellent "readme" files, or explanations of the contents of the data you're about to download. It's also a good practice to

either copy or download these explainer files, keeping them in the same folder that contains your data.)

- 5) To download the delimited text file, select the “Download (tab-delimited file)” tab to the right of the “Contributions To Political Parties” title.

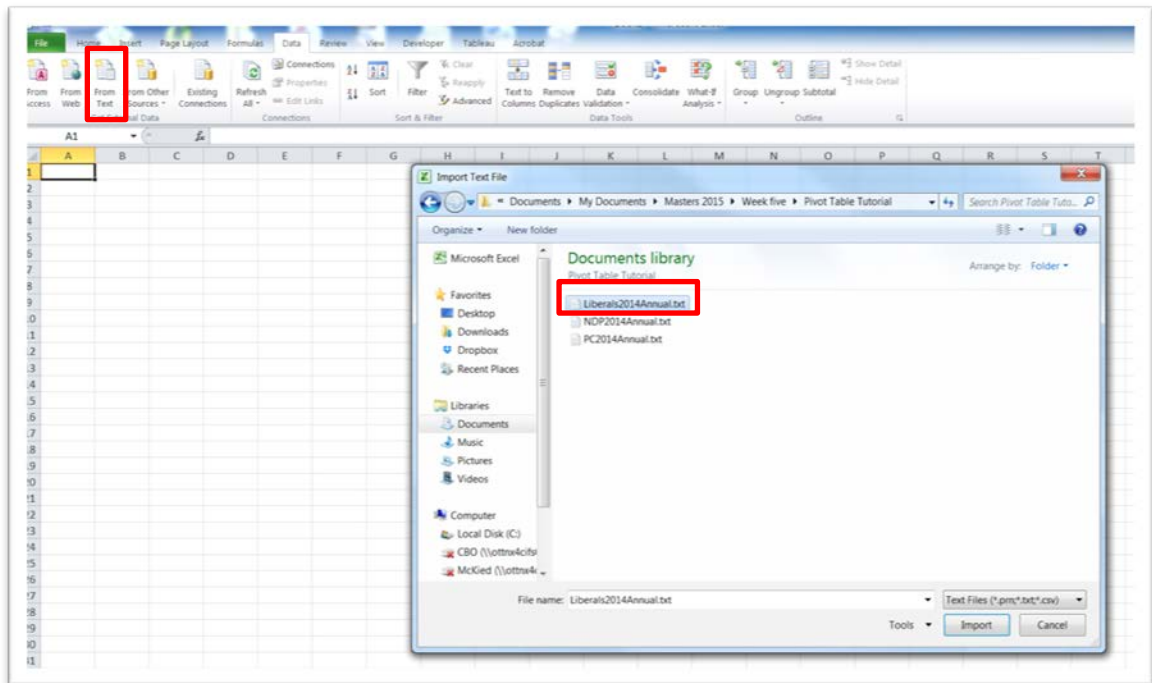


- 6) In the image above, you’ll notice that the file has a generic name, which is fine if you’re only importing a year’s worth of data for one political party. Because we’ll be repeating this exercise, it’s a good idea to name the text files. Call this one, “Liberals2014Annual”.
- 7) You’ll notice that the title contains no spaces. Naming conventions for databases are a bit different – they dislike names with spaces. So you can run either the titles together, using a capital for each new word in the text string, or an underscore to join the words. “Liberals2014Annual” could also be “Liberals\_2014\_Annual”. To a database, the underscore is a character.
- 8) After you’ve renamed the file, move it to the folder you’ve created for this exercise, and repeat the process for the NDP and PCs.
- 9) Your folder should have text files for each of the three main political parties.



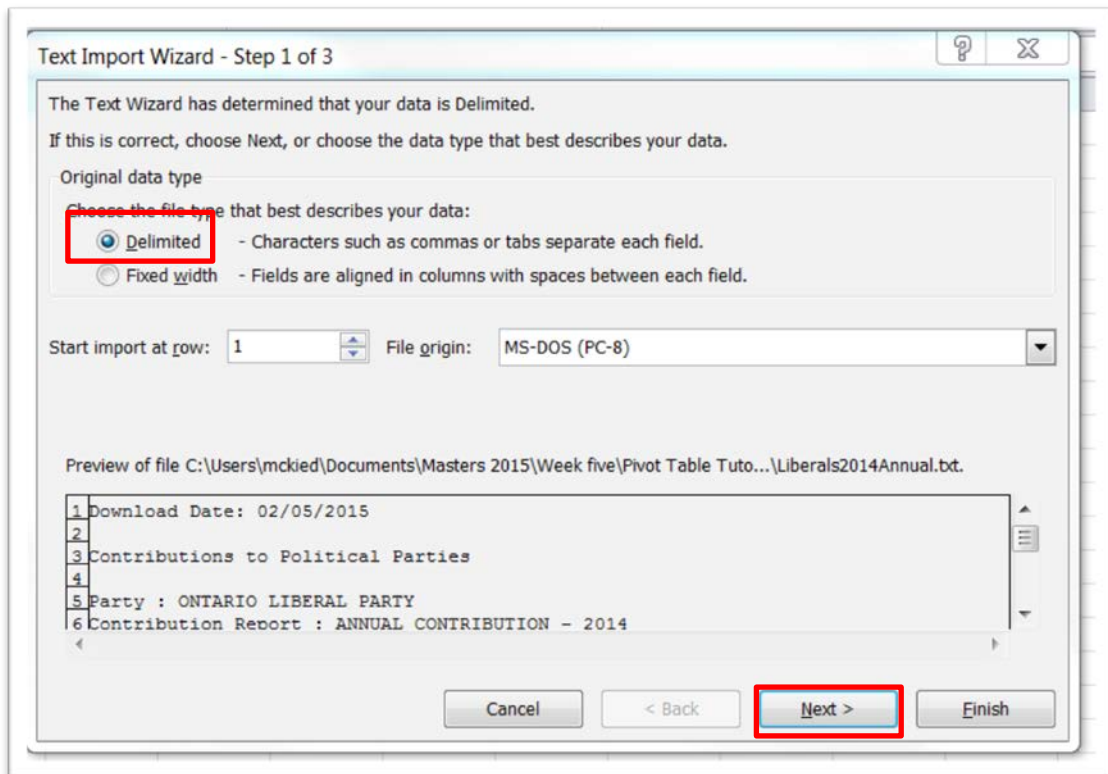
- 10) Now we’ll pull each of these files into an Excel workbook.

- 11) Open a workbook, and import the first file ( it doesn't matter which one ), using the import wizard.



- 12) Your interface may look a bit different than mine.

- 13) Begin the import.



- 14) Excel defaults to the “Delimited” data type format. As we explained in class, a delimited text file uses “delimiters”, in this case tabs, to replace the column separators in the data tables. A carriage return ends each row. Many open data sites use these delimited files ( Comma Separated Values, or “csv”, files are also popular) to reduce the size of the files. Excel and database managers like Access, MySQL or SQL can open these files.
- 15) Select the “Next” tab.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

- ☒ Tab
- ☐ Semicolon
- ☐ Comma
- ☐ Space
- ☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "  ▼

**Data preview**

```
Download Date: 02/05/2015  
Contributions to Political Parties  
Party : ONTARIO LIBERAL PARTY  
Contribution Report : ANNUAL CONTRIBUTION - 2014
```

Buttons: Cancel, < Back, **Next >**, Finish

- 16) Excel's Text Import Wizard defaults to the "Tab" delimiter, the one we want. Use the vertical scroll bar to ensure that the delimiter is, indeed, separating the columns.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab

☐ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Manzer, Alison R.	03/31/2014	04/10/2014	15.21	
Maple Leaf Foods Inc.	03/31/2014	04/01/2014	5,025.00	5,
Maple Leaf Sports & Entertainment Ltd.	12/01/2014	12/05/2014	800.00	1,
Maple Leaf Strategies Inc.	12/23/2014	01/07/2015	1,000.00	1,
Marangoni, Emily	12/15/2014	12/29/2014	83.33	1,
Marangoni, Emilv	12/15/2014	12/29/2014	10.00	1,

Cancel < Back Next > Finish



17) Select the “Next” Tab.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General

☐ Text

☐ Date: DMY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General
Manzer, Alison R.	03/31/2014	04/10/2014	15.21	5,
Maple Leaf Foods Inc.	03/31/2014	04/01/2014	800.00	1,
Maple Leaf Sports & Entertainment Ltd.	12/01/2014	12/05/2014	83.33	10.00
Maple Leaf Strategies Inc.	12/23/2014	01/07/2015	83.33	10.00
Marangoni, Emily	12/15/2014	12/29/2014	83.33	10.00
Marangoni, Emily	12/15/2014	12/29/2014	83.33	10.00

Cancel < Back Next > Finish

18) The term “General” appears at the top of each column. This means that the wizard has given the information, or data in each column, a generic format, which you can change, by clicking on each column, which the wizard will then highlight in black. Depending on what system you’re using, the date columns may be imported as text and dates. This consistent formatting makes it difficult to work with the dates, a task we’ll complete in part two of this tutorial. So to make

things easier, and for the sake of consistency, let's format these two date columns as "Text".

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

☐ Date: DMY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	Text	Text	General	General
Manzer, Alison R.	03/31/2014	04/10/2014	15.21	
Maple Leaf Foods Inc.	03/31/2014	04/01/2014	5,025.00	5,
Maple Leaf Sports & Entertainment Ltd.	12/01/2014	12/05/2014	800.00	
Maple Leaf Strategies Inc.	12/23/2014	01/07/2015	1,000.00	1,
Marangoni, Emily	12/15/2014	12/29/2014	83.33	1,
Marangoni, Emilv	12/15/2014	12/29/2014	10.00	1.

Cancel < Back Next > Finish

19) Select the "Finish" tab .

**Import Data**

Where do you want to put the data?

☒ Existing worksheet:

☐ New worksheet

Properties... **OK** Cancel

20)

	A	B	C	D	E
1	Download Date: 02/05/2015				
2					
3	Contributions to Political Parties				
4					
5	Party : ONTARIO LIBERAL PARTY				
6	Contribution Report : ANNUAL CONTRIBUTION - 2014				
7					
	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT
9	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	1,000.00
0	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	2,000.00
1	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	3,500.00	3,500.00
2	1150140 Ontario Inc.	11/28/2014	11/28/2014	600	600
3	1258702 Ontario Ltd.	05/13/2014	05/27/2014	5,025.00	9,975.00
4	1258702 Ontario Ltd.	03/31/2014	04/01/2014	5,025.00	5,025.00
5	1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	20	240
6	1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	20	220
7	1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	20	180
8	1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	20	160
9	1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	20	140
0	1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	20	120
1	1631057 Ontario Inc	12/22/2014	12/29/2014	2,000.00	2,000.00
2	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	3,200.00	8,200.00
3	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	5,000.00	5,000.00
4	1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	1,750.00	1,750.00
5	1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	5,000.00	5,000.00
6	1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	500	500
7	2080650 Ontario Inc.	12/22/2014	12/29/2014	1,500.00	1,500.00
8	2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	20	240
9	2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	20	220
0	2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	20	180
1	2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	20	160

21) We've imported our first table.

22) Rename the sheet with a title makes senses, "Liberals2014Annual", and paste the website's URL into the first available cell in the first row -- B1 -- and save the Excel workbook.

Download Date: 02/05/2015				
A	B	C	D	E
1 Download Date: 02/05/2015	http://rtd.elections.on.ca/rtd/jsp/en/RTDParty.jsp#			
2				
3 Contributions to Political Parties				
4				
5 Party : ONTARIO LIBERAL PARTY				
6 Contribution Report : ANNUAL CONTRIBUTION - 2014				
7				
8 CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT
9 1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	1,000.00
10 1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	2,000.00
11 1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	3,500.00	3,500.00
12 1150140 Ontario Inc.	11/28/2014	11/28/2014	600	600
13 1258702 Ontario Ltd.	05/13/2014	05/27/2014	5,025.00	9,975.00
14 1258702 Ontario Ltd.	03/31/2014	04/01/2014	5,025.00	5,025.00
15 1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	20	240
16 1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	20	220
17 1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	20	180
18 1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	20	160
19 1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	20	140
20 1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	20	120
21 1631057 Ontario Inc	12/22/2014	12/29/2014	2,000.00	2,000.00
22 1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	3,200.00	8,200.00
23 1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	5,000.00	5,000.00
24 1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	1,750.00	1,750.00
25 1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	5,000.00	5,000.00
26 1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	500	500
27 2080650 Ontario Inc.	12/22/2014	12/29/2014	1,500.00	1,500.00
28 2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	20	240
29 2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	20	220
30 2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	20	180
31 2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	20	160
32 2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	20	140

23) Using your keyboard's short-cut keys (**NOTE:** you'll make your life much easier to learning them), select the table.

Party : ONTARIO LIBERAL PARTY					
Contribution Report : ANNUAL CONTRIBUTION - 2014					
CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	
1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	1,000.00	
1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	2,000.00	
1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	3,500.00	3,500.00	
1150140 Ontario Inc.	11/28/2014	11/28/2014	600	600	
1258702 Ontario Ltd.	05/13/2014	05/27/2014	5,025.00	9,975.00	
1258702 Ontario Ltd.	03/31/2014	04/01/2014	5,025.00	5,025.00	
1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	20	240	
1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	20	220	
1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	20	180	
1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	20	160	
1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	20	140	
1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	20	120	
1631057 Ontario Inc	12/22/2014	12/29/2014	2,000.00	2,000.00	
1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	3,200.00	8,200.00	
1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	5,000.00	5,000.00	
1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	1,750.00	1,750.00	
1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	5,000.00	5,000.00	
1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	500	500	
2080650 Ontario Inc.	12/22/2014	12/29/2014	1,500.00	1,500.00	
2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	20	240	
2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	20	220	
2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	20	180	
2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	20	160	
2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	20	140	
2103274 Ontario Inc. (Tailgators)	06/15/2014	06/27/2014	20	120	
2103274 Ontario Inc. (Tailgators)	05/13/2014	05/27/2014	5,000.00	5,000.00	



24) Paste the table into a new worksheet (make sure the worksheet is to the right, which may mean dragging it with your cursor), which you will call “Liberals2014AnnualWorkingCopy”.

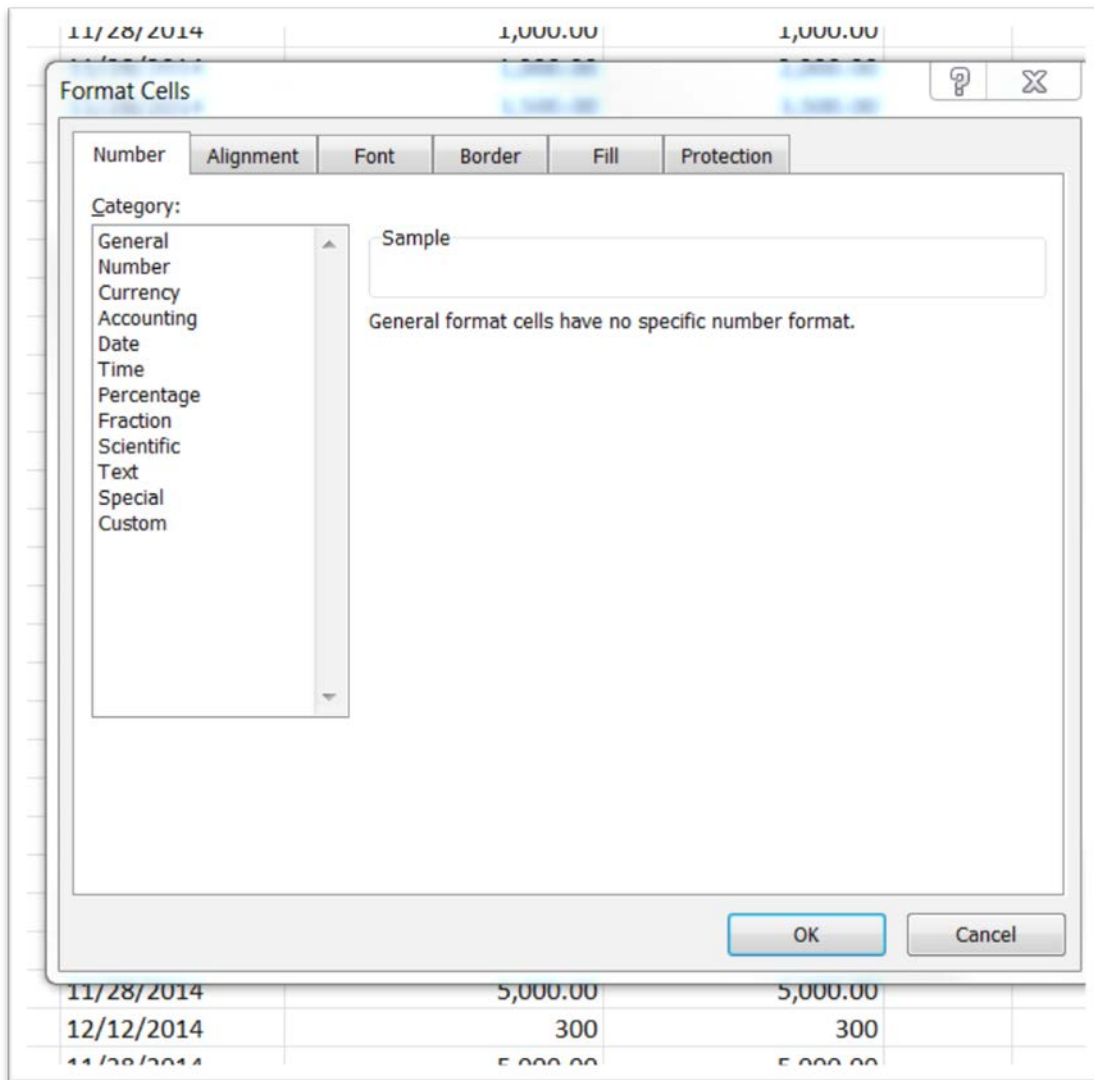
	A	B	C	D	E	F
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBL	AGGREGATE AMOUNT	
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	1,000.00	
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	1,000.00	2,000.00	
4	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	3,500.00	3,500.00	
5	1150140 Ontario Inc.	11/28/2014	11/28/2014	600	600	
6	1258702 Ontario Ltd.	05/13/2014	05/27/2014	5,025.00	9,975.00	
7	1258702 Ontario Ltd.	03/31/2014	04/01/2014	5,025.00	5,025.00	
8	1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	20	240	
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13	1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	20	120	
14	1631057 Ontario Inc	12/22/2014	12/29/2014	2,000.00	2,000.00	
15	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	3,200.00	8,200.00	
16	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	5,000.00	5,000.00	
17	1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	1,750.00	1,750.00	
18	1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	5,000.00	5,000.00	
19	1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	500	500	
20	2080650 Ontario Inc.	12/22/2014	12/29/2014	1,500.00	1,500.00	
21	2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	20	240	
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25	2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	20	140	
26	2103274 Ontario Inc. (Tailgators)	06/15/2014	06/27/2014	20	120	
27	2168587 Ontario Ltd. O/A Upper Crust	11/21/2014	11/28/2014	5,000.00	5,000.00	
28	2248774 Ontario Inc. o/a Destination Niagara Falls	12/11/2014	12/12/2014	300	300	
29	2285045 Ontario Inc. o/a Grand Niagara Golf Club	11/21/2014	11/28/2014	5,000.00	5,000.00	
30	2348505 Ontario Inc. o/a Activar	11/27/2014	11/28/2014	600	1,800.00	
31	2348505 Ontario Inc. o/a Activar	11/21/2014	11/28/2014	1,200.00	1,200.00	

25) The first cell in each column contains the title. You’ll notice that the columns containing the dates are justified to the left, meaning that Excel reads them as text. Because they are in a text format, we won’t be able to sort them. However, we will be able to use a function to easily extract the year from each date, which will come in handy for our pivot table in the next tutorial. The columns containing the contribution amounts are numbers. How do we know that? Because they are justified to the right.

26) Before we go any farther. Adjust the column widths so that we can see all the titles, and then reformat the numbers as “currency” without any decimal places. Highlight the columns.

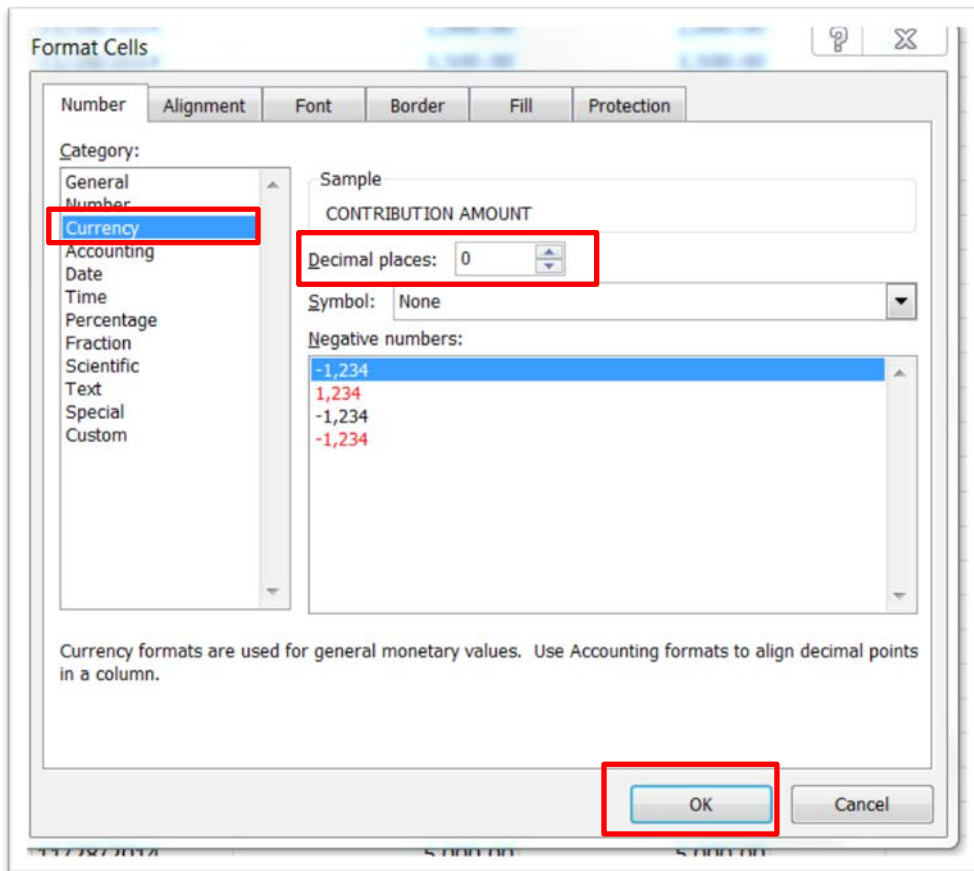
	D	E
ITE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT
	1,000.00	1,000.00
	1,000.00	2,000.00
	3,500.00	3,500.00
	600	600
	5,025.00	9,975.00
	5,025.00	5,025.00
	20	240
	20	220
	20	180
	20	160
	20	140
	20	120
	2,000.00	2,000.00
	3,200.00	8,200.00
	5,000.00	5,000.00
	1,750.00	1,750.00
	5,000.00	5,000.00
	500	500
	1,500.00	1,500.00
	20	240
	20	220
	20	180
	20	160
	20	140
	20	120

27) Get the short-cut menu.





28) Choose “currency” without any decimal places.



D	E
CONTRIBUTION AMOUNT	AGGREGATE AMOUNT
\$1,000	\$1,000
\$1,000	\$2,000
\$3,500	\$3,500
\$600	\$600
\$5,025	\$9,975
\$5,025	\$5,025
\$20	\$240
\$20	\$220
\$20	\$180
\$20	\$160
\$20	\$140
\$20	\$120
\$2,000	\$2,000
\$3,200	\$8,200
\$5,000	\$5,000
\$1,750	\$1,750
\$5,000	\$5,000
\$500	\$500
\$1,500	\$1,500
\$20	\$240
\$20	\$220
\$20	\$180
\$20	\$160
\$20	\$140
\$20	\$120

29) We'll add to new columns to our Working Copy table: "Party"; and "Year"

30) Type "Party" into cell F1, "Liberal" in F2.

	A	B	C	D	E	F	G
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	Party	Year
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$1,000	Liberal	
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$2,000		
4	1004278 Ontario Inc. n/a Sunar & Sudhary	11/21/2014	11/28/2014	\$2,500	\$2,500		

- 31) Place your cursor at the bottom right corner of F2 until it turns into a black cross, and then double click to fill in the rest of the cells in column F.

	A	B	C	D	E	F	G
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	Party	Year
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$1,000	Liberal	
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$2,000	Liberal	
4	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	\$3,500	\$3,500	Liberal	
5	1150140 Ontario Inc.	11/28/2014	11/28/2014	\$600	\$600	Liberal	
6	1258702 Ontario Ltd.	05/13/2014	05/27/2014	\$5,025	\$9,975	Liberal	
7	1258702 Ontario Ltd.	03/31/2014	04/01/2014	\$5,025	\$5,025	Liberal	
8	1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	\$20	\$240	Liberal	
9	1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	\$20	\$220	Liberal	
10	1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	\$20	\$180	Liberal	
11	1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	\$20	\$160	Liberal	
12	1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	\$20	\$140	Liberal	
13	1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	\$20	\$120	Liberal	
14	1631057 Ontario Inc.	12/22/2014	12/29/2014	\$2,000	\$2,000	Liberal	
15	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$3,200	\$8,200	Liberal	
16	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$5,000	\$5,000	Liberal	
17	1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	\$1,750	\$1,750	Liberal	
18	1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	\$5,000	\$5,000	Liberal	
19	1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	\$500	\$500	Liberal	
20	2080650 Ontario Inc.	12/22/2014	12/29/2014	\$1,500	\$1,500	Liberal	
21	2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	\$20	\$240	Liberal	
22	2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	\$20	\$220	Liberal	
23	2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	\$20	\$180	Liberal	
24	2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	\$20	\$160	Liberal	
25	2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	\$20	\$140	Liberal	
26	2103274 Ontario Inc. (Tailgators)	06/15/2014	06/27/2014	\$20	\$120	Liberal	
27	2168587 Ontario Ltd. O/A Uinner Crust	11/21/2014	11/28/2014	\$5,000	\$5,000	Liberal	

- 32) Scroll to the bottom to make sure "Liberal" populates ALL the column's cells. If not, you'll have to manually complete the process by clicking on the last cell above the blank space, clicking on the bottom right-hand corner and dragging your cursor to the bottom. (**NOTE:** if there are blanks in the adjacent column to the left – in this case, column E – Excel will stop the process of copying)
- 33) Once you're assured that all the columns in the Party columns are filled, type the 2014 under "Year".

	A	B	C	D	E	F	G
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	Party	Year
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$1,000	Liberal	2014
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$2,000	Liberal	
4	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	\$3,500	\$3,500	Liberal	
5	1150140 Ontario Inc.	11/28/2014	11/28/2014	\$600	\$600	Liberal	
6	1258702 Ontario Ltd.	05/13/2014	05/27/2014	\$5,025	\$9,975	Liberal	
7	1258702 Ontario Ltd.	03/31/2014	04/01/2014	\$5,025	\$5,025	Liberal	

34) Repeat the process to populate column G with 2014.

	A	B	C	D	E	F	G
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	Party	Year
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$1,000	Liberal	2014
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	\$2,000	Liberal	2014
4	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	\$3,500	\$3,500	Liberal	2014
5	1150140 Ontario Inc.	11/28/2014	11/28/2014	\$600	\$600	Liberal	2014
6	1258702 Ontario Ltd.	05/13/2014	05/27/2014	\$5,025	\$9,975	Liberal	2014
7	1258702 Ontario Ltd.	03/31/2014	04/01/2014	\$5,025	\$5,025	Liberal	2014
8	1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	\$20	\$240	Liberal	2014
9	1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	\$20	\$220	Liberal	2014
10	1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	\$20	\$180	Liberal	2014
11	1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	\$20	\$160	Liberal	2014
12	1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	\$20	\$140	Liberal	2014
13	1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	\$20	\$120	Liberal	2014
14	1631057 Ontario Inc	12/22/2014	12/29/2014	\$2,000	\$2,000	Liberal	2014
15	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$3,200	\$8,200	Liberal	2014
16	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$5,000	\$5,000	Liberal	2014
17	1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	\$1,750	\$1,750	Liberal	2014
18	1801385 Ontario Inc. (Connect Consulting Solutions)	12/22/2014	12/29/2014	\$5,000	\$5,000	Liberal	2014
19	1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	\$500	\$500	Liberal	2014
20	2080650 Ontario Inc.	12/22/2014	12/29/2014	\$1,500	\$1,500	Liberal	2014
21	2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	\$20	\$240	Liberal	2014
22	2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	\$20	\$220	Liberal	2014
23	2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	\$20	\$180	Liberal	2014
24	2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	\$20	\$160	Liberal	2014
25	2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	\$20	\$140	Liberal	2014
26	2103274 Ontario Inc. (Tailgators)	06/15/2014	06/27/2014	\$20	\$120	Liberal	2014
27	2168587 Ontario Ltd. O/A Upper Crust	11/21/2014	11/28/2014	\$5,000	\$5,000	Liberal	2014
28	2248774 Ontario Inc. o/a Destination Niagara Falls	12/11/2014	12/12/2014	\$300	\$300	Liberal	2014
29	2285045 Ontario Inc. o/a Grand Niagara Golf Club	11/21/2014	11/28/2014	\$5,000	\$5,000	Liberal	2014
30	2348505 Ontario Inc. o/a Activar	11/27/2014	11/28/2014	\$600	\$1,800	Liberal	2014

35) Now we have two worksheets for the Liberals 2014 annual contribution report, with the additional columns in the workingcopy worksheet. Repeat the same process for the PCs and NDP.

36) Once you've achieved this step, your Excel workbook should have six worksheets.

9	Anderson, Mark	10/16/2014	10/21/2014	\$200	\$200	PCs	2014
0	Andrews, Karla	12/31/2014	01/15/2015	\$399	\$399	PCs	2014
1	Andrews, Karla	12/31/2014	01/09/2015	\$399	\$399	PCs	2014
<div> Liberals2014Annual Liberals2014AnnualWorkingCopy NDP2014Annual NDP2014AnnualWorkingCopy PCs2014Annual PCs2014AnnualWorkingCopy </div>							

37) Create a new worksheet called Master.

NDP2014AnnualWorkingCopy	PCs2014Annual	PCs2014AnnualWorkingCopy	Master
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38) Select, copy and paste the table from "Liberals2014AnnualWorkingCopy" into the "Master" worksheet.

	A	B	C	D	
1	CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGA
2	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	
3	1003694 Ontario Inc. (Carepartners)	11/21/2014	11/28/2014	\$1,000	
4	1084278 Ontario Inc. o/a Super 8 Sudbury	11/21/2014	11/28/2014	\$3,500	
5	1150140 Ontario Inc.	11/28/2014	11/28/2014	\$600	
6	1258702 Ontario Ltd.	05/13/2014	05/27/2014	\$5,025	
7	1258702 Ontario Ltd.	03/31/2014	04/01/2014	\$5,025	
8	1307997 Ontario Limited O/A First Accounting	12/15/2014	12/29/2014	\$20	
9	1307997 Ontario Limited O/A First Accounting	11/15/2014	11/28/2014	\$20	
10	1307997 Ontario Limited O/A First Accounting	09/15/2014	09/26/2014	\$20	
11	1307997 Ontario Limited O/A First Accounting	08/18/2014	09/02/2014	\$20	
12	1307997 Ontario Limited O/A First Accounting	07/15/2014	07/28/2014	\$20	
13	1307997 Ontario Limited O/A First Accounting	06/15/2014	06/27/2014	\$20	
14	1631057 Ontario Inc	12/22/2014	12/29/2014	\$2,000	
15	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$3,200	
16	1746391 Ontario Inc. - Canadian Motor Speedway	09/26/2014	09/26/2014	\$5,000	
17	1753413 Ontario Ltd. (Retire Sooner Team)	11/21/2014	11/28/2014	\$1,750	
18	1801385 Ontario Inc (Connect Consulting Solutions)	12/22/2014	12/29/2014	\$5,000	
19	1820473 Ontario Inc. o/a Molinaro Group	11/28/2014	11/28/2014	\$500	
20	2080650 Ontario Inc.	12/22/2014	12/29/2014	\$1,500	
21	2103274 Ontario Inc. (Tailgators)	12/15/2014	12/29/2014	\$20	
22	2103274 Ontario Inc. (Tailgators)	11/15/2014	11/28/2014	\$20	
23	2103274 Ontario Inc. (Tailgators)	09/15/2014	09/26/2014	\$20	
24	2103274 Ontario Inc. (Tailgators)	08/18/2014	09/02/2014	\$20	
25	2103274 Ontario Inc. (Tailgators)	07/15/2014	07/28/2014	\$20	
26	2103274 Ontario Inc. (Tailgators)	06/15/2014	06/27/2014	\$20	
27	2168587 Ontario Ltd. O/A Upper Crust	11/21/2014	11/28/2014	\$5,000	
28	2248774 Ontario Inc. o/a Destination Niagara Falls	12/11/2014	12/12/2014	\$300	
29	2285045 Ontario Inc. o/a Grand Niagara Golf Club	11/21/2014	11/28/2014	\$5,000	
30	2348505 Ontario Inc. o/a Activar	11/27/2014	11/28/2014	\$600	
31	2348505 Ontario Inc. o/a Activar	11/21/2014	11/28/2014	\$1,200	
32	2426660 Ontario Inc.	12/22/2014	12/29/2014	\$2,500	

NDP2014Annual NDP2014AnnualWorkingCopy PCs2014Annual PCs2014AnnualWorkingCopy Master

39) Scroll to the bottom of this table ( NOTE: it's easiest to use your shortcut keys ).

	A	B	C	D	E	F	G
7480	de Haan, Glenna Jean	12/15/2014	12/29/2014	\$100	\$300	Liberal	2014
7481	de Haan, Glenna Jean	11/15/2014	11/28/2014	\$100	\$200	Liberal	2014
7482	de Man, Leny	12/15/2014	12/29/2014	\$25	\$300	Liberal	2014
7483	de Man, Leny	11/15/2014	11/28/2014	\$25	\$275	Liberal	2014
7484	de Man, Leny	09/15/2014	09/26/2014	\$25	\$225	Liberal	2014
7485	de Man, Leny	08/18/2014	09/02/2014	\$25	\$200	Liberal	2014
7486	de Man, Leny	07/15/2014	07/28/2014	\$25	\$175	Liberal	2014
7487	de Man, Leny	06/15/2014	06/27/2014	\$25	\$150	Liberal	2014
7488	de Man, Leny	05/15/2014	05/27/2014	\$25	\$125	Liberal	2014
7489	de Meulles, Leslie Anne	12/15/2014	12/29/2014	\$83	\$1,000	Liberal	2014
7490	de Meulles, Leslie Anne	11/15/2014	11/28/2014	\$83	\$917	Liberal	2014
7491	de Meulles, Leslie Anne	09/15/2014	09/26/2014	\$83	\$750	Liberal	2014
7492	de Meulles, Leslie Anne	08/18/2014	09/02/2014	\$83	\$667	Liberal	2014
7493	de Meulles, Leslie Anne	07/15/2014	07/28/2014	\$83	\$583	Liberal	2014
7494	de Meulles, Leslie Anne	06/15/2014	06/27/2014	\$83	\$500	Liberal	2014
7495	de Meulles, Leslie Anne	05/15/2014	05/27/2014	\$83	\$417	Liberal	2014
7496	de Meulles, Leslie Anne	04/15/2014	04/29/2014	\$83	\$333	Liberal	2014
7497	de Meulles, Leslie Anne	03/18/2014	04/01/2014	\$83	\$250	Liberal	2014
7498	de Meulles, Leslie Anne	02/15/2014	02/28/2014	\$83	\$167	Liberal	2014
7499	de Salaberry, Nicolas	12/15/2014	12/29/2014	\$35	\$420	Liberal	2014
7500	de Salaberry, Nicolas	11/15/2014	11/28/2014	\$35	\$385	Liberal	2014
7501	de Salaberry, Nicolas	09/15/2014	09/26/2014	\$35	\$315	Liberal	2014
7502	de Salaberry, Nicolas	08/18/2014	09/02/2014	\$35	\$280	Liberal	2014
7503	de Salaberry, Nicolas	07/15/2014	07/28/2014	\$35	\$245	Liberal	2014
7504	de Salaberry, Nicolas	06/15/2014	06/27/2014	\$35	\$210	Liberal	2014
7505	de Salaberry, Nicolas	05/15/2014	05/27/2014	\$35	\$175	Liberal	2014
7506	de Salaberry, Nicolas	04/15/2014	04/29/2014	\$35	\$140	Liberal	2014
7507	de Salaberry, Nicolas	03/18/2014	04/01/2014	\$35	\$105	Liberal	2014
7508	khandakar, Samia	10/03/2014	10/17/2014	\$100	\$170	Liberal	2014
7509							
7510							

NDP2014Annual   NDP2014AnnualWorkingCopy   PCs2014Annual   PCs2014AnnualWorkingCopy   Master

40) Select the NDP working copy table, minus the column headings which we don't need because they are standard for each table.

41) Place your cursor in cell A7509 in the Master worksheet and paste the NDP table.

	A	B	C	D	E	F	G
7498	de Meulles, Leslie Anne	02/15/2014	02/28/2014		\$83	\$167 Liberal	2014
7499	de Salaberry, Nicolas	12/15/2014	12/29/2014		\$35	\$420 Liberal	2014
7500	de Salaberry, Nicolas	11/15/2014	11/28/2014		\$35	\$385 Liberal	2014
7501	de Salaberry, Nicolas	09/15/2014	09/26/2014		\$35	\$315 Liberal	2014
7502	de Salaberry, Nicolas	08/18/2014	09/02/2014		\$35	\$280 Liberal	2014
7503	de Salaberry, Nicolas	07/15/2014	07/28/2014		\$35	\$245 Liberal	2014
7504	de Salaberry, Nicolas	06/15/2014	06/27/2014		\$35	\$210 Liberal	2014
7505	de Salaberry, Nicolas	05/15/2014	05/27/2014		\$35	\$175 Liberal	2014
7506	de Salaberry, Nicolas	04/15/2014	04/29/2014		\$35	\$140 Liberal	2014
7507	de Salaberry, Nicolas	03/18/2014	04/01/2014		\$35	\$105 Liberal	2014
7508	khandakar, Samia	10/03/2014	10/17/2014		\$100	\$170 Liberal	2014
7509	AMAPCEO	02/19/2014	02/27/2014		\$1,431	\$1,431 NDP	2014
7510	Aass, Miriam	12/15/2014	12/17/2014		\$12	\$144 NDP	2014
7511	Aass, Miriam	11/19/2014	11/20/2014		\$12	\$132 NDP	2014
7512	Aass, Miriam	10/15/2014	11/05/2014		\$12	\$108 NDP	2014
7513	Aass, Miriam	09/15/2014	11/05/2014		\$12	\$120 NDP	2014
7514	Aass, Miriam	09/15/2014	09/26/2014		\$12	\$108 NDP	2014
7515	Abbas, Nazar	12/01/2014	12/09/2014		\$26	\$312 NDP	2014
7516	Abbas, Nazar	11/03/2014	11/05/2014		\$26	\$286 NDP	2014
7517	Abbas, Nazar	10/01/2014	11/05/2014		\$26	\$260 NDP	2014
7518	Abbas, Nazar	09/02/2014	09/10/2014		\$26	\$234 NDP	2014
7519	Abbas, Nazar	08/01/2014	08/13/2014		\$26	\$208 NDP	2014
7520	Abbas, Nazar	07/02/2014	07/08/2014		\$26	\$182 NDP	2014
7521	Abbas, Nazar	06/02/2014	06/04/2014		\$26	\$156 NDP	2014
7522	Abbas, Nazar	05/01/2014	05/07/2014		\$26	\$130 NDP	2014
7523	Abbas, Nazar	04/01/2014	04/10/2014		\$26	\$104 NDP	2014
7524	Abbott, Diane	04/25/2014	05/07/2014		\$375	\$400 NDP	2014
7525	Abbott, Mary	12/01/2014	12/09/2014		\$10	\$120 NDP	2014
7526	Abbott, Mary	11/03/2014	11/05/2014		\$10	\$110 NDP	2014
7527	Abel, David	12/01/2014	12/09/2014		\$10	\$120 NDP	2014
7528	Abel, David	11/03/2014	11/05/2014		\$10	\$110 NDP	2014



42) Repeat the same process for the PCs.

9853	van Wagner, Vicki	09/15/2014	09/26/2014	\$35	\$315 NDP	2014
9854	van Wagner, Vicki	08/15/2014	08/28/2014	\$35	\$280 NDP	2014
9855	van Wagner, Vicki	07/15/2014	07/16/2014	\$35	\$245 NDP	2014
9856	van Wagner, Vicki	06/17/2014	06/18/2014	\$35	\$210 NDP	2014
9857	Tora Collingwood Limited	12/11/2014	12/23/2014	\$800	\$800 PCs	2014
9858	1039591 Ontario Ltd. o/a D	01/10/2014	01/23/2014	\$200	\$200 PCs	2014
9859	1181525 Ontario Inc	06/11/2014	06/24/2014	\$9,975	\$9,975 PCs	2014
9860	1528564 Ontario Limited	09/25/2014	10/02/2014	\$150	\$150 PCs	2014
9861	1584592 Ontario Limited	11/13/2014	11/26/2014	\$200	\$200 PCs	2014
9862	1668345 Ontario Inc c/a Chil	12/31/2014	01/15/2015	\$200	\$200 PCs	2014
9863	2168587 Ontario Ltd. o/a Up	10/30/2014	11/11/2014	\$250	\$250 PCs	2014
9864	407 ETR Concession Co Ltd	04/22/2014	05/05/2014	\$3,825	\$3,825 PCs	2014
9865	553562 Ontario Limited o/a \	11/20/2014	12/02/2014	\$200	\$200 PCs	2014
9866	941106 Ontario Ltd o/a Sylva	10/02/2014	10/07/2014	\$200	\$400 PCs	2014
9867	941106 Ontario Ltd o/a Sylva	09/11/2014	09/16/2014	\$200	\$200 PCs	2014
9868	942334 Ontario Inc	11/13/2014	11/26/2014	\$250	\$250 PCs	2014
9869	AGF Management Limited	04/22/2014	05/05/2014	\$3,825	\$3,825 PCs	2014
9870	Abbott, David	09/11/2014	09/16/2014	\$200	\$200 PCs	2014
9871	Abell, Nicholas	11/13/2014	11/26/2014	\$200	\$200 PCs	2014
9872	Adelson, Sheldon	10/15/2014	10/27/2014	\$199	\$199 PCs	2014
9873	Aecon Group Inc.	04/11/2014	04/24/2014	\$2,285	\$9,975 PCs	2014
9874	Alex McGregor Drugs Ltd.	12/24/2014	01/05/2015	\$200	\$200 PCs	2014
9875	Allan, James	12/11/2014	12/23/2014	\$75	\$150 PCs	2014
9876	Allen, Doris	12/16/2014	12/23/2014	\$100	\$200 PCs	2014
9877	Allen, Murray	01/13/2014	01/15/2014	\$150	\$150 PCs	2014
9878	Allison, Paul	10/23/2014	10/31/2014	\$200	\$200 PCs	2014
9879	Ambrus, Irene	12/15/2014	12/23/2014	\$50	\$250 PCs	2014
9880	Ambrus, Irene	11/18/2014	11/26/2014	\$50	\$200 PCs	2014
9881	Ambrus, Irene	10/15/2014	10/27/2014	\$50	\$150 PCs	2014
9882	Anderson, David	10/15/2014	10/27/2014	\$200	\$200 PCs	2014
9883						

43) Your master file should have 51,594 rows or records.

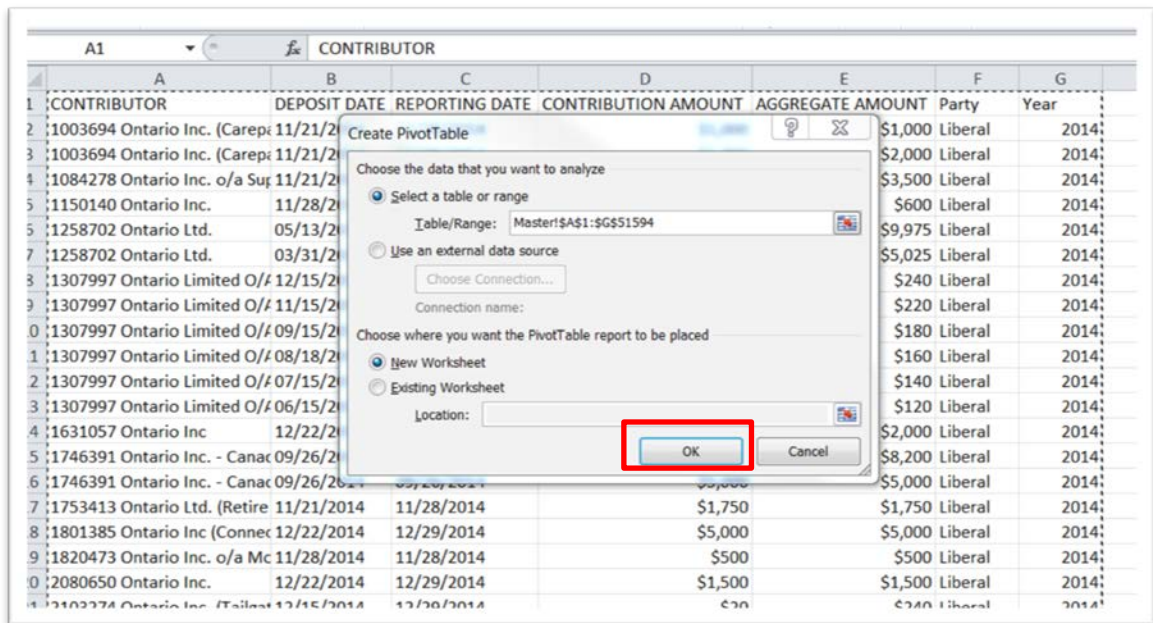
44) We can use sorting and filtering to extract information from this master table, such as who gave the most. But it's much better to use a pivot table to answer questions such as who gave the most overall, which party raised the most money and attracted the highest number of donors.

45) Scroll to the top of the master table and put your cursor on cell A1.

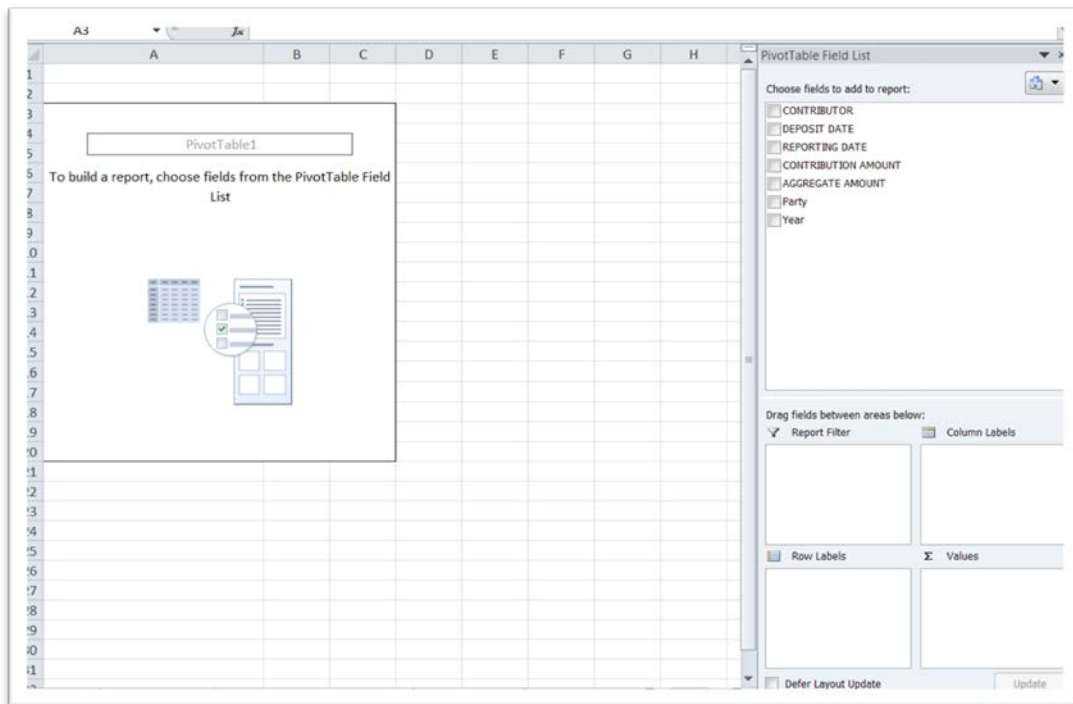
CONTRIBUTOR						
A	B	C	D	E	F	G
CONTRIBUTOR	DEPOSIT DATE	REPORTING DATE	CONTRIBUTION AMOUNT	AGGREGATE AMOUNT	Party	Year
1003694 Ontario Inc. (Carep	11/21/2014	11/28/2014	\$1,000	\$1,000	Liberal	2014
1003694 Ontario Inc. (Carep	11/21/2014	11/28/2014	\$1,000	\$2,000	Liberal	2014
1084278 Ontario Inc. o/a Sur	11/21/2014	11/28/2014	\$3,500	\$3,500	Liberal	2014
1150140 Ontario Inc.	11/28/2014	11/28/2014	\$600	\$600	Liberal	2014
1258702 Ontario Ltd.	05/13/2014	05/27/2014	\$5,025	\$9,975	Liberal	2014
1258702 Ontario Ltd.	03/31/2014	04/01/2014	\$5,025	\$5,025	Liberal	2014
1307997 Ontario Limited O/f	12/15/2014	12/29/2014	\$20	\$240	Liberal	2014
1307997 Ontario Limited O/f	11/15/2014	11/28/2014	\$20	\$220	Liberal	2014
1307997 Ontario Limited O/f	09/15/2014	09/26/2014	\$20	\$180	Liberal	2014
1307997 Ontario Limited O/f	08/18/2014	09/02/2014	\$20	\$160	Liberal	2014
1307997 Ontario Limited O/f	07/15/2014	07/28/2014	\$20	\$140	Liberal	2014
1307997 Ontario Limited O/f	06/15/2014	06/27/2014	\$20	\$120	Liberal	2014
1631057 Ontario Inc	12/22/2014	12/29/2014	\$2,000	\$2,000	Liberal	2014
1746391 Ontario Inc. - Canac	09/26/2014	09/26/2014	\$3,200	\$8,200	Liberal	2014
1746391 Ontario Inc. - Canac	09/26/2014	09/26/2014	\$5,000	\$5,000	Liberal	2014
1753413 Ontario Ltd. (Retire	11/21/2014	11/28/2014	\$1,750	\$1,750	Liberal	2014
1801385 Ontario Inc (Conne	12/22/2014	12/29/2014	\$5,000	\$5,000	Liberal	2014
1820473 Ontario Inc. o/a Mc	11/28/2014	11/28/2014	\$500	\$500	Liberal	2014
2080650 Ontario Inc.	12/22/2014	12/29/2014	\$1,500	\$1,500	Liberal	2014
2103274 Ontario Inc. (Tailor	12/15/2014	12/29/2014	\$20	\$240	Liberal	2014



46) Select the Insert, or Data section on your menu at the top to find the “pivot table” option.

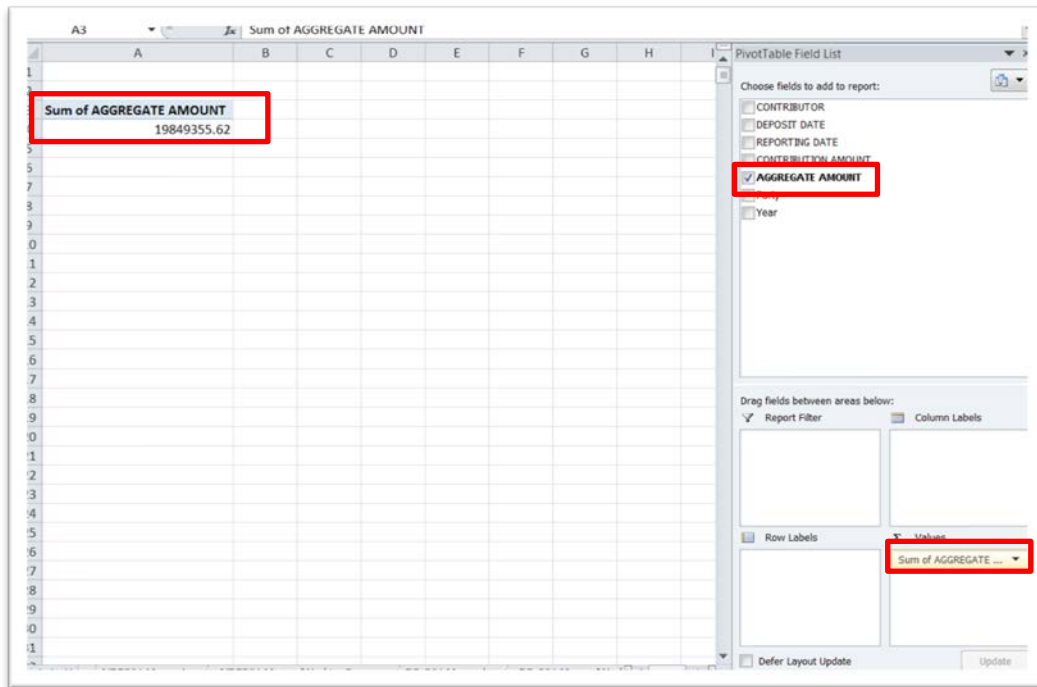


47) Notice the range. Excel has automatically chosen the range for your data (**NOTE:** the dollar sign “anchors” the cell ranges. Removing them wouldn’t affect the result. ) The dialog box gives you the option of placing the pivot table in a new worksheet, or the existing one. Usually, we’ll want a new worksheet. So select the OK tab.



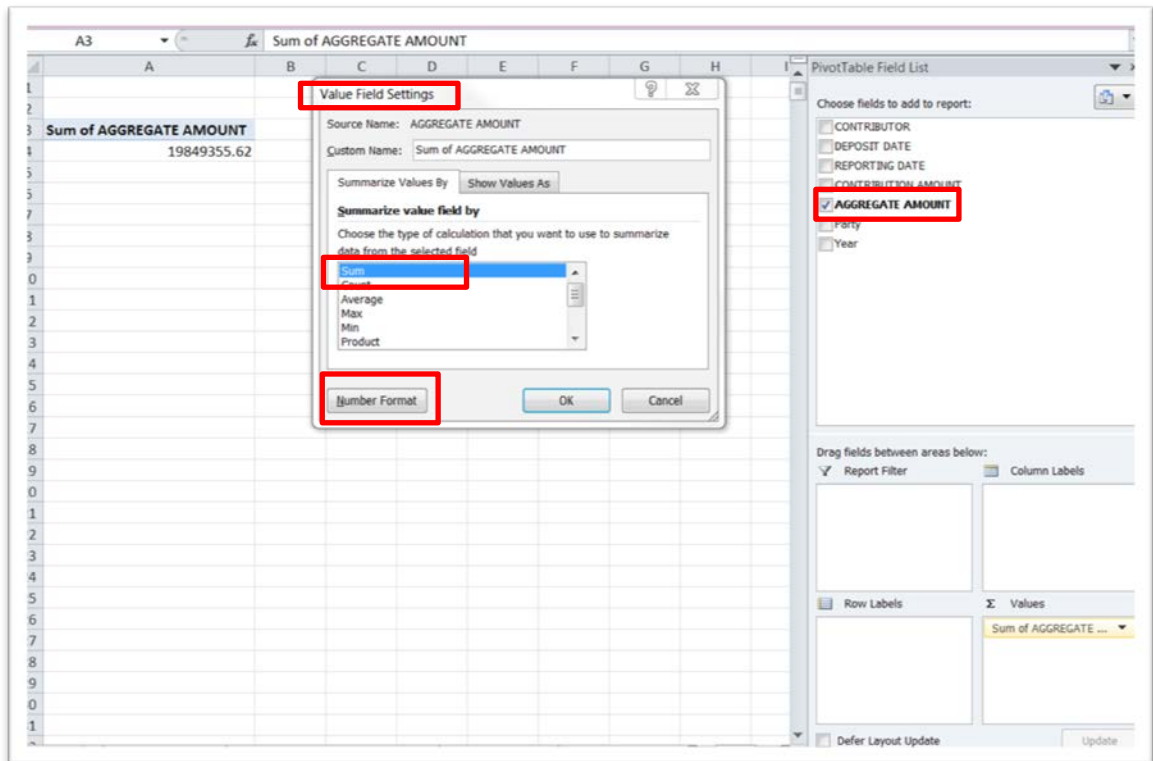
48) The upper window on the right side contains the names of your columns. The lower side contains the areas where you’ll do the grouping and calculations. On the left is the area where you’ll see the table.

49) Drag the “Aggregate Amount” and into the “Values” area. (**NOTE:** clicking on the check box to the left of “Aggregate Amount” will do the same thing.)

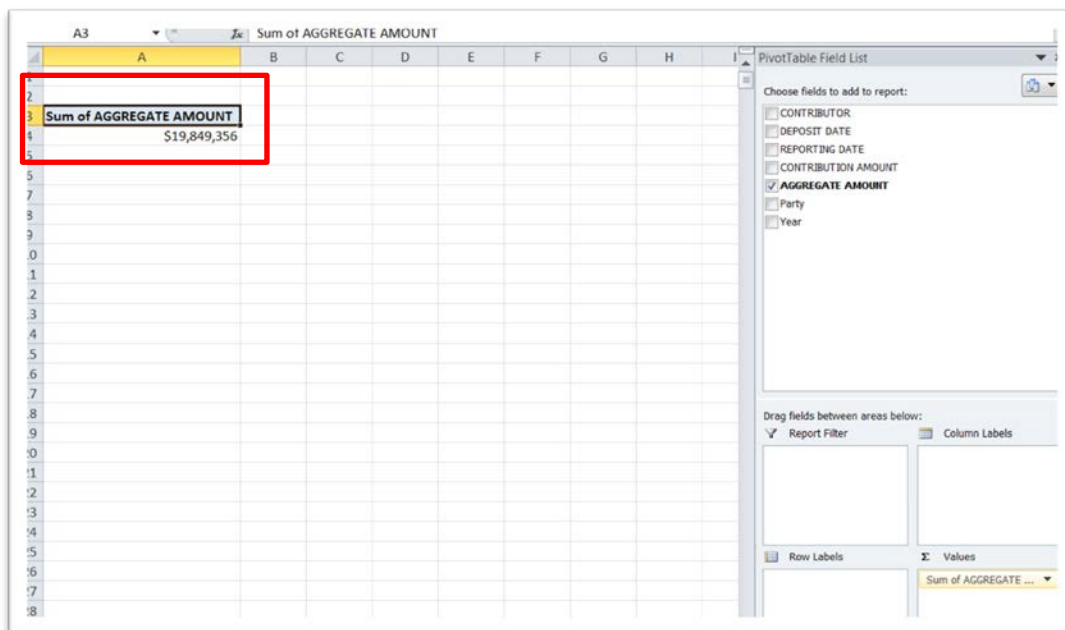
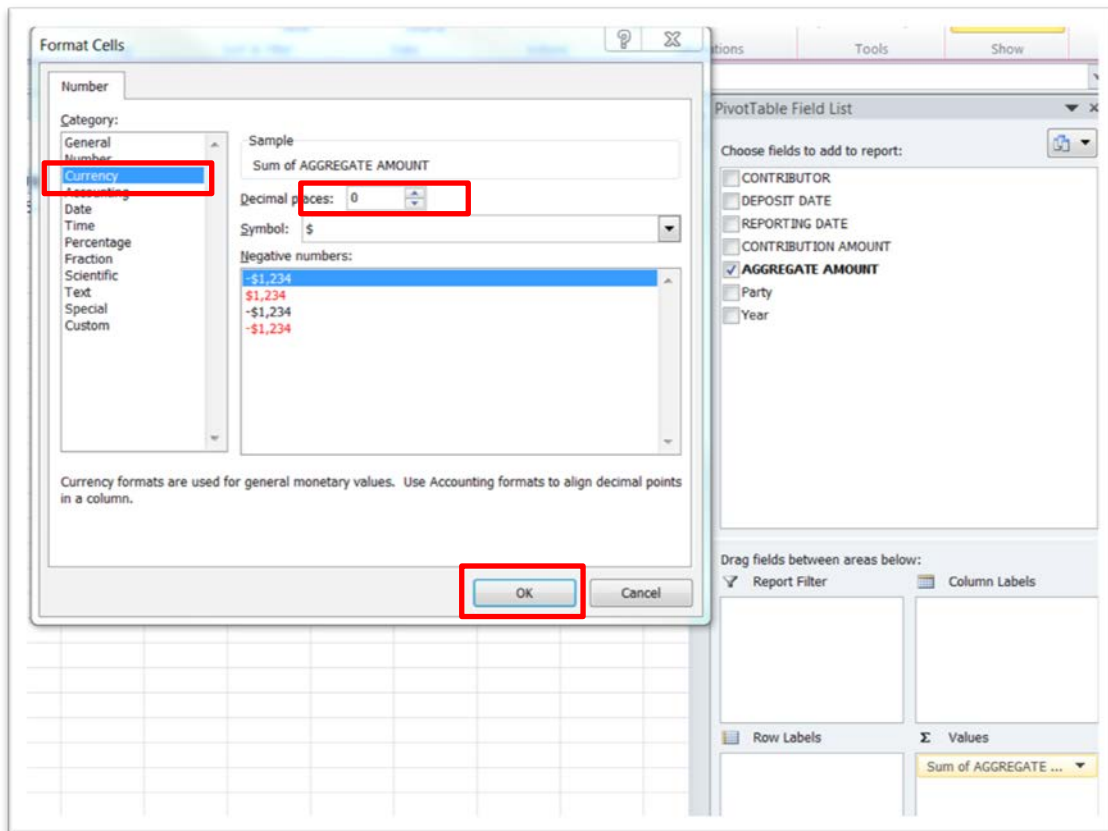


50) The pivot table has SUMMED the aggregate contribution, which is what we want it to do at this point. We just have to reformat the number as currency without decimal points to make it easier to read.

51) Click on the downward arrow to the right of the “Values” area in the lower window to obtain a dialog box, and then choose “Value Field Settings”.



52) Select the “Number Format” tab.



53) In 2014, donors contributed slightly more than \$19.8 million to three main political parties in Ontario. This could be a headline. Not a very interesting one, though. But a headline, nonetheless.

54) Let's group the contributors by dragging that column into the "Row Labels" section.

Row Labels	Sum of AGGREGATE AMOUNT
Tora Collingwood Limited	\$800
1003694 Ontario Inc. (Carepartners)	\$3,000
1039591 Ontario Ltd. o/a D & D Enterprises	\$200
1084278 Ontario Inc. o/a Super 8 Sudbury	\$3,500
1150140 Ontario Inc.	\$600
1181525 Ontario Inc.	\$9,975
1258702 Ontario Ltd.	\$15,000
1307997 Ontario Limited O/A First Accounting	\$1,060
1528564 Ontario Limited	\$150
1584592 Ontario Limited	\$200
1631057 Ontario Inc.	\$2,000
1668345 Ontario Inc c/a Child Care Plus	\$200
1746391 Ontario Inc. - Canadian Motor Speedway	\$13,200
1753413 Ontario Ltd. (Retire Sooner Team)	\$1,750
1801385 Ontario Inc (Connect Consulting Solutions)	\$5,000
1820473 Ontario Inc. o/a Molinaro Group	\$500
2080650 Ontario Inc.	\$1,500
2103274 Ontario Inc. (Tailgators)	\$1,060
2168587 Ontario Ltd. O/A Upper Crust	\$5,000
2168587 Ontario Ltd. o/a Upper Crust	\$250
2248774 Ontario Inc. o/a Destination Niagara Falls	\$300
2285045 Ontario Inc. o/a Grand Niagara Golf Club	\$5,000
2348505 Ontario Inc. o/a Activar	\$3,000
2435869 Ontario Inc.	\$2,500
2800 Keele Residences Inc.	\$5,000
3D Evolution System Canada Inc.	\$5,000
407 ETR Concession Co Ltd	\$3,825
407 ETR Concession Company Limited	\$5,025

55) Sort the values in column B in descending order by selecting the first cell under the title, B4, and selecting the sort function to arrange the values in descending order (Z to A).

File Home Insert Page Layout Formulas Data Review View Developer Tableau Acrobat Options

PivotTable Name: PivotTable1 Active Field: Sum of AGGREGATE AMOUNT

Options Field Settings Group Selection Ungroup Group Field Sort & Filter

B4 800

	A	B
1		
2		
3	<b>Row Labels</b>	<b>Sum of AGGREGATE AMOUNT</b>
4	Tora Collingwood Limited	\$800
5	1003694 Ontario Inc. (Carepartners)	\$3,000
6	1039591 Ontario Ltd. o/a D & D Enterprises	\$200
7	1084278 Ontario Inc. o/a Super 8 Sudbury	\$3,500
8	1150140 Ontario Inc.	\$600
9	1181525 Ontario Inc	\$9,975
10	1258702 Ontario Ltd.	\$15,000
11	1307997 Ontario Limited O/A First Accounting	\$1,060
12	1528564 Ontario Limited	\$150

B4 98380

	A	B
1		
2		
3	<b>Row Labels</b>	<b>Sum of AGGREGATE AMOUNT</b>
4	Eady, Donald K	\$98,380
5	Barber, Georgina	\$90,675
6	USW 09042 PH	\$86,113
7	McKendry, Pat (Pesha)	\$67,125
8	Ontario Professional Fire Fighters Association OPFA	\$63,745
9	Langley, Kathryn	\$61,302
10	IBEW 0353	\$60,432
11	UNITE HERE LOCAL 75	\$58,710
12	Elementary Tchrs Fed Of Ont Yrk R	\$57,423
13	McCarthy, Daniel	\$55,725
14	SEIU Local 1	\$55,494
15	The Capital Hill Group Ottawa Inc	\$52,345
16	Ker-Hornell, Sarah	\$49,685

56) So Donald K. Eady was the most generous donor in 2014, contributing \$98,380. Again, not a bad headline, or lead. But wouldn't it be helpful to know which party was the recipient of his largesse?

57) Drag the “Party” column into the Column area.

Row Labels	Liberal	NDP	PCs	Grand Total
Eady, Donald K		\$98,380		\$98,380
Barber, Georgina		\$90,675		\$90,675
USW 09042 PH		\$86,113		\$86,113
McKendry, Pat (Pesha)		\$67,125		\$67,125
Ontario Professional Fire Fighters Association OPFA	\$63,745			\$63,745
Langley, Kathryn		\$61,302		\$61,302
IBEW 0353		\$60,432		\$60,432
UNITE HERE LOCAL 75		\$58,710		\$58,710
Elementary Tchrs Fed Of Ont Yrk R		\$57,423		\$57,423
McCarthy, Daniel		\$55,725		\$55,725
SEIU Local 1		\$55,494		\$55,494
The Capital Hill Group Ottawa Inc	\$48,020		\$4,325	\$52,345
Ker-Hornell, Sarah	\$49,685			\$49,685
Hill, T Joseph		\$49,049		\$49,049
Horwath, Andrea		\$48,860		\$48,860
USW 06500 DIR		\$46,994		\$46,994
Ontario Home Builders' Association Inc. OHBA	\$44,070			\$44,070
UA Plumbing& Pipe Fitting Local46		\$43,430		\$43,430
Ontario English Catholic Teachers Association		\$42,903		\$42,903
Vanthof, John		\$42,325		\$42,325
Forster, Cindy		\$39,980		\$39,980
Armstrong, Teresa		\$39,980		\$39,980
Murray, Stephen		\$38,620		\$38,620
Carter, Chris		\$38,260		\$38,260
The Law Society of Upper Canada	\$34,170		\$3,825	\$37,995
Fife, Catherine		\$37,760		\$37,760

58) Ah, he donated to the NDP, making the party the recipient of the largest donation in 2014, an even better headline.

59) Our pivot table has provided lots of information that would have been too difficult to discern otherwise. We can filter the dataset to see who donated to whom, getting us a little closer to the trend uncovered by The Globe and Mail.

60) Let’s do one more thing. We can also determine the number of times each person donated by COUNTING the cells containing the aggregate amount. In other words, getting the pivot table to simply count each time a person donated.



- 61) To do this, drag the “Aggregate Amount” into the “Values” section, which also automatically place it in the “Column Labels” section.

Row Labels	Sum of AGGREGATE AMOUNT	Count of AGGREGATE AMOUNT2	Sum of AGGREGATE AMOUNT
Eady, Donald K			
Barber, Georgina			
USW 09042 PH			
McKendry, Pat (Pesha)			
Ontario Professional Fire Fighters Assoc	\$63,745	9	
Langley, Kathryn			
IBEW 0353			
UNITE HERE LOCAL 75			
Elementary Tchrs Fed Of Ont Yrk R			
McCarthy, Daniel			
SEIU Local 1			
The Capital Hill Group Ottawa Inc	\$48,020	8	
Ker-Hornell, Sarah	\$49,685	10	
Hill, T Joseph			
Horwath, Andrea			
USW 06500 DIR			
Ontario Home Builders' Association Inc	\$44,070	7	
UA Plumbing& Pipe Fitting Local46			
Ontario English Catholic Teachers Association			
Vanthof, John			
Forster, Cindy			
Armstrong, Teresa			
Murray, Stephen			
Carter, Chris			
The Law Society of Upper Canada	\$34,170	6	

- 62) The extra columns have expanded the pivot table, making it difficult to see the results. So close the “PivotTable Field List” box to the right, and reduce the width of the columns, making it easier to see most of the pivot table at once.

Row Labels	Sum of AGGREGATE AMOUNT	Count of AGGREGATE AMOUNT2	Sum of AGGREGATE AMOUNT	Count of AGGREGATE AMOUNT2	Sum of AGGREGATE AMOUNT	Count of AGGREGATE AMOUNT2	Total Sum of AGGREGATE AMOUNT
Eady, Donald K			\$98,380	40			\$98,380
Barber, Georgina			\$90,675	25			\$90,675
USW 09042 PH			\$86,113	35			\$86,113
McKendry, Pat (Pesha)			\$67,125	18			\$67,125
Ontario Professional Fire Fighters Assoc	\$63,745	9					\$63,745
Langley, Kathryn			\$61,302	25			\$61,302
IBEW 0353			\$60,432	5			\$60,432
UNITE HERE LOCAL 75			\$58,710	13			\$58,710
Elementary Tchrs Fed Of Ont Yrk R			\$57,423	5			\$57,423
McCarthy, Daniel			\$55,725	13			\$55,725
SEIU Local 1			\$55,494	5			\$55,494
The Capital Hill Group Ottawa Inc	\$48,020	8			\$4,325	1	\$52,345
Ker-Hornell, Sarah	\$49,685	10					\$49,685
Hill, T Joseph			\$49,049	31			\$49,049
Horwath, Andrea			\$48,860	26			\$48,860
USW 06500 DIR			\$46,994	13			\$46,994
Ontario Home Builders' Association Inc	\$44,070	7					\$44,070
UA Plumbing& Pipe Fitting Local46			\$43,430	6			\$43,430
Ontario English Catholic Teachers Association			\$42,903	3			\$42,903
Vanthof, John			\$42,325	26			\$42,325
Forster, Cindy			\$39,980	24			\$39,980

- 63) Donald K. Eady made 40 donations! And even better lead or headline.



64) In part two of this tutorial, we'll learn how to repeat the process for the year 2013, which will allow us to make more comparisons, uncover more trends, and inch us closer to the figure The Globe and Mail uncovered.