

Each row in this spreadsheet is a grant*

Calculate the average grant amount ↓

Count the number of grants per discipline ↓

Add up the total number of volunteers ↓

Find the story about this row →

| Grant Number | Fiscal Year | Amount | Discipline | Activity Type | Project Volunteers | City | Zip | Congressional District |
|--------------|-------------|-----------|-------------------|--------------------|--------------------|----------------|-------|------------------------|
| 11-0192 | 2017 | \$25,000 | Media Arts | Fair/Festival | 3 | Los Angeles | 90057 | 34 |
| 13-2218 | 2016 | \$20,000 | Theatre | Performance | 18 | Long Beach | 90802 | 47 |
| 13-4783 | 2015 | \$70,000 | Arts Education | Arts Education | 38 | South El Monte | 91733 | 38 |
| 14-5113 | 2016 | \$15,000 | Arts Education | Concert | 13 | Los Angeles | 90071 | 34 |
| 14-8356 | 2014 | \$10,000 | Theatre | Artwork Creation | 15 | Burbank | 91502 | 28 |
| 14-8826 | 2015 | \$40,000 | Media Arts | Artwork Creation | 30 | Los Angeles | 90057 | 34 |
| 15-5119 | 2015 | \$20,000 | Dance | Artwork Creation | 9 | Los Angeles | 90012 | 34 |
| 15-5349 | 2015 | \$35,000 | Multidisciplinary | Presenting/Touring | 20 | Culver City | 90232 | 37 |
| 15-5936 | 2014 | \$20,000 | Folk Arts | Arts Education | 24 | Los Angeles | 90035 | 37 |
| 15-9206 | 2015 | \$10,000 | Multidisciplinary | Reading | 19 | Hollywood | 90068 | 28 |
| 16-4538 | 2015 | \$10,000 | Visual Arts | Public Awareness | 16 | Pasadena | 91103 | 27 |
| 16-46094 | 2015 | \$30,000 | Multidisciplinary | Public Awareness | 19 | Hollywood | 90068 | 28 |
| 16-8567 | 2015 | \$20,000 | Media Arts | Fair/Festival | 25 | Pacoima | 91331 | 29 |
| 16-8763 | 2017 | \$35,000 | Museums | Exhibition | 0 | Los Angeles | 90036 | 33 |
| 16-9312 | 2016 | \$90,000 | Music | Concert | 36 | San Gabriel | 91776 | 27 |
| 18-4638 | 2014 | \$150,000 | Multidisciplinary | Residency | 3 | Los Angeles | 90012 | 34 |
| 18-9541 | 2014 | \$15,000 | Theatre | Performance | 22 | Los Angeles | 90026 | 28 |
| 19-1942 | 2014 | \$10,000 | Music | Fair/Festival | 18 | Whittier | 90608 | 38 |
| 19-6609 | 2016 | \$10,000 | Dance | Public Awareness | 19 | Inglewood | 90305 | 43 |
| 19-9550 | 2014 | \$50,000 | Multidisciplinary | Presenting/Touring | 2 | Valencia | 91355 | 25 |
| 20-0288 | 2014 | \$40,000 | Museums | Exhibition | 15 | Los Angeles | 90095 | 33 |
| 20-2444 | 2014 | \$45,000 | Literature | Reading | 17 | Los Angeles | 90071 | 34 |
| 20-6949 | 2015 | \$100,000 | Arts Education | Public Awareness | 25 | Pasadena | 91101 | 27 |
| 20-7135 | 2016 | \$25,000 | Folk Arts | Fair/Festival | 2 | Los Angeles | 90057 | 34 |
| 21-0946 | 2014 | \$10,000 | Theatre | Concert | 19 | Northridge | 91330 | 30 |

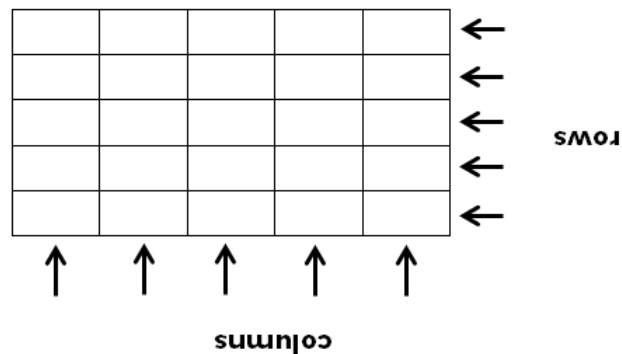
*Not real data

Count the number of volunteers per city

What stories can you find in this dataset?

←
This guide will help you begin to uncover that story.

The story in the spreadsheet can be found in the relationship between the columns and the rows.



Every spreadsheet is made up of two things:

Step 2:

Find out what each column represents.

Each column is a piece of information about the rows (the protagonists). These are often called “**variables**.”

There are two basic types of variables. Each can be analyzed in a different way.

Variables that can be added up or averaged, like grant amount, age, or the number of people who bought tickets are called **continuous** variables.

Variables like discipline or gender, or zip code can be sorted, but they can’t be added up in any meaningful way, even if they are numbers. They might appear as words or as numbers. These are called **categorical** variables.

A GUIDE TO SPREADSHEETS

FOR THE

SPREADSHEET-PHOBIC

by Bronwyn Mauldin

LOS ANGELES
ARTS DATATHON
 edition

LA County Arts Commission
 City of LA Department of Cultural Affairs

Do spreadsheets make you feel...



confused
 intimidated
 freaked out
 bored
 embarrassed
 worried
 overwhelmed

You are not alone.
 This guide will help you become more confident and help you *discover the stories* lurking in every spreadsheet.

Step 3:

Explore the data.

Read across each row to find a story about a single person, organization, artwork, grant, or event.

Sort the categorical variables and count by category to discover how many of each you have.

Do some basic math on the continuous variables to discover the total, average, median, maximum, and minimum for each.

Excel has built-in formulas to do all this. Google up some videos to learn how.

Step 4 (optional):

Take it to the next level: **crosstabs**

Sort the data by one of the categorical variables, then calculate the average for one continuous variable, for each category.

Now you’re looking at not just the relationship between the rows and one column, but between the rows and two columns.

There are many different ways to do this in Excel. The best is to use a **pivot table**. Google up a video to discover how to make a pivot table.

Step 5:

Write down what you’ve learned in a few sentences.

For example (not real data!):

Basic

The average grant amount among all grantees was \$35,000

There were 27 dance grantees and 156 theatre grantees.

Advanced

The average grant amount for dance grantees was \$28,000, while the average grant for theatre grantees was \$32,000.

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Ready to give it a try?

*Unfold this guide and see what stories you can find.*

Think of the rows as the collective **protagonist** of your story.

For example, a spreadsheet about all **arts nonprofits** in a city,

Or a spreadsheet about all the **books** checked out at a library in one year.

- a person
- an organization
- an artwork
- a grant
- an event

For example, each row could be about

Find out what each row represents.

## Step 1: