

Editing and Analyzing Spreadsheets

Basic Analysis Techniques: Follow the instructions and build separate charts to graph (Microsoft Excel[®] users)

Different trackers data collection efforts

1. Insert a column after Mammals. Label the column Mammal Tally. Type in the first row of data the following formula: =IF(E2>"",1,0) The "" are quotes. (*Translation:* If the value in cell E2 contains a letter, then put a 1 in column F2, otherwise put a zero.) Copy the formula down the column. Now you can total the number of mammals observed.

Repeat for each group of animals.

2. Sort the table by tracker

3. Review the data to ascertain if duplicate records were collected. You may need to look at the mammals, birds, etc. tables.

4. Delete duplicate records

5. Total the species by tracker

Species by Habitat

1. Follow Step 1-4 under Different trackers data collection efforts

2. Sort the table by habitat codes

3. Total the species by habitat

4. If you are not using plant species codes with the habitat codes, skip to Step 7.

5. Insert a column next to the habitat code if plant species codes were used as part of the habitat code.

6. Use this formula to separate the codes for look-up tables. =MID(F2,5,3)*100/100th

Translation: Go to the 5th number/character in the F2 and select the next 3 numbers.

Multiply by 100 then divide by 100 to create a number rather than text.

7. Hide the columns created in Step 1 when finished.

The number of species observed within a certain date

1. Follow Step 1-4 under Different trackers data collection efforts

2. Sort the table by date

3. Total the species by date

Biodiversity

1. Follow Step 1-4 under Different trackers data collection efforts

2. Total the species by habitat

3. Total the species by families (e.g., mammals, etc.)

Migratory and resident animals

1. Follow Step 1-4 under Different trackers data collection efforts

2. Insert another column and enter a "1" for migratory species and "0" for resident

3. Count (=COUNT(F2:F20) for the total number of species

4. Sum (=SUM(F2:F20) for the number of migratory species

5. Subtract the migratory species from the total number of species to obtain the number of residents.

Native and non-native species use of different habitats

1. Follow Step 1-4 under Different trackers data collection efforts

2. Insert another column and enter a “1” for non-native species and “0” for native
3. Count the entries in the column (=COUNT(F2:F20) for the total number of species
4. Total the column (=SUM(F2:F20) for the number of non-native species
5. Subtract the non-native species from the total number of species to obtain the number of native.