

Ottawa Crime data tutorial, part two

We left off with an Excel worksheet that combined the tables containing the offences in what the Ottawa police call the five “key crime trends” – Crimes Against The Person, Crimes Against Property, Other Criminal Code of Canada Offences, Criminal Code Traffic Offences, and Drug Offences. We also created a new field for Wards.

So let’s continue

- 1) Keep the top row that contains the dates – 2012 and 2013 – and filter for and then delete the other rows that contain those dates so that you have a worksheet with no breaks.

| | A | B | C | D | E | F | G | H | I | J | |
|----|--|--------|----------|-----------|--------|----------|-----------|--------------|-------------|---------|--|
| 1 | | | 2012 | | | 2013 | | | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Actual | Rate (1) | Solvency% | 3-Year Avera | %Change (2) | Ward | |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans | |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans | |
| 5 | Robbery | 28 | 56.9 | 32.1% | 13 | 26.3 | 23.1% | 23 | -53.6% | Orleans | |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 112 | 226.2 | 61.6% | 102 | 0.9% | Orleans | |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | 8 | 16.2 | 37.5% | 5 | 167.0% | Orleans | |
| 8 | Abduction | 2 | 4.1 | 100.0% | 3 | 6.1 | 0.0% | 2 | 50.0% | Orleans | |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 16 | 32.3 | 43.8% | 15 | 6.7% | Orleans | |
| 10 | Other Offences | 25 | 50.8 | 52.0% | 38 | 76.7 | 50.0% | 33 | 52.0% | Orleans | |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | 46 | 92.9 | 23.9% | 61 | -19.3% | Orleans | |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | 24 | 48.5 | 37.5% | 40 | -42.9% | Orleans | |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | 7 | 14.1 | 0.0% | 10 | -41.7% | Orleans | |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | 289 | 583.7 | 17.0% | 434 | -34.5% | Orleans | |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | 5 | 10.1 | 120.0% | 10 | -50.0% | Orleans | |
| 16 | Fraud | 115 | 233.7 | 19.1% | 84 | 169.7 | 16.7% | 98 | -27.0% | Orleans | |
| 17 | Mischief | 229 | 465.4 | 10.0% | 136 | 274.7 | 13.2% | 198 | -40.6% | Orleans | |
| 18 | Arson | 7 | 14.2 | 28.6% | 7 | 14.1 | 0.0% | 7 | 0.0% | Orleans | |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | 3 | 6.1 | 66.7% | 5 | -25.0% | Orleans | |
| 20 | Bail Violations | 16 | 32.5 | 100.0% | 29 | 58.6 | 82.8% | 22 | 81.3% | Orleans | |
| 21 | Counterfeiting Currency | 2 | 4.1 | 0.0% | 3 | 6.1 | 0.0% | 2 | 50.0% | Orleans | |
| 22 | Breach Probation | 2 | 4.1 | 50.0% | 3 | 6.1 | 66.7% | 3 | 50.0% | Orleans | |
| 23 | Threats via the Internet | 4 | 8.1 | 25.0% | 1 | 2.0 | 0.0% | 4 | -75.0% | Orleans | |
| 24 | Prostitution | 0 | 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans | |
| 25 | Other Criminal Code Offences | 18 | 36.6 | 61.1% | 20 | 40.4 | 80.0% | 17 | 11.1% | Orleans | |
| 26 | Dangerous Operation of Motor Vehicle | 6 | 12.2 | 83.3% | 0 | 0.0 | 0.0% | 2 | -100.0% | Orleans | |
| 27 | Impaired Operation of Vehicle | 44 | 89.4 | 102.0% | 30 | 60.6 | 100.0% | 34 | -31.8% | Orleans | |
| 28 | Failure to Stop or Remain | 65 | 132.1 | 9.2% | 71 | 143.4 | 1.4% | 70 | 9.2% | Orleans | |
| 29 | Driving Motor Vehicle While Prohibited | 4 | 8.1 | 100.0% | 1 | 2.0 | 100.0% | 3 | -75.0% | Orleans | |
| 30 | Other Criminal Code Offences | 0 | 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans | |
| 31 | Cannabis | 33 | 67.1 | 93.9% | 37 | 74.7 | 103.0% | 39 | 12.1% | Orleans | |
| 32 | Ecstasy (Methylenedioxyamphetamine) | 0 | 0.0 | 0.0% | 1 | 2.0 | 100.0% | 1 | 0.0% | Orleans | |
| 33 | Crystal Meth (Methamphetamine) | 0 | 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans | |
| 34 | Heroin | 0 | 0.0 | 0.0% | 1 | 2.0 | 100.0% | 0 | 0.0% | Orleans | |
| 35 | Cocaine | 1 | 2.0 | 100.0% | 0 | 0.0 | 0.0% | 0 | -100.0% | Orleans | |

- 2)
- 3) Double check that your Offences column contains the offences in the five key crime trend categories and nothing extra. You can do this by applying the filter, which gives you a drop-down menu,

listing all the offences in alphabetical order, and then checking them against the offences in the original [Ottawa Crime PDF](#) that lists the offences.

- 4) Your cleaned-up table should like look like [this](#) version which you can download as a reference.
- 5) So your new table has three columns for each year – Actual, Rate(1) and Solvency. In this phase of the clean-up exercise, we won't worry about the columns "3-year average" and "%Change(2)". We want to keep the "Ward" field.
- 6) So we'll move it over and place it between columns D (Solvency%) AND E (Actual). To do so, select the Ward column, cut it (which then surrounds the column with broken lines).
- 7) Highlight column E (remember, Excel pastes items to the left),

| C | D | E | F | G | H | I | J |
|----------|-----------|--------|----------|-----------|--------------|-------------|---------|
| 2012 | | | 2013 | | | | |
| Rate (1) | Solvency% | Actual | Rate (1) | Solvency% | 3-Year Avera | %Change (2) | Ward |
| 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans |
| 0.0 | 0.0% | 0 | 0.0 | 0.0% | 0 | 0.0% | Orleans |
| 56.9 | 32.1% | 13 | 26.3 | 23.1% | 23 | -53.6% | Orleans |
| 225.6 | 77.5% | 112 | 226.2 | 61.6% | 102 | 0.9% | Orleans |
| 6.1 | 33.3% | 8 | 16.2 | 37.5% | 5 | 167.0% | Orleans |
| 4.1 | 100.0% | 3 | 6.1 | 0.0% | 2 | 50.0% | Orleans |
| 30.5 | 73.3% | 16 | 32.3 | 43.8% | 15 | 6.7% | Orleans |
| 50.8 | 52.0% | 38 | 76.7 | 50.0% | 33 | 52.0% | Orleans |
| 115.8 | 21.1% | 46 | 92.9 | 23.9% | 61 | -19.3% | Orleans |

- 8)
- 9) ...and use the "Insert Cut Cells" option from the menu.

| | A | B | C | D | E | F | G | H | I | J |
|----|----------------------------------|--------|----------|-----------|---------|--------|----------|-----------|--------------|-------------|
| 1 | | | 2012 | | | | 2013 | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Ward | Actual | Rate (1) | Solvency% | 3-Year Avera | %Change (2) |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | Orleans | 0 | 0.0 | 0.0% | 0 | 0.0% |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | Orleans | 0 | 0.0 | 0.0% | 0 | 0.0% |
| 5 | Robbery | 28 | 56.9 | 32.1% | Orleans | 13 | 26.3 | 23.1% | 23 | -53.6% |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | Orleans | 112 | 226.2 | 61.6% | 102 | 0.9% |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | Orleans | 8 | 16.2 | 37.5% | 5 | 167.0% |
| 8 | Abduction | 2 | 4.1 | 100.0% | Orleans | 3 | 6.1 | 0.0% | 2 | 50.0% |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | Orleans | 16 | 32.3 | 43.8% | 15 | 6.7% |
| 10 | Other Offences | 25 | 50.8 | 52.0% | Orleans | 38 | 76.7 | 50.0% | 33 | 52.0% |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | Orleans | 46 | 92.9 | 23.9% | 61 | -19.3% |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | Orleans | 24 | 48.5 | 37.5% | 40 | -42.9% |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | Orleans | 7 | 14.1 | 0.0% | 10 | -41.7% |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | Orleans | 289 | 583.7 | 17.0% | 434 | -34.5% |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | Orleans | 5 | 10.1 | 120.0% | 10 | -50.0% |
| 16 | Fraud | 115 | 233.7 | 19.1% | Orleans | 84 | 169.7 | 16.7% | 98 | -27.0% |
| 17 | Mischief | 229 | 465.4 | 10.0% | Orleans | 136 | 274.7 | 13.2% | 198 | -40.6% |

- 10)

11) Delete the last two columns I and J

| | A | B | C | D | E | F | G | H | I | J |
|----|----------------------------------|--------|----------|-----------|---------|--------|----------|-----------|---|---|
| 1 | | | 2012 | | | | 2013 | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Ward | Actual | Rate (1) | Solvency% | | |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | Orleans | 0 | 0.0 | 0.0% | | |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | Orleans | 0 | 0.0 | 0.0% | | |
| 5 | Robbery | 28 | 56.9 | 32.1% | Orleans | 13 | 26.3 | 23.1% | | |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | Orleans | 112 | 226.2 | 61.6% | | |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | Orleans | 8 | 16.2 | 37.5% | | |
| 8 | Abduction | 2 | 4.1 | 100.0% | Orleans | 3 | 6.1 | 0.0% | | |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | Orleans | 16 | 32.3 | 43.8% | | |
| 10 | Other Offences | 25 | 50.8 | 52.0% | Orleans | 38 | 76.7 | 50.0% | | |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | Orleans | 46 | 92.9 | 23.9% | | |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | Orleans | 24 | 48.5 | 37.5% | | |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | Orleans | 7 | 14.1 | 0.0% | | |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | Orleans | 289 | 583.7 | 17.0% | | |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | Orleans | 5 | 10.1 | 120.0% | | |
| 16 | Fraud | 115 | 233.7 | 19.1% | Orleans | 84 | 169.7 | 16.7% | | |
| 17 | Mischief | 229 | 465.4 | 10.0% | Orleans | 136 | 274.7 | 13.2% | | |
| 18 | Arson | 7 | 14.2 | 28.6% | Orleans | 7 | 14.1 | 0.0% | | |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | Orleans | 3 | 6.1 | 66.7% | | |

12)

13) In order to prepare a table for a pivot table, each row must contain the same information which can be grouped together. So far, what we're missing is a "Year" field.

14) Insert a column between E and D, and call it "Year".

| | A | B | C | D | E | F | G | H | I |
|----|----------------------------------|--------|----------|-----------|-------------|---------|--------|----------|-----------|
| 1 | | | 2012 | | | | 2013 | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | | Orleans | 0 | 0.0 | 0.0% |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | | Orleans | 0 | 0.0 | 0.0% |
| 5 | Robbery | 28 | 56.9 | 32.1% | | Orleans | 13 | 26.3 | 23.1% |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | | Orleans | 112 | 226.2 | 61.6% |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | | Orleans | 8 | 16.2 | 37.5% |
| 8 | Abduction | 2 | 4.1 | 100.0% | | Orleans | 3 | 6.1 | 0.0% |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | | Orleans | 16 | 32.3 | 43.8% |
| 10 | Other Offences | 25 | 50.8 | 52.0% | | Orleans | 38 | 76.7 | 50.0% |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | | Orleans | 46 | 92.9 | 23.9% |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | | Orleans | 24 | 48.5 | 37.5% |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | | Orleans | 7 | 14.1 | 0.0% |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | | Orleans | 289 | 583.7 | 17.0% |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | | Orleans | 5 | 10.1 | 120.0% |
| 16 | Fraud | 115 | 233.7 | 19.1% | | Orleans | 84 | 169.7 | 16.7% |
| 17 | Mischief | 229 | 465.4 | 10.0% | | Orleans | 136 | 274.7 | 13.2% |
| 18 | Arson | 7 | 14.2 | 28.6% | | Orleans | 7 | 14.1 | 0.0% |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | | Orleans | 3 | 6.1 | 66.7% |
| 20 | Bail Violations | 16 | 32.5 | 100.0% | | Orleans | 29 | 58.6 | 82.8% |
| 21 | Counterfeiting Currency | 2 | 4.1 | 0.0% | | Orleans | 3 | 6.1 | 0.0% |
| 22 | Breach Probation | 2 | 4.1 | 50.0% | | Orleans | 3 | 6.1 | 66.7% |
| 23 | Threats via the Internet | 4 | 8.1 | 25.0% | | Orleans | 1 | 2.0 | 0.0% |

15)

16) Format the column as "general" type 2012 and copy the result the bottom.

| | A | B | C | D | E | F | G | H | I |
|----|----------------------------------|--------|----------|-----------|------|---------|--------|----------|-----------|
| 1 | 2012 | | | | 2013 | | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% |
| 5 | Robbery | 28 | 56.9 | 32.1% | 2012 | Orleans | 13 | 26.3 | 23.1% |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 2012 | Orleans | 112 | 226.2 | 61.6% |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | 2012 | Orleans | 8 | 16.2 | 37.5% |
| 8 | Abduction | 2 | 4.1 | 100.0% | 2012 | Orleans | 3 | 6.1 | 0.0% |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 2012 | Orleans | 16 | 32.3 | 43.8% |
| 10 | Other Offences | 25 | 50.8 | 52.0% | 2012 | Orleans | 38 | 76.7 | 50.0% |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | 2012 | Orleans | 46 | 92.9 | 23.9% |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | 2012 | Orleans | 24 | 48.5 | 37.5% |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | 2012 | Orleans | 7 | 14.1 | 0.0% |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | 2012 | Orleans | 289 | 583.7 | 17.0% |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | 2012 | Orleans | 5 | 10.1 | 120.0% |
| 16 | Fraud | 115 | 233.7 | 19.1% | 2012 | Orleans | 84 | 169.7 | 16.7% |
| 17 | Mischief | 229 | 465.4 | 10.0% | 2012 | Orleans | 136 | 274.7 | 13.2% |
| 18 | Arson | 7 | 14.2 | 28.6% | 2012 | Orleans | 7 | 14.1 | 0.0% |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | 2012 | Orleans | 3 | 6.1 | 66.7% |
| 20 | Bail Violations | 16 | 32.5 | 100.0% | 2012 | Orleans | 29 | 58.6 | 82.8% |
| 21 | Counterfeiting Currency | 2 | 4.1 | 0.0% | 2012 | Orleans | 3 | 6.1 | 0.0% |
| 22 | Breach Probation | 2 | 4.1 | 50.0% | 2012 | Orleans | 3 | 6.1 | 66.7% |
| 23 | Threats via the Internet | 4 | 8.1 | 25.0% | 2012 | Orleans | 1 | 2.0 | 0.0% |
| 24 | Prostitution | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% |
| 25 | Other Criminal Code Offences | 18 | 36.6 | 61.1% | 2012 | Orleans | 20 | 40.4 | 80.0% |

17)

18) Label column J Year, type 2013 in the first cell under the label and copy it to the bottom.

| | A | B | C | D | E | F | G | H | I | J |
|----|--------------------------------------|--------|----------|-----------|------|---------|--------|----------|-----------|------|
| 1 | 2012 | | | | 2013 | | | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% | Year |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 |
| 5 | Robbery | 28 | 56.9 | 32.1% | 2012 | Orleans | 13 | 26.3 | 23.1% | 2013 |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 2012 | Orleans | 112 | 226.2 | 61.6% | 2013 |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | 2012 | Orleans | 8 | 16.2 | 37.5% | 2013 |
| 8 | Abduction | 2 | 4.1 | 100.0% | 2012 | Orleans | 3 | 6.1 | 0.0% | 2013 |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 2012 | Orleans | 16 | 32.3 | 43.8% | 2013 |
| 10 | Other Offences | 25 | 50.8 | 52.0% | 2012 | Orleans | 38 | 76.7 | 50.0% | 2013 |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | 2012 | Orleans | 46 | 92.9 | 23.9% | 2013 |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | 2012 | Orleans | 24 | 48.5 | 37.5% | 2013 |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | 2012 | Orleans | 289 | 583.7 | 17.0% | 2013 |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | 2012 | Orleans | 5 | 10.1 | 120.0% | 2013 |
| 16 | Fraud | 115 | 233.7 | 19.1% | 2012 | Orleans | 84 | 169.7 | 16.7% | 2013 |
| 17 | Mischief | 229 | 465.4 | 10.0% | 2012 | Orleans | 136 | 274.7 | 13.2% | 2013 |
| 18 | Arson | 7 | 14.2 | 28.6% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | 2012 | Orleans | 3 | 6.1 | 66.7% | 2013 |
| 20 | Bail Violations | 16 | 32.5 | 100.0% | 2012 | Orleans | 29 | 58.6 | 82.8% | 2013 |
| 21 | Counterfeiting Currency | 2 | 4.1 | 0.0% | 2012 | Orleans | 3 | 6.1 | 0.0% | 2013 |
| 22 | Breach Probation | 2 | 4.1 | 50.0% | 2012 | Orleans | 3 | 6.1 | 66.7% | 2013 |
| 23 | Threats via the Internet | 4 | 8.1 | 25.0% | 2012 | Orleans | 1 | 2.0 | 0.0% | 2013 |
| 24 | Prostitution | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 |
| 25 | Other Criminal Code Offences | 18 | 36.6 | 61.1% | 2012 | Orleans | 20 | 40.4 | 80.0% | 2013 |
| 26 | Dangerous Operation of Motor Vehicle | 6 | 12.2 | 83.3% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 |
| 27 | Impaired Operation of Vehicle | 44 | 89.4 | 102.0% | 2012 | Orleans | 30 | 60.6 | 100.0% | 2013 |

19)

20) Finally, copy the Ward field, and paste it in column K.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------------------------------|--------|----------|-----------|------|---------|--------|----------|-----------|------|---------|
| 1 | | | 2012 | | | | | 2013 | | | |
| 2 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% | Year | Ward |
| 3 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 4 | Attempted Murder | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 5 | Robbery | 28 | 56.9 | 32.1% | 2012 | Orleans | 13 | 26.3 | 23.1% | 2013 | Orleans |
| 6 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 2012 | Orleans | 112 | 226.2 | 61.6% | 2013 | Orleans |
| 7 | Other Sexual Offences | 3 | 6.1 | 33.3% | 2012 | Orleans | 8 | 16.2 | 37.5% | 2013 | Orleans |
| 8 | Abduction | 2 | 4.1 | 100.0% | 2012 | Orleans | 3 | 6.1 | 0.0% | 2013 | Orleans |
| 9 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 2012 | Orleans | 16 | 32.3 | 43.8% | 2013 | Orleans |
| 10 | Other Offences | 25 | 50.8 | 52.0% | 2012 | Orleans | 38 | 76.7 | 50.0% | 2013 | Orleans |
| 11 | Break and Enter | 57 | 115.8 | 21.1% | 2012 | Orleans | 46 | 92.9 | 23.9% | 2013 | Orleans |
| 12 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | 2012 | Orleans | 24 | 48.5 | 37.5% | 2013 | Orleans |
| 13 | Theft Over \$5000 | 12 | 24.4 | 16.7% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 14 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | 2012 | Orleans | 289 | 583.7 | 17.0% | 2013 | Orleans |
| 15 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | 2012 | Orleans | 5 | 10.1 | 120.0% | 2013 | Orleans |
| 16 | Fraud | 115 | 233.7 | 19.1% | 2012 | Orleans | 84 | 169.7 | 16.7% | 2013 | Orleans |
| 17 | Mischief | 229 | 465.4 | 10.0% | 2012 | Orleans | 136 | 274.7 | 13.2% | 2013 | Orleans |
| 18 | Arson | 7 | 14.2 | 28.6% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 19 | Offensive Weapons | 4 | 8.1 | 75.0% | 2012 | Orleans | 3 | 6.1 | 66.7% | 2013 | Orleans |
| 20 | Bail Violations | 16 | 32.5 | 100.0% | 2012 | Orleans | 29 | 58.6 | 82.8% | 2013 | Orleans |
| 21 | Counterfeiting Currency | 2 | 4.1 | 0.0% | 2012 | Orleans | 3 | 6.1 | 0.0% | 2013 | Orleans |

21)
22)

Now we don't need the first row, so delete it.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------------------------------|--------|----------|-----------|------|---------|--------|----------|-----------|------|---------|
| 1 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% | Year | Ward |
| 2 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 3 | Attempted Murder | 0 | 0.0 | 0.0% | 2012 | Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 4 | Robbery | 28 | 56.9 | 32.1% | 2012 | Orleans | 13 | 26.3 | 23.1% | 2013 | Orleans |
| 5 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 2012 | Orleans | 112 | 226.2 | 61.6% | 2013 | Orleans |
| 6 | Other Sexual Offences | 3 | 6.1 | 33.3% | 2012 | Orleans | 8 | 16.2 | 37.5% | 2013 | Orleans |
| 7 | Abduction | 2 | 4.1 | 100.0% | 2012 | Orleans | 3 | 6.1 | 0.0% | 2013 | Orleans |
| 8 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 2012 | Orleans | 16 | 32.3 | 43.8% | 2013 | Orleans |
| 9 | Other Offences | 25 | 50.8 | 52.0% | 2012 | Orleans | 38 | 76.7 | 50.0% | 2013 | Orleans |
| 10 | Break and Enter | 57 | 115.8 | 21.1% | 2012 | Orleans | 46 | 92.9 | 23.9% | 2013 | Orleans |
| 11 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | 2012 | Orleans | 24 | 48.5 | 37.5% | 2013 | Orleans |
| 12 | Theft Over \$5000 | 12 | 24.4 | 16.7% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 13 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | 2012 | Orleans | 289 | 583.7 | 17.0% | 2013 | Orleans |
| 14 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | 2012 | Orleans | 5 | 10.1 | 120.0% | 2013 | Orleans |
| 15 | Fraud | 115 | 233.7 | 19.1% | 2012 | Orleans | 84 | 169.7 | 16.7% | 2013 | Orleans |
| 16 | Mischief | 229 | 465.4 | 10.0% | 2012 | Orleans | 136 | 274.7 | 13.2% | 2013 | Orleans |
| 17 | Arson | 7 | 14.2 | 28.6% | 2012 | Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 18 | Offensive Weapons | 4 | 8.1 | 75.0% | 2012 | Orleans | 3 | 6.1 | 66.7% | 2013 | Orleans |
| 19 | Bail Violations | 16 | 32.5 | 100.0% | 2012 | Orleans | 29 | 58.6 | 82.8% | 2013 | Orleans |

23)
24)

Select the offences in column A

| | A |
|----|--------------------------------------|
| 1 | Offence |
| 2 | Homicide (Incidents) |
| 3 | Attempted Murder |
| 4 | Robbery |
| 5 | Assault (Incl. Sexual Assaults) |
| 6 | Other Sexual Offences |
| 7 | Abduction |
| 8 | Uttering Threats or Intimidation |
| 9 | Other Offences |
| 10 | Break and Enter |
| 11 | Theft - Motor Vehicle |
| 12 | Theft Over \$5000 |
| 13 | Theft \$5000 and Under |
| 14 | Possession of Stolen Goods |
| 15 | Fraud |
| 16 | Mischief |
| 17 | Arson |
| 18 | Offensive Weapons |
| 19 | Bail Violations |
| 20 | Counterfeiting Currency |
| 21 | Breach Probation |
| 22 | Threats via the Internet |
| 23 | Prostitution |
| 24 | Other Criminal Code Offences |
| 25 | Dangerous Operation of Motor Vehicle |
| 26 | Impaired Operation of Vehicle |

25)
26)

Copy them, and paste the contents beginning in A818

| | | |
|-----|--------------------------------------|----|
| 811 | Other Criminal Code Offences | 0 |
| 812 | Cannabis | 30 |
| 813 | Ecstasy (Methylenedioxyamphetamine) | 0 |
| 814 | Crystal Meth (Methamphetamine) | 0 |
| 815 | Heroin | 0 |
| 816 | Cocaine | 7 |
| 817 | Other Controlled Drugs and Substance | 2 |
| 818 | Homicide (Incidents) | |
| 819 | Attempted Murder | |
| 820 | Robbery | |
| 821 | Assault (Incl. Sexual Assaults) | |
| 822 | Other Sexual Offences | |
| 823 | Abduction | |
| 824 | Uttering Threats or Intimidation | |

27)

28) You'll notice that there is no need for a label because we already know that this column contains Offences.

29) Select the contents in columns G, H, I, J and K, use the "cut" option....

| 1 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% | Year | Ward |
|----|----------------------------------|--------|----------|-----------|------|--------------|--------|----------|-----------|------|---------|
| 2 | Homicide (Incidents) | 0 | 0.0 | 0.0% | | 2012 Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 3 | Attempted Murder | 0 | 0.0 | 0.0% | | 2012 Orleans | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 4 | Robbery | 28 | 56.9 | 32.1% | | 2012 Orleans | 13 | 26.3 | 23.1% | 2013 | Orleans |
| 5 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | | 2012 Orleans | 112 | 226.2 | 61.6% | 2013 | Orleans |
| 6 | Other Sexual Offences | 3 | 6.1 | 33.3% | | 2012 Orleans | 8 | 16.2 | 37.5% | 2013 | Orleans |
| 7 | Abduction | 2 | 4.1 | 100.0% | | 2012 Orleans | 3 | 6.1 | 0.0% | 2013 | Orleans |
| 8 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | | 2012 Orleans | 16 | 32.3 | 43.8% | 2013 | Orleans |
| 9 | Other Offences | 25 | 50.8 | 52.0% | | 2012 Orleans | 38 | 76.7 | 50.0% | 2013 | Orleans |
| 10 | Break and Enter | 57 | 115.8 | 21.1% | | 2012 Orleans | 46 | 92.9 | 23.9% | 2013 | Orleans |
| 11 | Theft - Motor Vehicle | 42 | 85.4 | 16.7% | | 2012 Orleans | 24 | 48.5 | 37.5% | 2013 | Orleans |
| 12 | Theft Over \$5000 | 12 | 24.4 | 16.7% | | 2012 Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 13 | Theft \$5000 and Under | 441 | 896.2 | 20.4% | | 2012 Orleans | 289 | 583.7 | 17.0% | 2013 | Orleans |
| 14 | Possession of Stolen Goods | 10 | 20.3 | 90.0% | | 2012 Orleans | 5 | 10.1 | 120.0% | 2013 | Orleans |
| 15 | Fraud | 115 | 233.7 | 19.1% | | 2012 Orleans | 84 | 169.7 | 16.7% | 2013 | Orleans |
| 16 | Mischief | 229 | 465.4 | 10.0% | | 2012 Orleans | 136 | 274.7 | 13.2% | 2013 | Orleans |
| 17 | Arson | 7 | 14.2 | 28.6% | | 2012 Orleans | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 18 | Offensive Weapons | 4 | 8.1 | 75.0% | | 2012 Orleans | 3 | 6.1 | 66.7% | 2013 | Orleans |
| 19 | Bail Violations | 16 | 32.5 | 100.0% | | 2012 Orleans | 29 | 58.6 | 82.8% | 2013 | Orleans |
| 20 | Counterfeiting Currency | 2 | 4.1 | 0.0% | | 2012 Orleans | 3 | 6.1 | 0.0% | 2013 | Orleans |
| 21 | Breach Probation | 2 | 4.1 | 50.0% | | 2012 Orleans | 3 | 6.1 | 66.7% | 2013 | Orleans |

30)

31)scroll down to B818....

| | | | |
|-----|--------------------------------------|----|------|
| 812 | Cannabis | 30 | 75.3 |
| 813 | Ecstasy (Methylenedioxyamphetamine) | 0 | 0.0 |
| 814 | Crystal Meth (Methamphetamine) | 0 | 0.0 |
| 815 | Heroin | 0 | 0.0 |
| 816 | Cocaine | 7 | 17.6 |
| 817 | Other Controlled Drugs and Substance | 2 | 5.0 |
| 818 | Homicide (Incidents) | | |
| 819 | Attempted Murder | | |
| 820 | Robbery | | |
| 821 | Assault (Incl. Sexual Assaults) | | |
| 822 | Other Sexual Offences | | |
| 823 | Abduction | | |
| 824 | Uttering Threats or Intimidation | | |
| 825 | Other Offences | | |

32)
33)

...and paste.

| | | | | | | |
|-----|--------------------------------------|-----|-------|--------|------|-------------------|
| 816 | Cocaine | 7 | 17.6 | 57.1% | 2012 | Knoxdale-Merivale |
| 817 | Other Controlled Drugs and Substance | 2 | 5.0 | 100.0% | 2012 | Knoxdale-Merivale |
| 818 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 819 | Attempted Murder | 0 | 0.0 | 0.0% | 2013 | Orleans |
| 820 | Robbery | 13 | 26.3 | 23.1% | 2013 | Orleans |
| 821 | Assault (Incl. Sexual Assaults) | 112 | 226.2 | 61.6% | 2013 | Orleans |
| 822 | Other Sexual Offences | 8 | 16.2 | 37.5% | 2013 | Orleans |
| 823 | Abduction | 3 | 6.1 | 0.0% | 2013 | Orleans |
| 824 | Uttering Threats or Intimidation | 16 | 32.3 | 43.8% | 2013 | Orleans |
| 825 | Other Offences | 38 | 76.7 | 50.0% | 2013 | Orleans |
| 826 | Break and Enter | 46 | 92.9 | 23.9% | 2013 | Orleans |
| 827 | Theft - Motor Vehicle | 24 | 48.5 | 37.5% | 2013 | Orleans |
| 828 | Theft Over \$5000 | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 829 | Theft \$5000 and Under | 289 | 583.7 | 17.0% | 2013 | Orleans |
| 830 | Possession of Stolen Goods | 5 | 10.1 | 120.0% | 2013 | Orleans |
| 831 | Fraud | 84 | 169.7 | 16.7% | 2013 | Orleans |
| 832 | Mischief | 136 | 274.7 | 13.2% | 2013 | Orleans |
| 833 | Arson | 7 | 14.1 | 0.0% | 2013 | Orleans |
| 834 | Offensive Weapons | 3 | 6.1 | 66.7% | 2013 | Orleans |
| 835 | Bail Violations | 29 | 58.6 | 82.8% | 2013 | Orleans |
| 836 | Counterfeitina Currency | 3 | 6.1 | 0.0% | 2013 | Orleans |

34)
35)

Delete the column labels in G, H, I, J and K.

| | A | B | C | D | E | F | G | H | I | J | K |
|----|----------------------------------|--------|----------|-----------|------|---------|--------|----------|-----------|------|------|
| 1 | Offence | Actual | Rate (1) | Solvency% | Year | Ward | Actual | Rate (1) | Solvency% | Year | Ward |
| 2 | Homicide (Incidents) | 0 | 0.0 | 0.0% | 2012 | Orleans | | | | | |
| 3 | Attempted Murder | 0 | 0.0 | 0.0% | 2012 | Orleans | | | | | |
| 4 | Robbery | 28 | 56.9 | 32.1% | 2012 | Orleans | | | | | |
| 5 | Assault (Incl. Sexual Assaults) | 111 | 225.6 | 77.5% | 2012 | Orleans | | | | | |
| 6 | Other Sexual Offences | 3 | 6.1 | 33.3% | 2012 | Orleans | | | | | |
| 7 | Abduction | 2 | 4.1 | 100.0% | 2012 | Orleans | | | | | |
| 8 | Uttering Threats or Intimidation | 15 | 30.5 | 73.3% | 2012 | Orleans | | | | | |
| 9 | Other Offences | 25 | 50.8 | 52.0% | 2012 | Orleans | | | | | |
| 10 | Break and Enter | 57 | 115.8 | 21.1% | 2012 | Orleans | | | | | |

36)

37) Now we have [a table](#) – or flat file -- that can be converted into a pivot table.

38)