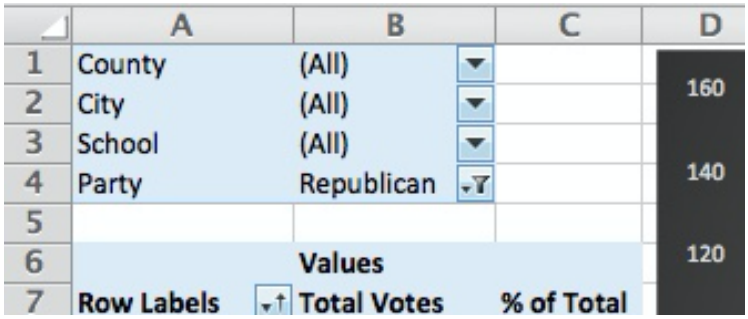
Excel for Windows - Results Spreadsheet Walkthrough

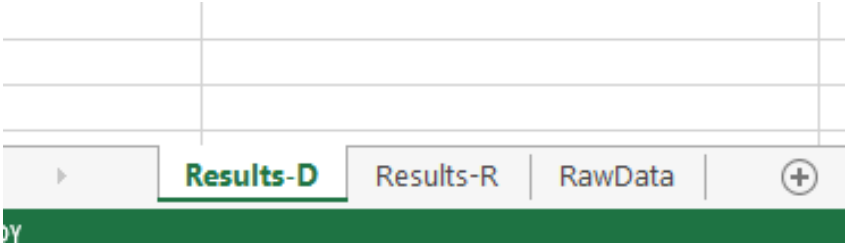
** All Data represented in this walkthrough is used as an example and does not reflect the final tally on January 26th **

1. **We are using a Microsoft Excel Pivot Table to make it easy for you to view data by School, City or County.**

2. **By default the PivotTable will have "(All)" selected,** giving the Statewide results.

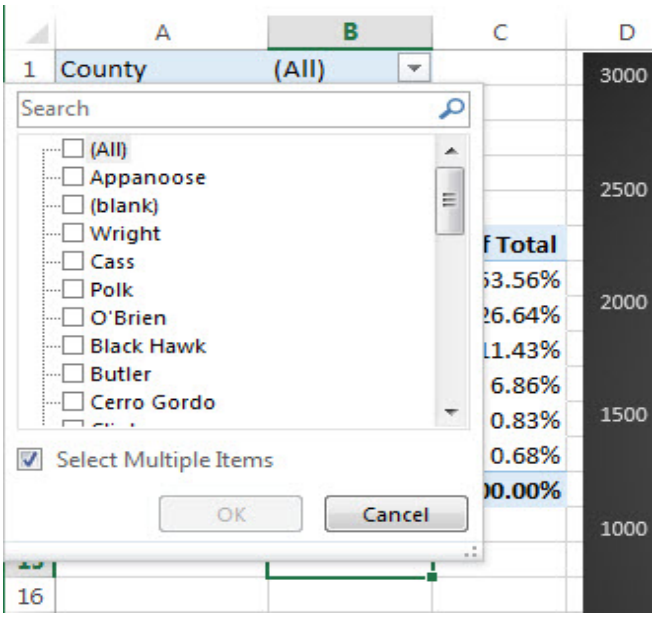


3. **The Parties' respective results are on separate tabs.**
   The Raw Data is the final tab.

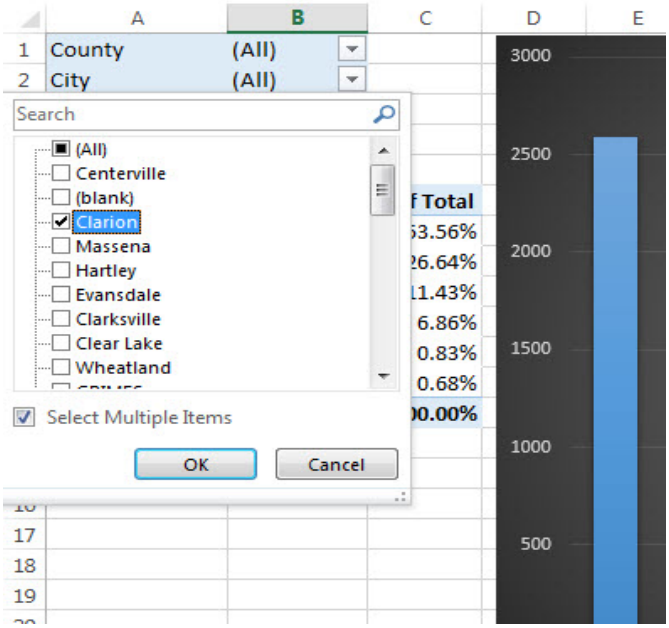


4. **To select results by County/counties:**

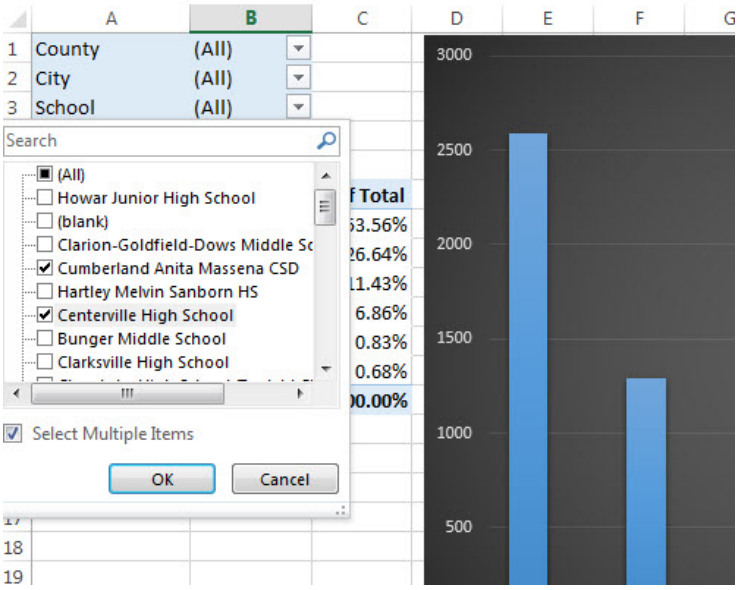
   a. Ensure County, City and School are selected by "(All)", as in the first image.
   b. Click the drop down arrow next to County.
   c. Ensure the box next to "Select Multiple Items" is checked.
   d. Click the checkbox next to "(All)" to unselect all counties.
   e. Check the box next to County or counties you wish to view. Hit Ok.
   f. To go back to "(All)"
      i. Ensure the box next to "Select Multiple Items" is checked.
      ii. Click the box next to "(All)".



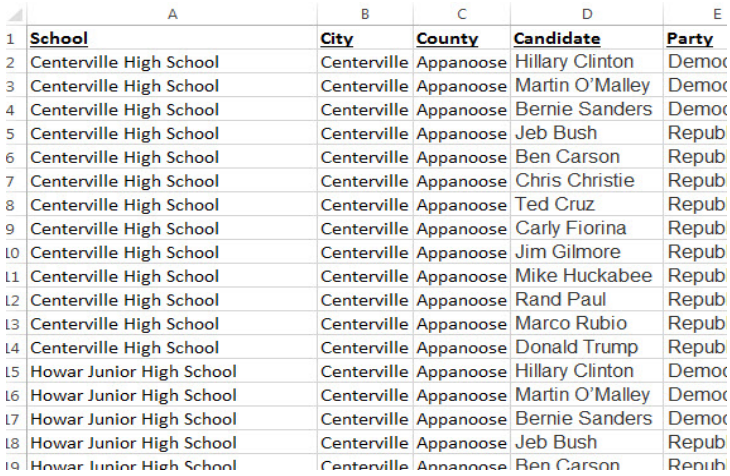
5. **<u>To select results by City/Cities:</u>**
   a. Ensure County, City and School are selected by "(All)" as in the first image.
   b. Click the drop down arrow next to City.
   c. Ensure the box next to "Select Multiple Items" is checked.
   d. Click the checkbox next to "(All)" to unselect all cities.
   e. Check the box next to the city or cities you wish to view. Hit Ok.
   f. To go back to "(All)"
      i. Ensure the box next to "Select Multiple Items" is checked.
      ii. Click the box next to "(All)".



6. **<u>To select results by School/Schools</u>**
   a. Ensure County, City and School are selected by "(All)" as in the first image.
   b. Click the drop down arrow next to "School".
   c. Ensure the box next to "Select Multiple Items" is checked.
   d. Click the checkbox next to "(All)" to unselect all schools.
   e. Check the box next to the school or schools you wish to view. Hit Ok.
   f. To go back to "(All)" –
      i. Ensure the box next to "Select Multiple Items" is checked.
      ii. Click the box next to "(All)".



7. **<u>Viewing the Raw Data</u>**
   a. This will be useful if you would like to view and to see the full list of schools that participated organized by city or county.
   b. Click the "Raw Data" Tab – DO NOT EDIT TAB
      i. <u>If you do happen to edit the data and can't get it back to its original form, simply re-download the file from Caucus101.com</u>
   c. Sort Data as you would in any basic spreadsheet.



School	City	County	Candidate	Party
Centerville High School	Centerville	Appanoose	Hillary Clinton	Democ
Centerville High School	Centerville	Appanoose	Martin O'Malley	Democ
Centerville High School	Centerville	Appanoose	Bernie Sanders	Democ
Centerville High School	Centerville	Appanoose	Jeb Bush	Repub
Centerville High School	Centerville	Appanoose	Ben Carson	Repub
Centerville High School	Centerville	Appanoose	Chris Christie	Repub
Centerville High School	Centerville	Appanoose	Ted Cruz	Repub
Centerville High School	Centerville	Appanoose	Carly Fiorina	Repub
Centerville High School	Centerville	Appanoose	Jim Gilmore	Repub
Centerville High School	Centerville	Appanoose	Mike Huckabee	Repub
Centerville High School	Centerville	Appanoose	Rand Paul	Repub
Centerville High School	Centerville	Appanoose	Marco Rubio	Repub
Centerville High School	Centerville	Appanoose	Donald Trump	Repub
Howar Junior High School	Centerville	Appanoose	Hillary Clinton	Democ
Howar Junior High School	Centerville	Appanoose	Martin O'Malley	Democ
Howar Junior High School	Centerville	Appanoose	Bernie Sanders	Democ
Howar Junior High School	Centerville	Appanoose	Jeb Bush	Repub
Howar Junior High School	Centerville	Appanoose	Ben Carson	Repub

8. **<u>If you have any further questions please email Jeff Tomkowitz at jeff.tomkowitz@sos.iowa.gov or call 515-725-0427</u>**