

# THE RURAL DATA PORTAL

## How to Use the *Rural Data Portal*: *Creating Data Outputs for Multiple Geographies*

The *Rural Data Portal* limits data search and output statements to one geography per selection. However, you can combine individual data outputs to create customized reports using the Microsoft Excel export function in the *Rural Data Portal*. This tutorial shows you how.

**Step 1.** To get started access the *Rural Data Portal* at: [www.ruraldataportal.org](http://www.ruraldataportal.org)



## Step 2: Choose a geography and data indicators.

- In this example we will access data for three individual counties in Utah: Box Elder, Cache, and Rich. Then we will customize the data output to create a combined geography file. Beginning with Box Elder County, UT, we select the “Housing Data” category and then click on the “Housing Tenure” tab on the main page.

*Tip: For your work, you may be interested in different geographies and indicators, but the process will be the same.*

**GET DETAILED DATA**

**1. SELECT A GEOGRAPHY**

National  
Utah

State  
Box Elder

County

**2. SELECT AN INDICATOR**

Demographic Data  
 Social Data  
 Economic Data  
 Housing Data  
 Housing Finance Data

All  
 Housing Occupancy  
 Housing Tenure  
 Housing Structure Type  
 Housing Year Structure Built  
 Housing Rooms Per Unit  
 Year Householder Moved Into Unit  
 House Heating Fuel  
 Housing Quality

**Get Report**

- In this example we are accessing data on the number of *total occupied* housing units, the number of *renter-occupied* units, and the number of *owner-occupied* units for three individual counties.

**Step 3: Get the data report for each geography.**

- After the data output statement is produced, click on the Excel icon to export the data into an Excel spreadsheet file.

Get Data About the Data Maps Other Data Resources About HAC Help/FAQ

## Housing Data, 2010

Box Elder County, Utah

Source: HAC Tabulations of the ACS 2006-10 Housing Data.

Data Reliability:
 

- Highly Reliable Estimate
- Reliable Estimate
- Low Reliability Estimate
- Not Available

HOUSING TENURE	Box Elder County, Utah			United States	
	Number	Percent	Reliability	Number	Percent
Total Occupied Housing Units ACS 2006-10 Estimate	15,612	(X)		114,235,996	(X)
Owner-Occupied Housing Units	12,721	81.5		76,089,650	66.6
Renter-Occupied Housing Units	2,891	18.5		38,146,346	33.4

New Report

The Housing Assistance Housing (HAC) is a national nonprofit organization that supports affordable housing efforts in rural areas of the United States.

Help Support Frequently Asked Questions Contact HAC

1025 Vermont Ave., N.W., Suite 606 Washington, D.C. 20005 www.ruralhome.org | 202-842-8600



The exported file will create an individual Excel spreadsheet for the geography (in this case a county).

SearchResult-2 [Read-Only] [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

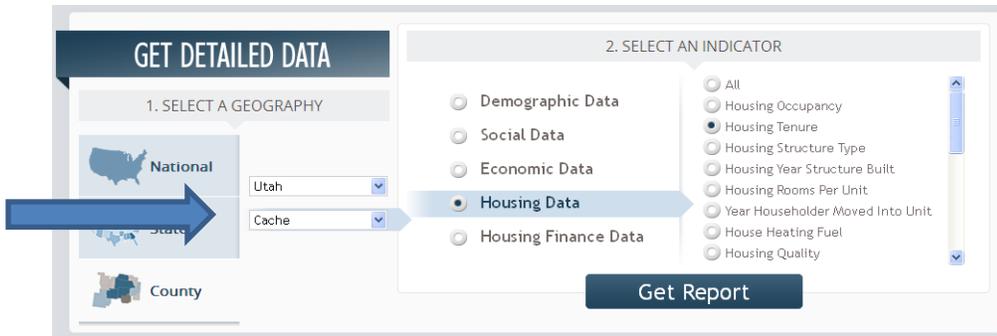
Clipboard Font Alignment Number Styles

A1 Housing Data, 2010

	Box Elder County, Utah			United States	
HOUSING TENURE	Number	Percent	Reliability	Number	Percent
Total Occupied Housing Units ACS 2006-10 Estimate	15,612	(X)	High Relia	114,235,996	(X)
Owner-Occupied Housing Units	12,721	81.5	High Relia	76,089,650	66.6
Renter-Occupied Housing Units	2,891	18.5	High Relia	38,146,346	33.4

**Step 4: Return to the Rural Data Portal. Repeat the process and download the same data for the next geography.**

- Next, we next access the same Housing Tenure data for Cache County, UT.



- Use the Excel icon to export the data output for the next geography.

Get Data   About the Data   Maps   Other Data Resources   About HAC   Help/FAQ

## Housing Data, 2010

Cache County, Utah

Source: HAC Tabulations of the ACS 2006-10 Housing Data.

Data Reliability

- Highly Reliable Estimate ?
- Reliable Estimate ?
- Low Reliability Estimate ?
- Not Available ?

[About Data](#)

	Cache County, Utah			United States	
	Number	Percent	Reliability	Number	Percent
<b>HOUSING TENURE</b> ?					
Total Occupied Housing Units ACS 2006-10 Estimate	33,820	(X)	■	114,235,996	(X)
Owner-Occupied Housing Units	21,597	63.9	■	76,089,650	66.6
Renter-Occupied Housing Units	12,223	36.1	■	38,146,346	33.4

PDF   **Excel**   Print

New Report

- In this example we are combining data for three counties. The third county included in our group is Rich County, UT.

*TIP: You may only wish to access two geographies at a time, or you may want to access more than three. You can repeat this step as many or as few times as necessary.*

**Step 5: Copy the individual data exports into one Excel document and complete any necessary calculations.**

- Once you have exported the data for all of the geographies, transfer the information into a single Excel document to create comparisons and tabulations. This task is accomplished by copying and pasting the data.

As an example, copy the data for Cache County, UT, and then paste it into the Excel sheet with the Box Elder County, UT , data.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	Cache County, Utah	Unit	
	Number	Percent	Reliability Num
<b>HOUSING TENURE</b>			
Total Occupied Housing Units ACS 2006-10 Estimate	33,820	(X)	High Relial 114.
Owner-Occupied Housing Units	21,597	63.9	High Relial 76.0
Renter-Occupied Housing Units	12,223	36.1	High Relial 38.1

The context menu is open over the data, showing options such as Cut, Copy, Paste Options, Paste Special, Insert, Delete, Clear Contents, Filter, Sort, Insert Comment, Format Cells, Pick From Drop-down List, Define Name, and Hyperlink.

Repeat the same process for the Rich County, UT, spreadsheet. At this point, all three exports are merged into one spreadsheet.

I35						
	A	B	C	D	E	F
1	Housing Data, 2010					
2	Box Elder County, Utah					
3	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
4						
5		Box Elder County, Utah			United States	
6		Number	Percent	Reliability	Number	Percent
7	HOUSING TENURE					
8	Total Occupied Housing Units ACS 2006-10 Estimate	15,612	(X)	High Reliable	114,235,996	(X)
9	Owner-Occupied Housing Units	12,721	81.5	High Reliable	76,089,650	66.6
10	Renter-Occupied Housing Units	2,891	18.5	High Reliable	38,146,346	33.4
11						
12						
13	Housing Data, 2010					
14	Cache County, Utah					
15	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
16						
17		Cache County, Utah			United States	
18		Number	Percent	Reliability	Number	Percent
19	HOUSING TENURE					
20	Total Occupied Housing Units ACS 2006-10 Estimate	33,820	(X)	High Reliable	114,235,996	(X)
21	Owner-Occupied Housing Units	21,597	63.9	High Reliable	76,089,650	66.6
22	Renter-Occupied Housing Units	12,223	36.1	High Reliable	38,146,346	33.4
23						
24						
25	Housing Data, 2010					
26	Rich County, Utah					
27	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
28						
29		Rich County, Utah			United States	
30		Number	Percent	Reliability	Number	Percent
31	HOUSING TENURE					
32	Total Occupied Housing Units ACS 2006-10 Estimate	762	(X)	High Reliable	114,235,996	(X)
33	Owner-Occupied Housing Units	673	88.3	High Reliable	76,089,650	66.6
34	Renter-Occupied Housing Units	89	11.7	Low Reliable	38,146,346	33.4
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						

Now the data for all three counties (geographies) are in one place.

At this point you can make any custom calculations at the bottom of your spreadsheet document. Use Microsoft Excel to make calculations, or alternatively, use a calculator and type in your results.

The screenshot shows a Microsoft Excel spreadsheet titled "SearchResult-2 [Read-Only] [Compatibility Mode] - Microsoft". The spreadsheet contains data for three counties: Box Elder County, Cache County, and Rich County, Utah. The data is organized into sections for each county, with a summary row at the bottom highlighted in yellow and pointed to by a blue arrow.

County	Housing Tenure	Total Occupied Housing Units ACS 2006-10 Estimate	Owner-Occupied Housing Units	Renter-Occupied Housing Units	Reliability	United States Number	United States Percent
Box Elder County, Utah	HOUSING TENURE	15,612	12,721	2,891	High Reliable	114,235,996	66.6
	Total Occupied Housing Units ACS 2006-10 Estimate	(X)	81.5	18.5	High Reliable	76,089,650	33.4
	Owner-Occupied Housing Units						
	Renter-Occupied Housing Units						
Cache County, Utah	HOUSING TENURE	33,820	21,597	12,223	High Reliable	114,235,996	66.6
	Total Occupied Housing Units ACS 2006-10 Estimate	(X)	63.9	36.1	High Reliable	76,089,650	33.4
	Owner-Occupied Housing Units						
	Renter-Occupied Housing Units						
Rich County, Utah	HOUSING TENURE	762	673	89	High Reliable	114,235,996	66.6
	Total Occupied Housing Units ACS 2006-10 Estimate	(X)	88.3	11.7	Low Reliable	76,089,650	33.4
	Owner-Occupied Housing Units						
	Renter-Occupied Housing Units						
<b>Box Elder County, Cache County and Rich County, Utah</b>							
Source: HAC Tabulations of the ACS 2006-10 Housing Data.							
HOUSING TENURE							
Total Occupied Housing Units ACS 2006-10 Estimate							
Owner-Occupied Housing Units							
Renter-Occupied Housing Units							

## Making Calculations in Excel

In the current example, we pasted data output statements for three counties (geographies) into one excel spreadsheet. To calculate the total figures for all three combined geographies, you can use Excel's formula function.

To begin an equation, first enter "=". Next, click on the cell containing the first number you need to add (cell B8). Type the "+" sign and click the cell containing the second number you need to add (cell B20). Type the "+" sign and click on the cell containing the third number (cell B32).

	A	B	C	D	E	F	G
1	Housing Data, 2010						
2	Box Elder County, Utah						
3	Source: HAC Tabulations of the ACS 2006-10 Housing Data.						
4							
5		Box Elder County, Utah			United States		
6		Number	Percent	Reliability	Number	Percent	
7	HOUSING TENURE						
8	Total Occupied Housing Units ACS 2006-10 Estimate	15,612	(X)	High Reliable	114,235,996	(X)	
9	Owner-Occupied Housing Units	12,721	81.5	High Reliable	76,089,650	66.6	
10	Renter-Occupied Housing Units	2,891	18.5	High Reliable	38,146,346	33.4	
11							
12							
13	Housing Data, 2010						
14	Cache County, Utah						
15	Source: HAC Tabulations of the ACS 2006-10 Housing Data.						
16							
17		Cache County, Utah			United States		
18		Number	Percent	Reliability	Number	Percent	
19	HOUSING TENURE						
20	Total Occupied Housing Units ACS 2006-10 Estimate	33,820	(X)	High Reliable	114,235,996	(X)	
21	Owner-Occupied Housing Units	21,597	63.9	High Reliable	76,089,650	66.6	
22	Renter-Occupied Housing Units	12,223	36.1	High Reliable	38,146,346	33.4	
23							
24							
25	Housing Data, 2010						
26	Rich County, Utah						
27	Source: HAC Tabulations of the ACS 2006-10 Housing Data.						
28							
29		Rich County, Utah			United States		
30		Number	Percent	Reliability	Number	Percent	
31	HOUSING TENURE						
32	Total Occupied Housing Units ACS 2006-10 Estimate	762	(X)	High Reliable	114,235,996	(X)	
33	Owner-Occupied Housing Units	673	88.3	High Reliable	76,089,650	66.6	
34	Renter-Occupied Housing Units	89	11.7	Low Reliable	38,146,346	33.4	
35							
36							
37	Housing Data, 2010						
38	Box Elder County, Cache County and Rich County, Utah						
39	Source: HAC Tabulations of the ACS 2006-10 Housing Data.						
40							
41							
42	HOUSING TENURE						
43	Total Occupied Housing Units ACS 2006-10 Estimate	=B8+B20+B32					
44	Owner-Occupied Housing Units						
45	Renter-Occupied Housing Units						
46							

*Tip: You can use Excel to do more complex calculations by typing in different equations.*

Press “enter” and the sum will be entered into the cell.

Repeat this process to calculate the total number of *owner-occupied* housing units in all three counties. The same process also provides the total number of *renter-occupied* housing units in all three counties as well. The completed calculations are presented in the example Excel sheet below.

	A	B	C	D	E	F
1	Housing Data, 2010					
2	Box Elder County, Utah					
3	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
4						
5		Box Elder County, Utah			United States	
6		Number	Percent	Reliability	Number	Percent
7	HOUSING TENURE					
8	Total Occupied Housing Units ACS 2006-10 Estimate	15,612	(X)	High Reliable	114,235,996	(X)
9	Owner-Occupied Housing Units	12,721	81.5	High Reliable	76,089,650	66.6
10	Renter-Occupied Housing Units	2,891	18.5	High Reliable	38,146,346	33.4
11						
12						
13	Housing Data, 2010					
14	Cache County, Utah					
15	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
16						
17		Cache County, Utah			United States	
18		Number	Percent	Reliability	Number	Percent
19	HOUSING TENURE					
20	Total Occupied Housing Units ACS 2006-10 Estimate	33,820	(X)	High Reliable	114,235,996	(X)
21	Owner-Occupied Housing Units	21,597	63.9	High Reliable	76,089,650	66.6
22	Renter-Occupied Housing Units	12,223	36.1	High Reliable	38,146,346	33.4
23						
24						
25	Housing Data, 2010					
26	Rich County, Utah					
27	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
28						
29		Rich County, Utah			United States	
30		Number	Percent	Reliability	Number	Percent
31	HOUSING TENURE					
32	Total Occupied Housing Units ACS 2006-10 Estimate	762	(X)	High Reliable	114,235,996	(X)
33	Owner-Occupied Housing Units	673	88.3	High Reliable	76,089,650	66.6
34	Renter-Occupied Housing Units	89	11.7	Low Reliable	38,146,346	33.4
35						
36						
37	Housing Data, 2010					
38	Box Elder County, Cache County and Rich County, Utah					
39	Source: HAC Tabulations of the ACS 2006-10 Housing Data.					
40		Number	Percent			
41						
42	HOUSING TENURE					
43	Total Occupied Housing Units ACS 2006-10 Estimate	50194				
44	Owner-Occupied Housing Units	34991				
45	Renter-Occupied Housing Units	15203				
46						

Tip: Visit <http://office.microsoft.com> for more help using Excel, including video tutorials.

Now we have the numeric tabulations for all three counties in our combined geography (Box Elder, Cache, and Rich County, Utah).

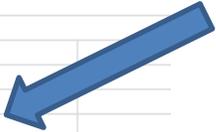
36					
37	Housing Data, 2010				
38	Box Elder County, Cache County and Rich County, Utah				
39	Source: HAC Tabulations of the ACS 2006-10 Housing Data.				
40		Number	Percent		
41					
42	HOUSING TENURE				
43	Total Occupied Housing Units ACS 2006-10 Estimate		50194		
44	Owner-Occupied Housing Units		34991		
45	Renter-Occupied Housing Units		15203		
46					

There are 50,194 total occupied housing units in Box Elder, Cache and Rich Counties. In these counties, 34,991 are owner-occupied and 15,203 are renter-occupied.

Next we calculate percentages for each indicator.

To calculate the percentage for the owner-occupied units, divide the number of owner-occupied units by the total number of occupied units, as shown below.

37	Housing Data, 2010				
38	Box Elder County, Cache County and Rich County, Utah				
39	Source: HAC Tabulations of the ACS 2006-10 Housing Data.				
40		Number	Percent		
41					
42	HOUSING TENURE				
43	Total Occupied Housing Units ACS 2006-10 Estimate		50194 (x)		
44	Owner-Occupied Housing Units		34991	=B44/B43*100	
45	Renter-Occupied Housing Units		15203		
46					
47					
48					



35				
36				
37	Housing Data, 2010			
38	Box Elder County, Cache County and Rich County, Utah			
39	Source: HAC Tabulations of the ACS 2006-10 Housing Data.			
40		Number	Percent	
41				
42	HOUSING TENURE			
43	Total Occupied Housing Units ACS 2006-10 Estimate	50194	(x)	
44	Owner-Occupied Housing Units	34991	69.7115	
45	Renter-Occupied Housing Units	15203	30.2885	
46				
47				
48				



Finally, repeat the same process to get the combined percentage for renter occupied units.

In the example provided, 69.7 percent of the total occupied housing units in Box Elder, Cache, and Rich Counties are owner-occupied, and 30.2 percent are renter-occupied.

Now you have a file that includes combined data indicators for multiple geographies.

#### Have questions or need more information?

For more information about the *Rural Data Portal* scroll to the [“About the Data”](#) or the [“Help/FAQ”](#) tab on the toolbar. Or email HAC at [dataportal@ruralhome.org](mailto:dataportal@ruralhome.org).

So we invite you to visit [www.ruraldataportal.org](http://www.ruraldataportal.org) to start [“Taking Stock”](#) of important social, economic, and housing conditions in your community.