ADF COMPANION DOCUMENT B: Instructions for Calculating the Number of Uniques in a File.

These instructions assume that you have downloaded the appropriate data from the UKAN website (Basetton.xlsx) and have it open in Excel. They also assume that you have a basic familiarity with the software package. The file is synthetic data but the data structure is that which might typically be found in a census, survey or administrative file.

In both cases we are using an eight variable key which represents information that somebody might plausibly know about a neighbour. You can play about with different variable combinations to see the impact on the number of uniques. Nothing should be read into the specific details of the results (the data is not real) – the exercises simply serve to demonstrate the technique which you can then use with your own data.

B.1 Instructions for Excel

1. Sort the file by the following columns (checking the 'my data has headers' box is checked): sex, age, ethnic, accomtype, tenure, marstatus, ncars, cenheat. For each column, sort from smallest to largest.
2. Enter the word 'ccount' into cell N1
3. Enter 1 in cell N2
4. Enter the following formula into cell N3
=IF(AND(A3=A2,B3=B2,C3=C2,D3=D2,E3=E2,F3=F2,J3=J2,M3=M2),N2+1,1)[1]
5. Fill down from N3 to N210745
6. Select and copy column N
7. Right click 'Paste' and pick the values option (ensuring the values are associated with the correct row as you carry out further sorting and calculations)
8. Repeat the sort you did at stage 1, but adding in ccount to the end of the list <u>sorted from largest to smallest</u>.
9. Enter the word 'csize' into cell O1

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[1] This formula construction is based on the version of Excel available in the UK. We understand that in some countries that semi colons and used rather than commas in formula.

10. Enter the following formula into cell O2:

    =N2

11. Enter the following formula into cell O3:

    =IF (N3<N2,O2,N3)

12. Fill down from O3 to O210745

13. Switch to the output page tab

14. In cell B2 type the formula

    =COUNTIF (Barsetton!O:O,1)