Evaluation Resource

Physical Activity and Nutrition Survey Spreadsheet

Operating Instructions

September 2007

1. Installation

The *Physical Activity and Nutrition Survey Spreadsheet* is a Microsoft Excel file.

- Copy and save the Excel spreadsheet file (PANSurvey.xls) into a folder on your computer.

2. To Open the Spreadsheet

- Open the Spreadsheet (PANSurvey.xls) either from the folder you saved it to or via Microsoft Excel.

- The spreadsheet includes a number of macros resulting in a message that will appear when the file is opened. Click on the "Enable Macros" option. (Note: If security setting is set on 'high' as per some work computers, the enable option does not come up. The spreadsheet will not work without enabling macros. You will need to change security settings to enable this).

  If required: to change macro security settings:

- Select Tools from the menu bar in Excel

- Select Options

- Click on the Security tab

- Click on the Macro Security button

- Select Medium

- Click OK

Setting up the spreadsheet (optional)

The spreadsheet operates by entering data from left to right across the screen. It will therefore work most efficiently if Microsoft Excel is set up so that the cursor automatically moves across from one column to the next column to the right. To do this:

- Open the spreadsheet (see instructions above)

- Select Tools from the menu bar.

- Select Options.

- Click on the Edit tab.

- In the box labelled "Move Selection After Enter", select the option of "Right".

- Click on OK.

3. To Enter Data from New Surveys

- Open the spreadsheet.

- Click on the Data Entry tab (bottom left of spreadsheet) if the spreadsheet doesn't open automatically to this tab.

- All the answers for one survey are entered before entering answers from the next survey. Only enter data for the survey/s you have used (e.g. Demographic and Physical Activity level 1).

- Position the cursor in the "Group" column in the first blank line (if not already there).

- Enter data beginning with the group name. While most of the fields (boxes) are self-evident, the following differ:

Group	Surveys from different classes/groups can be entered into the same file – groups can be identified by entering a name in this field, otherwise leave blank.
Response	It is useful to number the paper survey forms for future reference. Enter the same number of the survey form in this field.
Ethnic Group	Select "1" for each ethnic group noted on the survey form. There is no limit to the number of ethnic groups that can be recorded. Tab or Enter through other ethnic groups to move onto the next question.

- For each question, enter the number that has been ticked on the survey form. You can see the available answer options by clicking in the relevant cell and then on the drop down arrow to the right of each column.

- There is 'validation' on each cell to ensure that only a valid response can be entered. For instance, gender can only be 1 or 2 (male or female). Any other response will result in an error message appearing.

- After entering data, press the 'Enter' or tab key. The cursor will then automatically move across to the next column to the right, ready for entry of the next question.

- If there is no response to a particular question, simply press the Enter or Tab key to take you to the next question.

- When you get to the last question, the cursor will automatically move back to the beginning of the next row, ready to enter another survey.

4. To Generate Reports

The spreadsheet can generate a report of results either with all records entered, or on a subset of records 'filtered' by a factor (e.g. group, date range, gender etc).

4.1 Reports Based on all Data Entered

To run a report based on all data that has been entered:

- Click on the Reporting tab (bottom left of spreadsheet).
- Ensure that all response filters are blank (Column B).
  - Note: any existing entries in the Group or Date filters can be deleted. For gender, age and ethnic group fields click in the cell to the right of the name (e.g. Gender) and select the blank option at the bottom of the list using the drop down arrow.
- Click on the box: Prepare Summary.
- A dialog box asks if the Summary worksheet should be saved.
  - Select *'Yes'* to continue.
- The 'Save As' dialog box is displayed to specify the name and location of the saved file.
- A dialog box asks the user to confirm the name and location of the new file.
  - Select *'Yes'* to complete saving the Summary report as a new file.
- Choosing *'No'* or *'Cancel'* in this process will not save the Summary worksheet in a file.

4.2 Reports Based on a Subset of Data Entered

To run a report based on data from respondents that meet certain criteria:

- Click on the Reporting tab.
- Use the response filters to 'segment' the data for reporting. For filtering by Group or Date, simply enter the relevant details in the cells to the right of the name (e.g. Group). For the gender, age group and ethnic group fields click in the cell to the right of the relevant name (e.g. Gender) and select the required option from the list using the drop down selection arrow.
- Click on the box: Prepare Summary.
- The process for saving this report is the same as described in section 4.1 above.

5. Interpreting the Summary Report

- Clicking the Prepare Summary box (in section 4.1 above) will automatically take you to the Summary Page. Alternatively you may open the spreadsheet at a later date and click the Summary tab (bottom left of spreadsheet).

- The 'Update Links' dialog box will appear. Excel has retained the Summary worksheet links to the data entry spreadsheet. Updating links may corrupt the saved Summary worksheet.
  - Select *'Don't Update'*.

- On the summary sheet, lines 5, 7 and 9 provide information about filters used for the report (blank if no filters used) and the total number of people whose surveys have been entered.

- The summary contains the following sections (depending on which survey(s) were used and entered). The summary provides the numbers and percentages of answers to each question, plus a summary categorising the outcomes.

Demographic data

- Gender
- Age – 4 categories
- Ethnic Group – this may add to more than 100% when people tick more than one ethnicity

Physical Activity – Level 1

- The number of times per week for:
  - 20 minutes vigorous physical activity
  - 30 minutes moderate physical activity or walking

- A summary of the proportion that are 'sufficiently' physically active (at least 5 x 30 minutes moderate physical activity per week or an equivalent combination of vigorous and moderate physical activity).

Food Habits – Level 1

- Feedback on each of the eight questions.

- In addition, a "score" for eating a low-fat diet is provided in categories (for those who answered at least 4 questions of q4 to q8். The score categories are:
  - Excellent - from this questionnaire the diet is low in fat
  - Keep it up - the diet is relatively low in fat but some small changes in fat intake are recommended
  - Change - there is room for making changes to health by decreasing the fat intake in the diet
  - Plan change - change in the fat intake in the diet is required, the diet is likely to be health compromising unless fat intake is decreased

Physical Activity – Level 2

- The number of days over a normal week of:
  - Walking
  - Moderate physical activity
  - Vigorous physical activity
- Time sitting per day
- A summary of the proportion that are 'sufficiently' physically active (at least 5 x 30 minutes moderate physical activity per week or an equivalent combination of vigorous and moderate physical activity).

Food Habits – Level 2

- Feedback on each of the 19 questions.
- In addition, a "score" for eating a low-fat diet is provided in categories (for those who answered at least 16 questions). The score categories are:
  - Excellent - from this questionnaire the diet is low in fat
  - Keep it up - the diet is relatively low in fat but some small changes in fat intake are recommended
  - Change - there is room for making changes to health by decreasing the fat intake in the diet
  - Plan change - change in the fat intake in the diet is required, the diet is likely to be health compromising unless fat intake is decreased

Interpretation of the results

The results from your surveys are indicators only and may show trends. The findings *should not be 'over-interpreted'*. The surveys depend on who has completed them and in particular, how many people completed them. Although some changes may appear large, they may not be statistically significant.

6. To Exit the Spreadsheet

- Select File from the menu bar.
- Select Close.
- Select Yes to save the file.