

# How to enter the opinion poll data onto the spreadsheet

---

A bespoke spreadsheet is available for download at [www.mobilityweek-europe.org](http://www.mobilityweek-europe.org) ready for data entry of your opinion poll data.

1. Check that all questions both sides of each interview sheet have been answered (discard any that are incomplete)
2. Number each of the interview sheets
3. Enter the data for interviewee number 1 in column 1, 2 in 2, etc. (so you will be able to refer back in case of any data entry errors)
4. In each column, and for each question, enter a 1 on the spreadsheet wherever there is a tick on the return questionnaire form
5. Only insert data in cells left white, otherwise you might destroy formulas which are important for the calculation of results
6. (It's a good idea to save frequently, just in case of system crashes)
7. The spreadsheet has been prepared for a maximum of 170 interviewees. In case you have more and you are familiar with Excel, please adapt the formulas on the 'presentation of results' sheet, otherwise contact [u.janssen@klimabuendnis.org](mailto:u.janssen@klimabuendnis.org).
8. When all the data is entered, look at the 'control sheet'. For all questions asking for one tick only, a data check is performed. It checks whether the total of inserted answers is identical with the number of interviewees. It will provide an 'ok' or 'DATA ENTRY ERROR' for the respective question.
9. The percentages of the totals will tally on the 'presentation of results' sheet, first in form of a table for you to see the individual results in numbers, and then in form of graphs. It should be ready for printing, you do not have to enter anything on this sheet!
10. Please consult the example opinion poll provided on the EMW website or do phone or email if you have any problems

European Mobility Week  
European Coordination  
Ulrike Janssen  
Tel: +49-69-71 71 39-21  
[u.janssen@klimabuendnis.org](mailto:u.janssen@klimabuendnis.org)