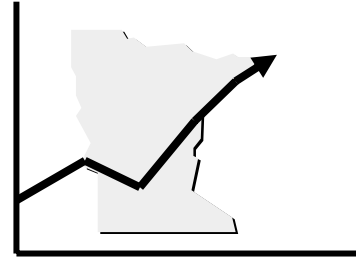


Minnesota Vital Statistics State and County Trends 2001-2005



The Minnesota Vital Statistics State and County Trends for 2001-2005 is a report on demographic, natality and mortality trends for Minnesota and its 87 counties. This report provides information on selected indicators including poverty, school drop outs, low birth weight, prenatal care, and selected causes of death. There are two sections in this report. The first section, All Counties, is a series of tables that contain demographic, birth and death data for the state and counties. The second section, By County, provides demographic, birth and death data for individually selected counties. These instructions describe how to use all sections of this report.

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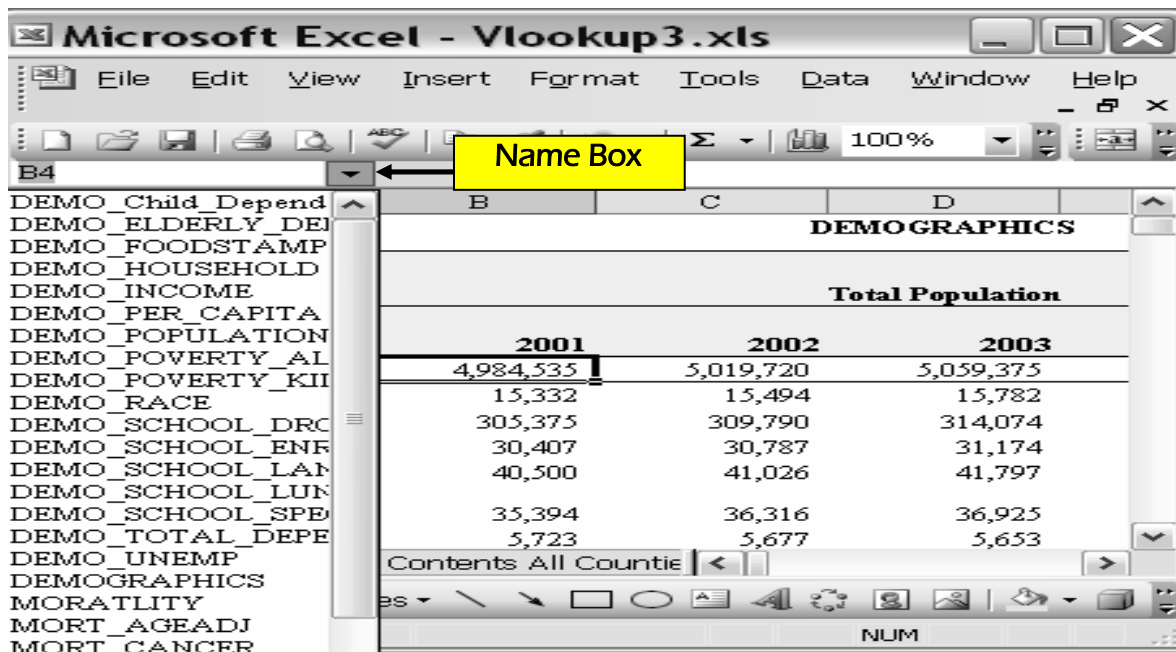
Introduction

Minnesota Vital Statistics State and County Trends is an Excel file with four worksheets: Introduction (you're looking at it), *All County Table of Contents*, *All Counties*, and *By County*. Each worksheet is set up so it can be easily printed. The following instructions provide some information on how to use this file.

All Counties - Navigation

There are approximately 45 tables in the *All Counties* worksheet. To navigate through this worksheet, go to the *Table of Contents All Counties* worksheet and click on the desired table or in the *All Counties* worksheet, use the "Name Box" located in the upper left hand corner (Figure 1). The Name Box is a drop down menu that allows you to select the desired table.

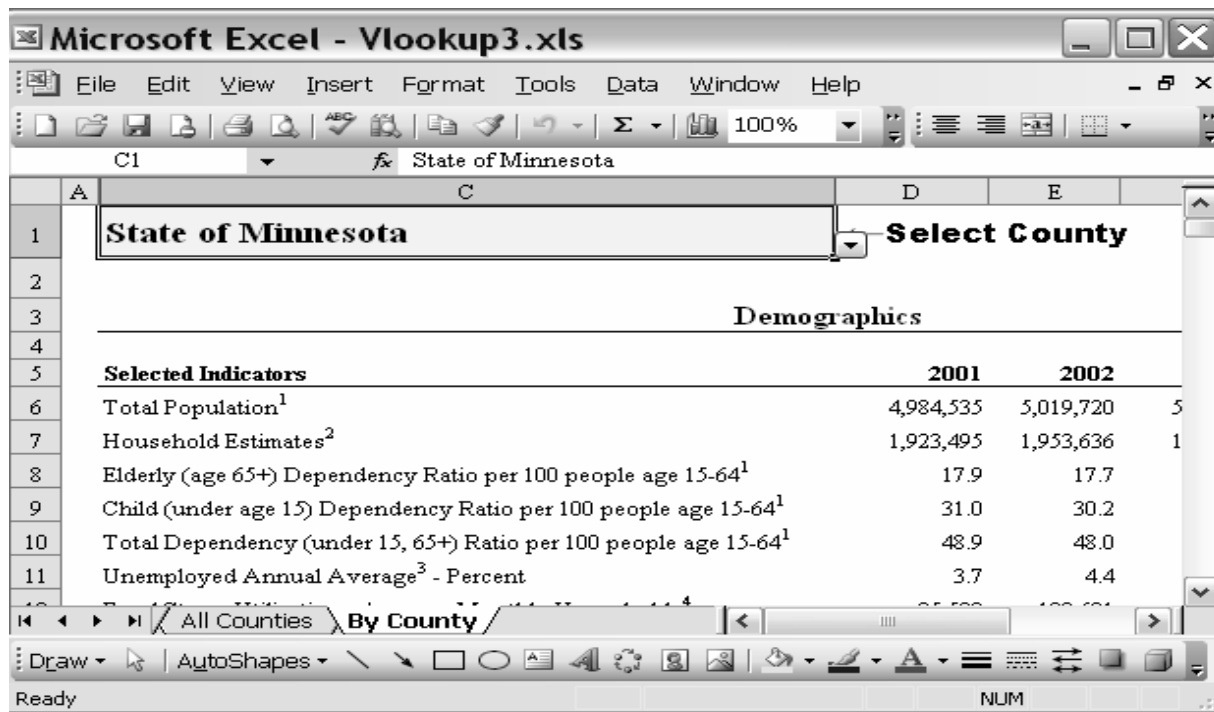
Figure 1: Name Box



By County – Selecting a County

By County is an eight page data summary of the *All Counties* worksheet but only for the county you select. To select a county, click on the State of Minnesota cell (C1) in the upper left hand corner (Figure 2). When you click on that cell, a drop down arrow will appear in the lower right hand corner of that cell. Click on that arrow for an alphabetical listing of all counties; scroll down and click the county of your choice.

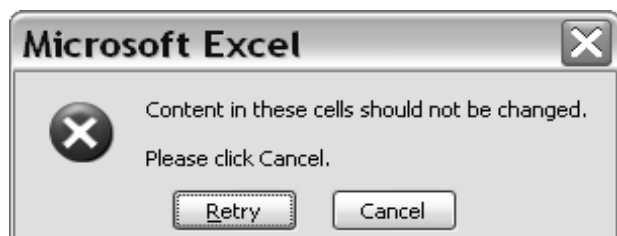
Figure 2:



By County – Protected Data

The *By County* worksheet data are protected so you cannot enter data. If you try to enter data you will get an error message (Figure 3). To remove the message from your screen, click "Cancel". **Be aware that you can, however, delete data.**

Figure 3:



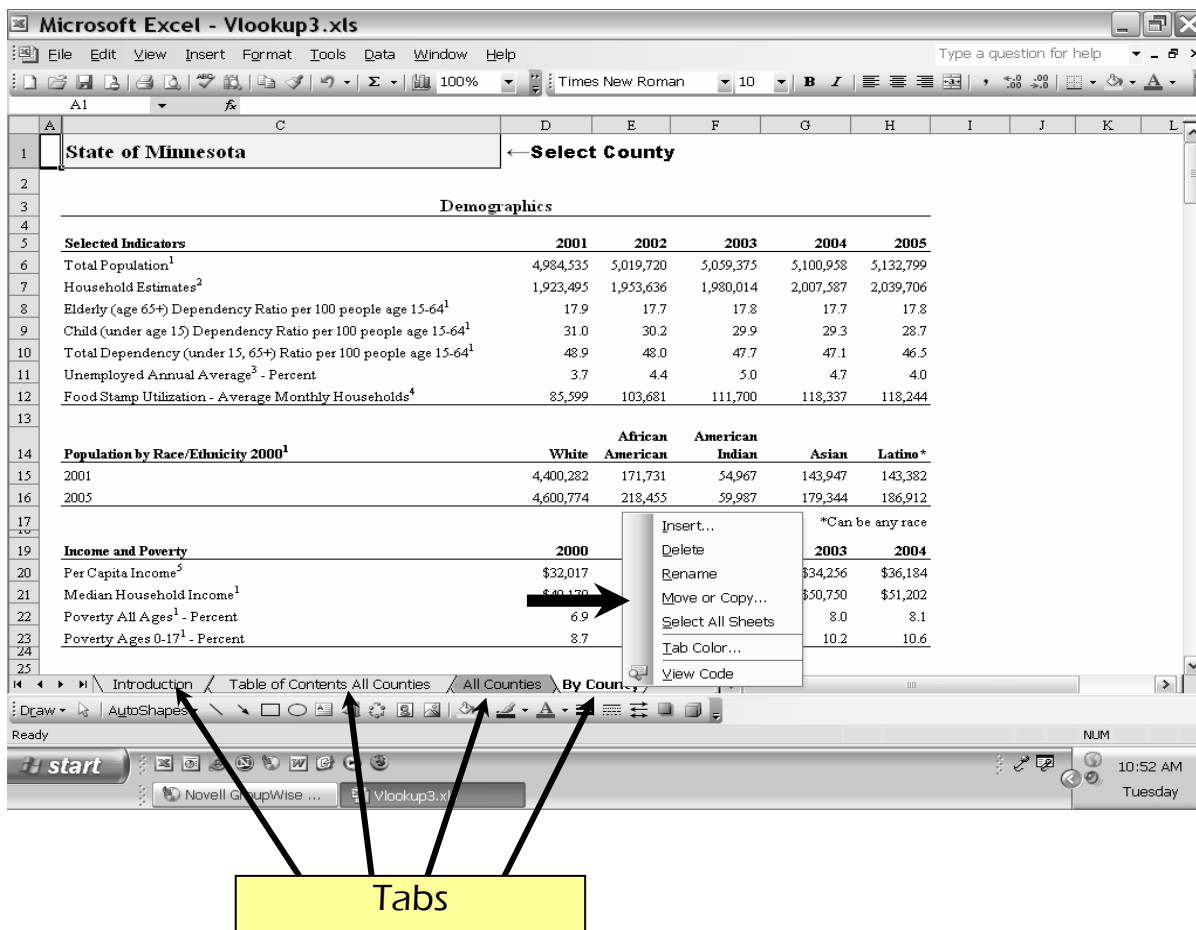
By County - Editing and Reformatting

The *By County* worksheet contains formulas, so in order to edit or reformat; it is recommended that you change the formulas to numbers. The following steps describe how to do this.

Step 1:

Right click on the *By County* tab at the bottom on the worksheet.
A window will pop up, select "Move or Copy" (Figure 4)

Figure 4: Copy Worksheet

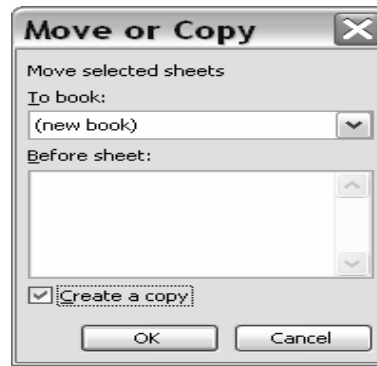


Step 2:

In the "Move or Copy" box, select "new book" and check "Create a copy" in the lower left hand corner. Click "OK" (Figure 3).

You will now have an extra copy of the report in a new Excel file. Save this file.

Figure 5:



Step 3:

Now you will be working in your new Excel file.

In the "Name Box" in the upper left hand corner select "Print Area". You now have the entire worksheet highlighted (Figure 6).

On the toolbar, click on "Edit", select "Copy." The highlighted area will now have an animated dotted line around it.

Click "Edit" once again, select "Paste Special", select "Values", and click "OK". Your spreadsheet no longer has formulas in it.

Figure 6: Select County

Selected Indicators		2001	2002	2003	2004	2005
Total Population		4,984,535	5,019,720	5,059,375	5,100,958	5,132,799
Total Dependency Ratio per 100 people age 15-64 ¹		1,923,495	1,953,636	1,980,014	2,007,587	2,039,706
Child (under age 15) Dependency Ratio per 100 people age 15-64 ¹		17.9	17.7	17.8	17.7	17.8
Total Dependency (under 15, 65+) Ratio per 100 people age 15-64 ¹		31.0	30.2	29.9	29.3	28.7
Unemployed Annual Average ³ - Percent		48.9	48.0	47.7	47.1	46.5
Poverty All Ages ¹ - Percent		3.7	4.4	5.0	4.7	4.0
Food Stamp Utilization - Average Monthly Households ⁴		85,599	103,681	111,700	118,337	118,244
Population by Race/Ethnicity 2000 ¹		White	African American	American Indian	Asian	Latino*
2001		4,400,282	171,731	54,967	143,947	143,382
2005		4,600,774	218,455	59,987	179,344	186,912
		*Can be any race				
Income and Poverty		2000	2001	2002	2003	2004
Per Capita Income ²		\$32,017	\$32,616	\$33,237	\$34,256	\$36,184
Median Household Income ¹		\$49,170	\$49,619	\$50,157	\$50,750	\$51,202
Poverty All Ages ¹ - Percent		6.9	7.2	7.5	8.0	8.1
Poverty Ages 0-17 ¹ - Percent		8.7	8.7	8.8	10.2	10.6

Step 4: Remove Data Protection

In order to reformat or move the data around, you need to remove the data protection.

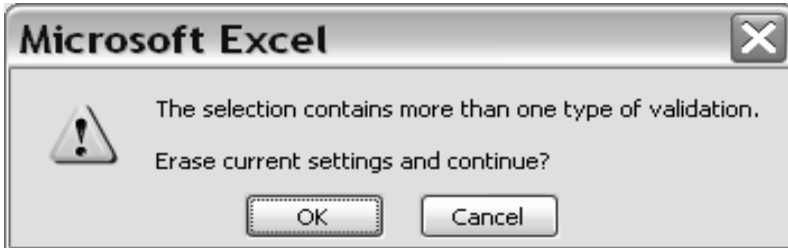
In the "Name Box" in the upper left hand corner select "Print Area".
You now have the entire worksheet highlighted.

On the toolbar, click on "Data", then select "Validation".

A pop-up window will appear to warn you that you have more than one type of validation (Figure 7).

Click "OK".

Figure 7:



Another pop up box will appear, select the "Settings" tab if it is not already selected (Figure 8).

Click "Clear All" located on the bottom left hand corner of this pop up box.

You should now be able to move the data around, change formats, and edit graphs.

Figure 8:

