

PC-Axis User Instructions



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Introduction

PC-Axis is a program designed for using the tables in PC-Axis (.px) format. It enables the users to create their own databases, create new tables based on the tables of the database, manipulate data within one table and between different tables, convert tables to other formats, present data graphically, etc.

PC-Axis uses English as its user interface language, meaning the menu, support functions (the Help), and error messages are displayed in English. Also the English conjunctions "by" and "and" are used in the generated table headings.

This manual has been prepared based on the Swedish PC-Axis manual.
















Installation




Download the zipped version of PC-Axis software (.zip), and store it on your computer. Unzip the downloaded file (pca2008setup2.zip), and start pcasetup2008.exe.

Using the Program

Start Pcaxis.exe located in the Pcaxis2008 folder to use the program, and open the desired data table. It is recommended to create a separate folder for creating your own database, and store all your data tables in this folder.

You can see the meaning of the toolbar buttons by moving the mouse pointer on the desired button. The functions of the buttons are also listed below.

	Open Database
	Footnote
	Select new values
	Save
	Print out
	Undo
	Copy
	Pivot the table clockwise
	Pivot the table counter-clockwise
	Pivot any option
	Sum
	Percentage
	Per mille
	Add
	Subtract

-  Multiply
-  Divide
-  More information
-  Graphs
-  Maps
-  Search help

Support Functions in PC-Axis

Support information about menus, commands, and using PC-Axis can be obtained from the *Help* menu, by clicking the ? button or pressing F1.

You can search a solution for your problem in the displayed *Help* window using either the *Contents* or *Index* (figure 1). Enter the word or phrase to be searched in English in the appropriate field.

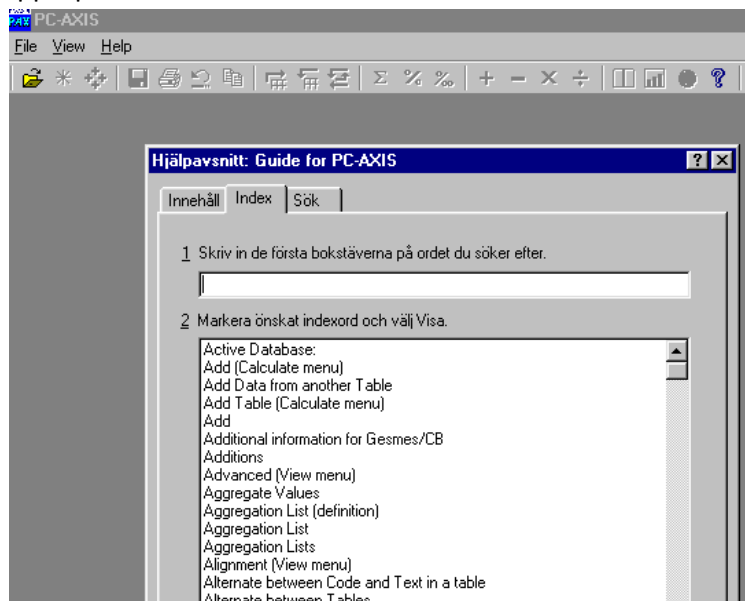



Figure 1. Help

Opening a Table

A table can be opened by selecting *File – Open Database* or pressing the  button. Select a folder containing the stored data from the left side list in the window displayed. Select the desired data table from the window on the right. Click on a table to select it or highlight it with the mouse, and press ENTER.

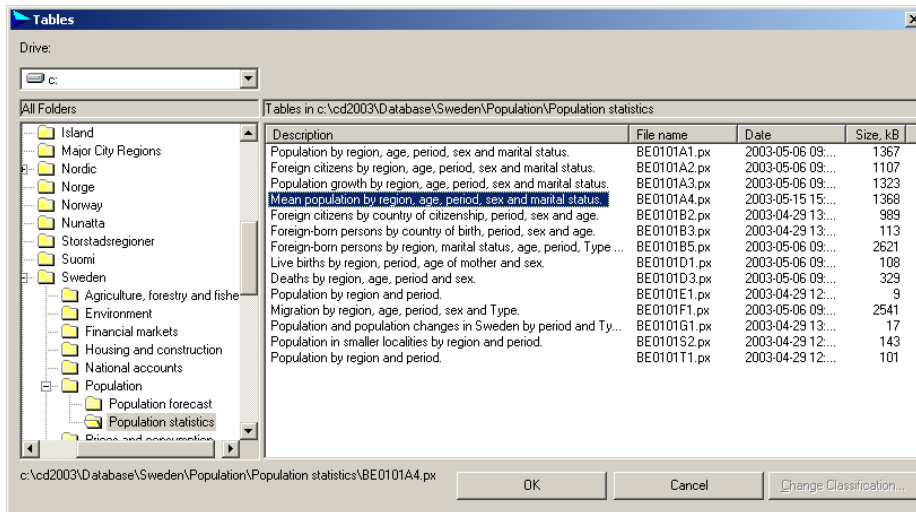


Figure 2. Selecting a data table

Selecting Variables

Click on the desired attributes with the mouse to select values for your table (figure 3). To select several values for one attribute press and hold the CTRL key, and select the desired values using the mouse.

Click on the name field of the variable to select all values. Press the *All* button to select the values of all variables.

In case of long variable names you can view the data using an alternative menu by pressing the *Long Texts* button. Press *Short texts* to return to the previous view.

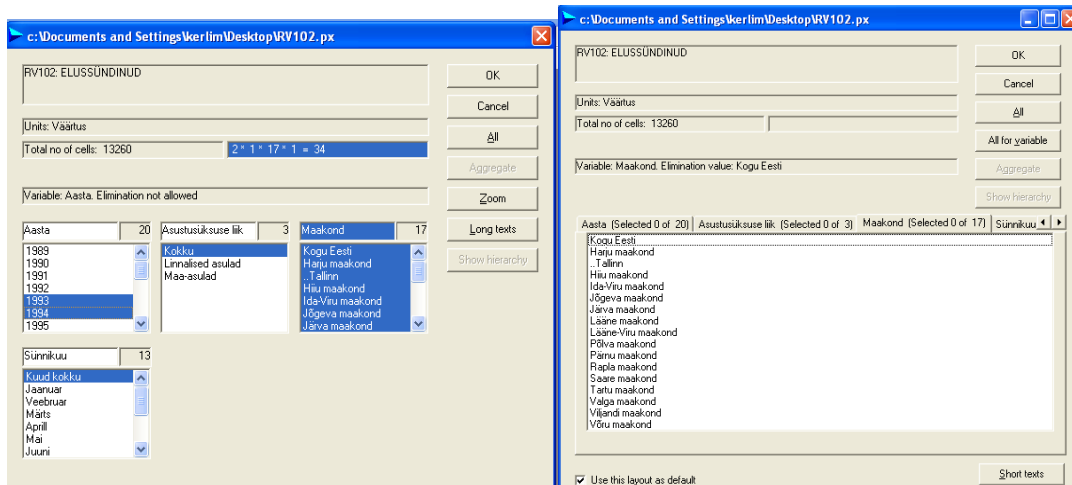


Figure 3. Possibilities of selecting variable values. The *Long text* view is displayed on the right.



You can select the *Long text* view as the default setting by marking the *Use this layout as default* checkbox. To return to the previous view select either

- 1) the *Short text* button located at the lower right corner of the window or
- 2) *View – Advanced, Information*, and mark the *Show value selection in layout with small list boxes* checkbox.

In both cases the resulting table looks similar.




	1997		2000		2001	
	Men	Women	Men	Women	Men	Women
00 Sweden						
0-4	273910	261103	237667	225619	234563	222247
5-9	311548	294914	306059	290905	292851	278807
10-14	265499	250972	295241	279768	306524	290550
15-19	257671	245385	260267	246371	264295	249528
20-24	284295	273273	264190	254366	262816	253373
25-29	307635	295894	301940	291726	298385	288161
30-34	335493	317154	324572	310024	318075	305392
35-39	298526	285308	318476	303389	328930	312662
40-44	299385	289038	298117	287357	297255	286645
45-49	315607	307753	296851	289163	296215	288383
50-54	328290	317461	327237	320973	319216	313621
55-59	242681	239471	290365	282921	307550	299748
60-64	198051	207013	216354	220577	222999	225789
65-69	185062	208276	180651	199095	181531	197748
70-74	173941	209527	165337	198700	163932	196331
75-79	145539	196381	147089	196361	143428	190150
80-84	89625	144817	93575	147482	98479	153568
85-89	43804	89558	46165	93258	46648	93631
90-94	12374	34419	14105	38658	14658	39555

Figure 4. The table created based on the selected variables.

By pressing the  button on the toolbar the footnote information is displayed for the table. If additional information exists the  button is enabled.

Changing a Table in PC-Axis

You can change the appearance of a table in several ways according to your preferences.

You can change the position of the variables included in the table with the pivot table function. In addition to the possibility of pivoting the table clockwise  and counter-clockwise  you can also change the position of the variables yourself. Click the  button or select *Edit – Change variable order* to do this. You can drag the variables from the text column to the header, and *vice versa* by using the mouse. You can also change the order of the variables. Press OK after finding the desired variable layout.

Select *Edit – Change value order* to change the order of the variable values. Select the variable whose order of values you wish to change from the window displayed. Press OK. Mark a value in the box on the left, and transfer it to the box on the right using the double arrow (>>) between the two boxes, in the order you wish to use for displaying the values. If

you are satisfied with the order of values remaining to the box on the left after transferring some of the values to the box on the right, you can transfer those values to the box on the right simultaneously by using the *Move rest* button. You can sort the values in the right side box either in ascending (*Sort ascending*) or descending (*Sort descending*) order.

Other commands in the *Edit* menu

Delete variable can be used to delete any unnecessary variable(s).

Delete value can be used to delete the selected values from a table.

Change text can be used to modify the title of the table and/or the text of these values.

Change texts/codes can be used to determine whether the value is displayed using the text, code or both.

You can join tables using the *Edit* menu options *Link with table* and *Overlay with table*. The tables to be combined have to be similar. If one of the tables has been previously modified, the same modifications have to be performed in the other table. Combining tables can be used to update a table. For example, you can update an existing table with the data from the previous year. The *Link with table* option can be used to add different periods/values to the table. The *Overlay with table* option is used when adding a new variable in case of two tables with different content, for example, when creating one table based on the data imported and exported from different tables.

After choosing the method of joining tables a folder for selecting the other table to be joined is displayed. If no choices are provided, it means no suitable tables are found in the folder specified.

Simple calculations

All possible calculations you can perform with PC-Axis are listed in the *Calculate* menu. Select an operation to be performed. Select the values for applying the operation to from the window displayed. If you do not wish to retain the original values in the table select *Initial cases – excluded* from the right corner. After that assign a name and code to the new value.

Changing the view/appearance/presentation of a table

You can change the way of presenting a table by using the commands of the *View* menu. The commands marked with a check mark are in effect.

Zero Rows – rows with zero values are deleted

Zero Columns – columns with zero values are deleted

Grid Lines – grid lines are displayed

Column Identities – column identifiers (i.e. the letters above columns) are displayed

Row Numbers – row numbers are displayed


Show Table Title – table title is inserted above the table

Fonts – changing the font style and size

Alignment – changing the alignment of the text

Language – changing the language of the information bar

Drawing Graphs

You can draw different graphs based on a PC-Axis table – bar, line, and pie charts, and population pyramids. Either press the  button or select *View – Graphs* from the menu.

You can select a suitable graph type from the box on the right side of the window displayed, and above it you can select whether a two or three- dimensional graph is desired. Some graph types require a specific table structure (e.g. the population pyramid requires the age attribute located in a text column, and gender in the column header).

You can change the appearance of the graph with the *Adjust* button – the background colour, the texts of X and Y axes, legend, and title can be changed. The changes are displayed immediately on the drawing visible on the background.

The graph can be printed, saved to a file, and copied. Press the appropriate button on the left side to copy, go to the worksheet you wish to add the graph to, select *Paste special*, and the *Bitmap* format from the options. The graph is copied using an image format, and cannot be changed or modified in MS Office.

Saving a Table

You can save the created table to your computer or the server, if desired, by using the *File – Save as* command. If you want to save the table using another file format, select the *Convert* option, and a desired file format in the *File Format* field. You can select the explanatory information to be saved in the selected file format with the table using the checkboxes on the right.