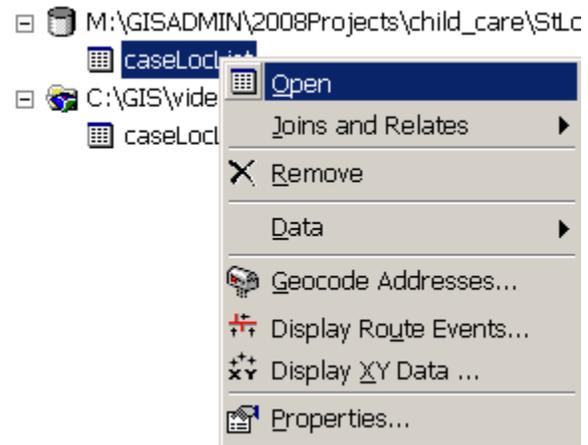


Creating summary data from an Access table or Excel file containing county data

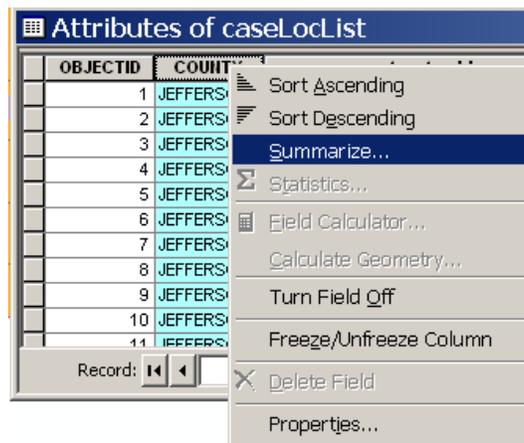
Open either an existing or new ArcMap file.

Add the Access table or Excel file to the project. The summary steps are the same for either type.

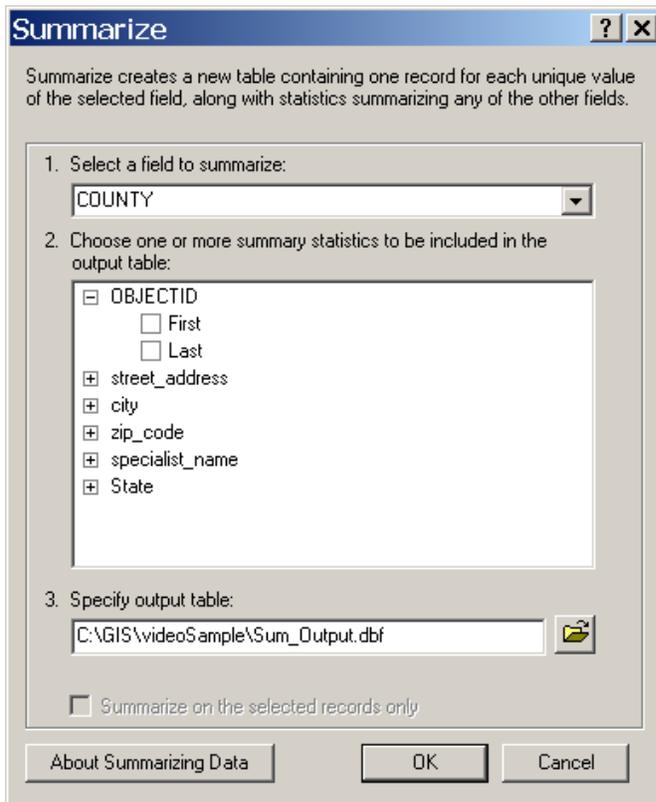
Open the table or file by doing a right-click on the file name and selecting Open.



Select the column you want to summarize on. Right click the column heading and select Summarize.



Since this type of data is generally text (character) data, you don't have the same statistic choices you might have with number data. Instead, the software will find the unique values found in that column and add the number of times that value appears in the table.



You do not need to choose any other columns in this dialog to find the frequency.

Specify a new output file name and location. It is not a good idea to accept the defaults; you should pay attention to what your output file is called and where you place it.

Click OK.

You will be prompted about adding the result table to the map. Click Yes.