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PC-Axis
User Instructions

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Introduction

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

PC-Axis uses English as its user interface language, which means that the menu, support functions (Help), and error messages are all displayed in English. 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 run pcasetup2008.exe.

Using the Program

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

You can see the meanings of the toolbar buttons by moving the mouse pointer on the desired button. Functions of the buttons are also listed below.

Open Database

Footnote

Select new values

Save

Print

Undo

Copy

Pivot the table clockwise

Pivot the table counter-clockwise

Pivot by choice

Sum

Percentage

Per mil

Add

Subtract

Multiply

Divide

More information

Graphs

Maps

Search help

Support Functions in PC-Axis

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

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

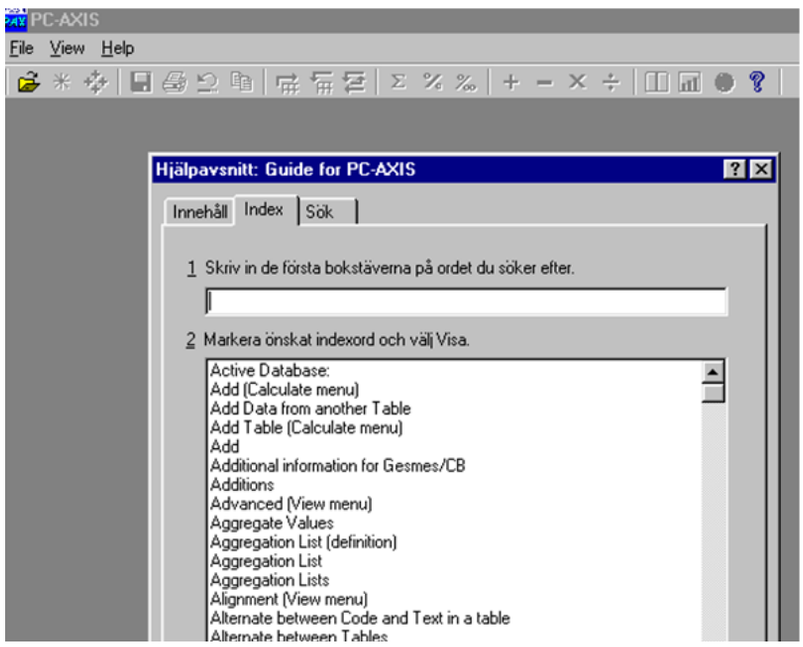


Figure 1. Help

Opening a Table

A table can be opened by selecting *File – Open Database* or by clicking the button. Select a folder containing stored data from the list on the left side 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.

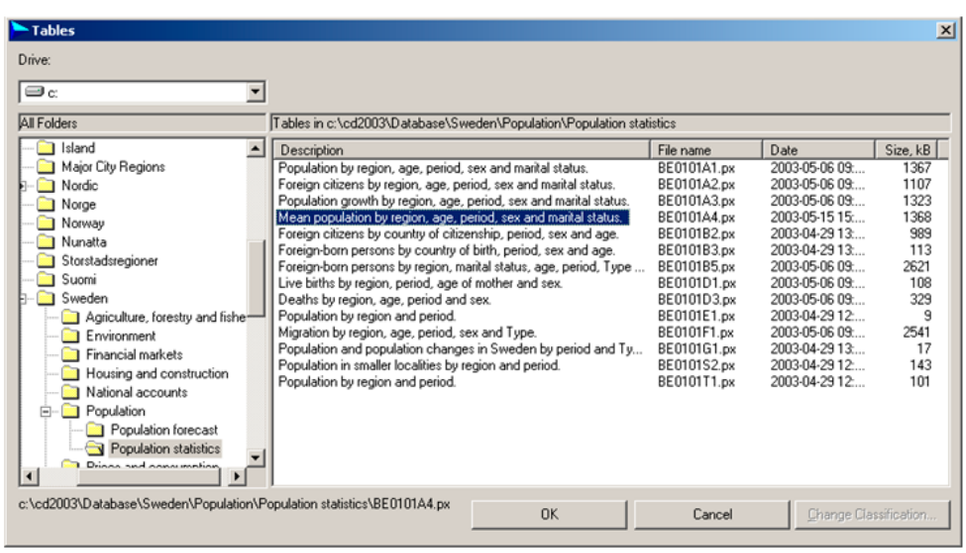


Figure 2. Selecting a data table

Selecting Variables

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

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

In the case of long variable names, you can view the data using an alternative menu by clicking the *Long texts* button. Click on *Short texts* to return to the previous view.

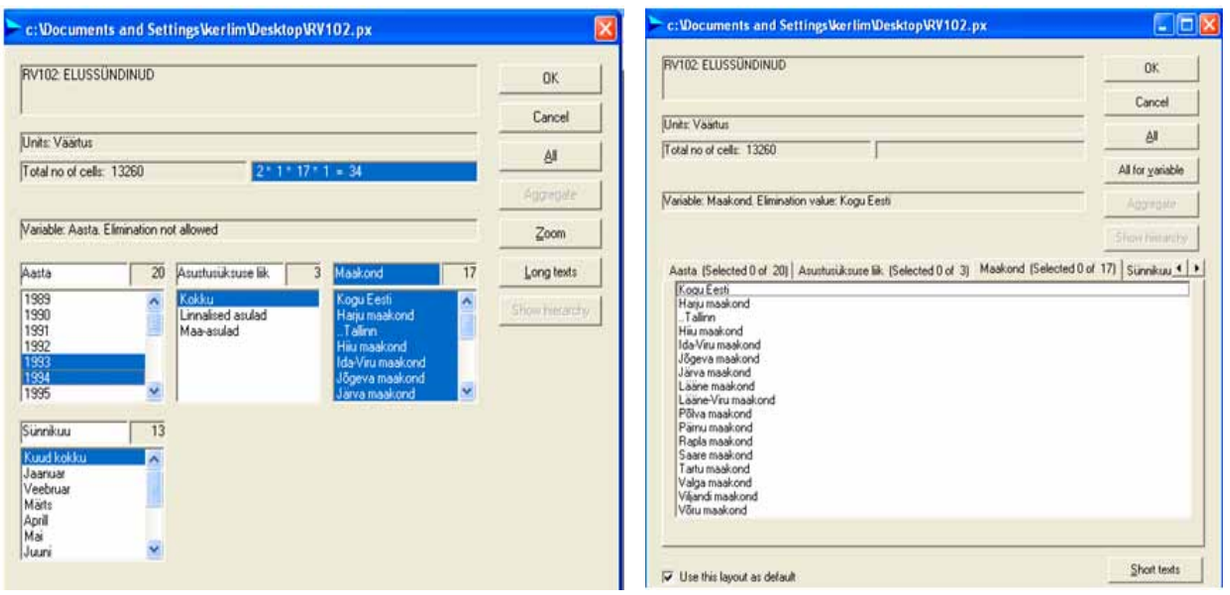
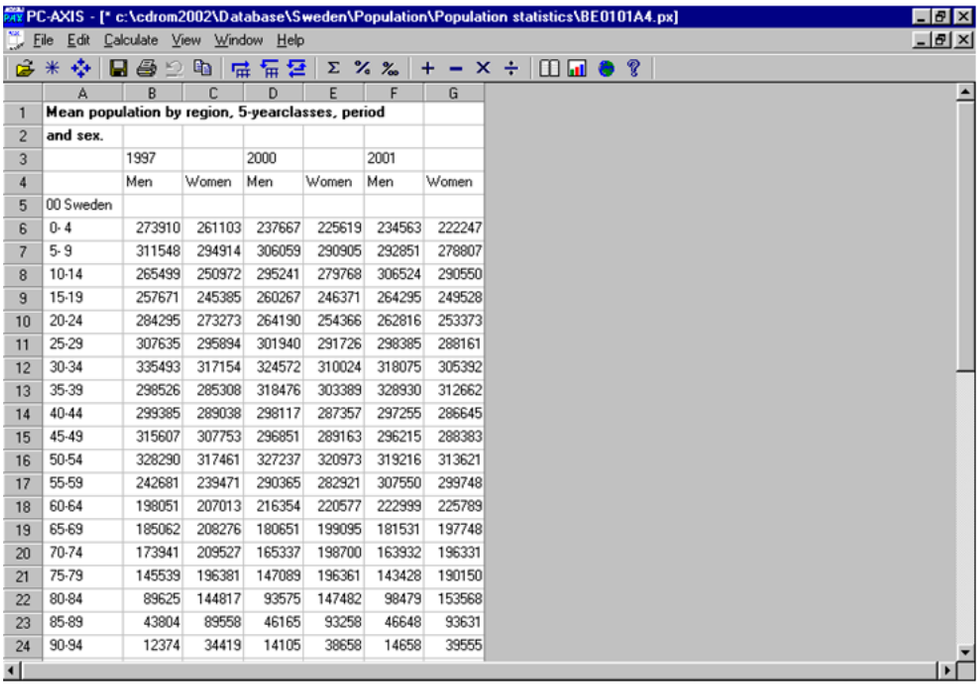


Figure 3. Options for selecting variable values. The Long text *view is displayed on the right.*

You can select *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 then mark the Show value selection in layout with small list boxes checkbox.

In both cases the resulting table looks similar.



	A	B	C	D	E	F	G
1	**Mean population by region, 5-yearclasses, period**						
2	**and sex.**						
3		1997		2000		2001	
4		Men	Women	Men	Women	Men	Women
5	00 Sweden						
6	0- 4	273910	261103	237667	225619	234563	222247
7	5- 9	311548	294914	306059	290905	292851	278807
8	10-14	265499	250972	295241	279768	306524	290550
9	15-19	257671	245385	260267	246371	264295	249528
10	20-24	284295	273273	264190	254366	262816	253373
11	25-29	307635	295894	301940	291726	298385	288161
12	30-34	335493	317154	324572	310024	318075	305392
13	35-39	298526	285308	318476	303389	328930	312662
14	40-44	299385	289038	298117	287357	297255	286645
15	45-49	315607	307753	296851	289163	296215	288383
16	50-54	328290	317461	327237	320973	319216	313621
17	55-59	242681	239471	290365	282921	307550	299748
18	60-64	198051	207013	216354	220577	222999	225789
19	65-69	185062	208276	180651	199095	181531	197748
20	70-74	173941	209527	165337	198700	163932	196331
21	75-79	145539	196381	147089	196361	143428	190150
22	80-84	89625	144817	93575	147482	98479	153568
23	85-89	43804	89558	46165	93258	46648	93631
24	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, footnote information is displayed for the table. If additional information exists, the button will be enabled.

Changing a Table in PC-Axis

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

The position of variables included in the table may be changed using the pivot table function. In addition to the option 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 variables from the text column to the header and vice versa using the mouse. The order of the variables can also be changed. Click OK after finding the desired variable layout.

Select *Edit – Change value order* to adjust the order of a variable's 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 the values to be displayed. If you are satisfied with the order of the values remaining in the box on the left-hand side after transferring some of these values to the box on the right, you can then move values simultaneously onto the right-hand side by selecting the *Move rest* button. You can sort values on the right 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 values selected from a table.

Change text can be used to modify the title of the table and/or the text contained within.

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

You can join tables together by using the *Edit* menu options *Link with table* and *Overlay with table*. The tables you wish to combine must be similar. If one of the tables has been modified previously, the same modifications have to be performed on the other table. Combining tables can be used to update a table. For example, you can update an existing table using the data from a 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 when dealing with two tables containing different content; for example, while creating one table based on data imported and exported from other tables.

After choosing the method which will be used for joining the two tables, a folder will be displayed to select the other table with which it will be combined. If no options are provided, this means that no suitable tables are found in the specified folder.

Simple Calculations

All possible calculations which you can perform using PC-Axis are listed in the *Calculate* menu. First, select an operation to be performed. Choose the values which the operation will be applied to from the display window. If you do not wish to retain the original values in the table, select *Initial cases – excluded* in the right-hand corner. After that, assign a name and a code to the new value.

Changing the Presentation of a Table

You can change the way in which a table is presented by using the commands located in the *View* menu. Commands marked with a check are already 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 –change the font style and size

Alignment –change the alignment of the text

Language –change the language of the information bar

Drawing Graphs

You can draw various graphs based on a PC-Axis table – bar graphs, line graphs, pie charts and population pyramids. To do this, click the button or select *View* – *Graphs* from the menu.

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

You can change the appearance of the graph with the *Adjust* button – the background colour, text on the X and Y axes, legend, and title can be modified. Changes are displayed immediately on the drawing visible in the background.

The graph can be printed, saved to a file and copied. Click the appropriate button on the left-hand side in order to copy the graph, go to the worksheet into which you wish to add the object, select *Paste special* and then choose *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 a server 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 also choose to save the explanatory information along with the table by using the checkboxes on the right-hand side.