

Data Files

Data files on this site are set-up in Microsoft Excel. The following note explains the Printing, Totals and Filter options which are built into the files.

FILTERS

FIR Data files on this site are set-up in Microsoft Excel with Filters. This note is a brief explanation of how Filters work.

What is a Filter?

Filters allow you to display rows that match a condition, while temporarily hiding the rows that do not match the condition. For example, you can set a condition to display only Single-Tier Municipalities.

How do Filters work?

In the data files, you will notice there are Arrow Buttons displayed on each Column Heading. These buttons are "Filter Arrows", which can be used to set a condition of the data to be displayed.

By Clicking a Filter Arrow for a column, Excel will display a Filter List consisting of unique items in that Column along with several "standard" filtering options.

To display rows that match a specific condition, click that item (or condition) on the Filter List. By selecting an item from the Filter List, Excel instantly hides all rows that do not contain the selected item, and therefore do not match the condition.

Example 1: To display Lower-Tier Municipalities, use the Filter Arrow in the "Tier" column to select "LT" from the Filter List. This results in hiding all lines for Single-Tier or Upper-Tier Municipalities.

Example 2: To display the Municipality of "Brampton C", use the Filter Arrow in the "Municipality" column to select "Brampton C" from the Filter List. This results in hiding all lines for Municipalities other than Brampton C.

The following standard filtering options are also built into Excel and can be selected from a Filter List:

ALL	To display all rows, click ALL
CUSTOM	To create your own custom filters, using conditions like "Greater Than", "Contains", and "Starts With". Example 1: Display rows where the Population is greater than 10,000 AND less than 40,000 Example 2: Display rows where the Municipality is a Lower-Tier OR Upper-Tier
BLANKS	To display rows with Blank Entries in the Column, hiding rows with entries (This option is only available in Columns that contain Blanks)
NONBLANKS	To display rows with Entries in the Column, hiding rows which are blank (This option is only available in Columns that contain Blanks)

Notice that once a Filter has been selected, Excel will show the Row Numbers in "BLUE". Also, the Filter Arrow of the Column that was Filtered will appear as "BLUE".

Notice that additional conditions can be set on other Columns at the same time.

Example: To display Municipalities in the Central Region where the Population is less than 30,000. First, Filter the "Population" Column to be "Less Than 30,000", and then Filter the "MSO" Column by selecting "11" for Central.

Most importantly, remember that to resume viewing all rows, simply click "ALL" from the Filter List. Furthermore, if more than one column has been Filtered, then "ALL" must be selected for every Filtered Column to resume viewing all rows.

The useful feature of Filtered Lists is that Excel will COPY and PASTE the visible cells only. This allows you to paste a small part of the data onto another sheet, where Totals can then be calculated.

For further information on Filters and how they work, please refer to the HELP feature built into Microsoft Excel.

PRINTING

The data files are set-up for printing, however since files can be very lengthy, it is recommended to use Filters and Print Preview before printing.

TOTALS

The data files on this site are set-up with a Total shown at the top. By entering an FIR Line Number, Excel will automatically calculate the Total of the amounts stored for this FIR Line Number.

The Total amount will reflect a Provincial Total in most cases, however if data is missing or incomplete a Provincial Total will not be reflected here. Also, there may be cases where adding Lower-Tier amounts with Upper-Tier amounts will result in double counting some entries, in this situation the Total will be overstated.

The Total will display the sum of all lines in a particular column, regardless of whether the column has been Filtered or not.