

# How to Use the Fight BAC!™ Survey Data Entry Tool

You must have Excel 97 Version 8.0 or higher to use the survey data entry tool.

---

## GETTING STARTED

1. Copy the file to your computer's hard drive.
2. Double-click on the Excel file icon to start the data entry tool. If a pop-up box appears informing you that the program contains macros, press the Enable Macros button to continue.
3. A pop-up box will appear. Press the Start button to enter survey data. If you already have data entered and want to view the results, press the Cancel button.
4. When you press the Start button, the following screen will appear:

The screenshot shows a dialog box titled "Fight BAC! Survey Data Input" with a close button (X) in the top right corner. The main title inside the dialog is "Fight BAC! Survey Data Entry Tool". Below the title are five input fields: "Educator's Name:" (a long text box), "Location:" (a long text box), "Program:" (a long text box), "Date:" (a small date picker box), and "Number of Participants:" (a small text box). Below the input fields is a list of instructions:

- 1) Enter the information as specified above.
- 2) Enter the data for a respondent by clicking on the appropriate RADIO button. For questions where the respondent could select multiple responses (e.g., Q5), check all that apply.
- 3) After entering the data for a respondent, press the FINISH button. A pop-up box will appear;
  - a) To enter data for another respondent press YES.
  - b) If done, press NO and you will go to the RESULTS screen.
- 4) Press the NEXT button to continue data entry.

At the bottom of the dialog are four buttons: "Cancel", "<< Back", "Next >>", and "Finish".

Enter the following information (use the tab key to move between fields): educator's name, location of education program, program name, date, and number of participants. Entering this information is optional. The information entered appears on the Results screen. After entering this information, press the Next button to enter the survey data.

---

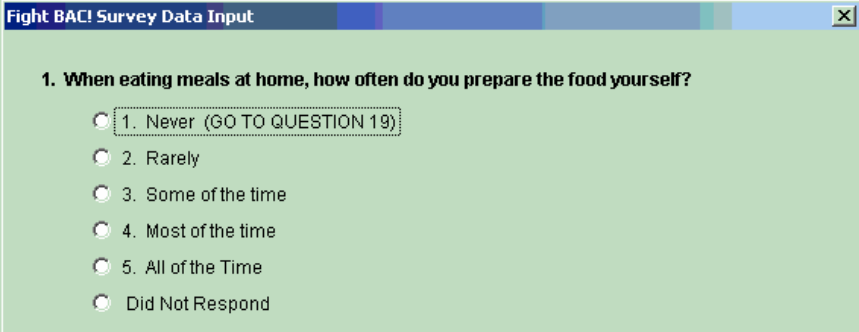
## **ENTERING DATA USING THE DATA ENTRY FORMS**

There are two different types of data entry screens:

- (1) Screens for entering data where the respondent could select only one response.
- (2) Screens for entering data where the respondent could select multiple responses.

### **Screens for Entering Data Where the Respondent Could Select Only One Response**

An example of a data entry screen for entering data where the respondent could select only one response is shown below.



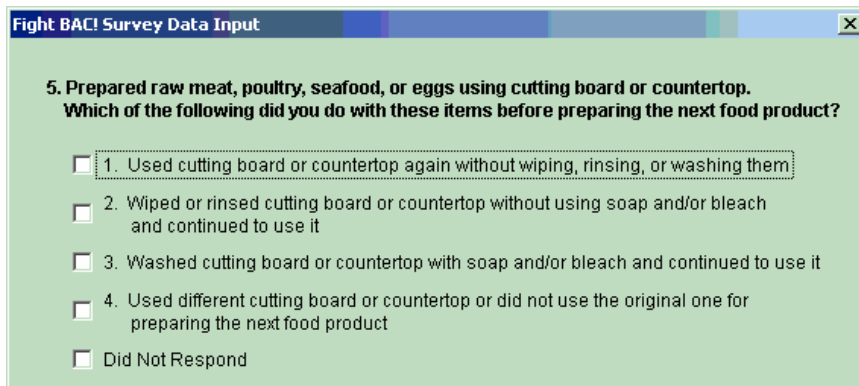
The screenshot shows a window titled "Fight BAC! Survey Data Input" with a close button (X) in the top right corner. The background is light green. The question text is "1. When eating meals at home, how often do you prepare the food yourself?". Below the question are six radio button options: "1. Never (GO TO QUESTION 19)", "2. Rarely", "3. Some of the time", "4. Most of the time", "5. All of the Time", and "Did Not Respond". The first option is selected, indicated by a small circle next to the text.

Enter the data for a respondent by clicking on the appropriate radio button. You can only select one response. If a respondent incorrectly selected multiple responses for the race/ethnicity question, click on the radio button, "Multiple responses selected."

A response must be selected for each question. If a respondent did not answer a question, click on the radio button for "Did Not Respond." No responses are coded as -9 in the data table.

## Screens for Entering Data Where the Respondent Could Select Multiple Responses

An example of a data entry screen for entering data where the respondent could select multiple responses is shown below.



The screenshot shows a window titled "Fight BAC! Survey Data Input". The question displayed is: "5. Prepared raw meat, poultry, seafood, or eggs using cutting board or countertop. Which of the following did you do with these items before preparing the next food product?". There are five radio button options listed below the question:

- 1. Used cutting board or countertop again without wiping, rinsing, or washing them
- 2. Wiped or rinsed cutting board or countertop without using soap and/or bleach and continued to use it
- 3. Washed cutting board or countertop with soap and/or bleach and continued to use it
- 4. Used different cutting board or countertop or did not use the original one for preparing the next food product
- Did Not Respond

Enter the data for a respondent by clicking on all the boxes that apply. A response must be selected for each question. If a respondent did not answer a question, click on the "Did Not Respond" option. No responses are coded as -9 in the data table.

## Entering the Survey Responses

Enter the responses for Questions 1 and 2, then press the Next button to continue. Enter the responses for Questions 3 and 4, then press the Next button to continue. The skip patterns are programmed into the data entry form so that you automatically skip to the appropriate question. If you need to go back to change an answer, press the Back button at the bottom of the screen.

Continue entering data in this manner until you get to Question 23 (the last question). After entering the response for Question 23, press the Finish button and a pop-up box will appear that asks whether you want to input another survey. Press the Yes button to enter data for additional surveys. This will return you to the data entry form so you can enter data for another respondent.

After you have entered the data for all respondents, press the No button. The Results screen will appear. A partial Results screen is shown below.

Question	Percent (%)	Number of Responses (n)	Number of Respondents (N)
1. When eating meals at home, how often do you prepare the food yourself?			80
1. Never GO TO QUESTION 19	0.00%	0	
2. Rarely	1.25%	1	
3. Some of the time	20.00%	16	
4. Most of the time	31.25%	25	
5. All of the time	47.50%	38	
-9. Did not respond	0.00%	0	
2. When preparing and cooking food at home, how often do you wash your hands with soap and water before you handle the food?			80
1. Never	2.50%	2	
2. Rarely	1.25%	1	
3. Some of the time	8.75%	7	
4. Most of the time	50.00%	40	
5. All of the time	37.50%	30	
-9. Did not respond	0.00%	0	

The Results screen provides the following information for each question: the percent (or frequency) and number of responses (n) for each response item and the number of respondents who answered the question (N). The calculation of the percents or frequencies is described in the next section.

Press the Input Responses button (at the top of the Results screen) to return to the data entry form. If you change the data in the Data worksheet (instead of using the data entry forms), press the Recalculate button to update the results.

## HOW DATA ARE STORED AND ANALYZED

The survey data are stored in the Data worksheet. Each respondent is assigned a sequential Respondent ID number (column A). Columns B through AW of the worksheet record the responses entered in the data entry form for Questions 1 through 23.

The percent or frequency for each response item for a question is equal to

$$\frac{n}{N}$$

where

n = the number of respondents who selected the response item, and

N = the total number of respondents who answered that question.

Responses coded as “Did Not Respond” are included in the percent/frequency calculation.

## **PRINTING AND SAVING RESULTS**

To print the Results screen, select File, then Print from the Excel toolbar. The Print pop-up box will appear. Press the OK button to print the results.

To save the results and the survey data, select File, then Save As (the file is read-only) from the Excel toolbar. The Save As pop-up box will appear. Enter a filename and press Save to save the file.