

Learning Activity

This resource provides learning activities for your students using People's Collection Wales. It forms part of a series of three learning resources relating to Swansea in the 1850s.

Victorian Swansea - Counting Heads

Victorian Swansea - People and Possessions

Victorian Swansea - People's Stories



Key Stage

Key Stage 2



Title

Victorian Swansea - Counting Heads



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Introduction

Who were the Victorians of Swansea? How can we find out about the people who lived and worked in Swansea Town in the middle of the 19th century?

Was Swansea a smart progressive Victorian seaside resort with the latest transport connections or a smoke-filled overcrowded industrial town with slums, docks, cholera and bad drains? Or something in between?

This enquiry uses the 1851 Census together with maps, photographs, paintings, newspapers, advertisements and trade directories. This Learning Activity is one of a series which link with school workshops at the National Waterfront Museum and Swansea Museum and uses archives and sources from the West Glamorgan Archive Service and Swansea Library

Tasks and Learning Objectives

1. Counting Heads: introducing the 1851 Census
2. Counting Heads: who lived in Swansea in 1851?
3. Locals & Incomers: where did people come from?
4. Working Lives: what did people do in Swansea?

Learners will be able to:

Use ICT and data to select, record and organise historical information

Ask and answer relevant questions about the past

Identify ways in which the past is represented and interpreted

Communicate ideas, opinions and conclusions with increasing independence using ICT

Teachers' Notes - Find this at the end of this teaching resource

Guide to Using Excel to Explore the Census

This is a step by step basic guide to show teachers how to explore the 1851 Census transcripts in Excel - using filters, custom filters, sorting, counting, etc.

Task 1. Counting Heads: introducing the 1851 Census

What happened in Swansea on the night of 30 March 1851?

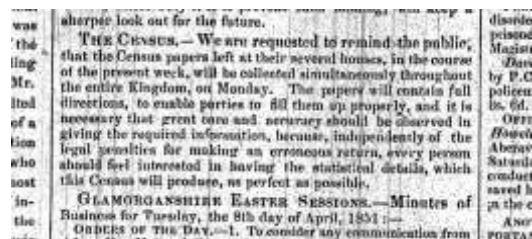
Starter discussion: What is a census? Why do we have a census every 10 years - when is the next one?

Look at the articles from *The Cambrian* 21 and 28 March 1851. What do they tell us about how information was collected in 1851? What happened if you didn't complete the form correctly? What questions would you like to ask Swansea's census enumerators?



The Cambrian 21 March 1851

<https://www.peoplescollection.wales/items/19372>

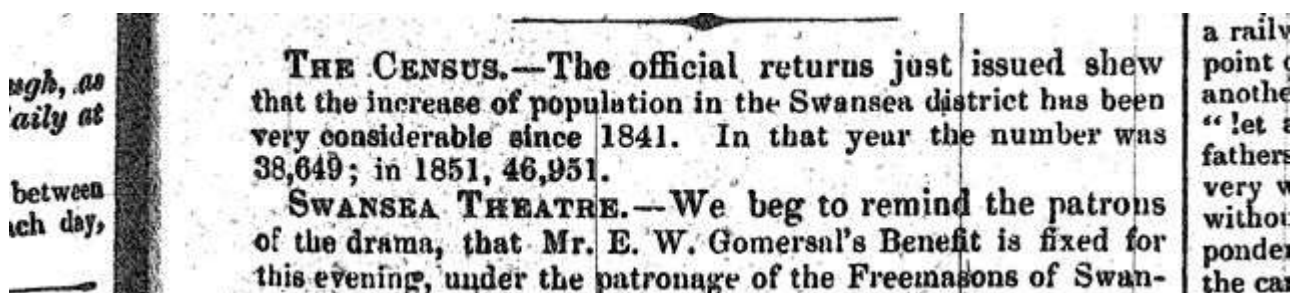


The Cambrian 28 March 1851

<https://www.peoplescollection.wales/items/19378>

We have prepared a pdf presentation, called '[Census introduction](#)' to show you how to answer these questions. You can download the pdf from the webpage for this resource. Here you will meet some of Swansea's residents in 1851, see their census record and find out how to read the census.

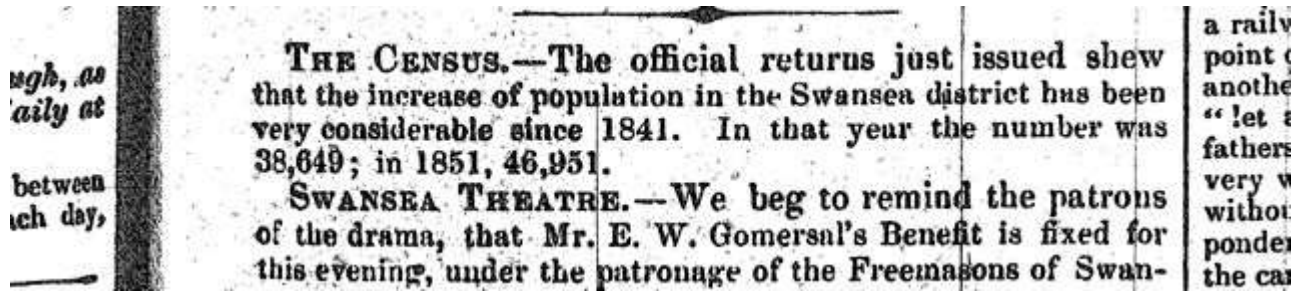
Finally look at *The Cambrian* article 8 August 1851. <https://www.peoplescollection.wales/items/19377>



How has the population of Swansea increased between 1841 and 1851? How long has it taken for all the heads to be counted? Remember there were no computers or calculators - all the counting, totalling and checking would have been done by men working as clerks with only pen and paper!

[Newspaper articles and original census entries](#)

Task 2. Counting Heads: who lived in Swansea in 1851?



The Cambrian 8 August 1851

<https://www.peoplescollection.wales/items/19377>

This task uses transcripts in Excel of the 1851 Census for streets in central Swansea and should ideally be done in the computer suite (if available) with each pair or group of students focusing on one street or area.

Use census **Activity Sheet 1** or adapt it to suit your students. Most of the questions require students to use some of the simple tools in Excel such as sorting, filtering, finding and adding data. The questions in italics are thinking about the data questions!

When you have completed the Activity Sheet, compare your findings with those of the other groups. If there are differences, discuss why that might be the case. Finally summarise in groups:

What are the **FACTS** we know about the people in our street or area?

What are our **OPINIONS** about the people in our street or area?

What else would we like to know about these people? How could we find out?

Activity sheet 1. Find this at the end of this teaching resource

[Excel transcripts](#)

Victorian Swansea - Counting Heads

Task 3. Locals & Incomers: where did people come from?

Starter questions: Where do the students in the class and their families come from? Who has moved the furthest? If there is room, ask students to position themselves with locals at the centre, then progressively moving outwards to rest of Wales, England and Scotland, rest of Europe, the rest of the world. Discuss whether students think that migration and people moving into Wales is a fairly recent phenomenon.

Look at the census record for Bernard Henessey in 1851. Where did he come from? And his wife? Look at the other Swansea residents you have already met and see where they came from.

Name	Age	Sex	Marital Status	Occupation	Place of Birth
Bernard Henessey	30	M	Married	Laborer	Swansea
Elizabeth Henessey	28	F	Married	Laborer	Swansea
Richard Henessey	7	M	Single	School	Swansea
Richard Henessey	5	M	Single	School	Swansea
Richard Henessey	3	M	Single	School	Swansea
Richard Henessey	1	M	Single	School	Swansea

1851 census entry for Bernard Henessey, 7 Wind Street

<https://www.peoplescollection.wales/items/19518>

The Census **Activity Sheet 2** focuses on the origins of Swansea residents in 1851, exploring migration from other parts of Wales, from the rest of the UK and beyond. Use the resource maps and tables to record data. Again this task uses transcripts in Excel of the 1851 Census for streets in central Swansea and should ideally be done in the computer suite (if available) with each pair or group of students focusing on one street or area.

Use Census Activity Sheet 2 or adapt it to suit your students. Most of the questions require students to use some of the simple tools in Excel such as sorting, filtering, finding and adding data. The questions in italics are thinking about the data questions!

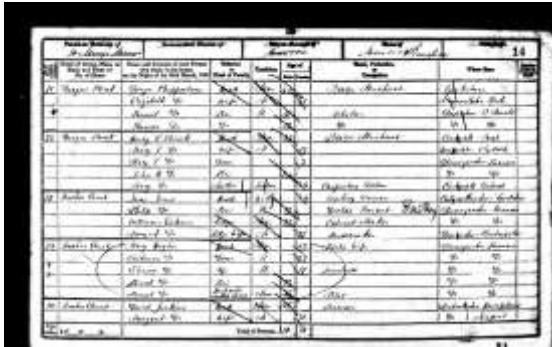
Activity sheet 2. Find this at the end of this teaching resource

[Excel transcripts](#)

Victorian Swansea - Counting Heads

Task 4. Working Lives: what did people do in Swansea?

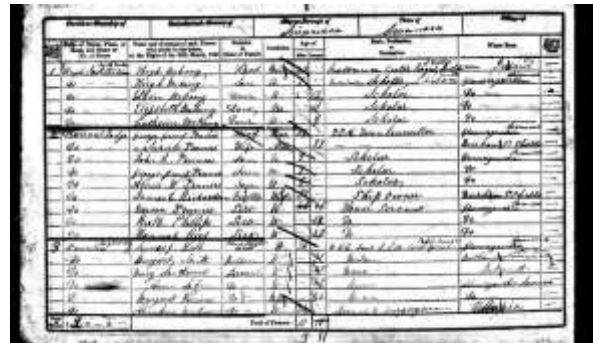
Starter questions: what sort of occupations do the people we have met so far have in 1851? Are Jane Jones and Samuel Hughes typical of workers in Swansea in 1851? What about Hugh Mahoney and George Grant Francis? Are they typical? We are going to find out!



A scan of a 1851 census form for the household of Jane Jones and Samuel Hughes. The form is a grid with columns for names, ages, sexes, and occupations. The entries are handwritten in ink.

1851 Census entry for Jane Jones and Samuel Hughes

<https://www.peoplescollection.wales/items/19523>



A scan of a 1851 census form for the household of the Royal Institution at Burrows Lodge. The form is a grid with columns for names, ages, sexes, and occupations. The entries are handwritten in ink.

1851 Census entry for Royal Institution, Burrows Lodge

<https://www.peoplescollection.wales/items/19504>

Again this task uses transcripts in Excel of the 1851 Census for streets in central Swansea and should ideally be done in the computer suite (if available) with each pair or group of students focusing on one street or area.

Use Census **Activity Sheet 3** or adapt it to suit your students. Most of the questions require students to use some of the simple tools in Excel such as sorting, filtering, finding and adding data. The questions in italics are thinking about the data questions!

Activity sheet 3. Find this at the end of this teaching resource

[Excel transcripts](#)

Victorian Swansea - Counting Heads

Activity Sheet 1. What can the census tell us about the people who lived in the centre of Swansea in 1851?

The street or area we are investigating is _____

Each group looks at a street or area from the 1851 census. There are Data Search Hints to guide you. At the end compare findings.

	DATA	DATA SEARCH HINTS
COUNTING HEADS		
How many people were living in this street or area on census night in 1851?		Hint: look at row numbers on left hand side of spreadsheet and subtract header rows (usually rows 1 & 2) OR to see the total number click on the first data cell <u>below</u> the column heading 'Road' and holding the mouse button down, move the cursor to the final cell in that column. This will highlight the column. You will then see "Count = and the total number of cells" displayed at the bottom of the window. <i>Remember to subtract any uninhabited rows</i>
How many males? Percentage?		Filter Col. G Sex – M then Show All Calculate the percentage of males
How many females? Percentage?		Filter Col. G Sex – F then Show All Calculate the percentage of females
<i>How equal are the numbers of males and females? If they are very unequal, can you make any guesses as to why this might be?</i>		
How many households are there in this street?		Filter Col. E – HEADS see notes below on using a filter. To see the total number click on the first data cell <u>below</u> the column heading 'Relation To' and holding the mouse button down, move the cursor to the final cell in that column. This will highlight the column. You will then see "Count = and the total number of cells" displayed at the bottom of the window.
Divide the total number of people by the number of households in the street. What is the average number of people per household?		
		SHOW ALL

Victorian Swansea - Counting Heads

	DATA	DATA SEARCH HINTS
CHILDREN		
How many children 12 and under are living in this street?		Custom Filter Col. H – Age – Show rows where age is less than or equal to 12, count the total (see below) Show All
How many children between 5 and 12 are in education?		Custom Filter Col. H – Age – Show rows where age is less than or equal to 12 AND Greater than or equal to 5, Filter: Col. I Scholar and Scholar at home Show All
How many young people over 12 are in education?		Custom Filter Col. H – Age – Show rows where age is greater than 12 AND less than or equal to 20, Filter: Col. I Scholar and Scholar at home
<i>In 1851 schooling was not compulsory and most schools were run by the Church of England (National Schools) and the non-conformist chapels (British Schools). Many children learnt to read and write at Sunday Schools. Wealthy families sent their children to private fee paying schools or they were educated at home. There was no national state-funded primary education until 1870. What conclusions can you make about the education available for children and young people in Swansea in 1851 based on your data?</i>	You can find out more about 19 th century education on wikipedia and education in Wales at http://history.powys.org.uk/history/common/edstart.html & http://www.visionofbritain.org.uk/atlas/nat_data_theme_page.jsp?data_theme=T_LEARN you can see the % of 5-14 year olds in 1851 attending Sunday School in the Swansea area and also the attendance at voluntary schools in 1851.	
		SHOW ALL
MEN & WOMEN		
How many Heads of households in the street are male?		Filter: Col. E: HEAD Filter: Col. G: M Use mouse to highlight column G from first data cell and move cursor down to final cell to show total count. Col. G SHOW ALL
How many Heads of households are female?		Filter: Col. G: F Use mouse to highlight column G from first data cell and move cursor

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	DATA	DATA SEARCH HINTS
		down to final cell to show total count. Col. G SHOW ALL
<i>Can you see any reasons why these women are heads of households? Are they all able to support themselves and their families?</i>		
		Return to SHOW ALL
LODGERS		
How many lodgers are there in the street?		Filter: Col. E: LODGER
How many lodgers are female?		Filter: Col. E: LODGER Filter: Col. G: F
How many lodgers are male?		Filter: Col. E: LODGER Filter: Col. G: M
How many households in your street have lodgers?		Filter: Col. E: LODGER . Look at the Schedule No. Col: B and manually count the number of different Schedule Nos. Each household had a different Schedule No.
Look at where the lodgers come from. Have most of the lodgers come from outside Swansea?		
Using the Schedule Nos. find the house which has the most number of lodgers in the street. Where there are a number of these, choose the one with the largest household. What is the address? How many people are living in the household including the lodgers?		Look at the numbers in Col: B. Choose the one with the largest number of lodgers and note the Schedule No. Then Go back to the filter arrows on Col: E and Select SHOW ALL . Now Filter Col: B using the Schedule No. and the household with the most lodgers will appear.
Are there any connections between the lodgers and the household? If so give details. 1. Occupation? 2. Birthplace?		
Are people with particular occupations more likely to be lodgers? Give examples.		
		Return to SHOW ALL

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	DATA	DATA SEARCH HINTS
SERVANTS		
How many servants are living and working in the street?		Filter Col. E: SERVANT Count as above
Are servants mostly male or mostly female?		
Are servants more likely to be married or unmarried?		
What age is the youngest servant?		Col. H Sort Ascending (will list the servants in order from youngest to oldest)
How old is the oldest servant?		
<i>Notice all the different sorts of servants there are!</i>		To remove the SORT and return to the original information, Filter Col: M Sort Ascending or EDIT MENU - UNDO SORT
		Col E: Return to SHOW ALL
FAMILIES		
Find families in the street with 6 or more children living at home. How many families are there with 6 or more children?		Scroll down the full lists looking at numbers of sons and daughters. You can use the highlight tool to highlight these families as you find them.
What do you notice about the children's ages?		
Look at the father's occupation and whether any of the children is earning as well.		

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	DATA	DATA SEARCH HINTS
<i>Based on the father's occupation/family income do you think these families are likely to be poorer or better off than the smaller families?</i>		
		Return to SHOW ALL
SENIOR CITIZENS		
How old is the oldest man?		Filter Col. G: M then Col: H: Sort descending
How many males are in their 90s? 80s? 70s?		EDIT MENU - UNDO SORT or Filter Col: M Sort Ascending
How old is the oldest woman?		Filter Col. G: F then Col: H Sort descending
How many females are in their 90s? 80s? 70s?		EDIT MENU - UNDO SORT or Filter Col: M Sort Ascending
<i>Is there any difference in the life expectancy of men and women based on these figures?</i>		
Are all the people between 60 and 90 mainly employed? If there are terms you don't know (eg Annuitant) use the web to find out what they mean.		Custom Filter Col. H: Show rows where age is greater than or equal to 60 Note: people who are Living on their own means, Pensioners Annuitants and Fund Holders are not employed.
How do the older people support themselves? Note: There was no old age pension in 1851		
		SHOW ALL

Victorian Swansea - Counting Heads

Activity Sheet 2. Locals & Incomers: What can the census tell us about where people living in Swansea came from in 1851?

The street or area we are investigating is _____

In 1801 Swansea was a small town of 6099 people. By 1841 the population of the borough had more than tripled to 20,152. The 1851 Census counted more than 46,000 people in Swansea and district with about 20,000 in the town. Where did all these people come from? Each group looks at a street or area from the 1851 census. At the end compare findings.

Table 2.1

	DATA	DATA SEARCH HINTS
LOCALS & INCOMERS		
How many people in the street were born in Swansea?		Filter Col. J & K: Glamorgan Swansea Add the total to Table 2.2 below
What percentage of the total number in the street were born in Swansea?		Look at the total number from your first answer. Calculate the percentage.
How many people were born outside Swansea?		Subtract the number of people born in Swansea from the total.
How many people were born outside Glamorgan?		Filter Col. J: Glamorgan Subtract the number of people born in Glamorgan from the total.
What percentage were born outside Glamorgan?		Look at the total number from your answer above. Calculate the percentage.
How many people living in Swansea were born in the other counties of Wales including Monmouthshire (but excluding Glamorgan)?		Use Col. J to select each county of Wales. With the cursor on the top row (below the header row) highlight all rows in Col. J. On the final bar at the bottom of the window you will see Count = * with the number of people displayed. If Count is not displayed see ExcelNotes. Add the totals to the map of the old counties of Wales in the Resource file.
<i>Were people living in central Swansea in 1851 more likely to have been born in Swansea OR in another part of Wales OR outside Wales?</i>		
		SHOW ALL

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	DATA	DATA SEARCH HINTS
IMMIGRANTS & VISITORS		
How many people in your street were born outside Wales but in the rest of the UK?		Scroll down the dropdown filter list Col. J and select filters for places outside of Wales but in UK. Note the count at the bottom of the page for each group. Write down the numbers in Table 2.2.
How many people in your street were born outside Britain?		Scroll down the dropdown filter list Col. J and select filters for places outside of UK. Look for the place that is the furthest from Wales.
Where were they born? Complete Table 2.3 below.		
Who has moved the furthest in your street?	Find the country or place they emigrated from in an atlas or <i>google maps</i> http://maps.google.com/ – you can even use <i>google maps</i> to see a possible route and how many miles some of the journeys would be today eg from Cork, Ireland to Swansea is about 260 miles! If you haven't heard of the country or it isn't a country any longer then use the internet to find out where it was and what it was like between 1800-1850.	
<i>How do you think they got to Swansea? Think about what transport options were available in the mid-19th century.</i>	When you look at the map on google maps and zoom out so you can see Wales as well, think about the most likely route the emigrant might have taken to Swansea.	
<i>Can you work out whether they moved with a family or alone?</i>		
<i>Can you tell whether foreign-born residents married local men and women or did they stay within their own communities?</i>		
		SHOW ALL

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Table 2.2 Use this table to record the birthplaces of the people in your street/court/road/lane. Use blue for males and red for females.

Birthplaces of the people who lived in Swansea on 30 March 1851						
SWANSEA	Rest of GLAMORGAN excluding Swansea	Rest of WALES	ENGLAND	IRELAND	SCOTLAND	ABROAD
Total	Total	Total	Total	Total	Total	Total

Table 2.3 Record information about the people in your street in 1851 who were born outside the UK. If there is no occupation recorded, list children and married women by their father's/husband's occupation as below.

Name of Street/Lane/Court/Rd			
Male/Female	Occupation of immigrant	Birthplace – Country and town or district if known	About when did they come to Wales? <i>(see note below)</i>
<i>Eg F</i>	<i>Wife of clockmaker</i>	<i>Poland</i>	<i>Before 1842</i>

Victorian Swansea - Counting Heads

Name of Street/Lane/Court/Rd			
Male/Female	Occupation of immigrant	Birthplace – Country and town or district if known	About when did they come to Wales? <i>(see note below)</i>

When did they come to Wales? Look for clues in the children's ages and birthplaces for when the immigrants might have arrived in the UK. For example a man from outside the UK married to a woman from Swansea would have been in UK when he met and married her. The ages of the children will be a clue as to roughly when this was. If both husband and wife were born outside the UK then the ages and birthplaces of the children will be a clue as to when the couple arrived in UK. For unmarried migrants not part of a family it will not be possible to guess when they arrived.

Resident or visitor? Swansea was a port town which meant that on census night there were likely to be foreign-born sailors in port who were only staying temporarily. Look at the list in Table 2.3 again and see if you can identify who might be an immigrant and who might be only visiting.

Can we find out more? It is not always easy to find out more about the individuals in your street who were born outside the UK. Religion and language spoken were not recorded in the 1851 census. It is likely that some of the people from present day Europe were Jewish. Look at these websites to discover whether any of the foreign-born people in your street might have been Jewish. For Jewish people - <http://www.jgsgb.org.uk/> and <http://www.jewishgen.org/databases/uk/walescen.htm>

Victorian Swansea - Counting Heads

Activity Sheet 3. Working Lives - What can the census tell us about the people who lived and worked in the centre of Swansea in 1851?

The street or area we are investigating is _____

	DATA	DATA SEARCH HINTS
WORKING AGES		
How many males are aged between 10 and 20? How many of these are scholars? How many of these are in paid employment? What percentage of females between 10 and 20 are in paid employment?		Filter Col. G: M Custom filter: Col. H 10-20 (is greater than or equal to 10 AND less than or equal to 20) - highlight column and Count Filter Col. I: Scholar and scholar at home then Col:I SHOW ALL Col. I Show NonBlanks (bottom of dropdown menu) – subtract Scholars SHOW ALL
How many females are aged between 10 and 20? How many of these are scholars? How many of these are in paid employment? What percentage of females between 10 and 20 are in paid employment?		Filter Col. G: F Custom filter: Col. H 10-20 (is greater than or equal to 10 AND less than or equal to 20) – highlight column and Count Filter Col. I: Scholar and scholar at home then Col:I SHOW ALL Col. I Show NonBlanks - subtract Scholars SHOW ALL
<i>If there is a difference for males and females then can you suggest why?</i>		
<i>Based on this what is the age that most young men and women start working in 1850s in Swansea?</i>		
Who is the oldest man working (not retired, fund holders or annuitants)? Give his name, age and occupation		Filter Col. G: M then Col. H: Sort descending
Who is the youngest boy? Give his name, age and occupation		To remove the SORT and return to the original information, Filter Col: M Sort Ascending or EDIT MENU - UNDO SORT

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	DATA	DATA SEARCH HINTS
Who is the oldest woman working (not retired, fund holders or annuitants)? Give her name, age and occupation		Filter Col. G: F then Col. H: Sort descending
Who is the youngest girl? Give name, age and occupation		To remove the SORT and return to the original information, Filter Col: M Sort Ascending or EDIT MENU - UNDO SORT
<i>Based on this do you think there was a retirement age for men and women in the 1850s? When did people stop working?</i>		
		Return to SHOW ALL
WOMEN		
How many females are living in the street?		Filter Col. G: F Highlight column and see Count
How many of these over 10 have a listed occupation?		Custom filter: Col. H Age is greater than 10 then Col. I Show nonblanks (bottom of dropdown menu). Count them as above.
How many of these are married women?		Filter Col. F Married
<i>Read the list of occupations. Do <u>all</u> of these married women really have a job? THINK! What does this tell you about the work opportunities for married women in 1851? OR did the census enumerator not recognise married women's work, for example the innkeeper's or tobacconist's wife most likely worked in the inn or shop alongside her husband?</i>		Col. F SHOW ALL
With Col. G data highlighted scroll down the occupations of all the women. You might like to use the separate Table Women's Work (below) to record the sorts of occupations women had. What are the 3 most common occupations for women and girls in the street? Is there one that is most common?		Scroll down the in Col. G list and select filters for which you think are the most common occupations. If Col. G data is highlighted then the Count will appear at the bottom of the window each time Col. I SHOW ALL
How many women are widowed in your street?		Filter Col. F Widow. Count as above SHOW ALL

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	DATA	DATA SEARCH HINTS
If a woman is widowed, is she more likely to have an occupation?		You might want to scroll down through the whole sheet to look at the widows' households or families to see how they might be supported.
<i>If they are not working, how are they supported?</i>		
		Return to SHOW ALL
MYSTERY OCCUPATIONS		
<p>Find at least three occupations from Column I which you haven't heard of before and use the internet to find out what the person does. If you can't find the occupation make an educated guess! Some of these might help you with the next questions!</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>Col. I dropdown filter menu</p> <p>Weblinks: http://rmhh.co.uk/occup/ http://www.worldthroughthelens.com/family-history/old-occupations.php http://www.onealwebsite.com/oldoccs.htm http://www.genuki.org.uk/big/Occupations.html</p> <p>Wikipedia might also help.</p> <p>There are some occupations which these sites don't help with – you might need to do some additional research. Also remember that sometimes the census enumerator's handwriting is very hard to read and occupations are not necessarily all transcribed correctly.</p>	
<i>Would you say that your street was mostly residential or mostly commercial? Or a mix of both?</i>		

Victorian Swansea - Counting Heads

WHAT WORK DID WOMEN DO? Can the census help?

You can use the filter on occupation to find out the sorts of work women did. Fill in the table below:

OCCUPATIONAL GROUP	OCCUPATIONAL SUB-GROUP	NUMBERS
EDUCATION	Teaching, school mistress, governess	
DOMESTIC SERVICE (in a private house)	Housemaid, domestic, laundress, cook, nurse, nursemaid, charwoman, servant, housekeeper, house servant,	
IN CHARGE OF A SHOP OR BUSINESS	Draper, grocer, manager, dealer, bookseller, fruiterer, stationer, confectioner	
EMPLOYED IN A SHOP, INN, HOTEL or PUBLIC HOUSE	Shop assistant, barmaid, waitress, chambermaid, cook, kitchenmaid	
IN CHARGE OF AN INN, HOTEL or BEER or PUBLIC HOUSE	Innkeeper, publican, keeper of porter stores, hotel keeper	
SKILLED TRADE	Milliner, dressmaker, upholsteress, tailoress,	
LEARNING A TRADE	Apprentice	
WORKING FOR A TRADESPERSON	Assistant	
AGRICULTURE	Farmer	
LANDLADY OR PROPERTY OWNER	Proprietor, Lodging House Keeper	
OTHER	Any other work	
NO OCCUPATION	Living on own means, annuitant, retired, Lady, Fund Holder, scholar	
NO OCCUPATION	No occupation listed on census	

Teachers notes – Using Microsoft Excel with the census

What you can do with an Excel List or datasheet such as the 1851 census returns for parts of Swansea:

- Hide columns of data that you don't need
- Sort the list alphabetically, numerically or create a custom sort
- Show a subset of rows by filtering to see just the data you want
- Get a count of the filtered data

HIDING COLUMNS YOU DON'T NEED:

You can hide columns of data that you don't need. This makes the worksheets simpler for the students and this can be set up in advance of the class so that the students are only presented with the data you want them to work with.

TO DO THIS:

Select the column you don't need by clicking on the column at the top and it will change colour. To select more than one column hold the control key down as you click on the top of the next column. Each one selected will be highlighted. When you have selected the columns to be hidden, go to the **FORMAT** menu. Select **COLUMN** submenu and click on **HIDE**. The columns selected will disappear. You can also do the same with rows. To restore the hidden data, repeat the process this time click on **UNHIDE** and the column/row will reappear.

FILTER MODE:

This enables you and students to filter the data. All of the following options are easier if you go into **FILTER MODE** from the beginning.

TO DO THIS:

First click on the Header Row (starts with **ROAD**) which will be highlighted. Then go to the **DATA** menu, **FILTER** submenu and click on **AUTOFILTER**. Black arrows will appear on the top of the columns like a pull down menu (see Fig. 1 below). The black arrows and the tag **Filter Mode** in the bottom left hand corner of the window (see Fig. 10 below) show the filter mode is on.

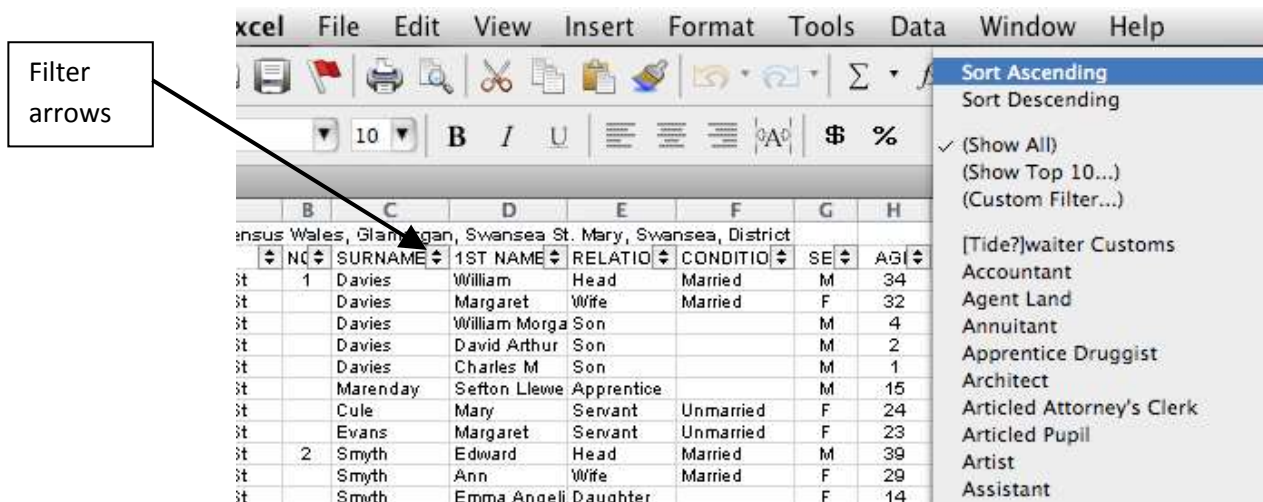
TO SORT THE LIST:

Alphabetically (e.g. by Surname): There are several ways to do this. The simplest way to do this is to go into Filter Mode (see above).

Now click on the black arrows of the data column you wish to sort e.g. Surnames. A drop down filter menu will appear with **SORT ASCENDING** as the first choice. Click on that. To restore original data, click on **SHOW ALL**.

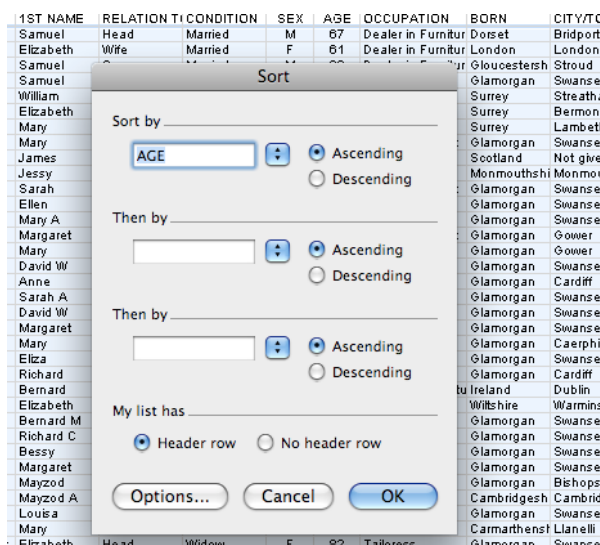
Victorian Swansea - Counting Heads

Fig. 1



Alternatively, click a cell in the column which you want to sort and then go to the **DATA** Menu and select **SORT**. A **SORT** window (see below) will appear showing which data you have selected to sort and offering choices of **SORT ASCENDING** or **DESCENDING**. Click **OK**. Select **UNDO** from the **EDIT** Menu to restore original list.

Fig. 2



TO FILTER DATA:

In order to sort data to see only what you need (e.g. Heads of Households only), first click on the Header Row (starts with **ROAD**) then go to the **DATA** menu, **FILTER** submenu and click on **AUTOFILTER**. Black arrows will appear on the top of the columns like a pull down menu. When you click on one of those (e.g. Relations to Head) a pull down menu with all the terms in that column will appear. The worksheet will then only display the data that you wish to see – that is, all the Heads of Households. The arrows of the filtered columns will be blue. If you then wish to see how many of them are women you can do a further filter. Click on **SEX** and select **FEMALE** from the pull down menu.

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Fig. 3

Filter arrows

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NC	SURNAM	1ST NAM	RELATION	CONDI	SE	AGI	OCCUPATION	BORN	CITY/TOWN
14	Wind St	4	Nash	Ellen	Head	Unmarrie	F		Fruiterer	Glamorganshire	Swansea
32	8 Wind St	7	Thomas	Mayzod	Head	Widow	F	61	Upholsterer	Glamorganshire	Bishopston
36	9 Wind St	8	Cadwallade	Elizabeth	Head	Widow	F	82	Tailoress	Glamorganshire	Swansea
39	Wind St	9	Searle	Martha	Head	Widow	F	63	Publican business	Glamorganshire	Swansea
63	14 Wind St	12	Brace	Elizabeth	Head	Unmarrie	F	24	Milliner	Gloucestershire	Lydney
111	Wind St	19	Worth	Susan	Head	Unmarrie	F	38	Keeper of porter sto	Cornwall	Fowey
133	Wind St	23	Jenkins	Eliza H	Head	Unmarrie	F	50	Bookseller and stati	Worcestershire	Not given
151	Wind St	26	Havard	Rachael	Head	Unmarrie	F	24	Grocer	Glamorganshire	Swansea
187	Wind St	31	Haines	Elizabeth	Head	Widow	F	52	Inn keeper	Devonshire	Devonport
199	Wind St	34	Brown	Sarah	Head	Widow	F	56	Fruiterer	Glamorganshire	Swansea
202	Wind St	35	Allen	Mary E	Head	Widow	F	45	Lodging house keep	Glamorganshire	Swansea
237	Wind St	40	Jenkins	Mary	Head	Widow	F	69	Proprietor of houses	Glamorganshire	Llansamlet
257	Wind St	43	Mason	Mary	Head	Unmarrie	F	36	Confectioner	Monmouthshire	Monmouth
259	50 Wind St	44	Jancey	Mary	Head	Unmarrie	F	36	Hotel keeper	Bristol	Bristol
268	Wind St	45	Jenkins	Margaret	Head	Widow	F	78		Devonshire	Topsham
277	Wind St	48	Coates	Elizabeth P	Head	Married	F	37	Tobaccoists wife	Bristol	St Nicholas
311	Wind St	55	Gregory	Ann	Head	Widow	F	40	Publican	Cardiganshire	Cardigan
340											

To return to the original data sheet click on the **DATA** menu and then select **SHOW ALL** from the dropdown menu. Whenever the arrows are displayed at the top of the columns, you can filter the data.

You can sort according to:

Surname e.g. EVANS

Fig. 4

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NC	SURNAM	1ST NAM	RELATION	CONDI	SE	AGI	OCCUPATION	BORN	CITY/TOWN
18	Wind St	5	Evans	David W	Head	Married	M	31	General draper	Glamorganshire	Swansea
19			Evans	Anne	Wife	Married	F	31		Glamorganshire	Cardiff
20			Evans	Sarah A	Daughter		F	5	Scholar	Glamorganshire	Swansea
21			Evans	David W	Son		M	3		Glamorganshire	Swansea
22			Evans	Margaret	Daughter		F	1		Glamorganshire	Swansea
103			Evans	Jane	Servant	Unmarrie	F	29	Cook	Glamorganshire	Swansea
172	Wind St	29	Evans	William	Head	Married	M	47	Block maker	Glamorganshire	Swansea
173			Evans	Ann	Wife	Married	F	48		Glamorganshire	Swansea
174			Evans	William	Son	Unmarrie	M	22	Ship carpenter	Glamorganshire	Swansea
175			Evans	John	Son	Unmarrie	M	19	Ship carpenter	Glamorganshire	Swansea
176			Evans	Catherine	Daughter	Unmarrie	F	16	Dress maker	Glamorganshire	Swansea
177			Evans	Thomas	Son		M	15	Block maker	Glamorganshire	Swansea
178			Evans	David M	Son		M	11	Scholar	Glamorganshire	Swansea
201			Evans	Ann	Servant	Unmarrie	F	24	House servant	Cardiganshire	Cardigan
310			Evans	Henry	Journeyman	Unmarrie	M	20	Cordwainer	Pembrokeshire	Lawrenny

Relation to Head e.g. HEAD or WIFE or BOARDER or LODGER

Fig. 5

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NC	SURNAM	1ST NAM	RELATION	CONDI	SE	AGI	OCCUPATION	BORN	CITY/TOWN
43			Goodwin	John	Lodger	Unmarrie	M	41	Coach guard	Cambridgeshire	Thorny Abbey
96			Dalton	Margaret	Lodger	Unmarrie	F	50	Independent lady	Glamorganshire	Swansea
99			Denston	Ann	Lodger	Unmarrie	F	85	Fund holder	Shropshire	Not given
100			Orde	Robert	Lodger	Married	M	38	Ship owner	Durham	Sunderland
101			Orde	Margaret	Lodger	Married	F	37		Durham	Sunderland
132			Alder	Charles	Lodger	Unmarrie	M	24	General servant	Gloucestershire	King Stanley
136			Bedford	Emma	Lodger	Unmarrie	F	24	Professor of dancing	Somerset	Bath
145			Brewster	William M	Lodger	Unmarrie	M	28	Bookseller and stati	Lincolnshire	Laceby
157			Isaac	Alfred	Lodger	Widower	M	28	Wokery jeweller	Glamorganshire	Llanelli
158			Jones	Benjamin	Lodger	Married	M	26	Painter	Cardiganshire	Cardigan
169			Griffin	David	Lodger	Unmarrie	M	17	Basket maker	Ireland	Youghal
170			Griffin	Mary	Lodger		F	15	Dress maker	Ireland	Youghal
171			Amy	David P	Lodger	Unmarrie	M	35	Master mariner	Jersey	Jersey
179			Llewellyn	William	Lodger	Married	M	20	Unknown	Pembrokeshire	Tenby
180			Webster	Alpha	Lodger	Married	M	23	Mariner	London	London

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Profession e.g. all CONFECTIONERS or DRESSMAKERS

Fig. 6

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
7	Wind St	2	Alderson	William	Head	Married	M	42	Confectioner	Surrey	Streatham
220	Wind St	38	Biddle	William	Head	Married	M	34	Confectioner	Gloucestershire	Stonehouse
227			Biddle	Nathaniel	Brother	Unmarrie	M	30	Confectioner	Gloucestershire	Stonehouse
257	Wind St	43	Mason	Mary	Head	Unmarrie	F	36	Confectioner	Monmouthshire	Monmouth

Age e.g. a Custom filter (see below) on all those equal to and less than 12

Fig. 7

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
6			Ward	Samuel	Grandson		M	8		Glamorganshire	Swansea
17			Phillips	Mary	Visitor		F	9		Glamorganshire	Gower
20			Evans	Sarah A	Daughter		F	5	Scholar	Glamorganshire	Swansea
21			Evans	David W	Son		M	3		Glamorganshire	Swansea
22			Evans	Margaret	Daughter		F	1		Glamorganshire	Swansea
25			James	Richard	Servant		M	12	Errand boy	Glamorganshire	Cardiff
28			Henessey	Bernard M	Son		M	5.5		Glamorganshire	Swansea
29			Henessey	Richard C	Son		M	3.5		Glamorganshire	Swansea
30			Henessey	Bessy	Daughter		F	1.5		Glamorganshire	Swansea
33			Roff	Mayzod A	Granddaughter		F	9	Scholar	Cambridgeshire	Cambridge
41			Williams	Elizabeth	Niece		F	9	Scholar	Glamorganshire	Aberavon
60			Jones	George B	Son		M	8	Scholar	Berkshire	Winkfield
74			Roberts	William	Son		M	11	Scholar	Glamorganshire	Swansea
75			Roberts	Eliezer	Son		M	9	Scholar	Glamorganshire	Swansea
76			Roberts	Frederick	Son		M	7	Scholar	Glamorganshire	Swansea
79			Brader	Mary J	Daughter		F	9	Scholar at home	Middlesex	Not given
80			Brader	John	Son		M	8	Scholar at home	Glamorganshire	Swansea
81			Brader	Fanny	Daughter		F	5	Scholar at home	Glamorganshire	Swansea
82			Brader	Gwynne H	Son		M	1		Glamorganshire	Swansea
88			Pearse	Charles T	Brother		M	12	Scholar	Somerset	Crewkerne
94			Tyte	William	Son		M	10	Scholar	Somerset	Wells
102			West	Mary	Niece		F	12	Scholar	Bristol	Bristol
105			Robins	Elizabeth	Servant		F	11	Errand servant	Glamorganshire	Swansea

Country or County of birth e.g. GLAMORGANSHIRE or IRELAND

Fig. 8

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AG	OCCUPATION	BORN	CITY/TOWN
26	7 Wind St	6	Henessey	Bernard	Head	Married	M	28	Watch manufacturer	Ireland	Dublin
67			Lang	George	Visitor	Unmarrie	M	31	Lieutenant in the Ar	Ireland	Not given
159	29 Wind St	28	Davies	Thomas	Head	Married	M	47	Ship broker, Inn kee	Ireland	Wicklow
169			Griffin	David	Lodger	Unmarrie	M	17	Basket maker	Ireland	Youghal
170			Griffin	Mary	Lodger		F	15	Dress maker	Ireland	Youghal
198			Dunnovan	Catherine	Visitor	Married	F	40	Navigators wife	Ireland	Cork

Also:

Condition e.g. WIDOW or MARRIED

Sex e.g. F (female)

City/Place of birth e.g. SWANSEA

You can combine filter sorting e.g. FEMALE and HEAD or FEMALE and UNMARRIED. You can get a total number of the results of the filter. You can also exclude data by using a CUSTOM FILTER.

COUNTING THE FILTERED DATA: (How many people were born in Carmarthenshire? In Ireland?)

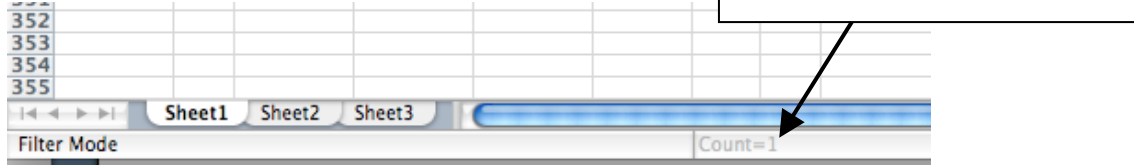
When you apply a filter the numbered column on the far left hand side of the page only displays the original number of the row in blue. But you don't have to count the filtered data yourself!

1. Once you have the results of your filter displayed on the screen, then highlight only the data cells in the column you want to count using the cursor. Don't include the header rows.

Victorian Swansea - Counting Heads

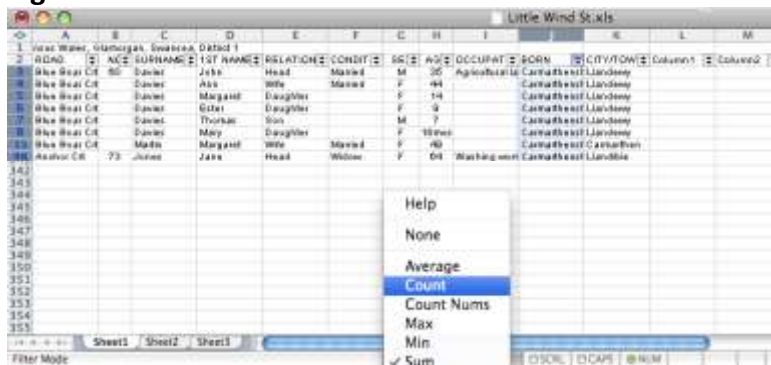
- Look at the bottom bar at the bottom of the window. You will see 'Filter Mode' in the far left hand corner. In the middle of the bar you should see a section either blank or with a faint word such as 'Count = 1' (see Fig. 9).

Fig. 9



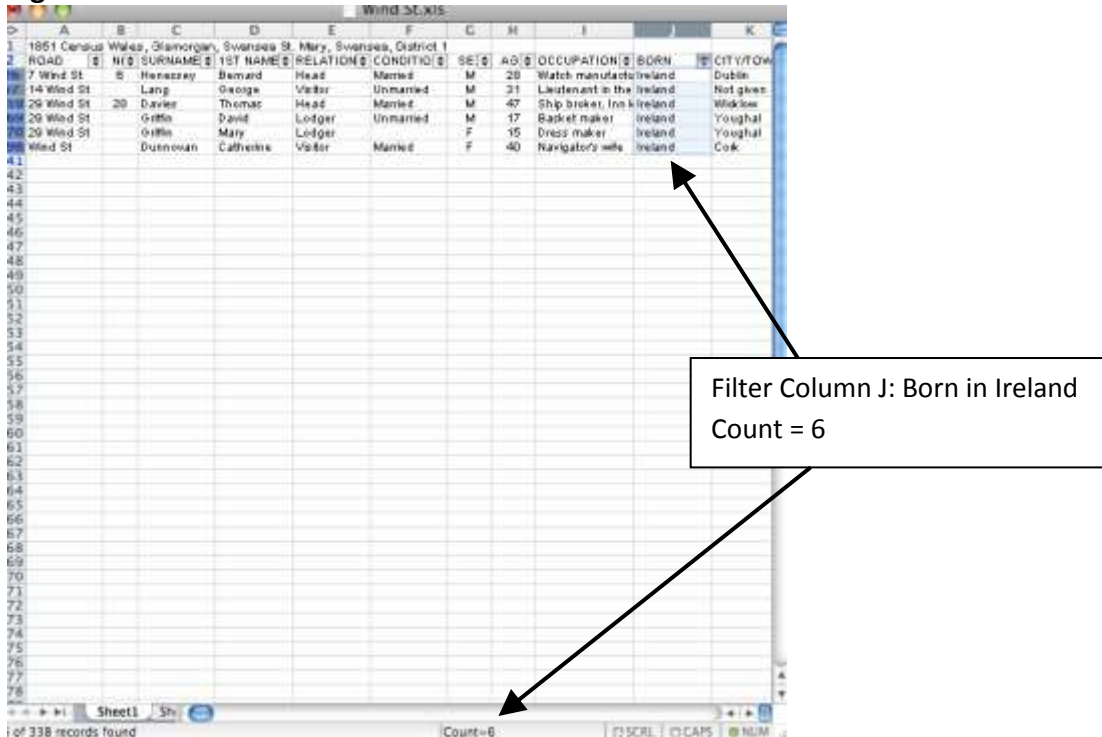
- If the word 'Count =' is not visible, click the cursor on the section of the bar and you will get a drop-up menu (see below). Click on Count and you will see 'Count =' appear in the bottom bar.

Fig. 10



- If your data column is highlighted then the count should show the total number of entries that you need. See example of filter to show the total number of people in Wind St who were born in Ireland – 6.

Fig. 11



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USING A FILTER: (Show all the Heads of families)

1. Make sure you are in **FILTER MODE** (see above)
2. Click on the arrow of the column from which you want to get the information. A dropdown submenu of all the terms in that column will appear.
3. Select the term e.g. **HEAD** that you want.
4. The screen should now list all the HEADS of families.
5. To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

USING A CUSTOM FILTER: (Show all the people who are aged over 60)

1. Make sure you are in **FILTER MODE**
2. Click on the arrow of the column from which you want to get the information e.g. Age (Column H). A submenu of all the terms in that column will appear.
3. Select **(CUSTOM FILTER)**. A **CUSTOM AUTOFILTER** window will appear which offers several boxes after a statement such as "Show rows where AGE".

Fig. 12



4. Select the arrow on the first box. You will be offered a number of choices from a dropdown menu e.g. EQUALS or IS LESS THAN OR EQUAL TO. Select which choice you need, in this case '**IS GREATER THAN**'
5. In the box to the right select a further term e.g. **60**. You have further choices in the boxes below. Then click on OK.
6. The screen should now list all the people who are aged over 60. You can then use the **AUTOFILTER** arrows to further restrict the data to all females over 60 or all males over 60.

Fig. 13

	A	B	C	D	E	F	G	H	I	J	K
	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SEX	AGE	OCCUPATION	BORN	CITY/TOWN
1			Ward	Elizabeth	Wife	Married	F	61	Dealer in Furniture	London	London
4			Ward	Elizabeth	Wife	Married	F	61	Dealer in Furniture	London	London
32	8 Wind St	7	Thomas	Mayzod	Head	Widow	F	61	Upholsterer	Glamorganshire	Bishopston
36	9 Wind St	8	Cadwallade	Elizabeth	Head	Widow	F	82	Tailoress	Glamorganshire	Swansea
39	Wind St	9	Searle	Martha	Head	Widow	F	63	Publican business	Glamorganshire	Swansea
99			Denston	Ann	Lodger	Unmarrie	F	85	Fund holder	Shropshire	Not given
120			Noble	Hannah	Visitor	Widow	F	64		Norfolk	Stratton
152			Havard	Mary	Mother	Widow	F	70		Glamorganshire	Aberavon
185			Brown	Tamsend	Sister in Law	Unmarrie	F	62		Cornwall	St Helans
186			Williams	Mary	Lodger	Unmarrie	F	69	Annuitant	Glamorganshire	Penrice
200			Williams	Anna	Lodger	Widow	F	80	House keeper	Carmarthenshire	Llanan
237	Wind St	40	Jenkins	Mary	Head	Widow	F	69	Proprietor of houses	Glamorganshire	Llansamlet
268	Wind St	45	Jenkins	Margaret	Head	Widow	F	78		Devonshire	Topsham
278			Sergant	Ann	Mother	Widow	F	77		Bristol	St Pauls
328			Davies	Jane	Mother in law	Widow	F	69	Retired lodging hous	Glamorganshire	Oystermouth
341											

7. To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

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USING A MORE DETAILED CUSTOM FILTER: (Show all the people who are aged between 13 and 20)

1. Make sure you are in **FILTER MODE**.
2. Click on the arrow of the column from which you want to get the information e.g. **AGE** (Column I). A submenu of all the terms in that column will appear.
3. Select **(CUSTOM FILTER)**. A **CUSTOM AUTOFILTER** window will appear which offers several boxes after a statement such as "Show rows where age is".
4. Select the arrow on the first box. You will be offered a number of choices from a dropdown menu e.g. **EQUALS** or **IS LESS THAN OR EQUAL TO**. Select which choice you need e.g. **IS GREATER THAN OR EQUAL TO**
5. In the box to the right select a further term e.g. **13**.
6. Go to the next box below. Select the further term you want e.g. **IS LESS THAN OR EQUAL TO**.
7. Go to the last box. Select a further number e.g. **20**. Then click on **OK**.
8. The screen should now list all the people between the ages of 13 and 20.

Fig. 14

	A	B	C	D	E	F	G	H	I	J	K
1	ROAD	NO	SURNAM	1ST NAM	RELATION	CONDI	SE	AGE	OCCUPATION	BORN	CITY/TOWN
9			Muckford	Mary	Neice	Unmarriec	F	16		Surrey	Lambeth
10			Sullivan	Mary	Servant	Unmarriec	F	19	General servant	Glamorganshire	Swansea
12	Duke Tavern		Farish	Jessy	Daughter	Unmarriec	F	19		Monmouthshire	Monmouth
13			Hughes	Sarah	Servant	Unmarriec	F	20	General servant	Glamorganshire	Swansea
23			James	Mary	Servant	Unmarriec	F	19	House servant	Glamorganshire	Caerphilly
24			Jenkins	Eliza	Servant	Unmarriec	F	17	Nurse	Glamorganshire	Swansea
31			Lucas	Margaret	Servant	Unmarriec	F	20	Nurse Maid	Glamorganshire	Swansea
38			Thomas	Mary	Servant	Unmarriec	F	14	Maid of all work	Glamorganshire	Swansea
42			Beynon	Elizabeth	Servant	Unmarriec	F	18	House servant	Glamorganshire	Gower
55			Husband	Ann	Servant	Unmarriec	F	16	General servant	Glamorganshire	Swansea
71			Roberts	Matilda	Daughter	Unmarriec	F	20		Glamorganshire	Swansea
72			Roberts	James	Son	Unmarriec	M	15	Cabinet maker	Cardiganshire	Llanelli
73			Roberts	John	Son	Unmarriec	M	13	Scholar	Glamorganshire	Swansea
83			Edwards	Ann	Servant	Unmarriec	F	19	House servant	Pembrokeshire	St Davids
87			Pearse	Sarah G	Sister		F	14	Scholar	Somerset	Crewkerne
93			Tyte	Elizabeth J	Daughter		F	13	Scholar	Somerset	Wells
95			Winch	Elizabeth	Servant	Unmarriec	F	17	House servant	Durham	Sunderland
09			Cock	Harriett	Daughter		F	13	Scholar at home	Glamorganshire	Swansea
25			Broomscon	Agnes	Servant	Unmarriec	F	16	Nurse maid	Devonshire	Torrington
29			Hopkins	George	Son	Unmarriec	M	19	Plumber	Glamorganshire	Swansea

9. To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.

USING TWO FILTERS: (How many Heads of households are women?)

1. Make sure you are in **FILTER MODE**.
2. Click on the arrow of the column (in this case E) from which you want to get the information. A submenu of all the terms in that column will appear.
3. Select the term e.g. **HEAD** that you want.
4. The screen should now list all the **HEADS** of families.
5. Click on the arrow of the second column that you want (in this case H). Select **F** from the submenu.
6. The screen should now list all the **HEADS** of families who are **FEMALE**.
7. To return to the original unfiltered data go back to the **DATA** menu and select **SHOW ALL**.