



tourmis | preparation excel entry

Vienna | 11 September '08

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## Practical example data preparation

- Basic principles: 5 steps
  - 1. order your **country list**  
(order = as demanded in the TOURMis template)
  - 2. get your **statistics** in this order
  - 3. make **subtotals** (of the 'other' countries)
  - 4. copy **paste** in the TOURmis template
  - 5. **upload** on TOURmis website

## Practical example data preparation

- 1. preparing your country list (Excel)
  - list all existing countries up
  - order them by continent cfr. template TOURMIS
  - give each country an alphabetical code (Austria will be 'a', Belgium is 'b', Bosnia and Herzegovina is 'c',...)
  - give all 'other' countries within one continent the same code (for example Andorra, Belarus,... in other Europe)
  - give the 'overall total' (and perhaps 'foreign' and 'onknown' if they appear in your database) an other code
  - paste this country list in the worksheet next to your dataset and give this range a name, 'LIST' for example (see next slide)

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>COUNTRY</b>	<b>CODE</b>										
2	ALGEMEEN TOTAAL	0										
3	BUITENLAND	0										
4	OOSTENRIJK	a										
5	BELGIë	b										
6	BOSNIë-HERZEGOVINA	ba										
7	BULGARIJE	c										
8	KROATIë	d										
9	CYPRUS	e										
10	TSJECHIë	f										
11	DENEMARKEN	g										
12	ESTLAND	h										
13	FINLAND	i										
14	FRANKRIJK	j										
15	DUITSLAND	k										
16	GRIEKENLAND	l										
17	HONGARIJE	m										
18	IJSLAND	n										
19	IERLAND	o										
20	ITALIë	p										
21	LETLAND	q										
22	LIECHTENSTEIN	r										
23	LITOUWEN	s										
24	LUXEMBURG	t										
25	MACEDONIë	ta										
26	MALTA	u										
27	Monaco	v										
28	MONTENEGRO	va										
29	NEDERLAND	w										
30	NOORWEGEN	x										
31	POLEN	y										
32	PORTUGAL	z										
33	ROEMENIë	za										
34	RUSLAND	zb										
35	SEDIë	tc										

you select your  
countrylist and  
give it a name here  
for example 'list'

## Practical example data preparation

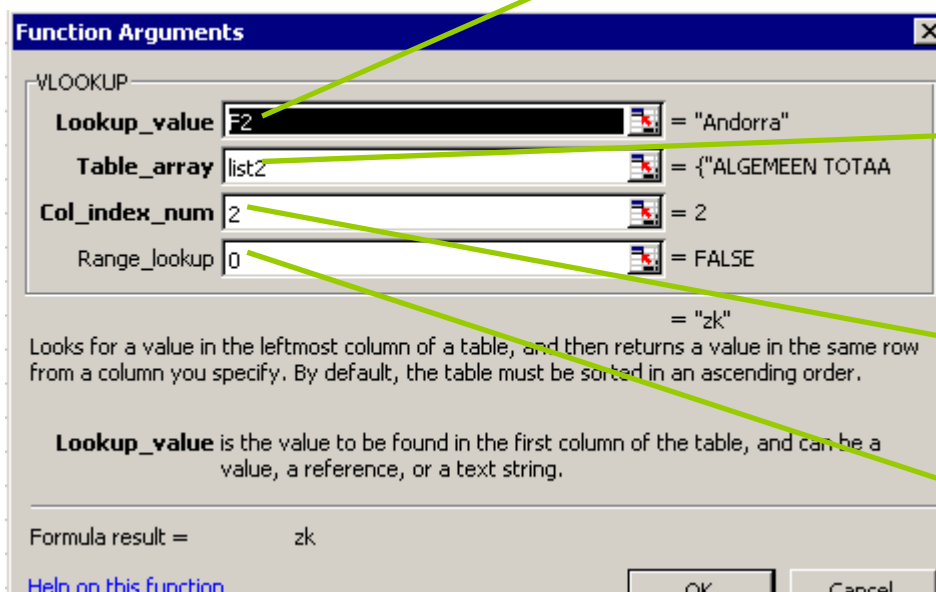
### 2. get your statistics in the right order

- in your data (overnight stays – arrivals)

- insert an extra column

- insert function: VLOOKUP in the first cel (Andorra in the example) → (Insert – Function)

select the first  
country name in  
your DATA list



select your whole  
country list  
or refer to the name  
you gave it (click 'F3'  
and choose 'list')

must be '2'

must be '0'

## Practical example data preparation

- 2. get your statistics in the right order
  - then copy this formula downwards

Microsoft Excel - voor ppt.xls

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A2 fx =VERT.ZOEKEN(B2;LIST;2;0)

	A	B	C	D	E	F	G	H	I	J	K	L
1	CODE	COUNTRY	YEAR	ARRIVALS	ERNIGHTS							
2	zk	Andorra	2007	1593	4728							
3	zzzc	Verenigde Arabische	2007	3986	20798							
4	zzzc	Afghanistan	2007	1471	2569							
5	ztc	Antigua en Barbuda	2007	225	491							
6	ztc	Anguilla	2007	0	0							
7	zk	Albanië	2007	5487	10046							
8	zk	Armenië	2007	760	1838							
9	ztc	Nederlandse Antillen	2007	0	0							
10	zzzcb	Angola	2007	1025	1831							
11	zz	Argentinië	2007	7379	13657							
12	#N/B	Samoa, Amerikaans	2007	0	0							
13	a	Oostenrijk	2007	36036	72643							
14	zzzza	Australië	2007	35062	65056							
15	ztc	Aruba	2007	0	0							
16	zk	Azerbeidzjan	2007	524	1592							
17	ba	Bosnië-Herzegovina	2007	1651	3440							
18	ztc	Barbados	2007	6079	9667							
19	zzzc	Bangladesh	2007	403	858							

## Practical example data preparation

- 2. get your statistics in the right order
  - copy paste your dataset to a new worksheet
    - ! paste special – as values
  - sort column ‘A’ ascending
  
- 3. add subtotals for ‘other Europe’, etc...

Microsoft Excel - vertikaal gezocht 2007.xls

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Typ een vraag voor hulp

A29 Machtiging (Onbeperkte toegang)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CODE	COUNTRIES	YEAR	ARRIVALS	OVERNIGHTS											
29	va	Montenegro	2007	583	1392											
30	w	Nederland	2007	1808042	5114679											
31	x	Noorwegen	2007	32687	66420											
32	y	Polen	2007	78952	233269											
33	z	Portugal	2007	38324	105079											
34	za	Roemenië	2007	28172	63997											
35	zb	Rusland	2007	58607	117634											
36	zc	Servië	2007	3763	8416											
37	zc	Slowakije	2007	9993	31524											
38	zd	Slovenië	2007	8702	20584											
39	ze	Spanje	2007	277633	545038											
40	zf	Zweden	2007	73908	139919											
41	zg	Zwitserland	2007	66196	131919											
42	zh	Turkije	2007	28109	68312											
43	zha	Oekraïne	2007	8664	17151											
44	zi	Verenigd Koninkrijk	2007	1054198	2214744											
45																
46																
47	zk	Andorra	2007	1593	4728											
48	zk	Albanië	2007	5487	10046											
49	zk	Armenië	2007	760	1838											
50	zk	Azerbeidzjan	2007	524	1592											
51	zk	Belarus	2007	1429	3144											
52	zk	Faeröer	2007	0	0											
53	zk	Georgië	2007	3348	7112											
54	zk	Gibraltar	2007	0	0											
55	zk	Kirgizstan	2007	130	408											
56	zk	Kazachstan	2007	565	1550											
57	zk	Moldavië	2007	541	1223											
58	zk	San Marino	2007	104	199											
59	zk	Tadzjikistan	2007	303	746											
60	zk	Turkmenistan	2007	164	516											
61	zk	Oezbekistan	2007	647	2481											
62	zk	Heilige Stoel (Vaticaan)	2007	76	212											
63				<b>15671</b>	<b>35795</b>											
64																
65	zz	Argentinië	2007	7379	13657											
66	zz1	Brazilië	2007	23408	46707											
67	zza	Canada	2007	48517	108743											
68	zza1	Mexico	2007	18760	31661											
69	zzb	Verenigde Staten	2007	298053	652577											
70																
71																
72	zzc	Antigua en Barbuda	2007	225	491											

‘other Europe’

subtotal



## Practical example data preparation

### 3. copy paste to the template

Microsoft Excel - etc\_excel\_bednights\_2006\_jaar\_maand.xls

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	C	D	E	F	G	H	I	J	K
1	<b>Destination:</b>	Belgium	Total overnight stays						
2	<b>Domestic available?</b>	Yes							
3	<b>Year:</b>	2006							
4	<b>Markets</b>	<b>Annual data</b>	<b>Cumulated</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
5	Austria	69.013	69.013	4.978	5.105	5.851	6.112	7.638	6.421
6	Belgium	13.332.034	13.332.034	448.411	628.632	780.746	1.228.557	1.034.199	1.079.496
7	Bosnia and Herzegovina	3.249	3.249	168	153	307	201	204	364
8	Bulgaria	25.332	25.332	1.241	1.786	2.082	2.152	2.122	2.496
9	Croatia	16.386	16.386	1.107	1.493	1.941	1.085	1.154	2.134
10	Cyprus	10.903	10.903	670	1.060	1.097	798	764	942
11	Czech Republic	54.146	54.146	3.084	3.936	5.421	5.471	4.763	4.448
12	Denmark	120.920	120.920	6.442	6.363	10.602	10.285	12.586	11.294
13	Estonia	11.393	11.393	724	882	1.253	813	1.146	901
14	Finland	70.109	70.109	5.107	4.835	5.435	5.903	6.942	6.171
15	France	2.066.796	2.066.796	105.439	208.464	138.974	258.370	176.664	163.161
16	Germany	1.925.213	1.925.213	99.803	91.829	118.336	181.543	183.564	215.701
17	Greece	99.077	99.077	7.046	8.981	9.902	7.396	8.626	8.331
18	Hungary	57.539	57.539	3.244	2.924	3.639	6.101	4.465	5.031
19	Iceland	12.168	12.168	446	895	969	858	1.976	931
20	Ireland	80.416	80.416	5.301	7.079	6.994	6.810	5.497	7.204
21	Italy	452.493	452.493	30.191	29.393	37.520	35.695	41.512	38.181
22	Latvia	8.971	8.971	542	533	797	796	609	1.140
23	Liechtenstein	4.444	4.444	292	300	381	426	325	381
24	Lithuania	23.069	23.069	1.340	1.814	2.124	1.866	2.113	2.221

## Practical example data preparation

### 5. upload on TOURmis website

Japan																					Japan	
Korea Rep.																						Korea Re
Other Asian markets																						Other As
Asia																						Asia
<b>AFRICA</b>																						
Egypt																						Egypt
South Africa Rep.																						South Af
Other African marketes																						Other Af
Africa																						Africa
<b>OCEANIA</b>																						
Australia																						Australia
New Zealand																						New Zeal
Other Oceanian markets																						Other Oc
Oceania																						Oceania

Number of all paid forms of accommodation establishments  
 Number of bedspaces in all forms of paid accommodation establishments  
 Annual bed-occupancy in all forms of paid accommodation establishments (in %)

columns 'Annual' and all months (Jan - Dec)  
 all months (Jan - Dec) and 'Total I-XII' for your annual data  
 Update of 'Latest available statistics'

valid from - to:  -   
 Footnotetext:   
 valid for (move mouse over abbreviation):  AA  AG  NA  NG  HA  KA  HG  KG

Gereed

## More info and figures about Flanders and Belgium:



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