TPL AUTOPSY STATISTICS DATABASE INSTRUCTIONS

I. THE TPL AUTOPSY DATABASE

The TPL autopsy database is in a format of Microsoft Excel spreadsheet, in part in Microsoft Access relation database format. For simplicity, currently all the data is in Excel spreadsheet and is convertible to Access format. The database consists of three parts:

1) The combined autopsy data. The data include the complete information for all cases (currently the years of 1994 ~2008): Case number, demographic profile, autopsy date, original final pathologic diagnosis, ICD-10 code, cause of death, ICD-10 code for the cause of death.

2) Yearly autopsy data. The data are divided into different sections according to the different years the autopsy was performed.

3) Coding section. This is for the convenience of continuing coding work for TPL future autopsy cases. It includes a list of the most commonly used ICD-10 codes in this database (223, not completed), all the codes that have been used in this database (>500, not completed), and the standard ICD-10 codes defined by the WHO.

II. SEARCHING THE DATABASE

The database is based on Microsoft Excel and the searching is possible if one is familiar with Excel features. The searching can be done by two ways: **1) In the FIND dialog box using free text** which may be any pathological diagnosis or ICD-10 code; or more preferably and more efficiently, **2) Using the FILTER feature**. Using the filter is a quick and easy way to find and analyze cases in this datasheet. Once you have filtered data, you can reapply a filter to get results with more options, then copy the results to a new datasheet, and clear a filter to redisplay all of the data.

The step-by-step instruction is as follows. More detailed information can be found in Microsoft Excel help file.

Filtered data displays only the rows that meet **criteria** that you specify and hides rows that you do not want displayed. After you filter data, you can copy, find, edit, format, chart, and print the subset of filtered data without rearranging or moving it.

You can also filter by more than one column. Filters are additive, which means that each additional filter is based on the current filter and further reduces the subset of data.

To determine if a filter is applied, note the icon in the column heading:

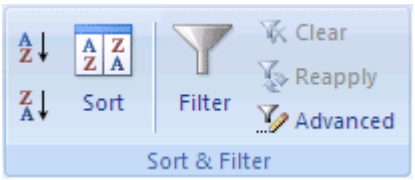
- A drop-down arrow means that filtering is enabled but not applied.
- A Filter button means that a filter is applied.

Filter text (e.g., cause of death)

1. Do one of the following:

Range of cells

1. Select a range of cells containing alphanumeric data.
2. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.



Table

- Make sure that the active cell is in a table column that contains alphanumeric data.

1. Click the arrow in the column header.
2. Do one of the following:

Select from a list of text values

- In the list of text values, select or clear one or more text values to filter by.

The list of text values can be up to 10,000. If the list is large, clear **(Select All)** at the top, and then select the specific text values to filter by.

TIP To make the AutoFilter menu wider or longer, click and drag the grip handle at the bottom.

Create criteria

1. Point to **Text Filters** and then click one of the comparison operator commands, or click **Custom Filter**.

For example, to filter by text that begins with a specific character, select **Begins With**, or to filter by text that has specific characters anywhere in the text, select **Contains**.

2. In the **Custom AutoFilter** dialog box, in the box on the right, enter text or select the text value from the list.

For example, to filter by text that begins with the letter "J", enter **J**, or to filter by text that has "bell" anywhere in the text, enter **bell**.

If you need to find text that shares some characters but not others, use a wildcard character.

+How to use wildcard characters

USE	TO FIND
? (question mark)	Any single character For example, sm?th finds "smith" and "smyth"
* (asterisk)	Any number of characters For example, *east finds "Northeast" and "Southeast"
~ (tilde) followed by ?, *, or ~	A question mark, asterisk, or tilde For example, fy06~? finds "fy06?"

3. Optionally, filter by one more criteria.

+How to add one more criteria

1. Do one of the following:

- To filter the table column or selection so that both criteria must be true, select **And**.

- To filter the table column or selection so that either or both criteria can be true, select **Or**.

2. In the second entry, select a comparison operator, and then in the box on the right, enter text or select a text value from the list.

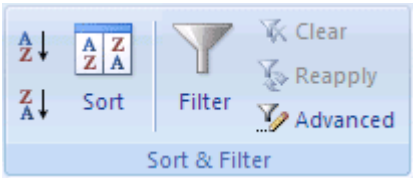
1. To reapply a filter after you change the data, click a cell in the range or table, and then on the **Data** tab, in the **Sort & Filter** group, click **Reapply**.

Filter numbers (e.g., age)

1. Do one of the following:

Range of cells

1. Select a range of cells containing numeric data.
2. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.



Table

- Make sure that the active cell is in a table column that contains numeric data.

2. Click the arrow in the column header.
3. Do one of the following:

Select from a list of numbers

- In the list of numbers, select or clear one or more numbers to filter by.

The list of numbers can be up to 10,000. If the list is large, clear **(Select All)** at the top, and then select the specific numbers to filter by.

TIP To make the AutoFilter menu wider or longer, click and drag the grip handle at the bottom.

Create criteria

1. Point to **Number Filters** and then click one of the comparison operator commands or click **Custom Filter**.

For example, to filter by a lower and upper number limit, select **Between**.

2. In the **Custom AutoFilter** dialog box, in the box or boxes on the right, enter numbers or select numbers from the list.

For example, to filter by a lower number of 25 and an upper number of 50, enter **25** and **50**.

3. Optionally, filter by one more criteria.

+How to add one more criteria

1. Do one of the following:

- To filter the table column or selection so that both criteria must be true, select **And**.
- To filter the table column or selection so that either or both criteria can be true, select **Or**.

2. In the second entry, select a comparison operator, and then in the box on the right, enter a number or select a number from the list.

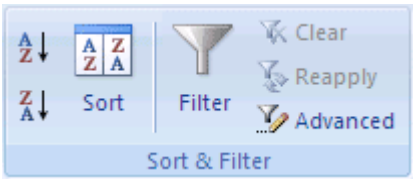
To reapply a filter after you change the data, click a cell in the range or table, and then on the **Data** tab, in the **Sort & Filter** group, click **Reapply**.

Filter dates

1. Do one of the following:

Range of cells

1. Select a range of cells containing numeric data.
2. On the **Data** tab, in the **Sort & Filter** group, click **Filter**.



Table

- Make sure that the active cell is in a table column that contains dates or times.

2. Click the arrow in the column header.
3. Do one of the following:

Select from a list of dates or times

Create criteria

4. To reapply a filter after you change the data, click a cell in the range or table, and then on the **Data** tab, in the **Sort & Filter** group, click **Reapply**.

Clear a filter

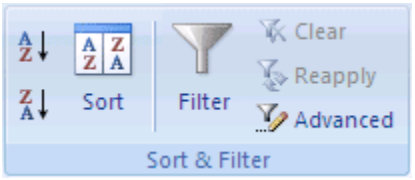
You can clear a filter for a specific column or clear all filters.

1. Clear a filter for a column

To clear a filter for one column in a multicolumn range of cells or table, click the Filter button on the heading, and then click **Clear Filter from <Column Name>**.

2. Clear all filters in a worksheet and redisplay all rows

On the **Data** tab, in the **Sort & Filter** group, click **Clear**.



EXAMPLES:

To search all males older than 60 years of age who have a diagnosis of lung cancer:

You can either type “lung cancer” in the FIND free text dialog box, and click OK and the text including the word of “lung cancer” will be highlighted one by one. The cases can be copied to a new datasheet.

Or by using the filter:

First, you need to find out the ICD-10 code for lung cancer, which is C34.9. This can be done by using an ICD-10 search engine, or by searching lung cancer in the coding section of our database.

Secondly, apply gender criteria by selecting from the drop-down list. In this case, only male, female or blank (unavailable) are in the list.

Next, apply age criteria of “greater than 60” and filter.

Next, in ICD-10 column, select C34.9.

All the displayed cases are those met the criteria, which are all the males older than 60 year-old with a final pathological diagnosis of lung cancer.