

1940 U.S. Federal Census

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IMPORTANT NOTICE

Is this the only worksheet you can see? If so, ensure this worksheet and Excel windows are fully maximized. You should then see tabs at the bottom of the screen which are used to navigate through the worksheets. If both windows are maximized and you still don't see the worksheet tabs, go to the menu at the top of the screen and select "Tools" --> "Options". On the "View" tab, ensure the "Sheet Tabs" box is checked.

I created this U.S. Federal Census spreadsheet because over the years, I have accumulated a mountain of disorganized census data extraction sheets. I decided that I would finally take the time to come up with an easy way to store, organize and display my vital records.

Here is what I had in mind when I created this spreadsheet. I wanted a way to enter all of my census data for any family branch in a single file. I have many lines which extend back to the 18th century in America so it is quite handy to be able to organize up to 140 years of census data on a family in one spreadsheet. It also makes it quite easy to analyze my data, something that can be quite difficult when having to shuffle a pile of papers.

When you receive this spreadsheet, either by e-mail or via download, you should first make a copy of the file and make it your master copy, only to be used to create a new blank spreadsheet. You will eventually want to make copies of the spreadsheet so maintaining a master file is important. If you happen to enter data into your master copy, simply download a new blank.

There is no right or wrong way to use this spreadsheet. Here is my suggestion however. I recommend that you make a separate copy of this file for each family surname for which you have census data. As you make each new copy, rename the file to something appropriate, such as "smith-census.xls". Enter all of your census data for each family branch. When you are finished you will have a set of spreadsheets which fully document your family.

Depending on the size of your family, you may need to occasionally add additional worksheets for a particular census year. This can be done easily as follows. Open your copy of your master spreadsheet and find the sheet tab for the year you need to copy. **Note: Always add new worksheets before inputting data into your last blank formatted worksheet.** With your mouse, right-click the sheet tab of the blank, formatted worksheet and select "move or copy...". In the resulting window, ensure the "create a copy" checkbox is filled, designate where you want the copy inserted and click "OK". Your newly inserted worksheet should now be ready to use. After copying the format to a new page you will have to set up the page margins and options as listed below. You can rename the worksheet by right clicking its tab at the bottom of the screen and selecting "rename". Type in the new name such as "1900 Federal".

If the new worksheet is not in the correct location, a new 1900 worksheet next to 1840 for example, simply left click the sheet tab of the worksheet to be moved and drag it to its correct location.

To print a worksheet, click "file" in the top menu bar and select "page setup". Check that each worksheet is formatted as follows.

1790 1800 1810 1820 1830 1840 1850 1860 1870

Size	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11	8.5 x 11
Orientation	Portrait	Portrait	Portrait	Landscape	Landscape	Landscape	Landscape	Landscape	Landscape
Margins - L,R,T,B	.5, .5, .5, .5	.5, .5, .5, .5	.5, .5, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5

	1880S	1880	1900S	1900	1910S	1910	1920S	1920	1930
Size	8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14	8.5 x 11	8.5 x 14	8.5 x 14
Orientation	Landscape	Landscape	Landscape	Landscape	Landscape	Landscape	Landscape	Landscape	Landscape
Margins - L,R,T,B	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5	.25, .25, .5, .5

	1940
Size	8.5 x 14
Orientation	Landscape
Margins - L,R,T,B	.25, .25, .5, .5