

- Log on to www.statssa.gov.za
- On the homepage click on “Interactive Data” (*Please note you might be asked to register if you are a first time user and registration is free and is instant*)
- Click on “Explore micro data”
- Click the + sign next to “StatsSA” to expand it and show all data bases available
- The fifth database is QLFS
- Click on the + sign next to the “Quarterly Labour Force Survey” to expand it
- Click the + sign next to the year you want e.g. 2008
- Click on the quarter you want e.g. 3rd quarter
- Under 3rd quarter click on “Variable description”
- Expand “Worker File”
- A list of all variables appears
- On the right hand side click “Tabulation” on the Tab Menu
- A blank table appears
- To populate the table, choose the variable of your choice. E.G suppose you want “Employment Status” by “Population Group”, click “Status” under the variables and click “Add to Columns” then click “Population Group” and click “Add to rows”
- Above the table under “Type” click on the drop down arrow and choose “Raw numbers”

WEIGHTING

Since this is a sample survey the numbers shown in the table are sample figure and they need to be weighted to represent the entire population.

- On the Tab Menu click the Scale icon
- A new window appears and click on “Weight” in the “Weighting variables defined in the data set” window
- Click on the > sign to take the weight to the right hand side. Now it appears under “Weighting variables selected”
- Click OK

FILTERING

The table now shows weighted figures for all age groups. Now from the official definition of Unemployment the working age group is between 15 and 64 and therefore we need to filter for that.

- On the Tab menu, click on the “Funnel” icon
- Click on “Age” under your variables
- In the subset window click the drop down which shows the = sign by default and choose the “>=” sign and under the “Categories” click 15 and click “add”
- Click “More” and choose “=<” and select 64 under the categories and click “Add”
- Click “OK”

Your table now shows weighted Unemployment status by population group figures for the working age group.

SAVING IN EXCEL

- On the Tab Menu, click on the “Excel” icon and choose either to “Open” or “Save” in Excel.