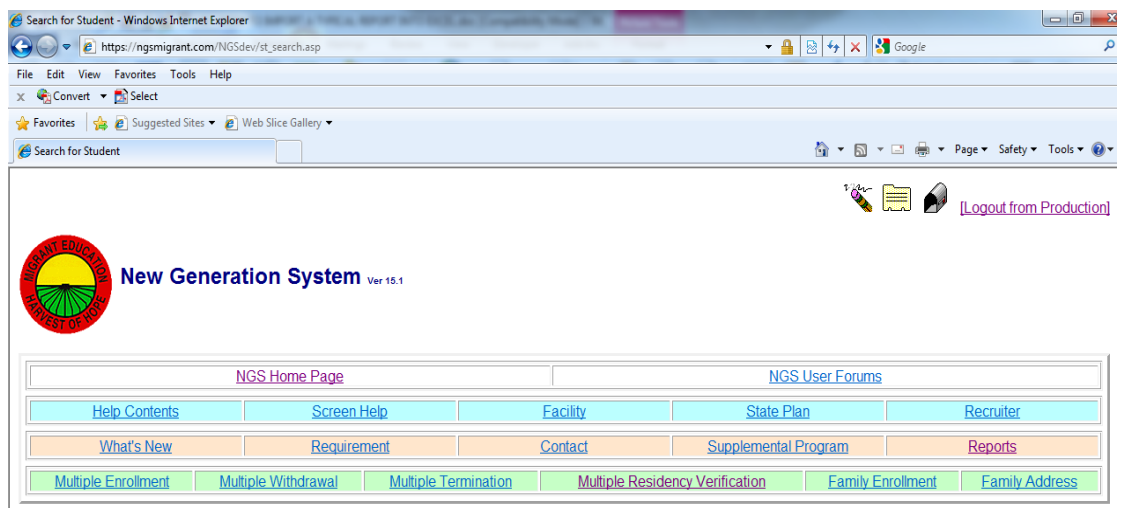


NGS: MAKING THE DATA WORK FOR YOU

HOW TO IMPORT A TYPICAL REPORT INTO EXCEL

2011



Presenters

Diana Hernández Flores – Brackett ISD

Mary Jane Hernandez – ESC 20

Esmeralda Solano – ESC 20



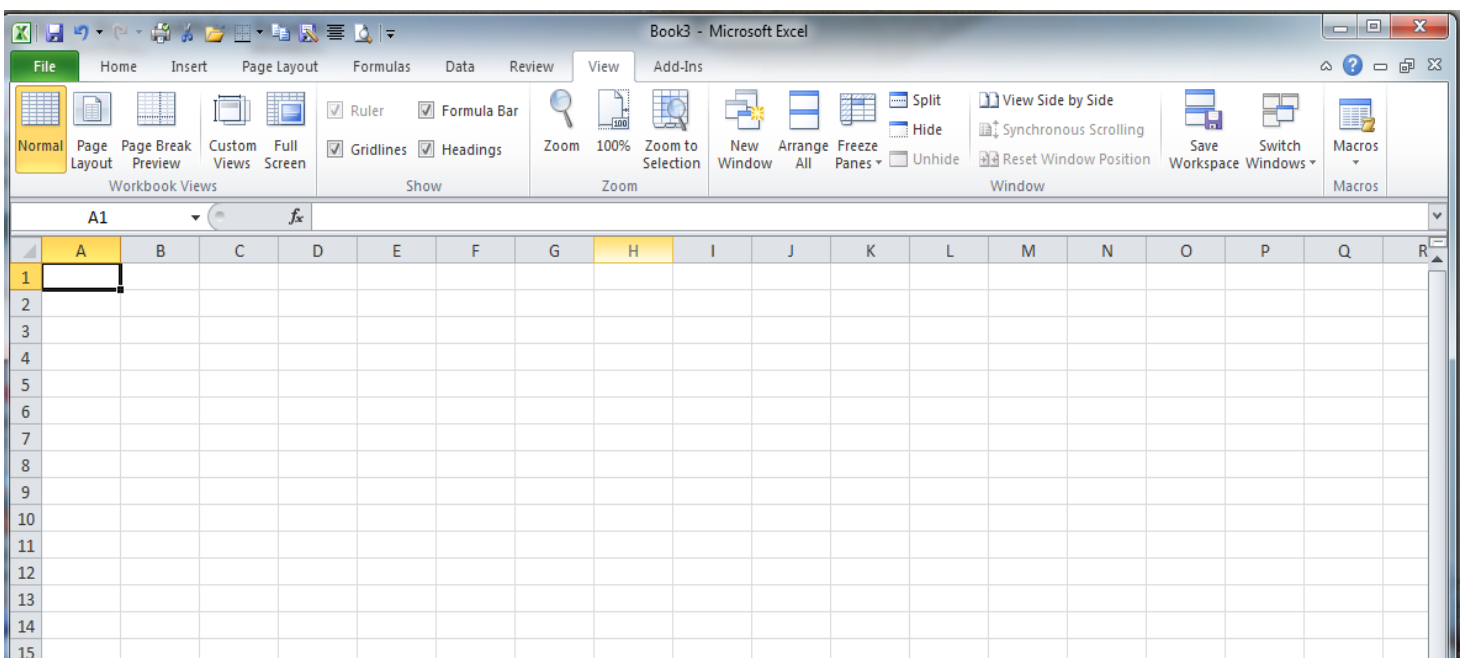
HOW TO IMPORT A TYPICAL REPORT INTO EXCEL

Importing an NGS Report into Excel gives you the ability to reorder your report, rearrange columns, count and total fields and many other tasks.

A spreadsheet also gives you the ability to analyze your data in many ways. Let's say you have a large district report and you want to know how many students are in each grade or you need to send a list to the counselors and you only want to include certain fields. By importing a report into Excel you will have the ability to do this task.

First go to NGS reports and generate the report you want to import. Once generated, go to your mail box and open the report you just generated.

Next open a blank excel spreadsheet like the following:

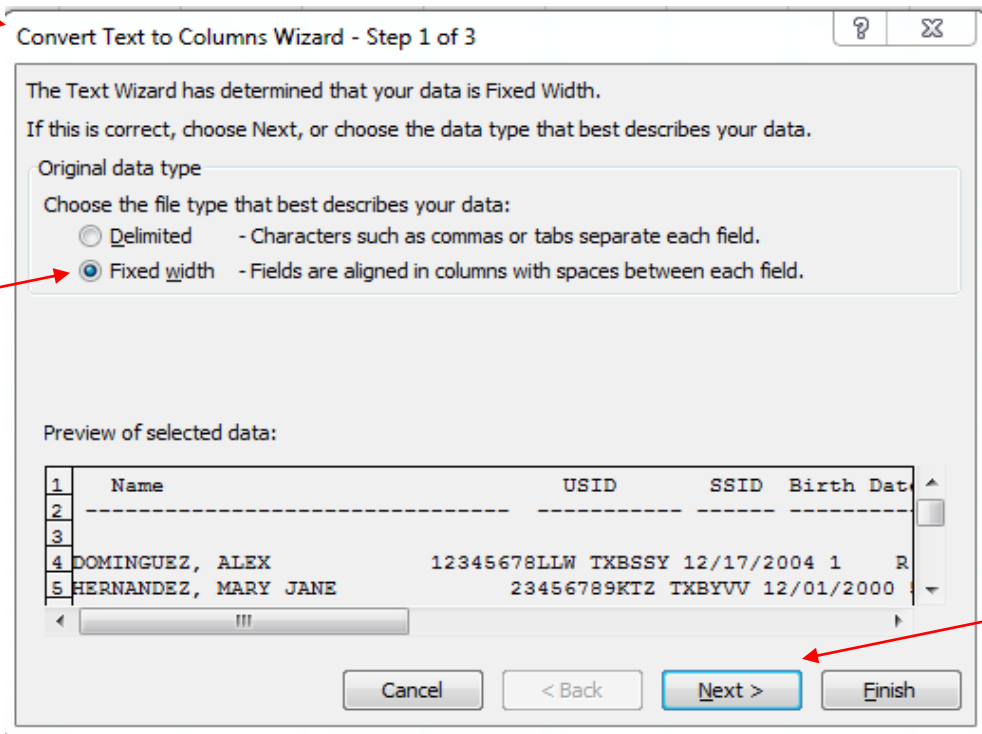


Now go back to NGS and highlight the names and information of all the students you want to import. To do this you left click your mouse, drag to the bottom and release. Then you bring your mouse to the middle of the highlighted section and right click and copy. Go to your excel document and paste the information into the first cell by clicking on the first cell (A:1). Right click and paste.

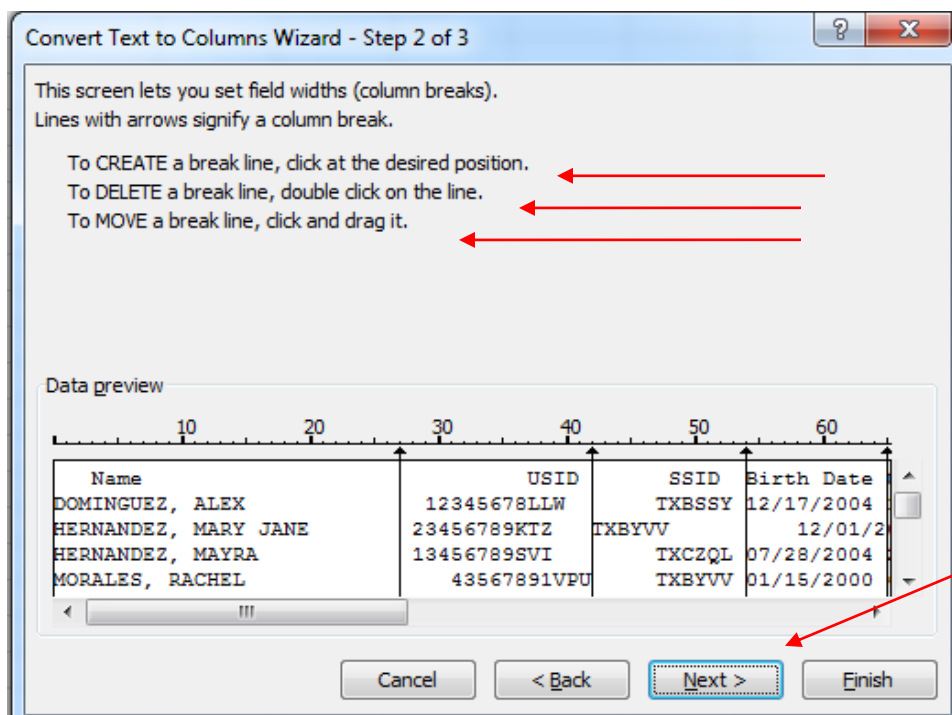
Now put your mouse on the A so that it highlights only the first row. On the menu bar click on Data. Under data click on "Text to Columns".

This will open a dialogue box like the one below.

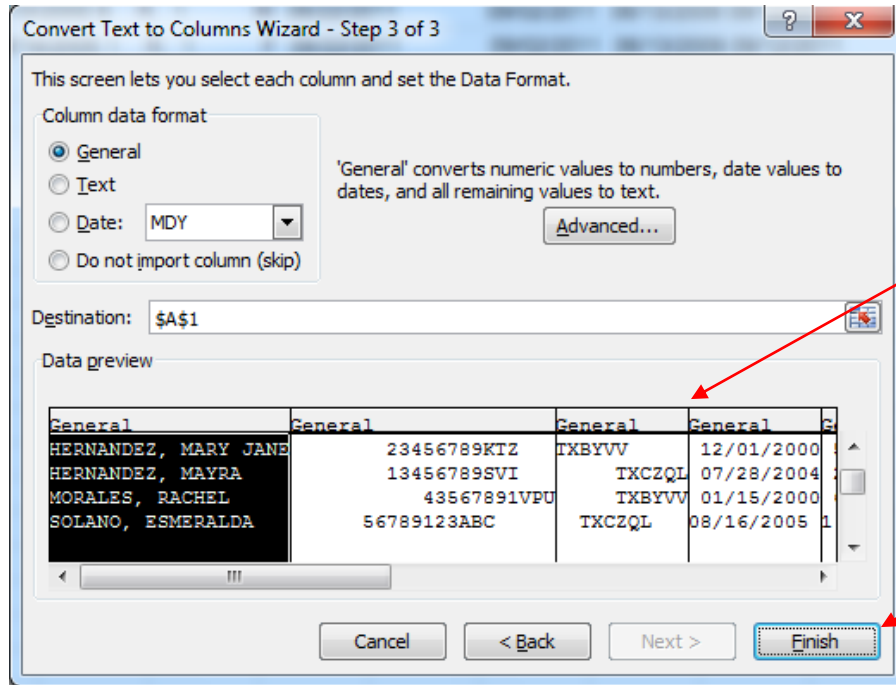
Click on the Open box at the bottom right to open the following **Text Import Wizard – Step 1 of 3** dialogue box:



Click on the **Fixed width radio button** at the top left and scroll down using the scroll bar at the bottom right until the column name of your first field is displayed at the top of the preview box. **Next click on the Next > box** at the bottom which will take you to the **Text Import Wizard – Step 2 of 3** dialogue box:



Next **insert separator lines** by clicking between the fields as displayed in the Data preview box. Be sure to insert lines between all of the fields by scrolling all the way to the right by using the scroll bar at the bottom. You can move a separator line by clicking and dragging it. A line can be deleted by simply double clicking it. When you are done inserting separator lines click on the **Finish box at the bottom**. Your text report will then be imported as a spreadsheet as displayed below:

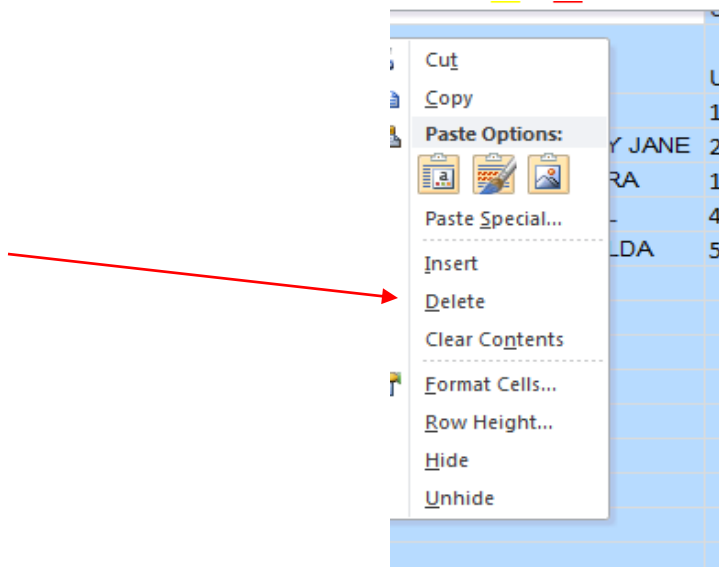


Next let's remove the extraneous rows at the top and bottom by highlighting them as shown below:

USID	SS ID	Birth Date	Grade Type	Race	Sex	Date	Enrollment Date	Withdrawal Date	Verification	QAD	Date
12345678LLW	TXBSSY	12/17/2004	2 R		1 M		8/22/2011	10/11/2011	9/24/2011	5/29/2009	9/24/2011
HERNANDEZ, MARY JANE	23456789KTZ	12/1/2000	4 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011
HERNANDEZ, MAYRA	13456789SVI	7/28/2004	3 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011
MORALES, RACHEL	4567891VPU	1/15/2000	5 R		1 F		8/22/2011		9/15/2011	7/8/2011	8/30/2011
SOLANO, ESMERALDA	56789123ABC	8/16/2005	1 R		1 F		8/22/2011			7/20/2009	9/24/2011

Next, if using Excel 2010, click Home from the top menu, after highlighting the rows. Then click delete rows.

**An alternate way would be to use your mouse. After highlighting the fields you want to delete, you would hover over the highlighted fields and right click your mouse. It will open the following dialogue box you would then click delete:

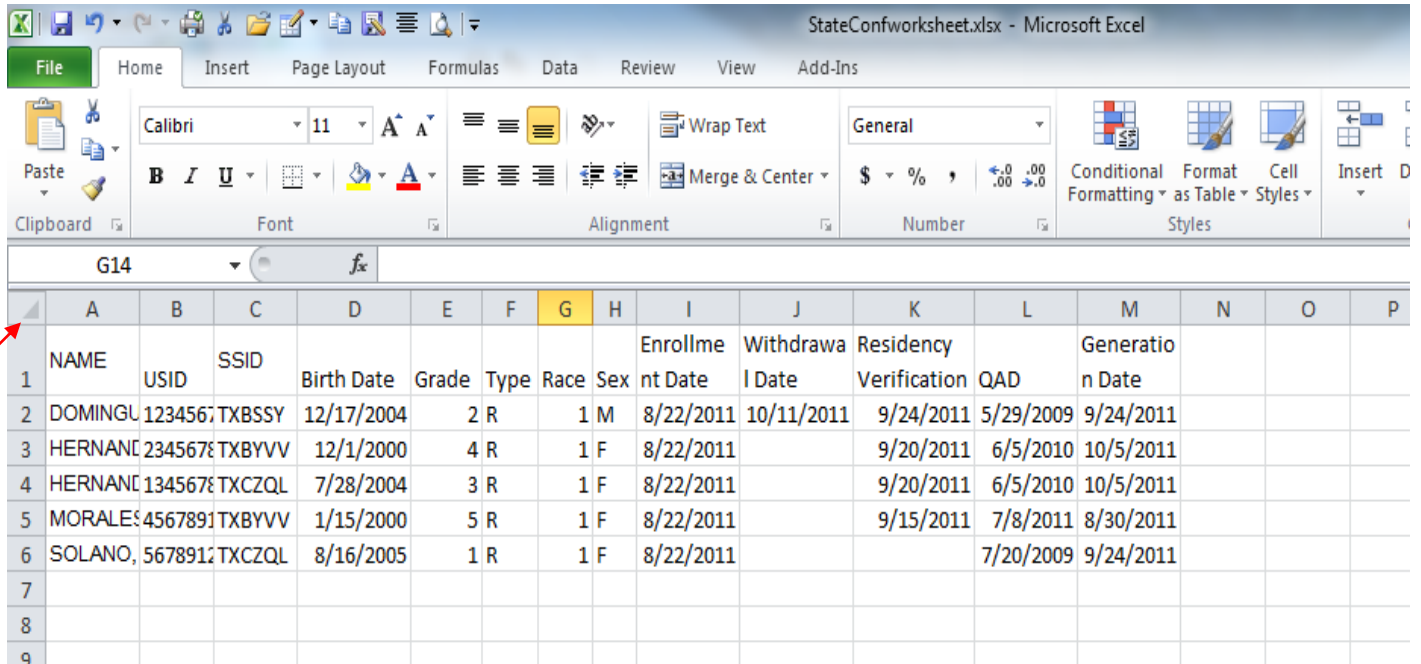


Delete the extra rows at the bottom by using the same technique as described above.

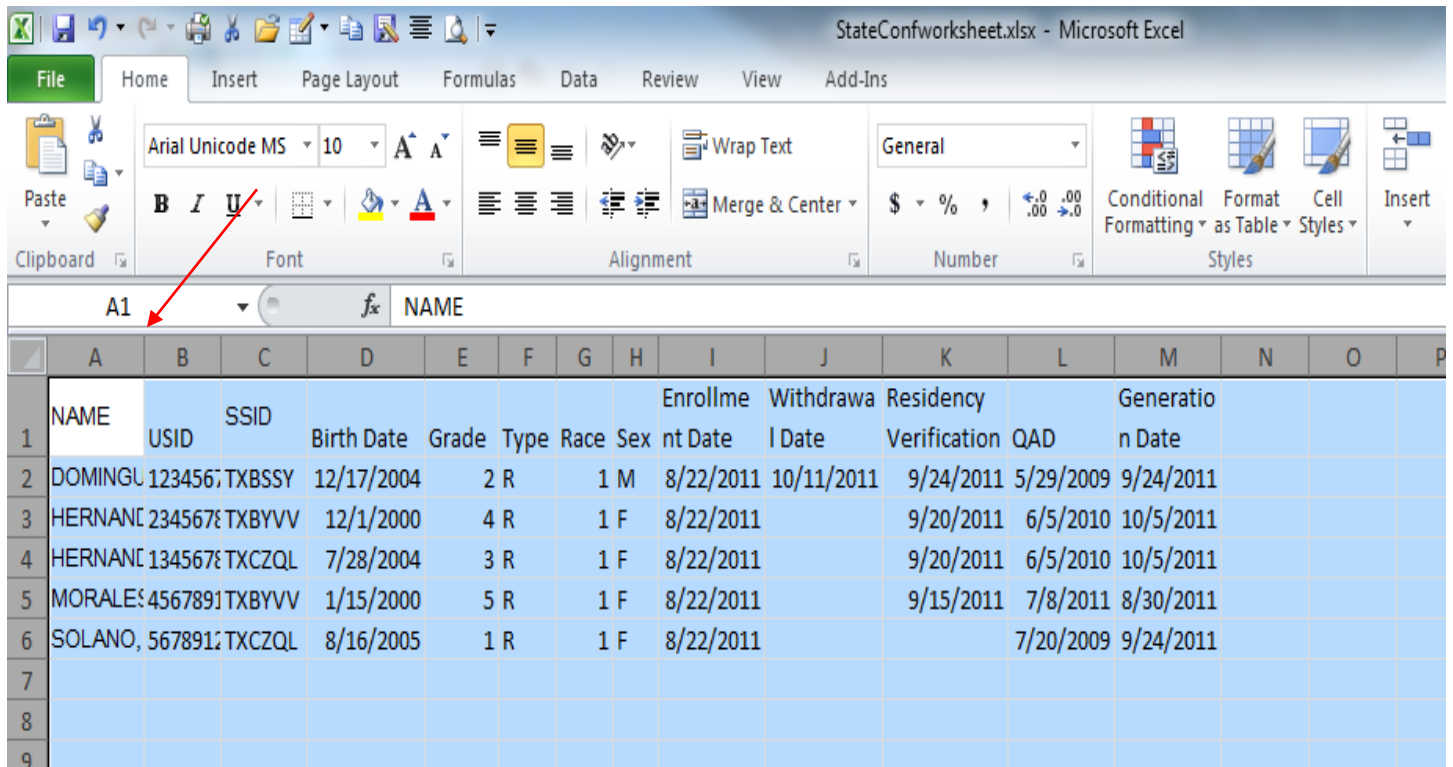
Next let's **insert column names right below the data fields**. In the above example, insert them into row 31 as shown below:

29															
30		USID	SS ID	Birth Date	GL	Type	Race	Sex	Date	Date	Verification	QAD	Date		
31		USID		Birth Date		Gra	Type	Race	Sex	Date	Date	Verification	QAD	Date	
32		12345678LLW	TXBSSY	12/17/2004		2	R		1	M	8/22/2011	10/11/2011	9/24/2011	5/29/2009	9/24/2011
33	HERNANDEZ, MARY JANE	23456789KTZ	TXBYVV	12/1/2000		4	R		1	F	8/22/2011		9/20/2011	6/5/2010	10/5/2011
34	HERNANDEZ, MAYRA	13456789SVI	TXCZQL	7/28/2004		3	R		1	F	8/22/2011		9/20/2011	6/5/2010	10/5/2011
35	MORALES, RACHEL	4567891VPU	TXBYVV	1/15/2000		5	R		1	F	8/22/2011		9/15/2011	7/8/2011	8/30/2011
36	SOLANO, ESMERALDA	56789123ABC	TXCZQL	8/16/2005		1	R		1	F	8/22/2011			7/20/2009	9/24/2011
37															
38															

As you can see below, the first two columns aren't displaying fully because the width is too narrow.



You can expand all fields to their appropriate width by clicking your mouse on the box in the upper left hand corner above 1 and to the left of A as shown below:



Next move your mouse to the dividing line between column A and Column B and double click which will expand the columns as shown below:

StateConfworksheet.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

Paste Paste Font Arial Unicode MS 10 Bold Italic Underline Merge & Center Alignment Number General Styles Cells

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	NAME	USID	SSID	Birth Date	Grade	Type	Race	Sex	Enrollme nt Date	Withdrawa l Date	Residency Verification	QAD	Generatio n Date		
2	DOMINGUEZ, ALEX	12345678LLW	TXBSSY	12/17/2004	2 R		1 M		8/22/2011	10/11/2011	9/24/2011	5/29/2009	9/24/2011		
3	HERNANDEZ, MARY JANE	23456789KTZ	TXBYVV	12/1/2000	4 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011		
4	HERNANDEZ, MAYRA	13456789SVI	TXCZQL	7/28/2004	3 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011		
5	MORALES, RACHEL	4567891VPU	TXBYVV	1/15/2000	5 R		1 F		8/22/2011		9/15/2011	7/8/2011	8/30/2011		
6	SOLANO, ESMERALDA	56789123ABC	TXCZQL	8/16/2005	1 R		1 F		8/22/2011			7/20/2009	9/24/2011		
7															
8															
9															

Importing your report into Excel gives you the ability to sort your report in almost any imaginable order. For example, if you wanted to **sort your report in reverse alphabetical order**, you would highlight the area from **Row 2 to Row 6 and all the way across to Column M** by clicking and dragging your mouse as shown below:

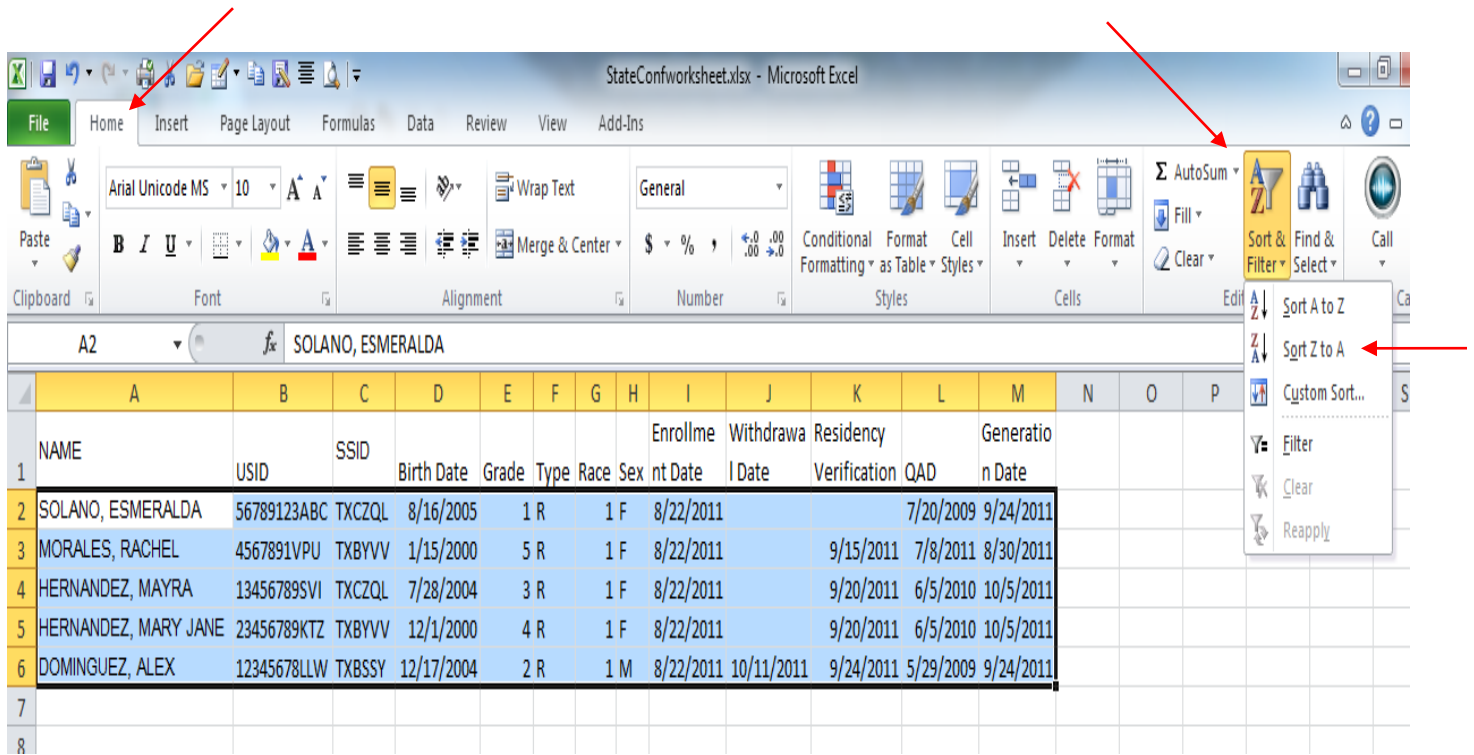
StateConfworksheet.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins

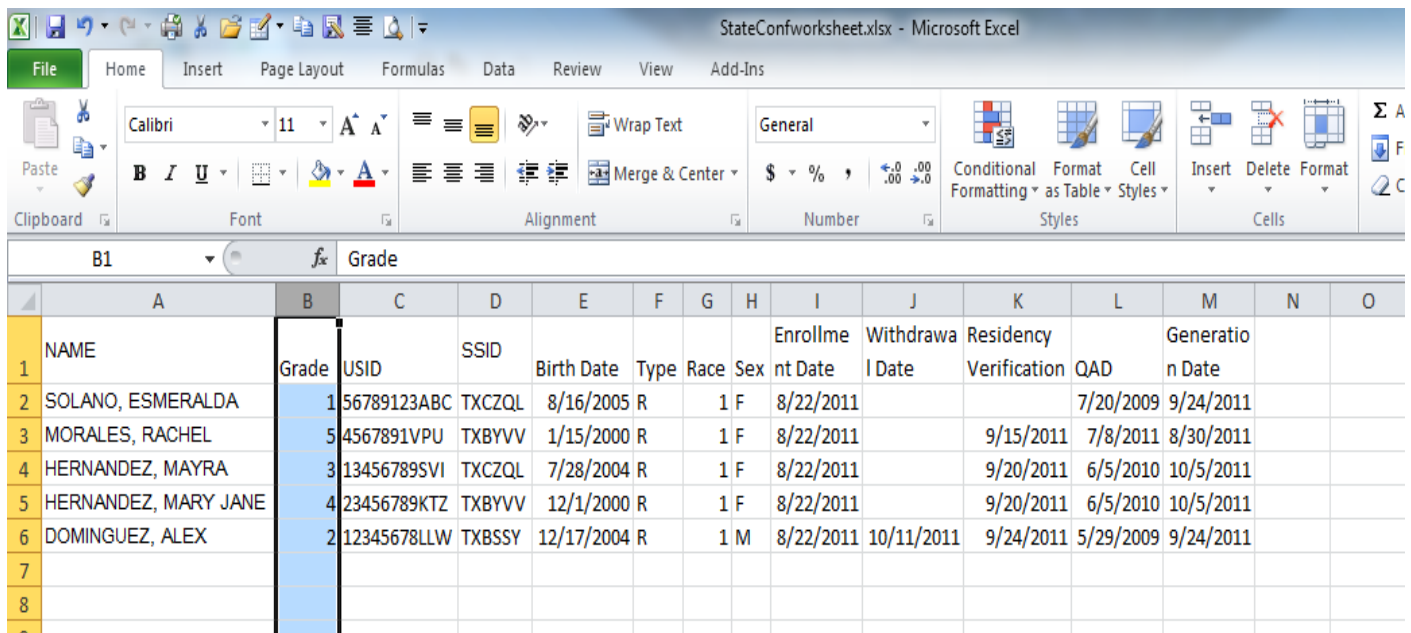
Paste Paste Font Arial Unicode MS 10 Bold Italic Underline Merge & Center Alignment Number General Styles Cells

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	NAME	USID	SSID	Birth Date	Grade	Type	Race	Sex	Enrollme nt Date	Withdrawa l Date	Residency Verification	QAD	Generatio n Date		
2	DOMINGUEZ, ALEX	12345678LLW	TXBSSY	12/17/2004	2 R		1 M		8/22/2011	10/11/2011	9/24/2011	5/29/2009	9/24/2011		
3	HERNANDEZ, MARY JANE	23456789KTZ	TXBYVV	12/1/2000	4 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011		
4	HERNANDEZ, MAYRA	13456789SVI	TXCZQL	7/28/2004	3 R		1 F		8/22/2011		9/20/2011	6/5/2010	10/5/2011		
5	MORALES, RACHEL	4567891VPU	TXBYVV	1/15/2000	5 R		1 F		8/22/2011		9/15/2011	7/8/2011	8/30/2011		
6	SOLANO, ESMERALDA	56789123ABC	TXCZQL	8/16/2005	1 R		1 F		8/22/2011			7/20/2009	9/24/2011		
7															
8															
9															

Next in Excel 2010, click on the Home tab from the top menu bar. Click on Sort. It is a drop down menu. Click on Sort Z to A to sort your report in reverse alphabetical order.

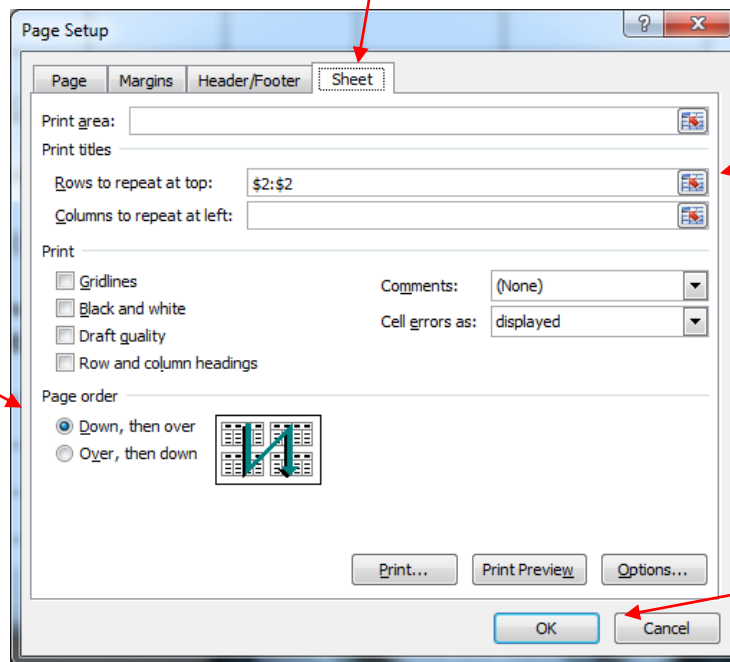
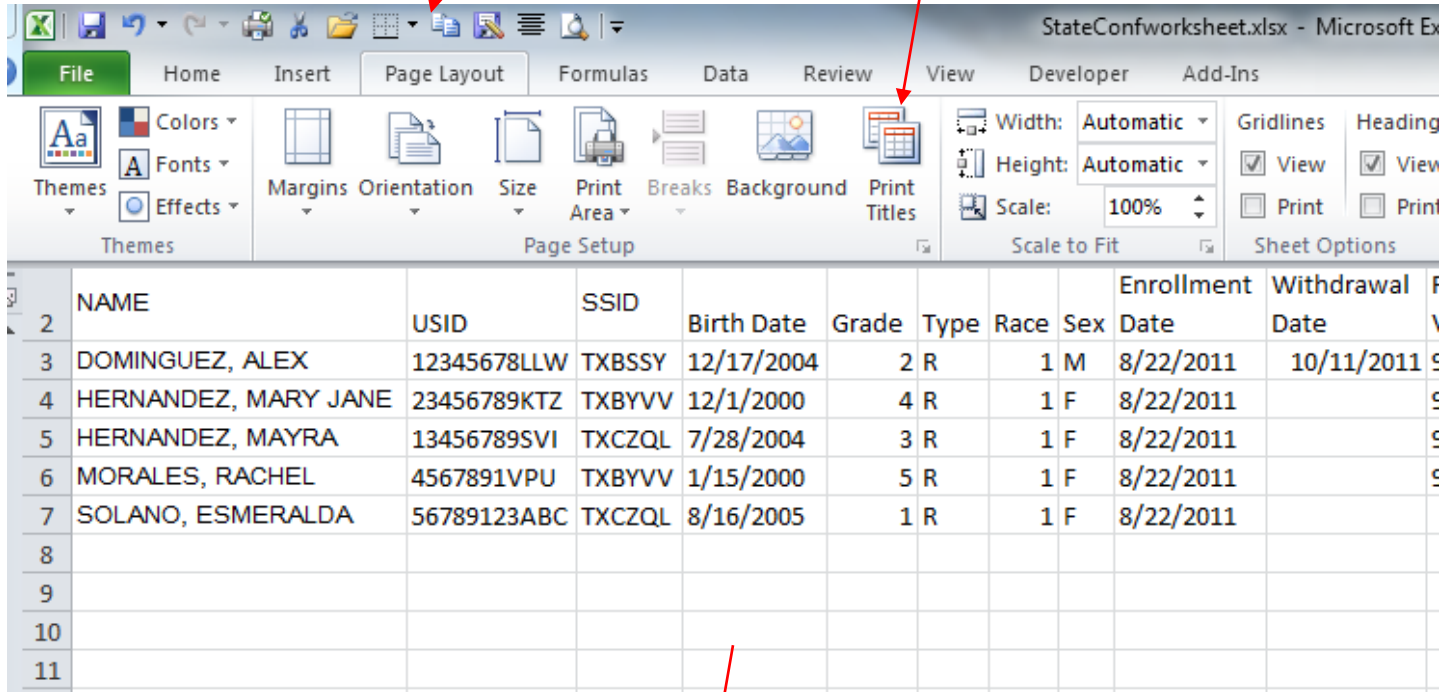


You can also rearrange the order of the columns. For example, if you wanted the Grade column to displayed right after Name you would highlight the Grade column by right clicking on the letter E above Grade and selecting Cut from the submenu. The Grade column will then be highlighted by a moving dotted line. Next right click on the USID column and select Insert Cut cells from the submenu. The Grade Column will be inserted as shown below:



Many other operations on rows and columns can be performed using the standard Edit, Copy, Cut and Paste functions.

*Also in Excel 2010, if you would like the top row or a header to continue on every page, then **click on the page layout tab**, **click Print titles**, under the **sheet tab**, in **repeat rows at top type \$2:\$2**, (where 2 represents the row you are wanting to repeat, then **click OK**) or **click on the grid** at the end to open the Excel window then highlight the rows that you want repeated. Once you see the blinking outline, click on the grid again and close the window. **Click on rows and columns heading** to view rows and columns on your spreadsheet. Then click OK.



Please visit <http://www.epsilen.com/grp/MEPGroup> to access the forms discussed in this training. They are under QuickLinks.

Please contact our office if you need additional assistance at esmer.solano@esc20.net. Thank you.