

# Instruction: Step-by-Step Guide

# (ii) FTB Community Profiling

The goal of this instruction is to equip and enable you to create charts for your school community like those in the Community Profile <u>worked example</u>. Such a community profile has multiple <u>applications</u> for schools. The creation of this community profile uses <u>NISRA's Flexible Table Builder</u> (FTB) tool and CPT <u>Excel Templates</u>. Before starting this profiling activity, you will need to have identified your school's District Electoral Area (DEA), Super Data Zone (SDZ), and Data Zone (DZ) using the <u>ID Data Zone</u> instructions.

# **Tools for Community Profiling**

- The NISRA Flexible Table Builder
- CPT Excel templates have been created for each county (n=6)<sup>1</sup>. There are 12 worksheets in each Excel template, one for each variable. The tab for each worksheet is labelled with the variable name. The Excel templates have been set up to accommodate a simple 'copy and paste' function *copying* the Counts data from the created NISRA FTB tables, for each geography and variable, and *pasting* into the spreadsheet of the related Variable tab and geography within the CPT Excel template<sup>1</sup>. Formulae already inserted into the CPT Excel templates mean that conversion of Counts to percentages for comparison of geographies, and automatic re-categorisation of variable categories where necessary (eg school age population categorising to 0-4yrs, 5-11yrs, and 12-18yrs) is enabled, as well as automatic creation of all charts. Once created, these charts can be copied and pasted into Word documents and/or PowerPoint slides for multiple applications.
- <u>Appendices</u>
  - Appendix 1 defines the geographies NI, County, LGD, DEA, SDZ, DZ
  - <u>Appendix 2</u> contains a list of variables (n=12) detailing which classifications to select and what categories the selected classification of the variable contains. It would be useful to have this to hand when creating your community profile to quicken the process of selecting variable classifications. These variables have been selected as determinants of educational attainment, either directly or indirectly.

<sup>1</sup>Antrim, Armagh, Derry/Londonderry, Down, Fermanagh, Tyrone

#### **Instruction Format**

Generation of the Community Profiling data is as demonstrated in Example 1, which provides instruction applicable to ten of the twelve profiling variables using an **ABC** (Access, Build, Create) format. Two other variables require specific instruction. These are **Parent Qualifications**, which necessitates the creation of a Pivot Table and **School Age Population** which requires recategorisation of the Age variable prior to percentage computation and chart creation.

#### Example 1 – Creating data tables and charts across geographies, pg5

The LGD geography will be used as a full illustrative example, from start to chart. However, points of difference ie selecting *geographic* level and *area* selection, for each of the other DEA, SDZ, and DZ geographies, will also be demonstrated. This methodological process works for all variables except for those highlighted in **Example 2** and **Example 3** where specific instruction has been included to enable you chart these.

#### EXAMPLE

Variable: Religion or Religion Brought Up In

Geographic level: Local Government District (LGD)

Geographic area: Ards and North Down

#### Example 2 – Creating a pivot table (relevant to Variable Parent Qualifications) pg18

#### EXAMPLE

Variable: Parent Qualification

Geographic level: Data Zone

Geographic area: Lurgan\_S1

CPT Excel Template: Co Armagh

#### **Example 3** – Re-categorisation of variables, pg31

#### EXAMPLE

Variable: School Age Population

Geographic level: Data Zone

Geographic area: Lurgan\_S1

CPT Excel Template: Co Armagh

#### Note Data Confidentiality

On rare occasions, data generated using NISRA's FTB tool does not pass confidentiality checks. If this is the case, no data is displayed and a red data confidentiality notification appears . It is most likely to occur at lower geographic levels such as the data zone level, and with pivot tables in particular. The example below is for Newtownards\_H2 which did not pass confidentiality checks for the Parent Qualifications variable. The lowest level of data that can be generated for this variable is at the SDZ.

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Choose your variables	Your table	
Search available variables	Q Data confidentiality	
All	None of the areas you've asked for pass confidentiality checks.	
Your selected variables		
Adult Lifestage - 13 Categories Change Remove	Cell count: 91	
Qualifications (Highest Level) - 7 Categories Change Remove	Population: People	
	Geographic level: Census 2021 Data Zone	
Save and continue	Geographic area: Newtownards_H2	
	<b>Variables:</b> Adult Lifestage - 13 Categories, Qualifications (Highest Level) - 7 Categories	
	Filters: None selected	

# The ABC to creating a community profile: Access, Build, Create!

## A. Access the Flexible Table Builder (FTB)

Open NISRA Flexible Table Builder and click on Build a Custom Table link.



The following screen will appear. This is the interface for the Flexible Table Builder (FTB) Tool. All queries for both <u>geographies</u> and <u>variables</u> can be searched using this tool.

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SISRA FLEXIBLE TABLE BUILDER	<b>CENSUS</b> 2021
Choose your population	Your table
O Households	Cell count: 0
O People	Population: None selected
	Geographic level: Northern Ireland
Save and continue	Geographic area: Northern Ireland
	Variables: None selected
	Filters: None selected

A recommended area hierarchy for community profiling and comparatives is NI, County, LGD, DEA, SDZ and DZ (<u>Appendix 1</u>). The NI and County level data has already been added to your CPT <u>Excel</u> <u>templates</u>. The remaining geographies for which data needs generated are therefore LGD or council area, DEA, SDZ and DZ. Use your school's LGD, DEA, SDZ, DZ to generate a Community Profile for your school. The following steps will illustrate how to generate data tables for these geographies using NISRA's FTB for transfer into CPT Excel Templates and automated chart creation.

EXAMPLE 1 – Generating data table and charts for Community Profile

This process applies to 10 of the 12 variables listed in Community Profile variable listing <u>Appendix 2</u>. Exceptions are *Parent Qualifications*, and *School Age Population*. Steps for these variables are shown in Example 2 (Pivot Table), and Example 3 (Re categorisation), respectively.



# B. Build Data Table

# 1. Choose Population for Table

#### Select People, then click Save and continue



Note: the table to the right of the screen provides a summary of the table building selections made

#### 2. Choose Geography level for Table

Select Local Government District (LGD) 2014, then click Save and continue

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SISRA FLEXIBLE TABLE BUILDER	<b>CENSUS</b> 2021
<u>← Back</u>	
Choose a geography	Your table
O Northern Ireland	Cell count: 11
O Health and Social Care Trust	Population: People
	Geographic level: Local Government District 2014
County	Geographic area: Northern Ireland
O Local Government District 2014	Variables: None selected
O Parliamentary Constituency 2008	Filters: None selected
O Parliamentary Constituency 2024	A

**Note**: You may choose any geography you are interested in from the listing. The current example is for LGD geographic level. Please refer to Box 1 for guidance on selecting DEA, SDZ, and DZ **geographies**.

#### 3. Choose Area for selected geography

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Select Search for any Local Government District 2014 by name or code. Start typing the Local Government District name, within which your school is located, in the text box, *click* the search icon to display, and *click* Save and continue.

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Import favorites For quick access, place your favorites here on the favorites bar. Manage favorites now	
<u>← Back</u>	Î
Choose areas for your selected geography	Your table
O Get data for every Local Government District 2014	Cell count: 1
Search for any Local Government District 2014 by name or code	Population: People
	Geographic level: Local Government District 2014
Arus	Geographic area: Ards and North Down
Your selected areas	Variables: None selected
Ards and North Down N09000011 Remove	Filters: None selected
Save and continue	

- Note: Please refer to Box 1 for guidance on selecting areas for DEA, SDZ, and DZ geographies.

#### **BOX 1** Selecting **Geography** and **Area** options

# **District Electoral Area (DEA)**

Choose a Geography: Scroll to Census 2021 Data Zone

Parliamentary Constituency 2008	0
O Parliamentary Constituency 2024	0
O Local Government District 1993	0
O Settlement 2015	0
O District Electoral Area 2014	0
O Census 2021 Super Data Zone	0
O Census 2021 Data Zone	6

Choose Area: Select Search for any District Electoral Area 2014 by name or code, enter DEA of interest, click on search icon, and click on DEA

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0	Get data for every District Electoral Area 2014	
	Search for any District Electoral Area 2014 by name or code	
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# Super Data Zone (SDZ)

Choose a Geography: Scroll to Census 2021

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O Parliamentary Constituency 2008	0
O Parliamentary Constituency 2024	0
O Local Government District 1993	0
O Settlement 2015	0
O District Electoral Area 2014	0
O Census 2021 Super Data Zone	0
O Census 2021 Data Zone	0
Save and continue	

**Choose Area**: *Select* Search for any Census 2021 Super Data Zone by name or code, enter SDZ of interest, click search icon, and click on SDZ

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East Choose areas for your selected geograp	phy	Nock Choose areas for your selected	geography
Get data for every Census 2021 Super Data Zone		Get data for every Census 2021 Data Zone	
Search for any Census 2021 Super Data Zone by name or code		Search for any Census 2021 Data Zone by name or	code
Newtownards_H	Q	Newtownards_H2	٩
Newtownards_H	N21000786	Newtownards_H2	N20003505
O Select every Census 2021 Super Data Zone within a larger area		Select every Census 2021 Data Zone within a large	tr area

Data Zone (DZ)

**Choose a Geography**: *Scroll* to Census 2021 Data Zone

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Parliamentary Constituency 2008	0
Parliamentary Constituency 2024	0
O Local Government District 1993	0
O Settlement 2015	0
District Electoral Area 2014	0
Census 2021 Super Data Zone	0
O Census 2021 Data Zone	0

Choose Area: Select Search for any Census 2021 Data Zone by name or code, enter DZ of interest, click search icon, and click on DZ C C https://build.niara.gov.uk/en/custom/peography1d=PEOPLEde=02218

Note: when inserting Geographic area ensure to place an underscore between the DEA and SDZ/DZ eg Newtownards_H and Newtownards_H2. On s	election
of the geography of interest, simply continue to Step 4.	

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#### 4. Choose Variable for Table

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(a) If you know the name of the variable you want, simply type it in the text box and *click* on the blue search icon (see Variables reference list in <u>Appendix 2</u>). Or *select* All for the full listing and *click* on your variable of interest from the list. As an example, we will use <u>Religion or Religion Brought Up In</u>

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Choose your variables	Your table
Search available variables	Q Data confidentiality
	1 out of 1 areas pass confidentiality checks.
	Coll count: 1
Address One Year Ago	>
2 classifications available	Population: People
Adult Lifestage	Geographic level: Local Government District 2014

**Note**: The summary table to the right of the screen will now also display data confidentiality status.

(b) *Select* the variable Religion or Religion Brought Up In, either by *typing* in text box and *clicking* blue search icon, or by *clicking* All and *scrolling* the list of alphabetised variables to locate. *Click* on Religion or Religion Brought Up In hyperlink.

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Choose your variables	Your table
religion or religion brought up in	Data confidentiality
All	1 out of 1 areas pass confidentiality checks.
One matching result found Clear search	
Religion or Religion Brought Up In	Cell count: 1
1 classification available	Population: People
Your selected variables	Geographic level: Local Government District 2014
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(c) The following screen will appear. This variable has only one classification to choose from, so simply *click* on Save and return

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Choose a classification of Religion or Religion Brought	Your table
Up In	Data confidentiality
Religion or Religion Brought Up In	1 out of 1 areas pass confidentiality checks.
Save and return or cancel	-
	Cell count: 4
	Population: People
	Geographic level: Local Government District 2014

**Note**: click on the 'i' icon to find out more about the variable, and the categories that make up the classification

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(d) Summary of chart variables is displayed for your information. This is also the interface for making changes to the Geographic level, Geographic area, and Variable selected. For example, if creating a table for a range of geographies for the Religion or Religion Brought Up In variable

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For quick access, place your favorites	here on the favorites bar. Manage favorites now		
This dataset provides Census 2021 estin religion or religion brought up in.	nates that classify usual residents in Northern Ireland by		•
Your table			
Population	People		
Geographic level	Local Government District 2014	Change	<u>e</u>
Geographic area	Ards and North Down	Change	2
Variables	Religion or Religion Brought Up In	Change	2
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Download			Ŧ

**Note**: in creating a community profile for your school, it will be helpful to start with the range of Variables in <u>Appendix 2</u>.

Change interface –Once you have data for LGD you can select a new geographic level and area (for same variable) or select a new variable for a new chart

#### 5. Download data table

(a) *Click* on download, which opens a window to download formats. Click on XLSX to open Excel spreadsheet

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(b) This opens a download window on the top right of screen. *Click* on Open file to open Excel spreadsheet containing the generated data table.

opulation Geographic level	People	ni-census21-people-lgd1up_in_dvo-2: Open file	5077539.xlsx
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#### 6. Data Extraction

(a) Following on from Step 5c, the Excel spreadsheet will open in a new window at the Cover Sheet. *Click* the Table tab at bottom left-hand corner to reveal the generated data table

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6	Local Government District 2014			
7	Contact name			
8	Census Customer Services			
9	Contact number			
10	028 9025 5156			
11	Contact email			
12	census@nisra.gov.uk			
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(b) Column B confirms the geography level (LGD). *Scroll* across to the **Count** column (E) using scroll tab in bottom right-hand corner until the Count column can be seen onscreen.

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(c) Select the numbers in the Count column (Column E, Rows 5-8) and right click to copy data

# C. Create Charts

7. Navigate CPT Excel Template

(a) *Open* relevant County level CPT <u>Excel Template</u> based on school's location and *save a copy* onto your computer for editing. In this example, it is the Co *Down* CPT Excel Template.

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(b) *Click* on the Religion or Religion Brought Up In variable tab at bottom of CPT spreadsheet to display the Religion and Religion Brought Up In spreadsheet template.

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5	Catholic	869754	260867											
6	Protestant and Other Christian (including Christian related)	827545	306335											
7	Other religions	28515	13490											
8	None	177361	70629											
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(c) *Scroll* down to view the chart which is populated with NI and County level data. *Scroll* back up to the data tables.



8. Copy and Paste Count data between NISRA FTB and CPT Excel spreadsheets to create chart

(a) *Paste* Count data (copied from NISRA FTB spreadsheet - Step 6c) into the empty LGD column in first table of CPT Excel Template.

**Notice** how the percentage figures are automatically calculated in the table directly below where you pasted the Count data. The data in the percentage table is the one used to generate the charts since percentages are necessary for direct comparison of variables across different geographic levels.

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5	Catholic	869754	178,523	22,262											
6	Protestant and Other Christian (including Christian related)	827545	296,228	111,175											
7	Other religions	28515	8,464	2,237											
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**Tip** – when right clicking to paste data, use Paste Special. This will match the number font/size to the destination format ie CPT Excel Template.

(b) *Scroll* down to *view* the chart in the CPT spreadsheet which will be updated automatically with the LGD level data.



(c) Continue this process of building the CPT Excel data table, copying Count data from NISRA's FTB Excel spreadsheet (**Steps 6a to 6c**) and pasting into the CPT Excel Template (**Step 8b**) for each of the DEA, SDZ, and DZ geographies, until the Count table is complete.

**Notice** again how the percentage figures are automatically calculated in the table directly below where the Count data is pasted.



(d) Scroll down to view the final chart for the variable, in this case, Religion or Religion Brought Up In.



9. Copying Excel Chart from CPT spreadsheet to MS Word or PowerPoint



(a) *Click* on chart to highlight/frame, then *right-click* and *copy* 

(b) *Paste* Excel Chart in preferred application eg MS Word or PowerPoint using the <u>Keep Source</u> <u>Formatting and Link Data</u> paste function.



**Note**: The <u>Keep Source Formatting and Link Data</u> paste function links data in your copied chart (Word/PowerPoint) to the CPT Excel Template. This means when you make changes to the Excel template, for example, change chart type, or add a new geography, your copied chart will automatically be updated, as long as you don't rename either the Word document/PowerPoint or CPT Excel Template. If you do rename either, the data link will be broken, meaning you will have to *copy and paste* again if you make any changes to the chart in CPT Excel Template.

#### 10. Editing Chart

(a) To *resize* the chart in **MS Word** simply *click* the chart and then *drag* the bottom central sizing handle (circle) using mouse or trackpad until the y-axis (labelled as percentage) shows 10% increments, as per original chart in CPT Excel spreadsheet.



(b) To *resize* the chart in **MS PowerPoint**, simply *click* the chart and then *drag* the sizing handles using mouse or trackpad until the chart is the size you want.



**Note**: the middle handles (circles) move the chart horizontally or vertically only, while the corner handles move the chart both vertically *and* horizontally simultaneously.

#### **EXAMPLE 2** – Creating a Pivot Table

In this example, we will generate data at the Super Data Zone (SDZ) geographic level for Newtownards H. The Variable - Parent Qualifications requires input from two variables: Adult Lifestage, and Qualifications (Highest Level), and creation of a Pivot Table. The following instructions will take you through the complete process, step-by-step.

#### 11. Changing Geographies

(a) Return to NISRA's FTB at the point you left off ie Step 5b Table Summary screen. On the summary screen, *click* on the Change hyperlink at the Geographic level.

Note: alternatively, change selections by clicking the browser back button, until you reach the Geographic level screen and follow Steps (2) to (4) to select new geographies and variables.

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Variables	Religion or Religion Brought Up In	C	hange	
Filters	None selected	Filter	table	
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# (b) Select Geographic level

Select Census 2021 Data Zone and click on Save and return. ← C כוֹם ∽≞ G D Import favorites For quick access, place your favorites here on the favorites bar. Manage favorites now <u>← Back</u> Choose a geography Your table Data confidentiality Only showing geography variables that are compatible with your selection of Ards and North Down. Clear selection 80 out of 80 areas pass 100% confidentiality checks. 0 O Local Government District 2014 O District Electoral Area 2014 8 Cell count: 320 **Population:** People 🔘 Census 2021 Super Data Zone Geographic level: Census 2021 Super Data Zone 8 Census 2021 Data Zone Geographic area: Ards and North Down Save and return Variables: Religion or Religion Brought Up In

#### (c) Select Geographic area

**Note**: on the table summary screen, the Geographic level is now Super Data Zone. *Click* on the Change hyperlink at the Geographic area.

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Your table					
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Geographic level	Census 2021 Super Data Zone		Cha	inge	
Geographic area	Ards and North Down		Cha	inge	)
Variables	Religion or Religion Brought Up In		Cha	inge	
Filters	None selected		Filter ta	able	
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(d) *Select* <u>Search for any Census 2021 Super Data Zone by name or code</u>, *enter* the text Newtownards\_H, and *click* the blue search icon. *Select* Newtownards\_H

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Search for any Census 2021 Super Data Zone by name or code	100% 850 out of 850 areas pass confidentiality checks.
Newtownards_H	
	Cell count: 320
NEWTOWNAIds_H N21000/86	Population: People
Select every Census 2021 Super Data Zone within a larger area	Geographic level: Census 2021 Super Data Zone
	•

#### (e) Click Save and return

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Get data for every Census 2021 Super Data Zone		Data confidentiality
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Newtownards_H	Q	Cell count: 4
Your selected areas		Population: People
Newtownards_H N21000786	Remove	Geographic level: Census 2021 Super Data Zone
Save and return	Geographic area: Newtownards_H	
		Variables: Religion or Religion Brought Up In

#### 12. Changing Variables

#### (a) *Click* on the Change hyperlink at Variables

**Note**: On the table summary screen, you will see both Geographic level and Geographic area have been changed to the Super Data Zone of Newtownards\_H.

This dataset provides Census 2021 est religion or religion brought up in.	imates that classify usual residents in Northern Ireland by	
Your table		
Population	People	
Geographic level	Census 2021 Super Data Zone	Change
Geographic area	Newtownards_H	Change
Variables	Religion or Religion Brought Up In	Change
Filters	None selected	Filter table
Pivot	No pivot applied	Pivot table

#### (b) Select variables

In the Your selected variables dialogue box *click* on Remove to clear the currently selected variable of Religion or Religion Brought Up In

C     D     https://build.nisra.gov.uk/en/custom/variables?d=PEOPLE&v=SDZ21&v=RELIGION     Import favorites     For quick access, place your favorites here on the favorites bar. <u>Manage favorites now</u>	N_BELONG_TO_OR_BROUGHT_UP_IN_DVO&~SD A 公 다 た 通 😵	
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Religion or Religion Brought Up In	Remove 1 Cell count: 4	
	Population: People	
Save and return	Geographic level: Census 2021 Super Data Zone	
	Geographic area: Newtownards_H	
	Variables: Religion or Religion Brought Up In	

(c) *Select* the variable Adult Lifestage by entering as text into the text box and *clicking* on the blue search icon. *Click* on the matching result Adult Lifestage hyperlink.

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One matching result found Clear se	earch
	Cell count: 4
Adult Lifestage 5 classifications available	> Population: People
Your selected variables	Geographic level: Census 2021 Super Data Zone
	Geographic area: Newtownards_H

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O Adult Lifestage - 11 Categories	0	
O Adult Lifestage - 13 Categories	6	Cell count: 13
O Adult Lifestage	0	Geographic level: Census 2021 Super Data Zone
Save and return or cancel		Geographic area: Newtownards_H
		Variables: Adult Lifestage - 13 Categories

(d) Select Adult Lifestage – 13 categories. Then click Save and return.

**Note**: The variable listing in <u>Appendix 2</u> specifies the classification to select for each variable in the community profile (n=12)

(e) *Select* second variable Qualifications (Highest Level) by entering as text into the text box and *clicking* on blue search icon. *Click* on matching result Qualifications (Highest Level) hyperlink.

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One matching re	sult found	Clear search				
Qualifications	(Highest Level)	<u>`````````````````````````````````````</u>	Cell count: 13			
3 classifications av	/ailable	>	Population: People			
			Geographic level: Census 2021 Super I	Data Zone		
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Adult Lifesta	ge - 13 Categories	Change Remove	Geographic area: Newtownards_H			
			Variables: Adult Lifestage - 13 Categor	ies		-



(f) Use the variable listing in <u>Appendix 2</u> to select the relevant classification. In this case, *select* Qualifications (Highest Level) – 7 categories. Then *click* Save and return.

#### (g) Click Save and continue

Note: Dialogue box shows selected variables and classification

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Adult Lifestage - 13 Categories	hange Remove ()
Oualifications (Highest Level) - 7 Categories	Population: People
	Geographic level: Census 2021 Super Data Zone
Save and continue	Geographic area: Newtownards_H
	Variables: Adult Lifestage - 13 Categories, Qualifications (Highest Level) - 7 Categories

#### (13) Create Pivot table

**Note**: Summary table now shows selected Geographic level (Super Data Zone), Geographic area (Newtownards\_H), and Variables: Adult Lifestage, Qualifications (Highest level).

(a) Click on Pivot Table hyperlink at the Pivot area to start creating the pivot table

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Your table					
Population	People	St	tart ag	ain	l
Geographic level	Census 2021 Super Data Zone		Char	nge	
Geographic area	Newtownards_H		Char	nge	
Variables	Adult Lifestage - 13 Categories, Qualifications (Highest Level) - 7 Categories		Char	nge	
Filters	None selected	Fi	ilter ta	ble	
Pivot	No pivot applied	P	ivot ta	ble	
Download					¥

(b) To pivot your table, *drag* the qualifications (highest level) variable (move curser to Qualifications variable to highlight, *hold left click* and *move* mouse or *navigate* track pad to move the variable) from the Rows section into the Columns section.

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<b>Columns</b> Drag variables here to	pivot				
Save and return or cancel					
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# (c) Click on Save and return

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Columns # Qualifications (Highest Lev	el) - 7 Categories	<u>Clear pivot</u>
Save and return or cancel		
Count	Qualifications (Highest Level) - 7 Categories	

# (d) Check table summary of Geographic level, Geographic area, Variables, and Pivot options.

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Geographic level	Census 2021 Super Data Zone			<u>Ch</u>	ange	
Geographic area	Newtownards_H			<u>Ch</u>	ange	
Variables	Adult Lifestage - 13 Categories, Qualifications (Highest Level) - 7 Categories			<u>Ch</u>	ange	
Filters	None selected			Filter	table	
Pivot	2 row variables, 1 column variable			Ch	ange	
Download						

#### (14) Data Extraction

(a) *Click* on download, which opens a window to download formats. Click on XLSX to open Excel spreadsheet download window on the top right of screen. *Click* on Open file at top right corner of screen to open Excel spreadsheet containing the generated data table.

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Geographic area Newtownards_H										
Variables         Adult Lifestage - 13 Categories, Qualifications (Highest Level) - 7 Categories         Ct										
Filters	None selected	Ē	Filter table							
Pivot	2 row variables, 1 column variable		Change							
Download V Download as XLSX Data table and supporting in	Iformation			+						

(b) The NISRA FTB Excel spreadsheet will open in a new window at the Cover Sheet. *Click* the Table tab at bottom left-hand corner of the spreadsheet to open the generated data table.

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3 4	Accredited official statistics theme Census 2021			
5	Coverage Census 2021 Super Data Zone			
7	Contact name			
9	Contact number			
10	Contact email			
12	census@nisra.gov.uk			
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(c) *Click* on Enable Editing in the yellow band at the top of the screen.

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(d) *Click* on View in the NISRA FTB Excel spreadsheet ribbon (row of tabs and icons located at the top of the Excel window), then *click* on drop-down arrow at Freeze Panes, and *click* on Unfreeze Panes.

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2       This worksheet contains one table.         3       Freeze panes are turned on. To turn off freeze panes please consult the help documentation for your software.         Very term of the worksheet.	_
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(e) *Scroll* down and across to column C (Adult Lifestage categories) and *select* Counts for No Qualifications in Column D, and rows 9-11, (ie youngest dependent child in household aged 0-4yrs, 5-11yrs, 12-18yrs), *right-click* and *copy* data. Keep this NISRA FTB Excel spreadsheet open.

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D9 $\cdot$ : $\times \checkmark f_x$	2				*					
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9 Age 25-54 years: Depende 10 Age 25-54 years: Depende	nt children in household: Young nt children in household: Young	est dependent child in househo est dependent child in househo	d aged 0-4 years d aged 5-11 years	25						
12 Age 55-65 years: One pers	nt children in household: Young	est dependent child in househo	d aged 12-18 years	5						
13 Age 55-65 years: Two or m	ore person household: No depe	ndent children		14						
14 Age 55-65 years: Two or m	ore person household: Depende	ent children in household		2						
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# C. Create Charts

#### 15 Navigate CPT Excel spreadsheet

(a) *Open* your saved CPT <u>Excel Template</u>, if not already open. In this example, it is the Co *Down* CPT Excel Template. Use the arrow buttons in bottom left-hand corner of screen to *scroll* variable tabs, then *click* on the Parent Qualifications tab.

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(16). Copy and paste Count data between NISRA FTB and CPT Excel spreadsheets.

(a) *Select* Super Data Zone cells (F19-21) in the table 'Population by parent (age 25-34yrs) no qualifications' in the CPT Excel spreadsheet, then *right click* and *paste* the values (*123* paste option) copied from the NISRA FTB Excel table into the Super Data Zone Column (F). Keep the CPT Excel spreadsheet open.

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(b) Return to the NISRA FTB pivot table. *Scroll* across to column H (Adult Lifestage categories) and *select* Counts for Degree (L4+) in rows 9-11 (ie youngest dependent child in household aged 0-4yrs, 5-11yrs, 12-18yrs), *right-click* and *copy* 

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(c) Switch to the CPT Excel Template, *select* the Super Data Zone cells (F6-8) in the table Population by parent (age 25-34yrs) degree (L4+), then *right click* and *paste* the copied values.

**Note**: notice how on pasting the Count data, the corresponding percentage values are automatically calculated in the table below it. It is this percentage data that is used to create the chart.



(d) *Scroll* down the spreadsheet to view the Super Data Zone charts for Parent Qualification (Degree) and Parent Qualification (None)



(e) Complete the Parent Qualifications chart by creating pivot tables for the remaining geography levels of LGD, DEA and DZ using *Steps 11, 13, 14 and 15* (**pgs 18-28**).

(f) Follow *Steps 9 and 10* (**pgs 16-17**) to copy the Parent Qualifications chart from the CPT Excel spreadsheet to MS Word or PowerPoint for editing.

#### **EXAMPLE 3** – Re-categorisation of Variable Categories

#### Variable: School Age Children

Data generation for this variable involves extraction of 0-18yrs data from the Age variable in NISRA's FTB Excel spreadsheet, with auto categorisation to 0-4yrs, 5-11yrs, and 12-18yrs in CPT Excel spreadsheet.

(17). Follow Step 11 to select Geographic level, and area. In this example, we will use the following:

EXAMPLE
Geographic level: Data Zone
Geographic area: Lurgan_S1
CPT Excel Template: Co Armagh

#### (18). Select Variables

(a) *Select* the variable Age by entering as text into the text box and *clicking* on the blue search icon. *Click* on the Age hyperlink under matching results.

$\leftarrow \rightarrow \mathbb{C}$ (https://build.nisra.gov.uk/en/custom/variables?d=PEOPLE&v=DZ21&~DZ21=N200	0000537&st=Age A <sup>N</sup> ☆ ロ ☆ @ 😪	
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16 classifications available	Geographic area: Lurgan_S1	
Compulsory School Age 2 classifications available	> Variables: None selected	
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(b) *Select* Age – 86 categories. Then *click* Save and return.

**Note**: The variable listing in <u>Appendix 2</u> specifies the classification to select for each variable in the community profile (n=12).



#### (c) Click on Save and continue

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# (d) Check table summary of Geographic level, Geographic area, and Variables.

#### (19) Data Extraction

(a) Click on download, which opens a window to download formats. Click on XLSX to open Excel spreadsheet downloads window on the top right of screen. Click on Open file.

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# (b) Click on Table tab

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(c) In NISRA's FTB spreadsheet, *scroll* across to the Count column in Column E, and *select* the counts/numbers for 0-18yrs, *right click* and copy.

# Note: column B confirms the geography level

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#### (20) Chart Creation

(a) *Open* CPT Excel Template (in this case Co Armagh). In School Age Population spreadsheet, paste count data into Data Zone column G, to correspond with age in Column A.

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(b) Re-categorisation of ages into 0-4yrs, 5-11yrs, and 12-18yrs and related counts and percentages are automatically calculated in the two tables below where you pasted the original data from the NISRA FTB spreadsheet.

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(c) *Scroll* down the CPT Excel spreadsheet to *view* Data Zone level data in chart. The columns in the chart represent percentage values, while the actual numbers of children in each age category are shown at the top of each column.



(d) Complete the School Age Population chart by creating NISRA data tables for the remaining geography levels of LGD, DEA and DZ and copying and pasting into the CPT Excel spreadsheet using *Steps 11, 13, 14 and 15* (**pgs18-28**).

(e) Follow *Steps 9 and 10* (**pgs16-17**) to copy the School Age Population chart from the CPT Excel spreadsheet to MS Word or PowerPoint and edit.