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 worked example. Such a community profile has multiple applications for schools. The creation of this community profile uses NISRA's Flexible Table Builder (FTB) tool and CPT Excel Templates. 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 ID Data Zone instructions.

Tools for Community Profiling

- The NISRA Flexible Table Builder
- CPT Excel templates have been created for each county (n=6)[1]. 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[1]. 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.
- Appendices
    - Appendix 1 defines the geographies – NI, County, LGD, DEA, SDZ, DZ
    - Appendix 2 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.

[1]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 re-categorisation 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

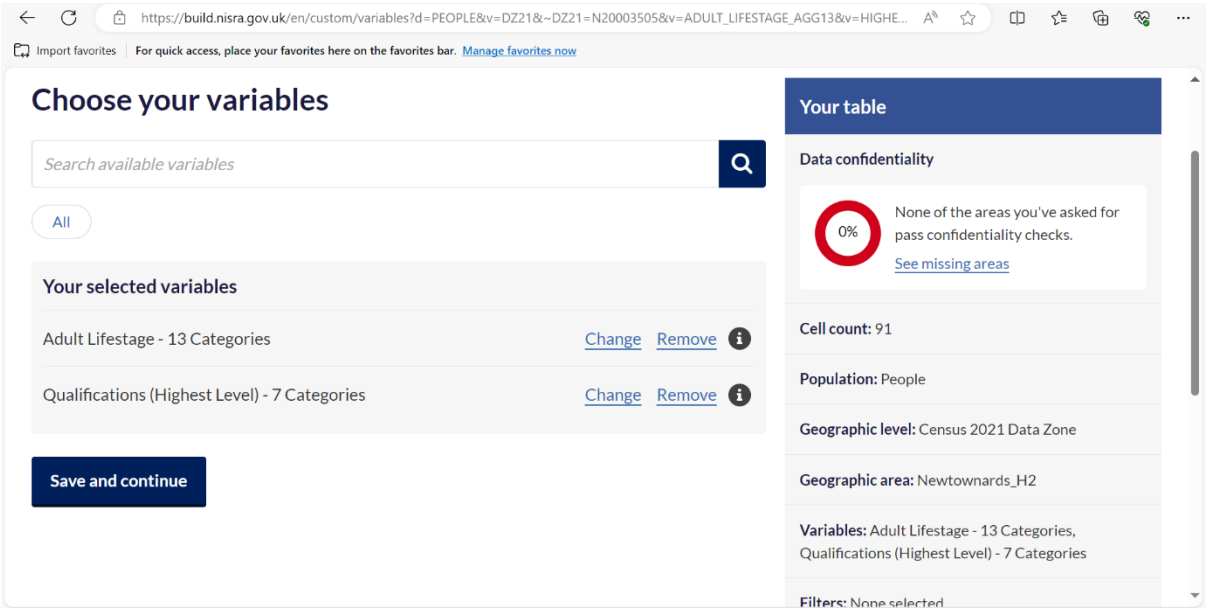
Geographic level: Data Zone

Geographic area: Lurgan_S1

CPT Excel Template: Co Armagh

Note Data Confidentiality

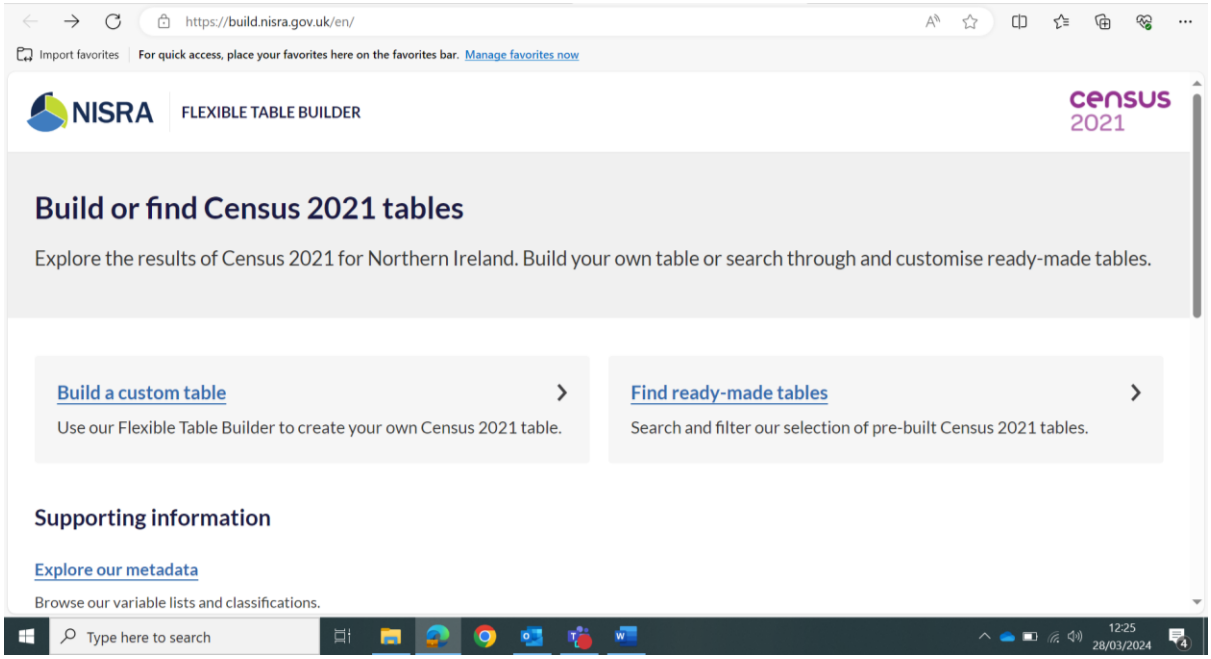
On rare occasions, data generated using NISRA's FTB tool does not pass confidentiality checks. If this is the case, no data is displayed and a red data confidentiality notification appears . It is most likely to occur at lower geographic levels such as the data zone level, and with pivot tables in particular. 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.



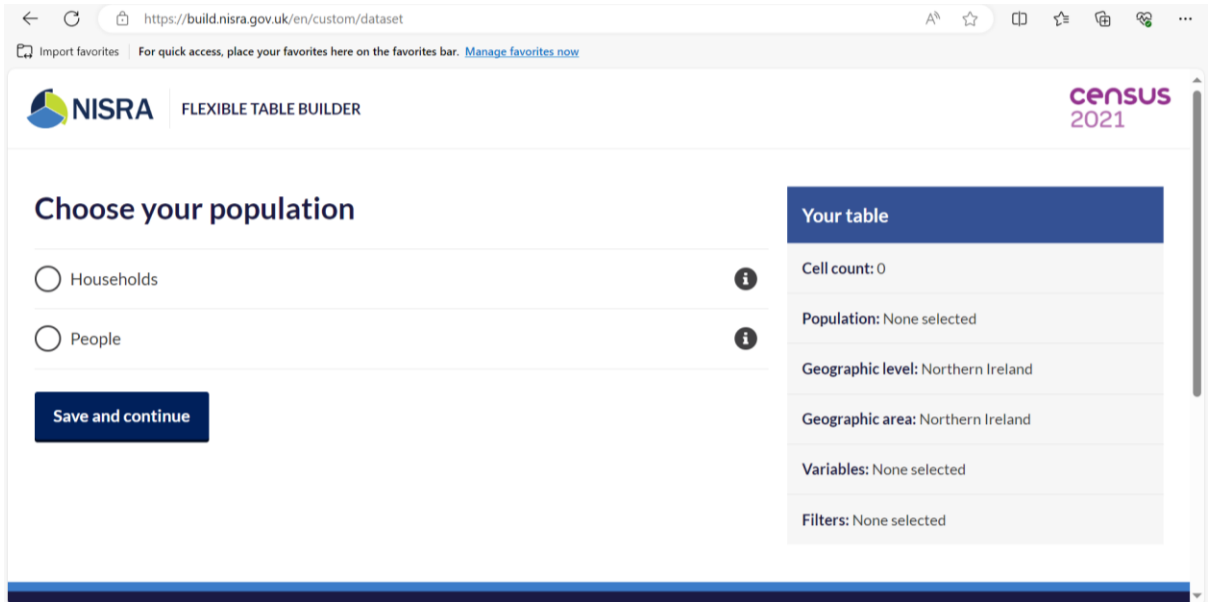
The **ABC** to creating a community profile: **A**ccess, **B**uild, **C**reate!

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 geographies and variables can be searched using this tool.



A recommended area hierarchy for community profiling and comparatives is NI, County, LGD, DEA, SDZ and DZ (Appendix 1). The NI and County level data has already been added to your CPT Excel templates. 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 Appendix 2. 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.

EXAMPLE

Variable: Religion or Religion Brought Up In

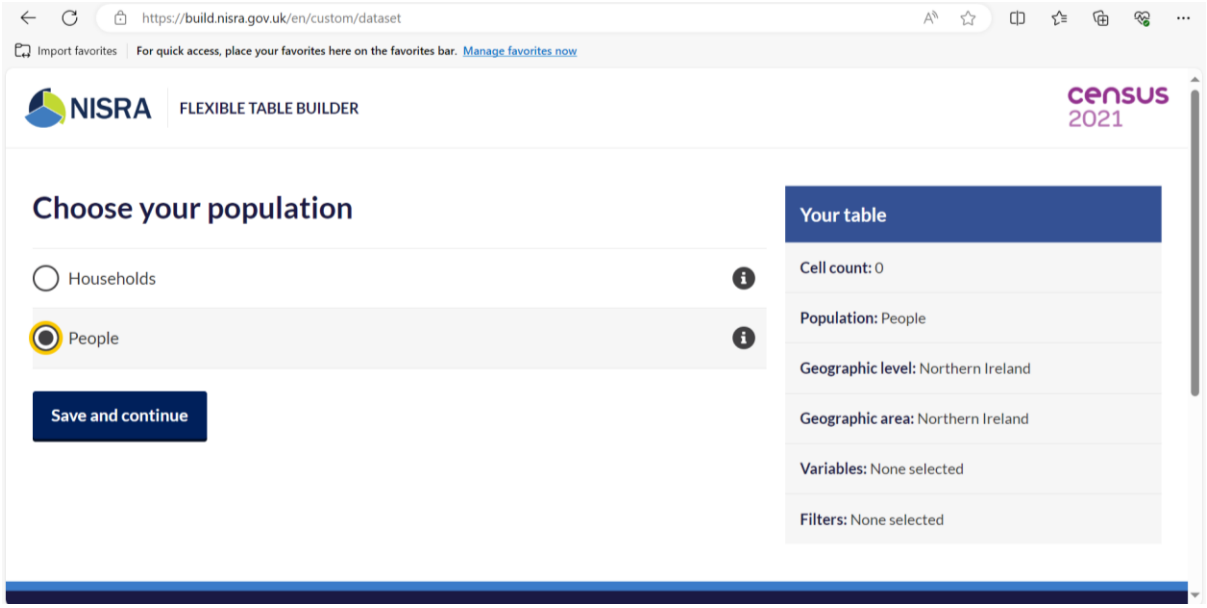
Geographic level: Local Government District (LGD)

Geographic area: Ards and North Down

B. **Build** Data Table

1. Choose **Population** for Table

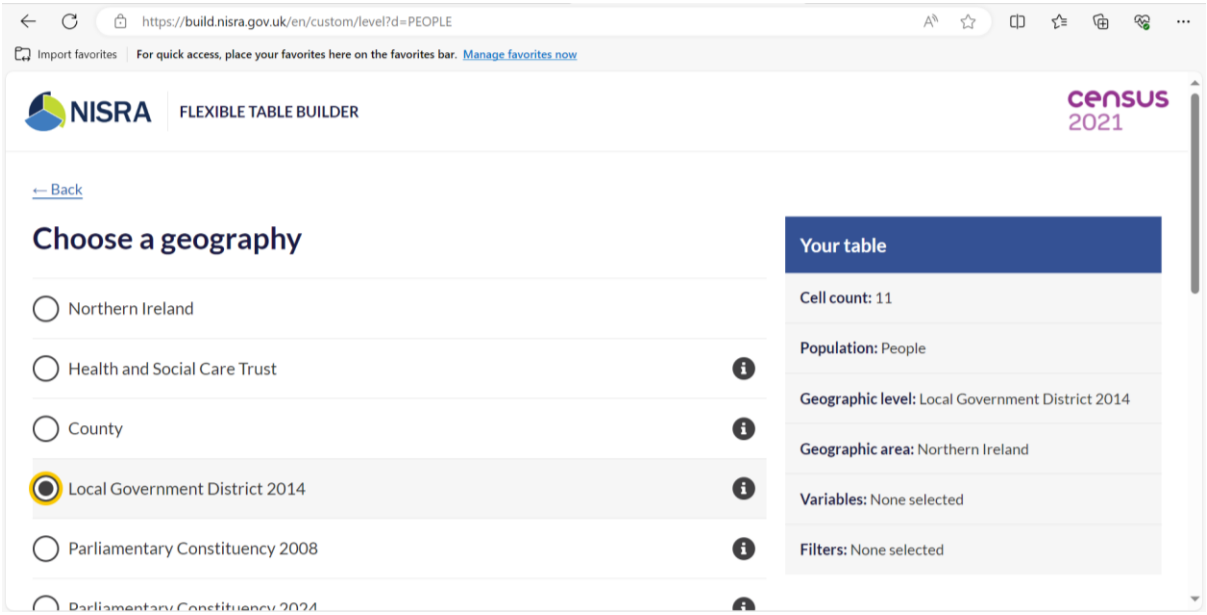
Select People, then *click* Save and continue



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

2. Choose **Geography** level for Table

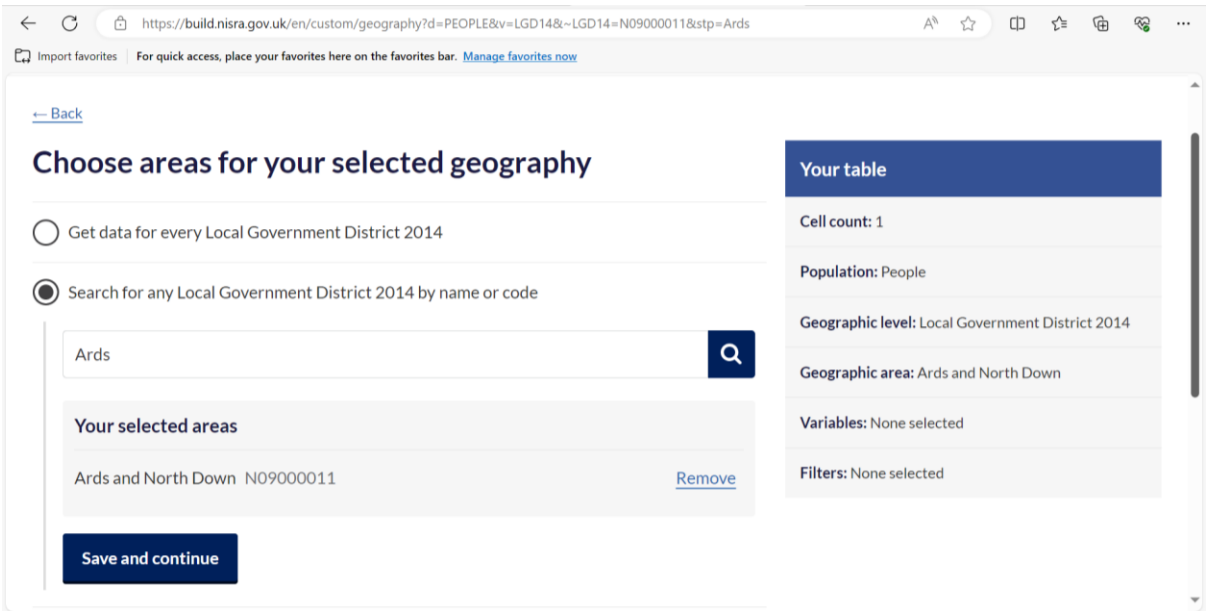
Select Local Government District (LGD) 2014, then *click* Save and continue



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

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.

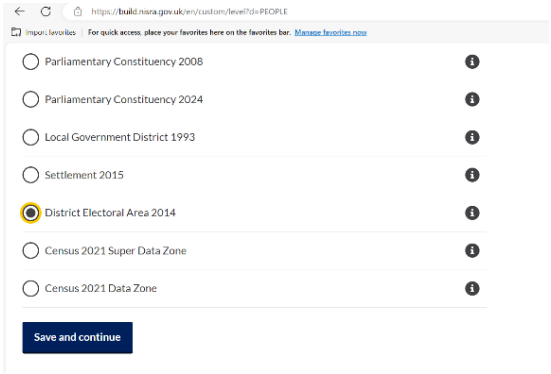


Note: Please refer to Box 1 for guidance on selecting **areas** for DEA, SDZ, and DZ geographies.

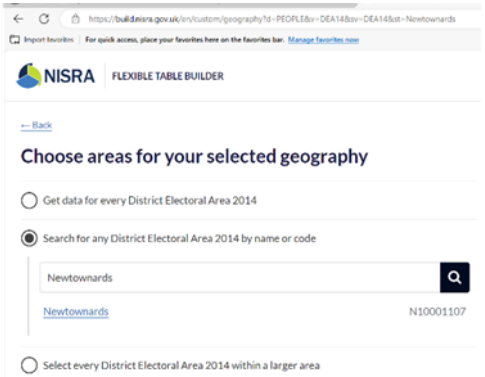
BOX 1 Selecting **Geography** and **Area** options

District Electoral Area (DEA)

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

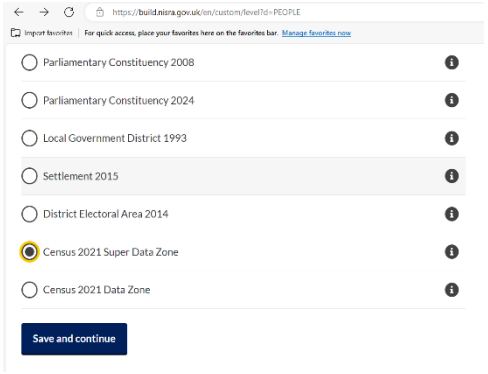


Choose Area: *Select* Search for any District Electoral Area 2014 by name or code, *enter* DEA of interest, *click* on search icon, and *click* on DEA

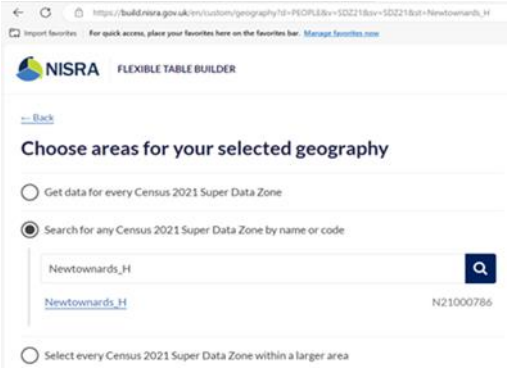


Super Data Zone (SDZ)

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

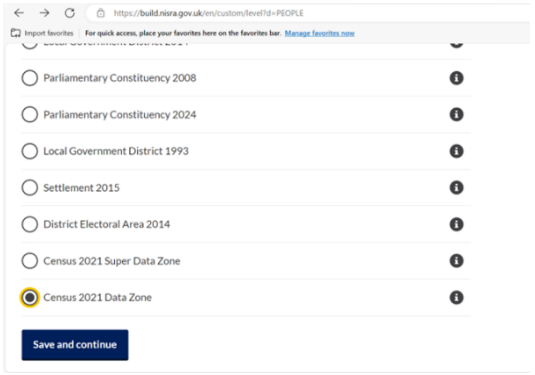


Choose Area: *Select* Search for any Census 2021 Super Data Zone by name or code, *enter* SDZ of interest, *click* search icon, and *click* on SDZ

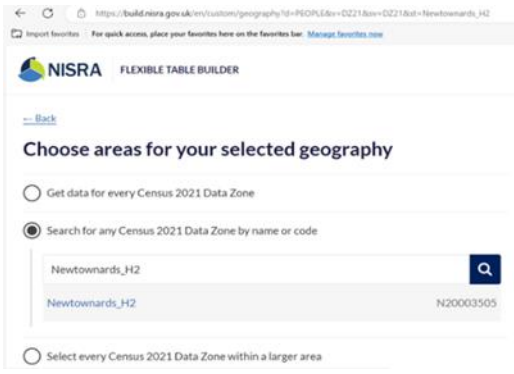


Data Zone (DZ)

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



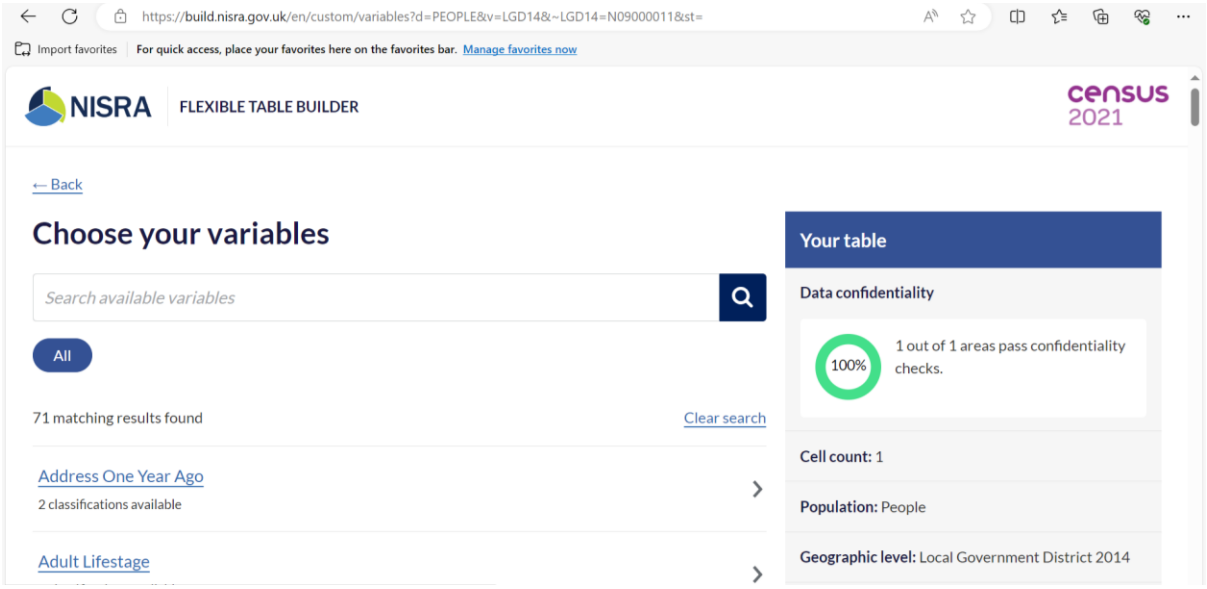
Choose Area: *Select* Search for any Census 2021 Data Zone by name or code, *enter* DZ of interest, *click* search icon, and *click* on DZ



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

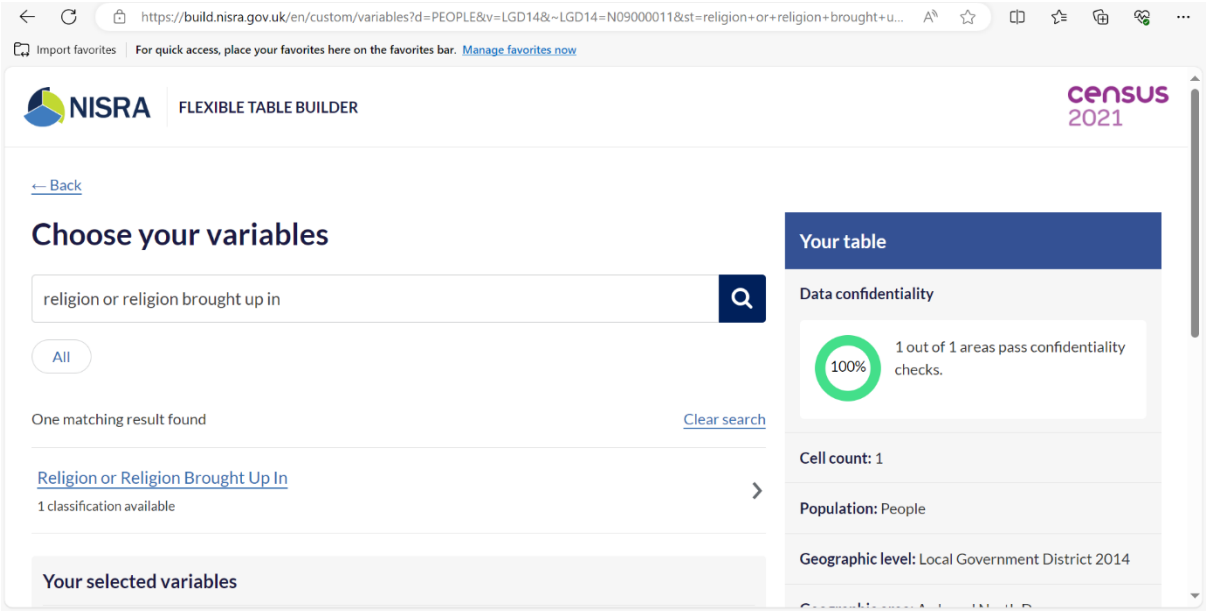
4. Choose **Variable** for Table

(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 Appendix 2). Or *select* All for the full listing and *click* on your variable of interest from the list. As an example, we will use Religion or Religion Brought Up In

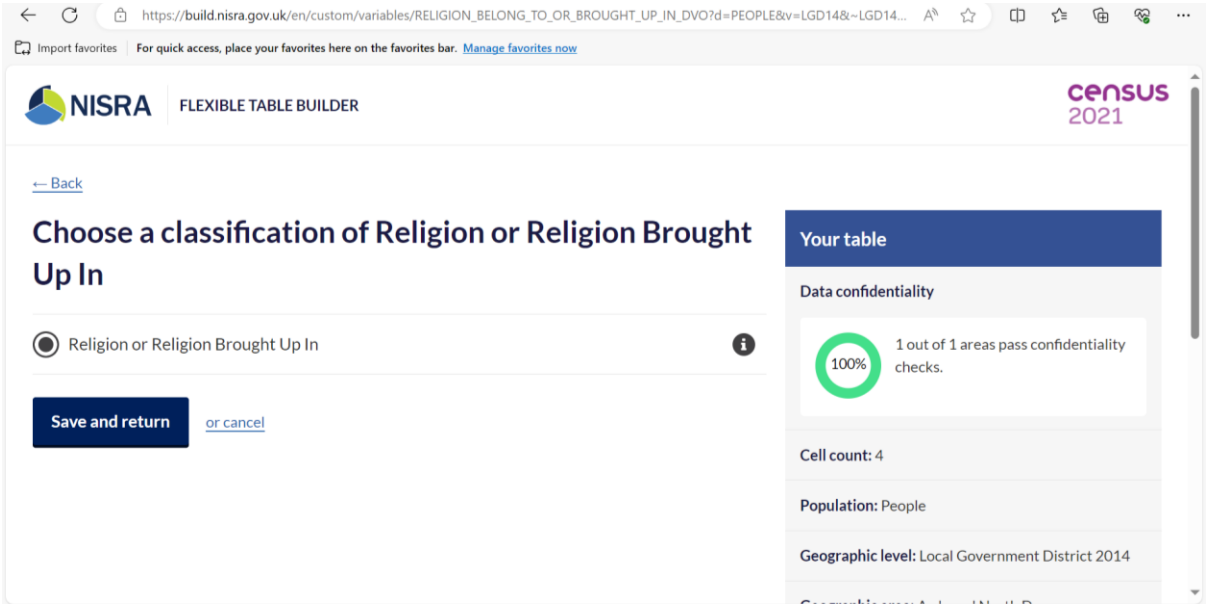


Note: The summary table to the right of the screen will now also display data confidentiality status.

(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.

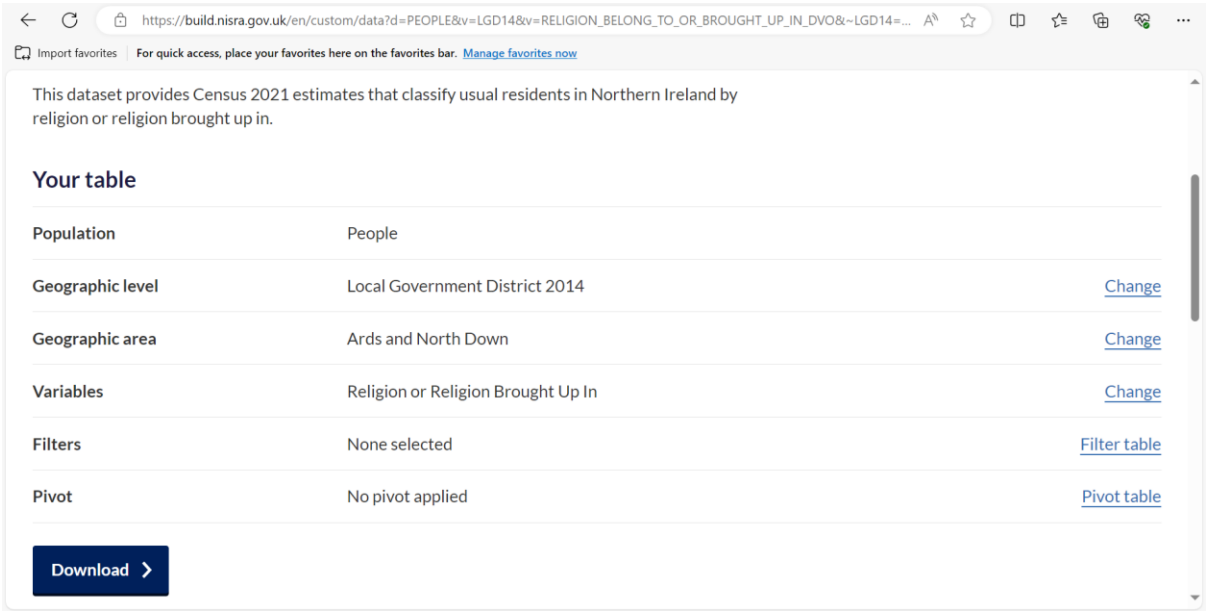


(c) The following screen will appear. This variable has only one classification to choose from, so simply *click* on Save and return



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

(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

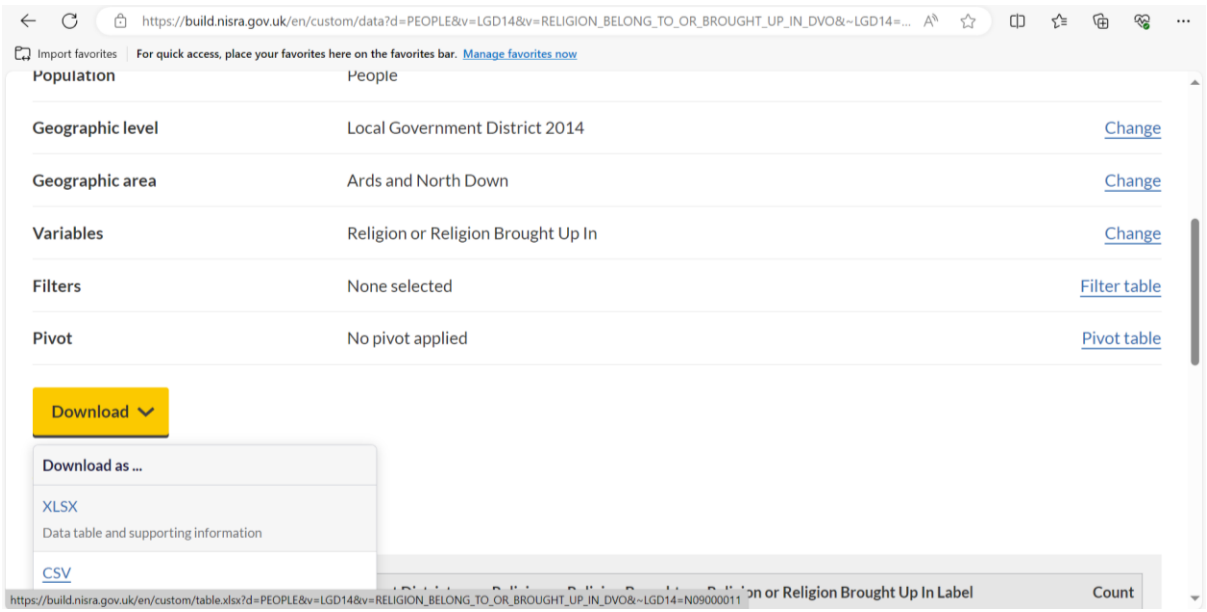


Note: in creating a community profile for your school, it will be helpful to start with the range of Variables in Appendix 2.

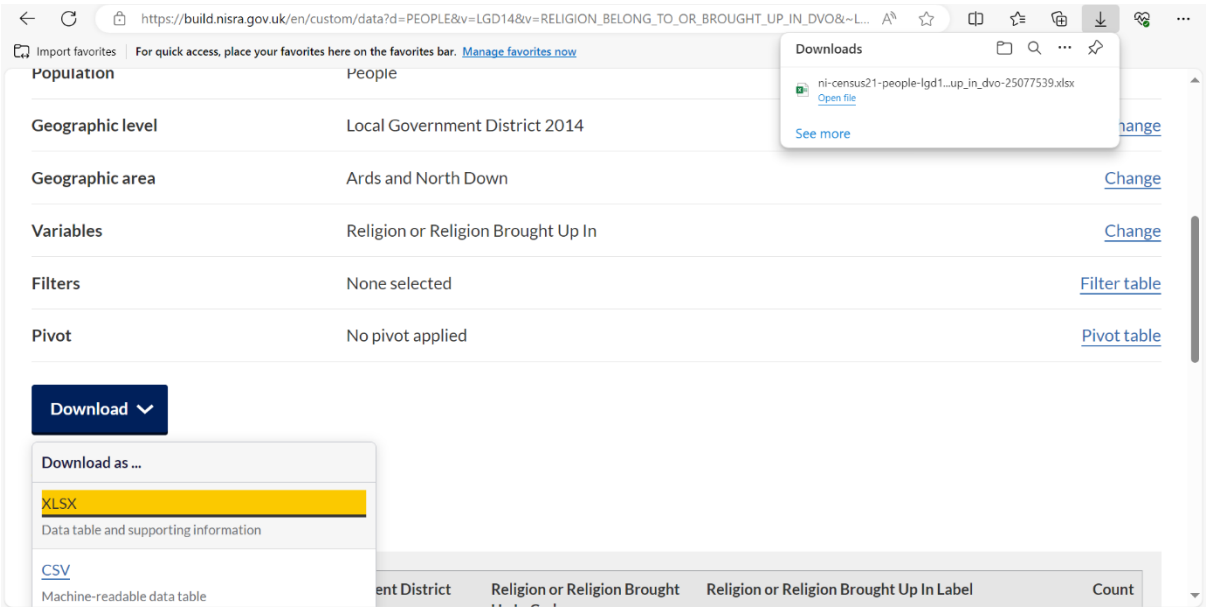
Change interface –Once you have data for LGD you can select a new geographic level and area (for same variable) or select a new variable for a new chart

5. **Download** data table

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

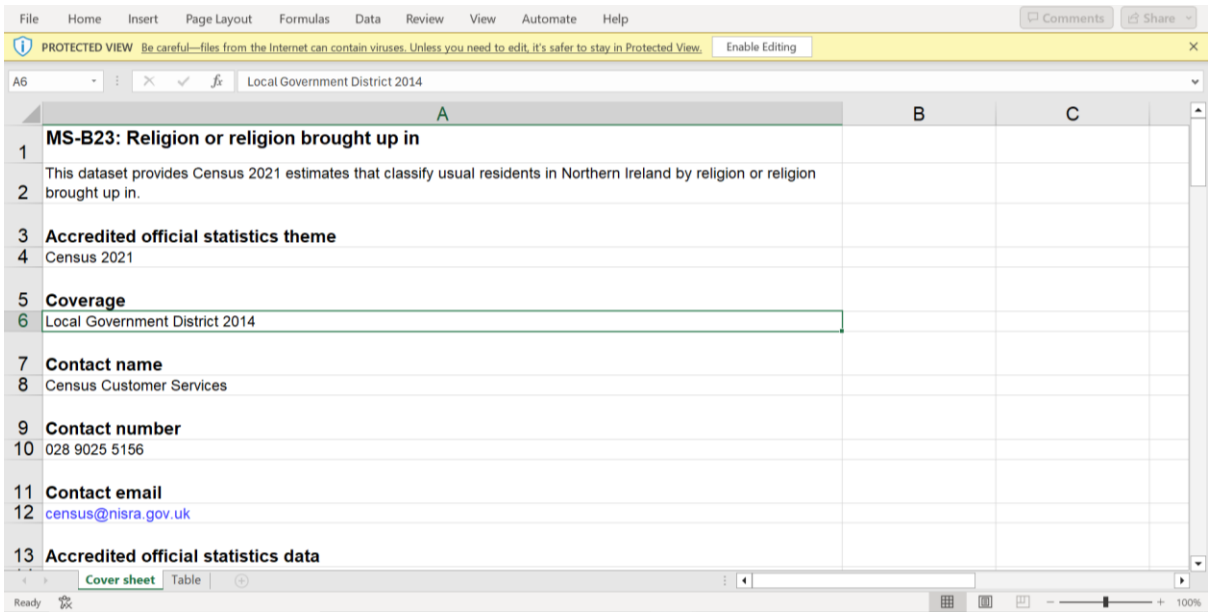


(b) This opens a download window on the top right of screen. *Click* on Open file to open Excel spreadsheet containing the generated data table.

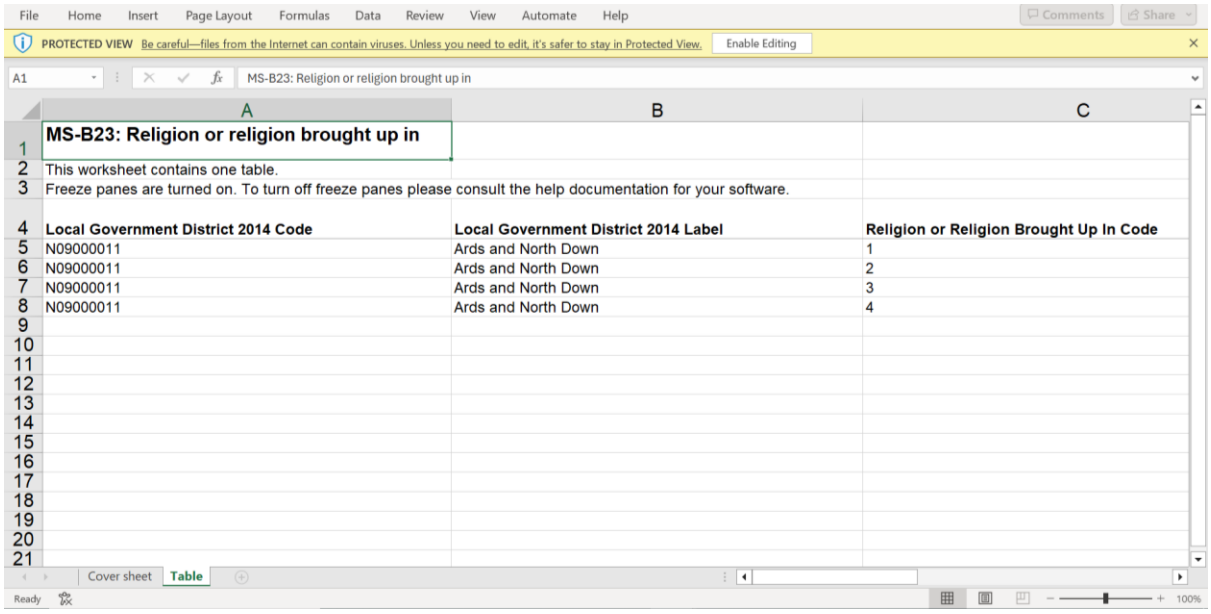


6. Data **Extraction**

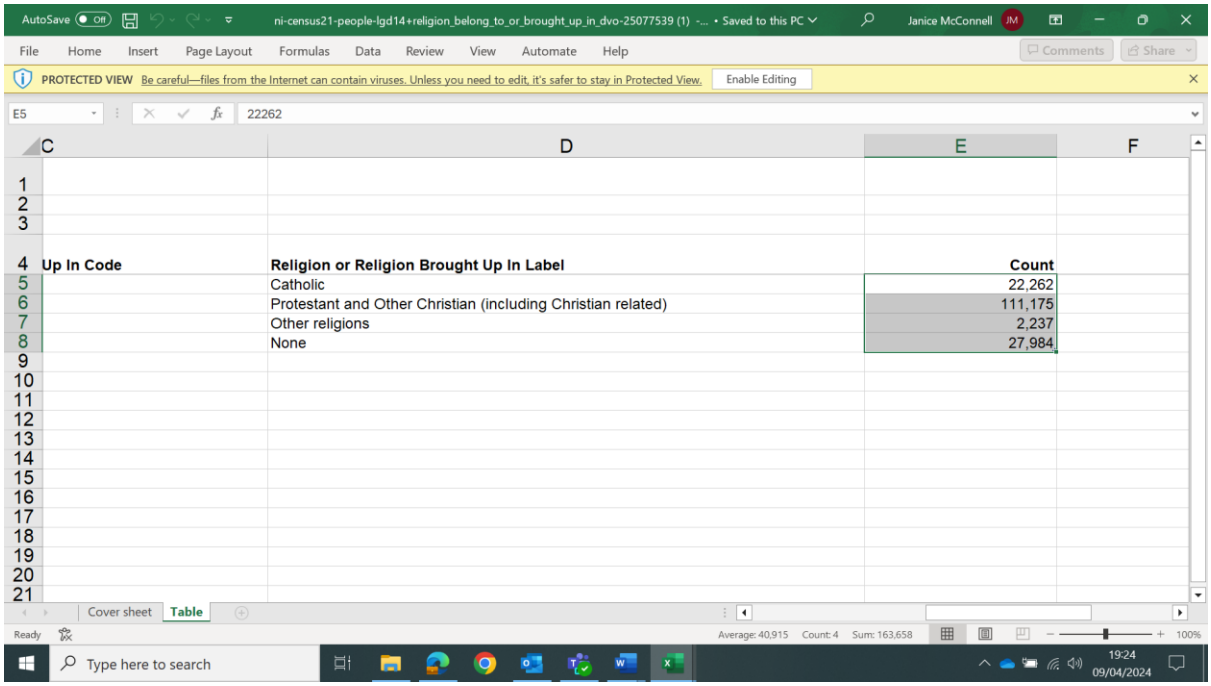
(a) Following on from Step 5c, the Excel spreadsheet will open in a new window at the Cover Sheet. *Click* the Table tab at bottom left-hand corner to reveal the generated data table



(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.



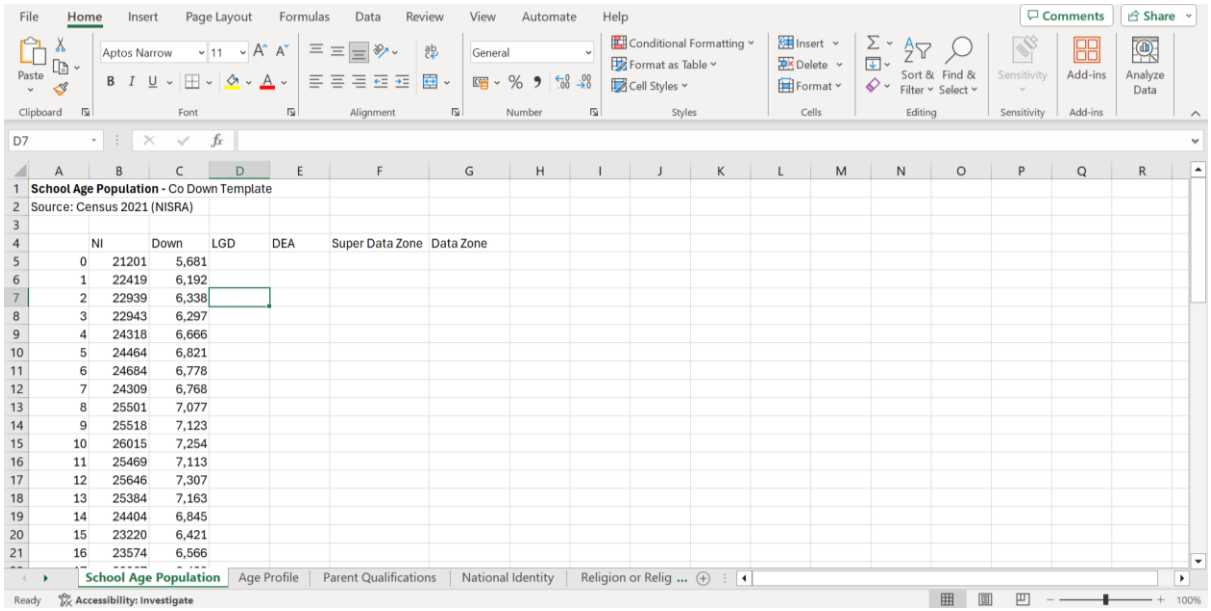
(c) *Select* the numbers in the **Count** column (Column E, Rows 5-8) and right click to *copy* data



C. **Create** Charts

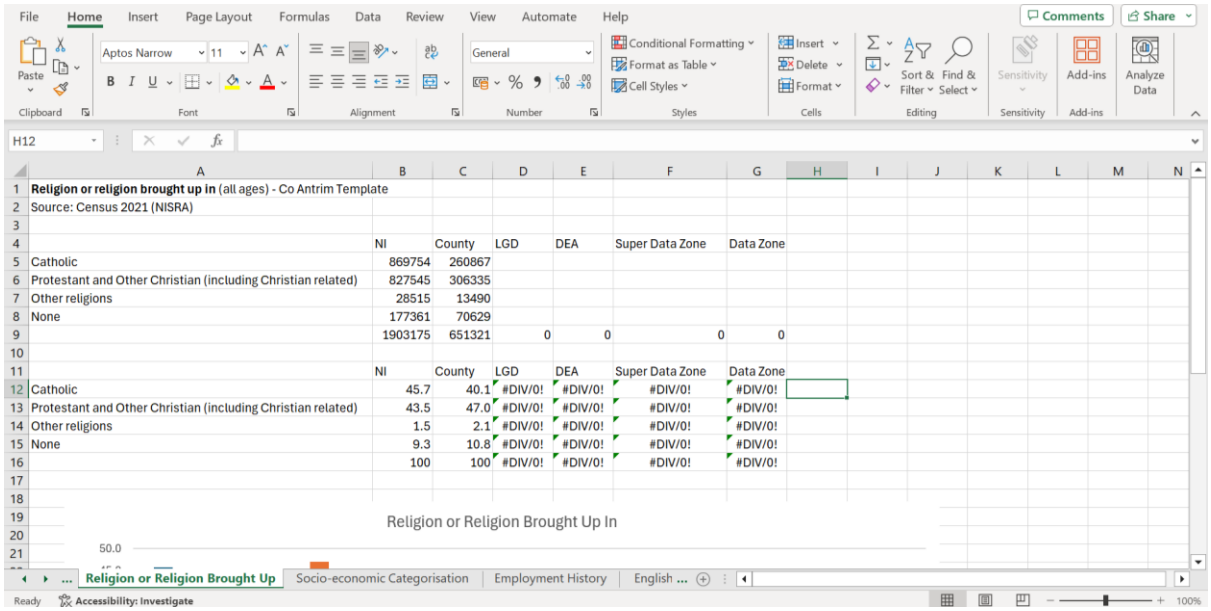
7. Navigate CPT Excel Template

(a) *Open* relevant County level CPT Excel Template 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.



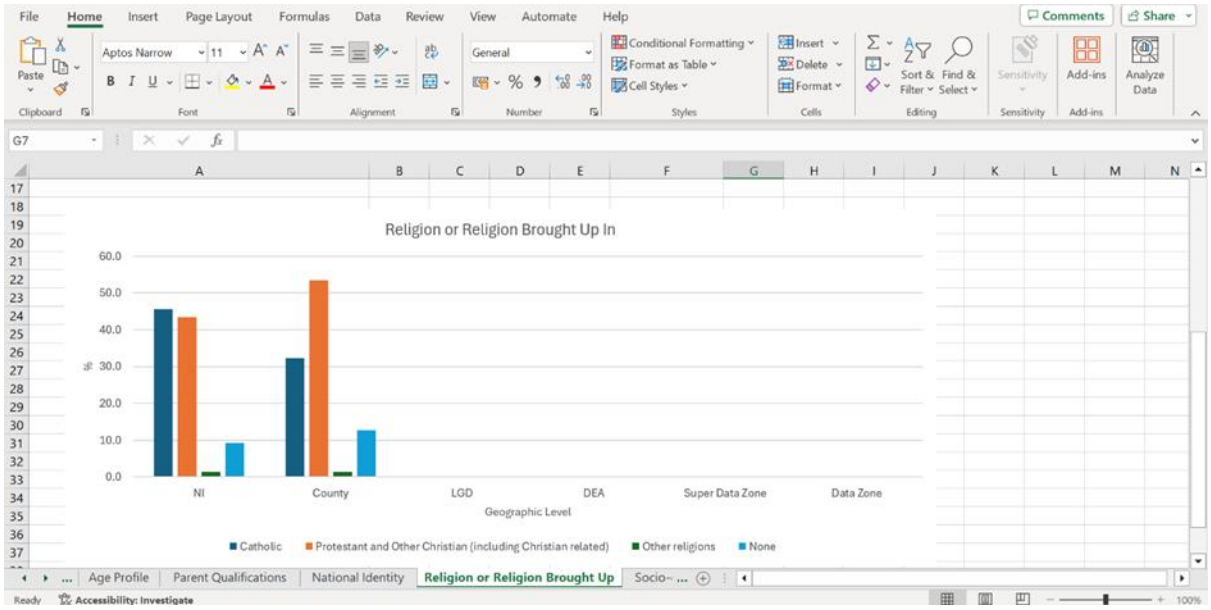
Note: Tabs to access the CPT spreadsheet templates for each of the 12 variables (Appendix 2) making up the Community Profile, can be found at the bottom of the spreadsheet, starting with *School Age Population*.

(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.



	A	B	C	D	E	F	G
1	**Religion or religion brought up in** (all ages) - Co Antrim Template						
2	Source: Census 2021 (NISRA)						
3							
4		NI	County	LGD	DEA	Super Data Zone	Data Zone
5	Catholic	869754	260867				
6	Protestant and Other Christian (including Christian related)	827545	306335				
7	Other religions	28515	13490				
8	None	177361	70629				
9		1903175	651321	0	0	0	0
10							
11		NI	County	LGD	DEA	Super Data Zone	Data Zone
12	Catholic	45.7	40.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13	Protestant and Other Christian (including Christian related)	43.5	47.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14	Other religions	1.5	2.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15	None	9.3	10.8	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
16		100	100	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

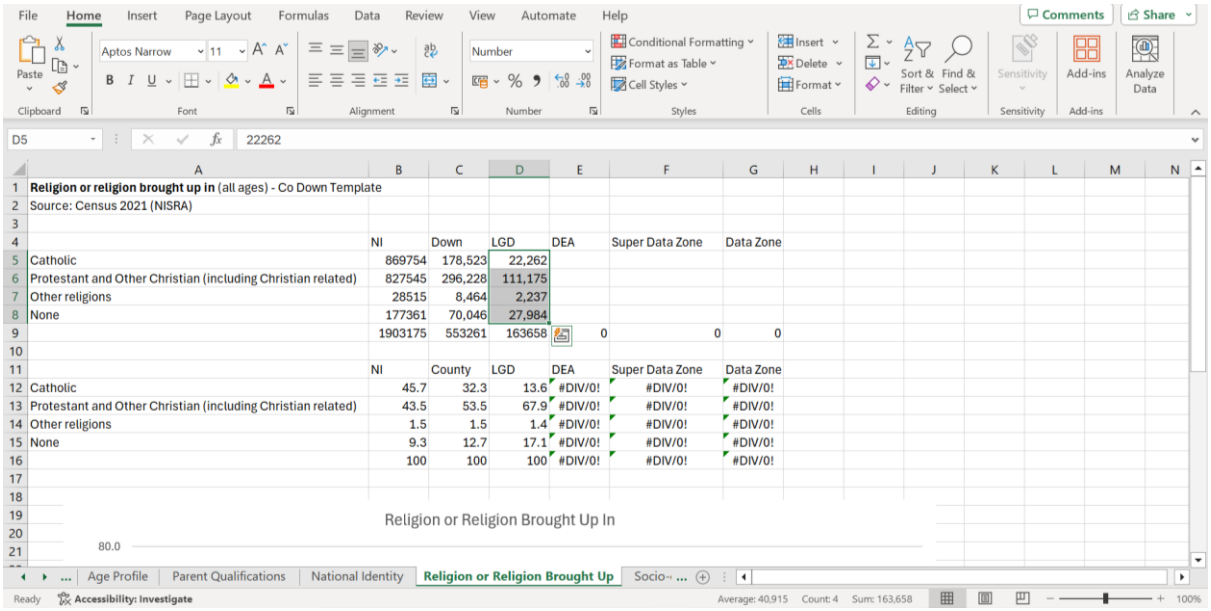
(c) *Scroll* down to view the chart which is populated with NI and County level data. *Scroll* back up to the data tables.



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

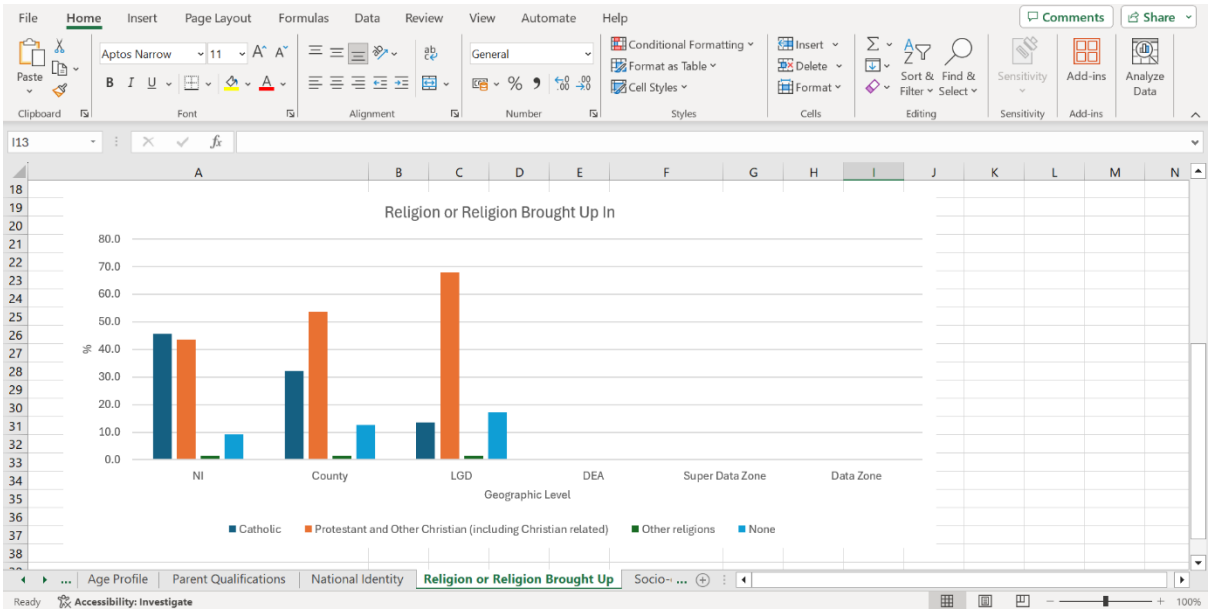
(a) *Paste* Count data (copied from NISRA FTB spreadsheet - Step 6c) into the empty LGD column in first table of CPT Excel Template.

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.



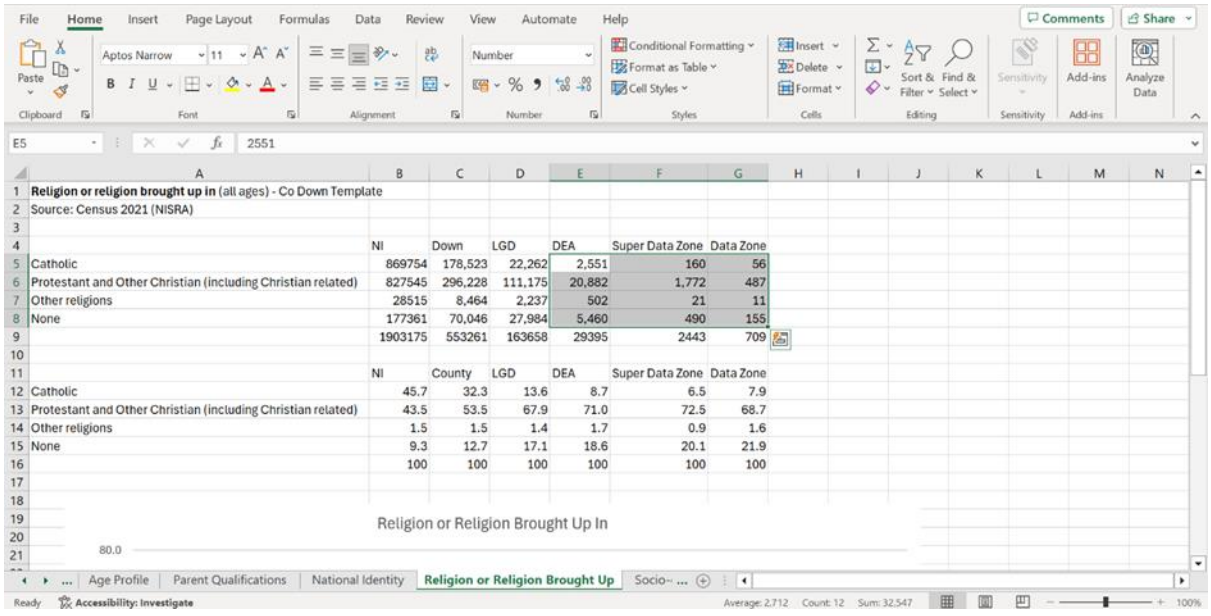
Tip – when right clicking to paste data, use Paste Special. This will match the number font/size to the destination format ie CPT Excel Template.

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



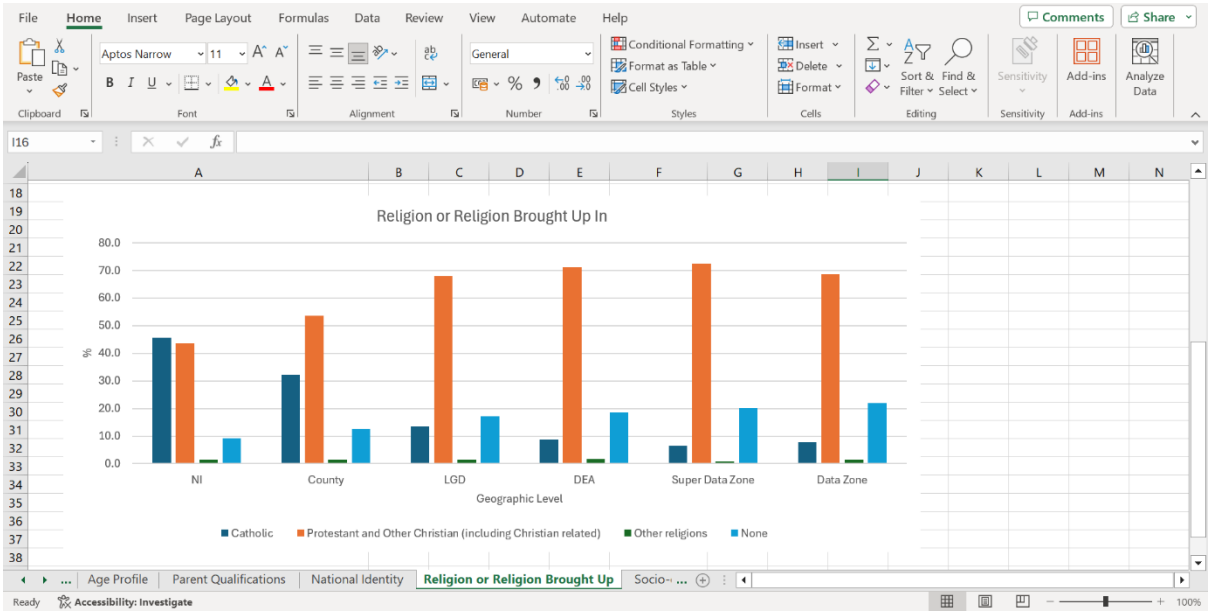
(c) Continue this process of building the CPT Excel data table, copying Count data from NISRA's FTB Excel spreadsheet (**Steps 6a to 6c**) and pasting into the CPT Excel Template (**Step 8b**) for each of the DEA, SDZ, and DZ geographies, until the Count table is complete.

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



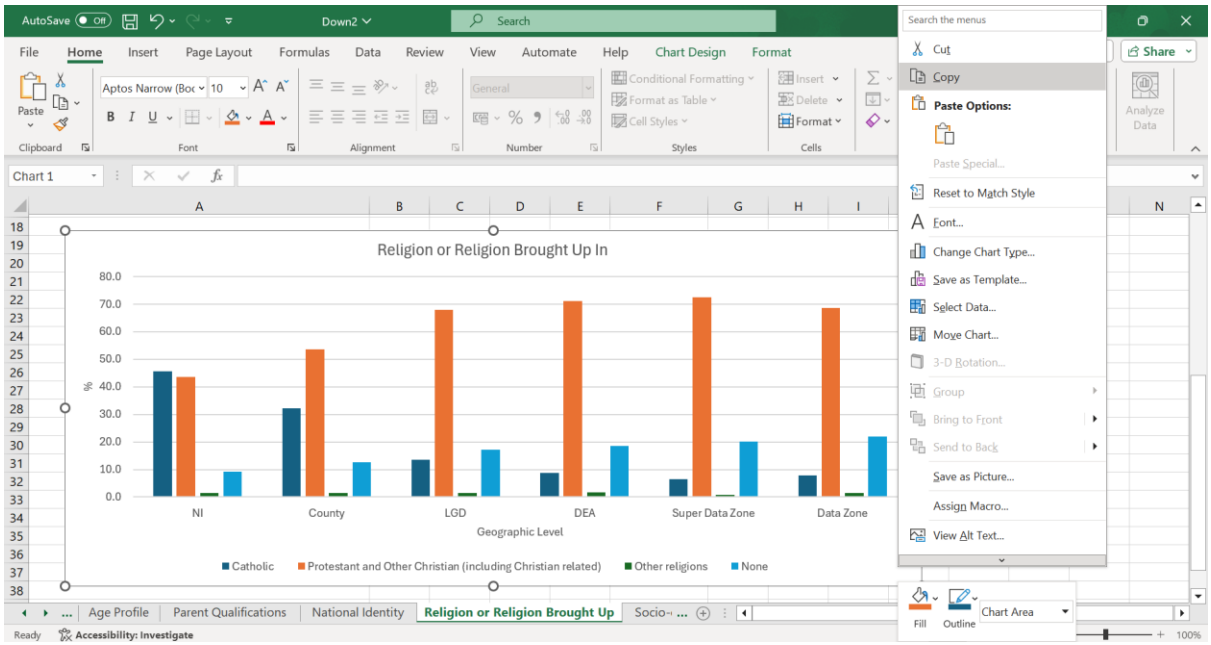
	A	B	C	D	E	F	G
1	**Religion or religion brought up in** (all ages) - Co Down Template						
2	Source: Census 2021 (NISRA)						
3							
4		NI	Down	LGD	DEA	Super Data Zone	Data Zone
5	Catholic	869754	178,523	22,262	2,551	160	56
6	Protestant and Other Christian (including Christian related)	827545	296,228	111,175	20,882	1,772	487
7	Other religions	28515	8,464	2,237	502	21	11
8	None	177361	70,046	27,984	5,460	490	155
9		1903175	553261	163658	29395	2443	709
10							
11		NI	County	LGD	DEA	Super Data Zone	Data Zone
12	Catholic	45.7	32.3	13.6	8.7	6.5	7.9
13	Protestant and Other Christian (including Christian related)	43.5	53.5	67.9	71.0	72.5	68.7
14	Other religions	1.5	1.5	1.4	1.7	0.9	1.6
15	None	9.3	12.7	17.1	18.6	20.1	21.9
16		100	100	100	100	100	100

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

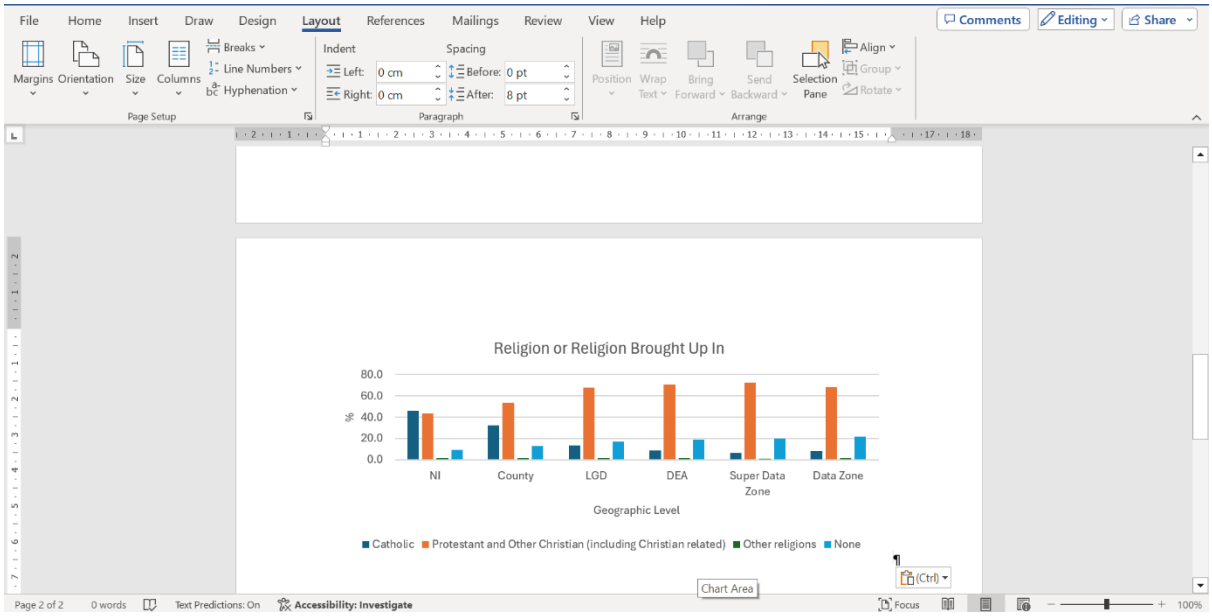


9. Copying Excel Chart from CPT spreadsheet to MS Word or PowerPoint

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



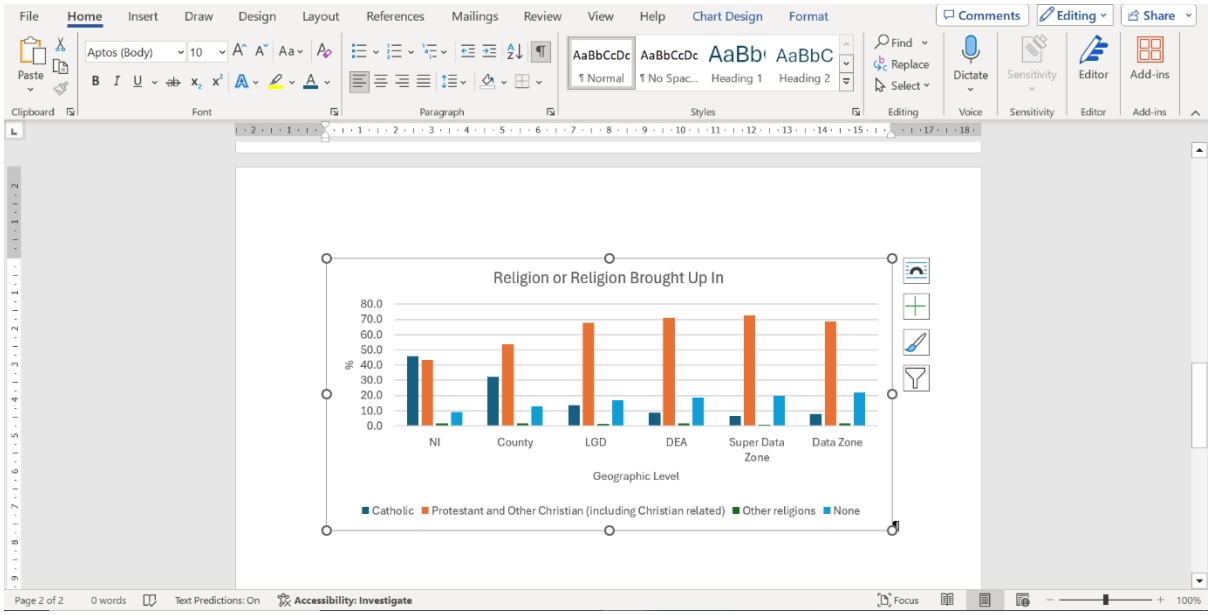
(b) *Paste* Excel Chart in preferred application eg MS Word or PowerPoint using the <u>Keep Source Formatting and Link Data</u> paste function.



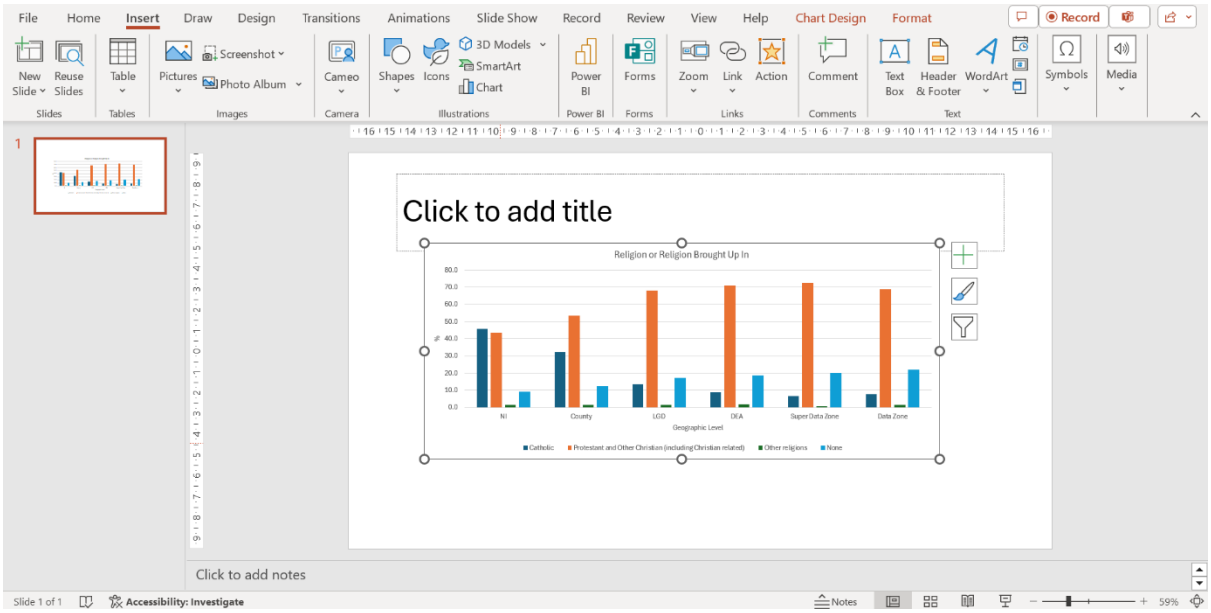
Note: The <u>Keep Source Formatting and Link Data</u> paste function links data in your copied chart (Word/PowerPoint) to the CPT Excel Template. This means when you make changes to the Excel template, for example, change chart type, or add a new geography, your copied chart will automatically be updated, 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.

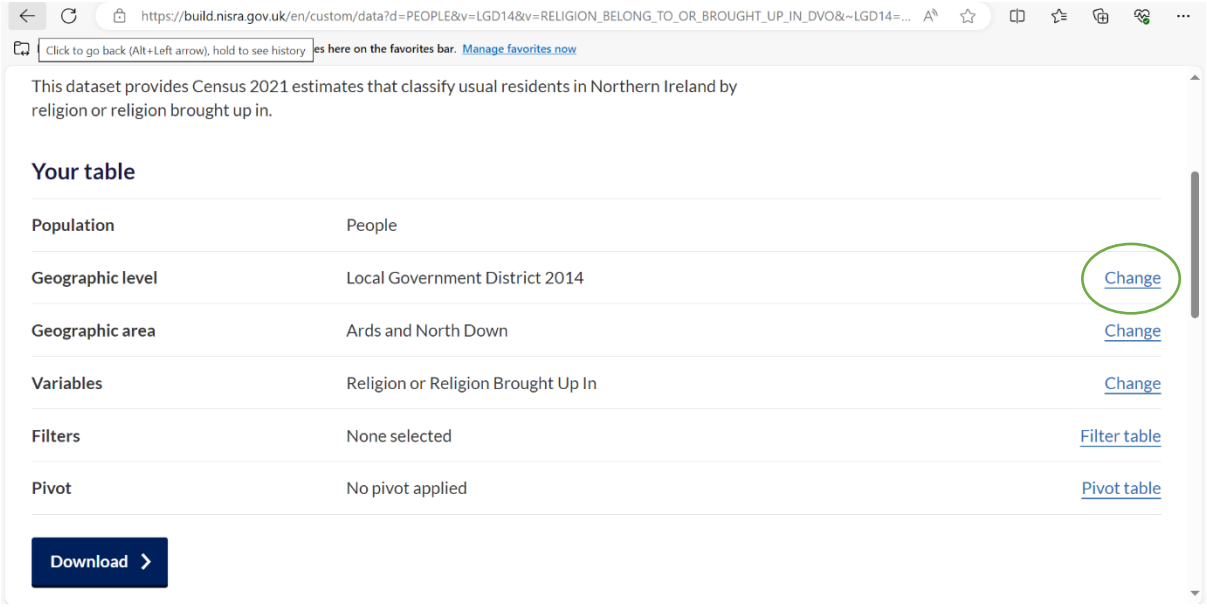
EXAMPLE 2 – Creating a Pivot Table

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**

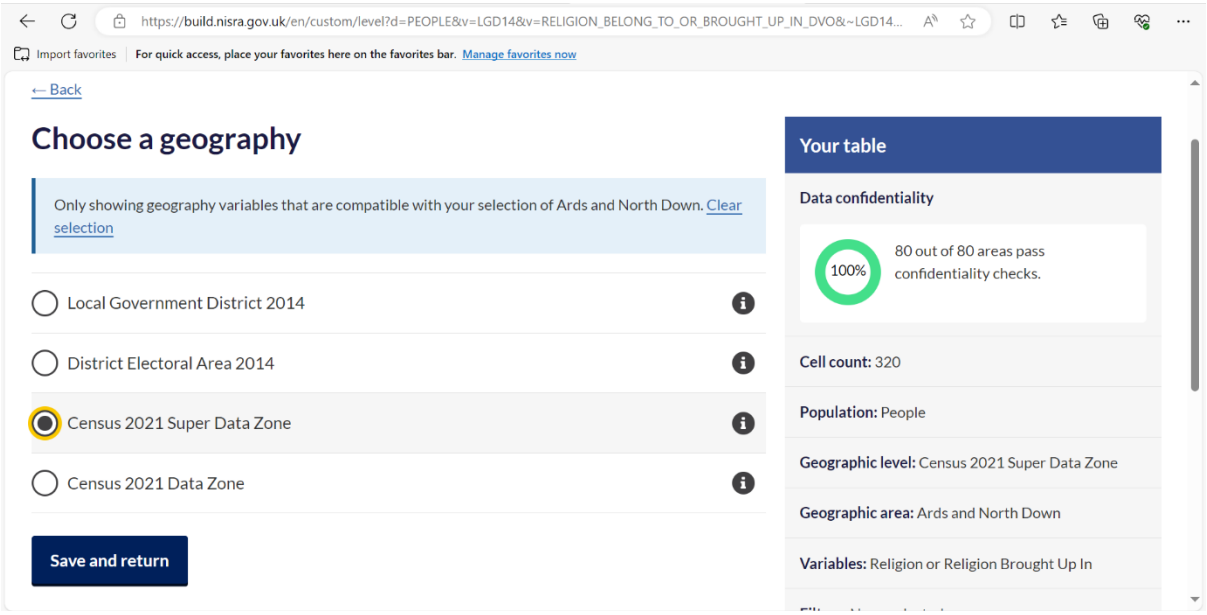
(a) Return to NISRA's FTB at the point you left off ie **Step 5b** Table Summary screen. On the summary screen, *click* on the Change hyperlink at the Geographic level.

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.



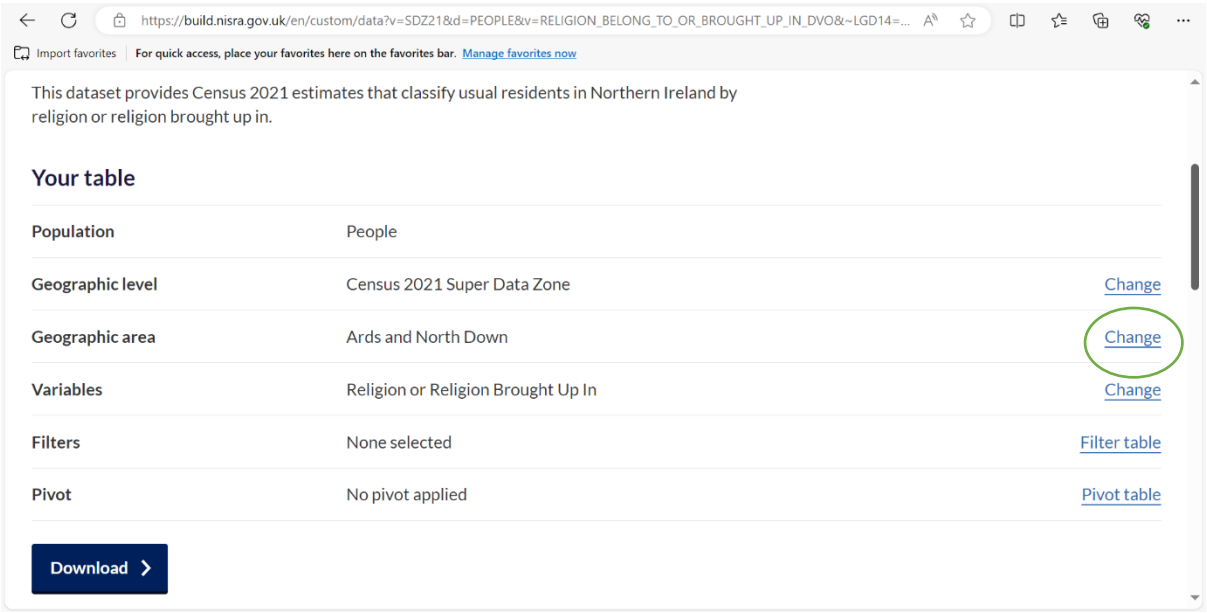
(b) Select **Geographic level**

Select Census 2021 Data Zone and *click* on Save and return.

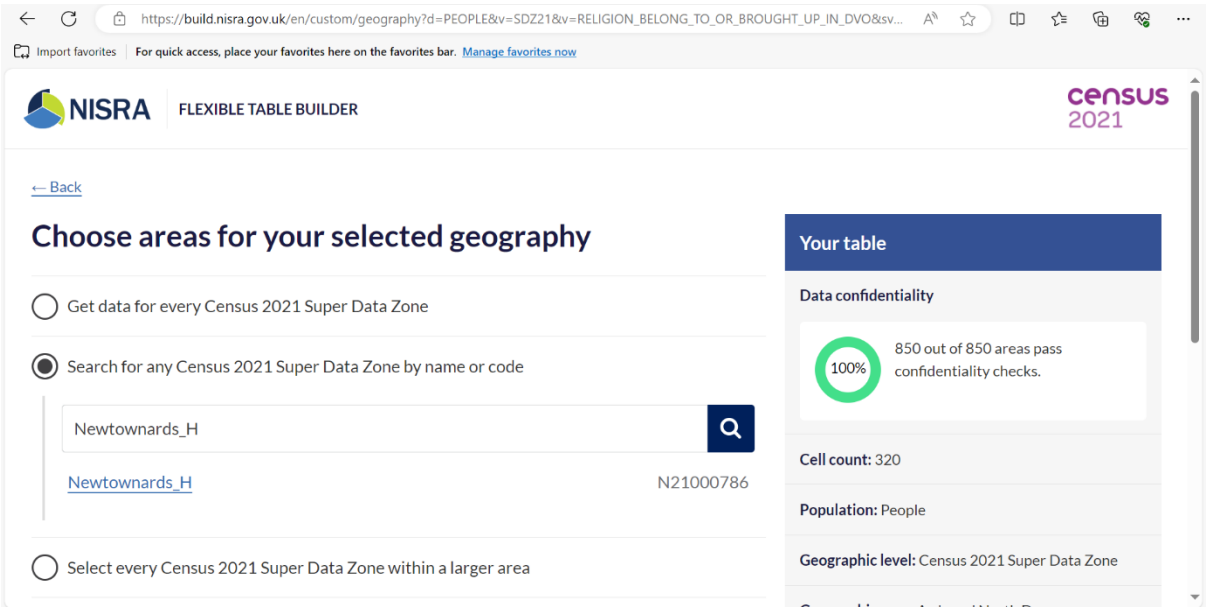


(c) Select **Geographic area**

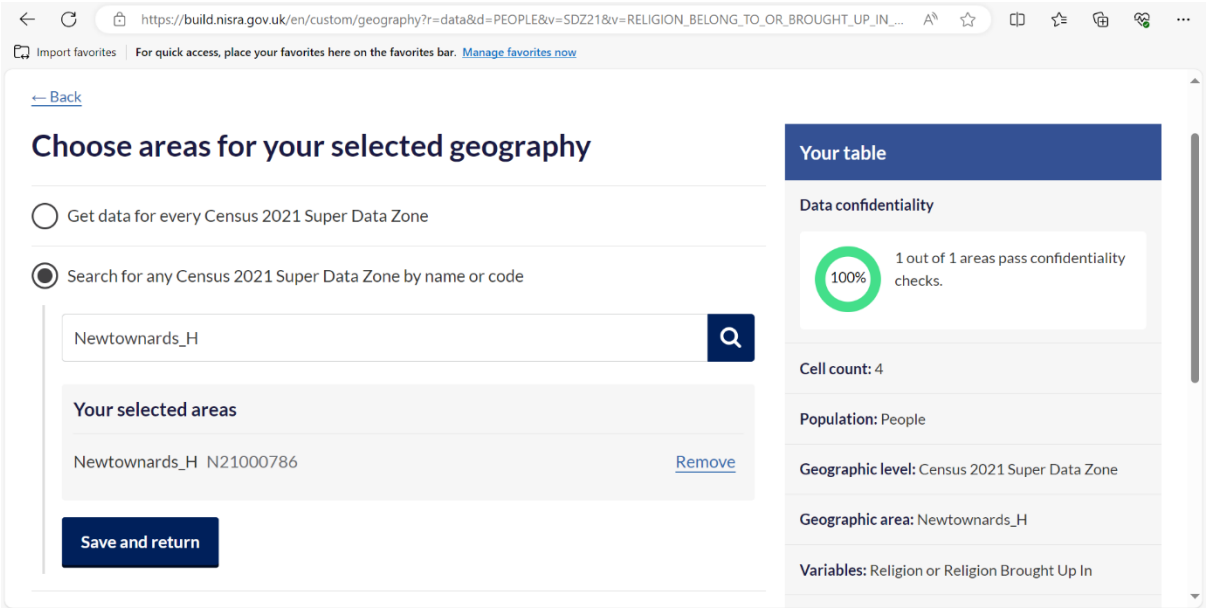
Note: on the table summary screen, the Geographic level is now Super Data Zone.
Click on the Change hyperlink at the Geographic area.



(d) *Select* Search for any Census 2021 Super Data Zone by name or code, *enter* the text Newtownards_H, and *click* the blue search icon. *Select* Newtownards_H



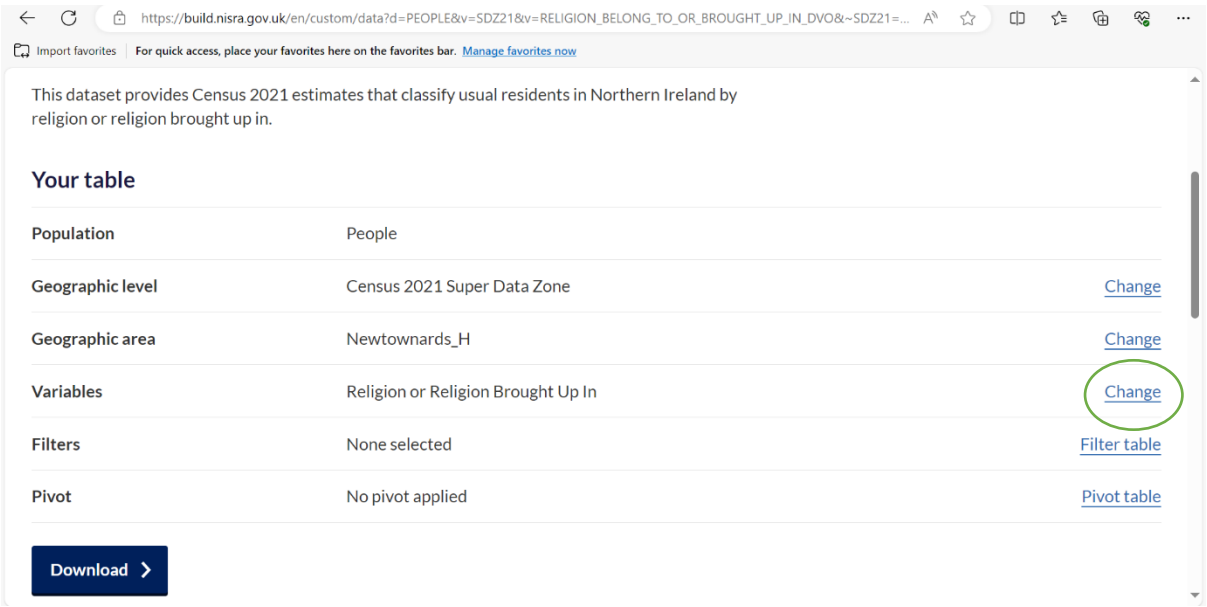
(e) *Click* Save and return



12. Changing **Variables**

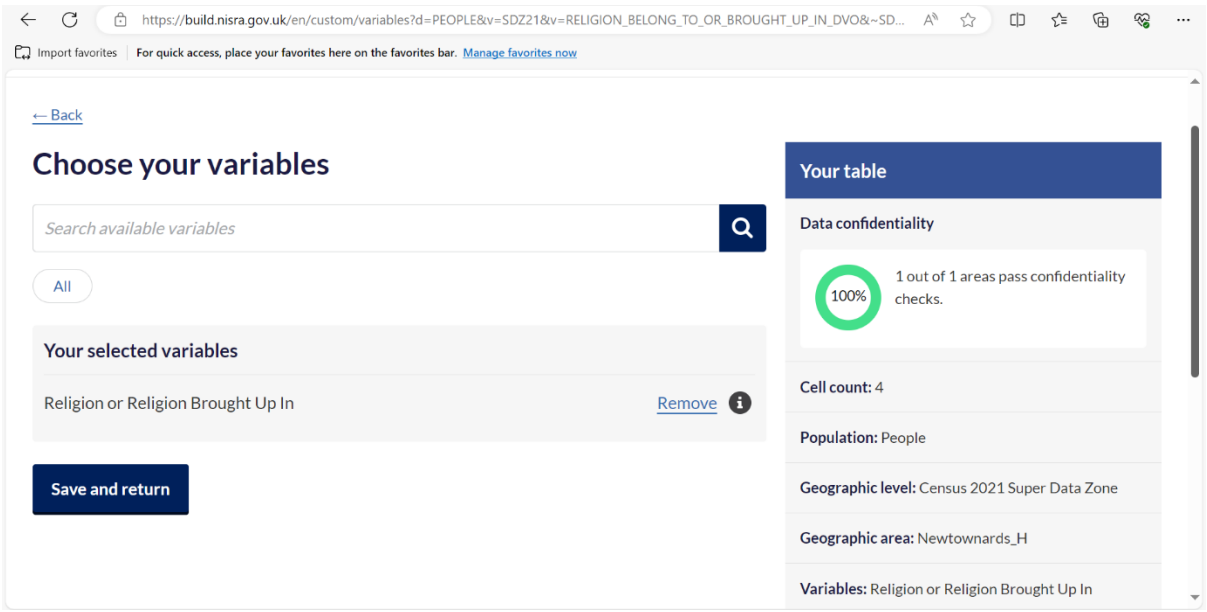
(a) *Click* on the Change hyperlink at Variables

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.

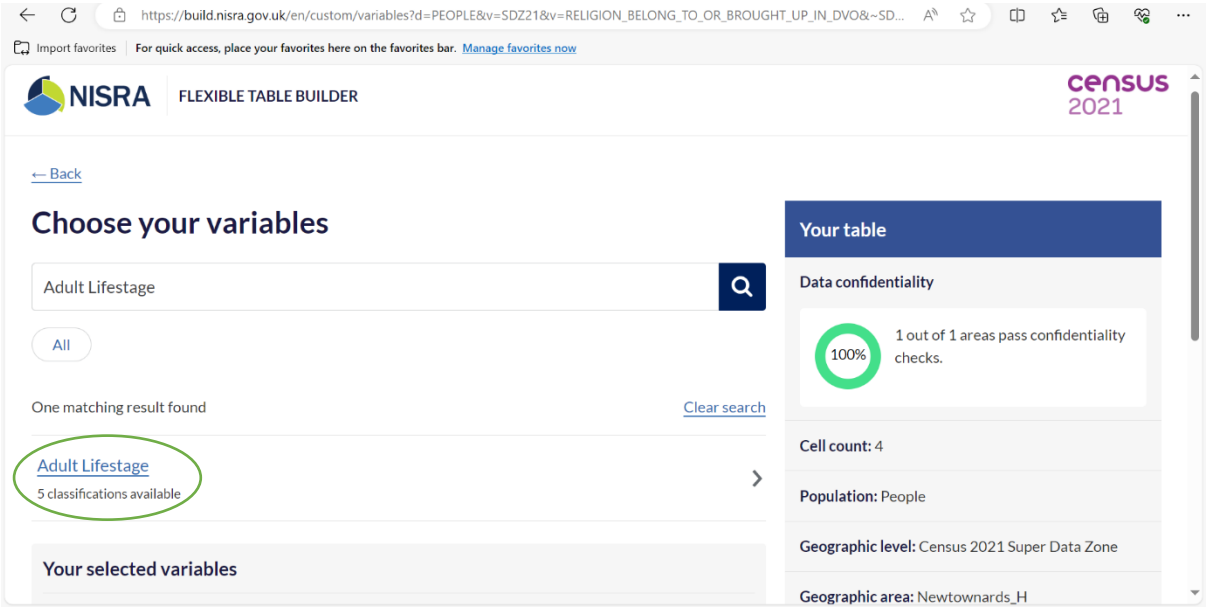


(b) Select **variables**

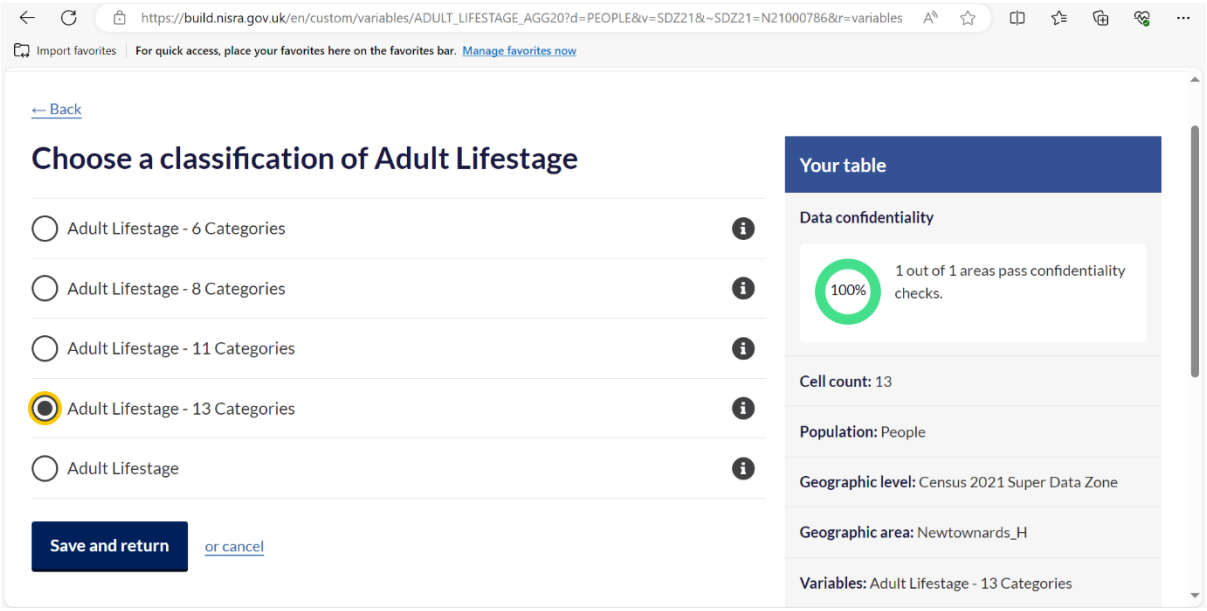
In the Your selected variables dialogue box *click* on Remove to clear the currently selected variable of Religion or Religion Brought Up In



(c) *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.

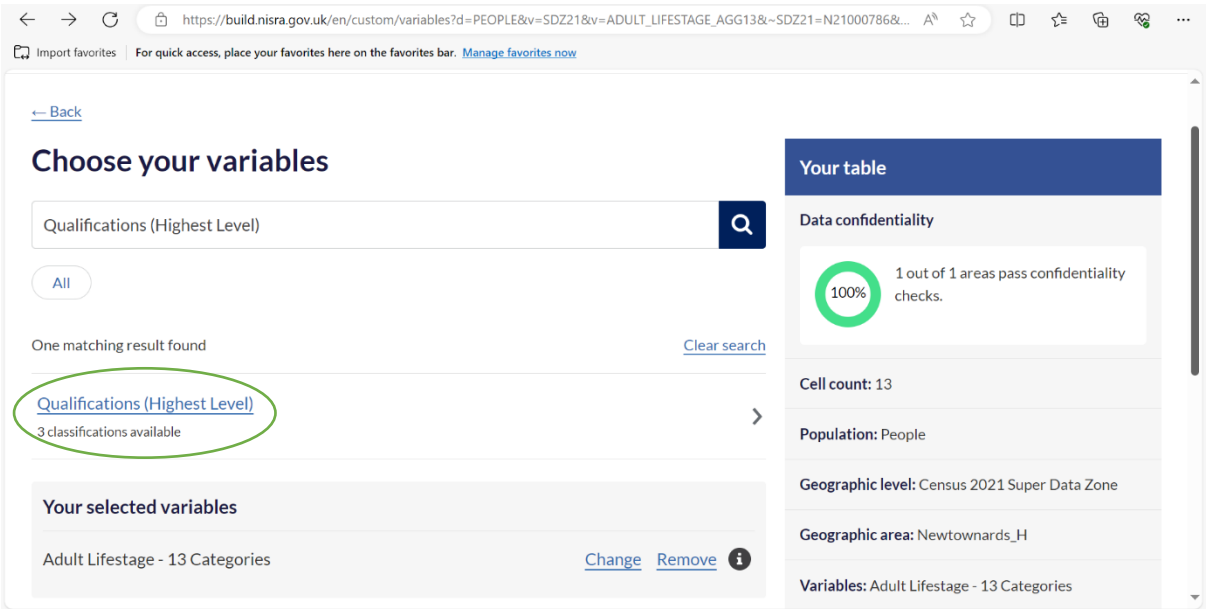


(d) *Select* Adult Lifestage – 13 categories. Then *click* Save and return.

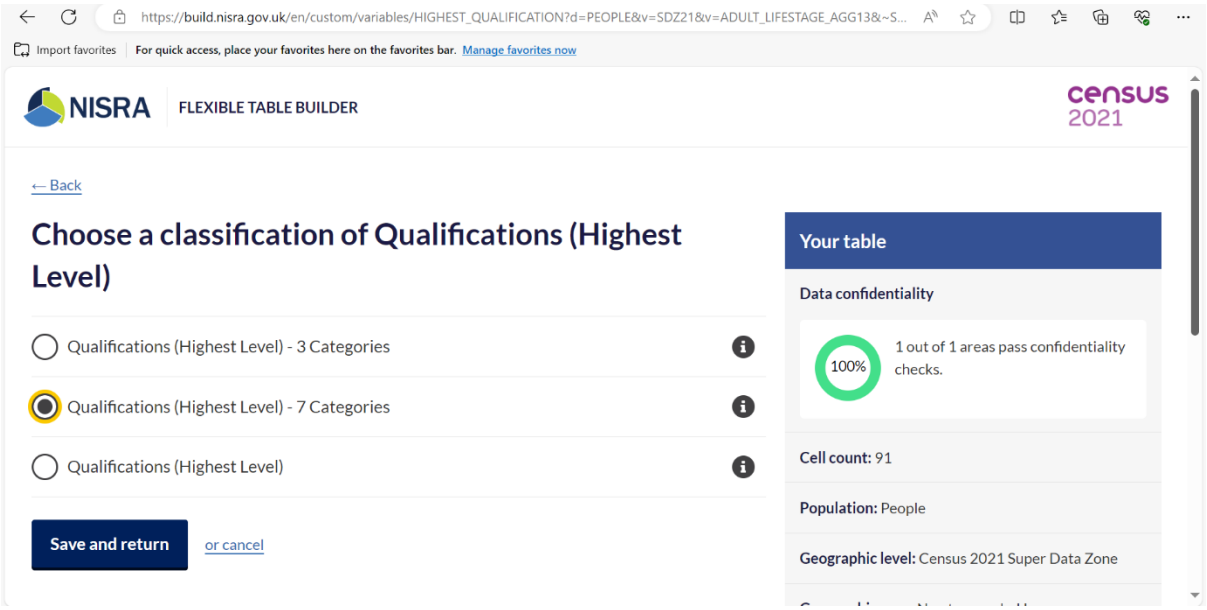


Note: The variable listing in Appendix 2 specifies the classification to select for each variable in the community profile (n=12)

(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.

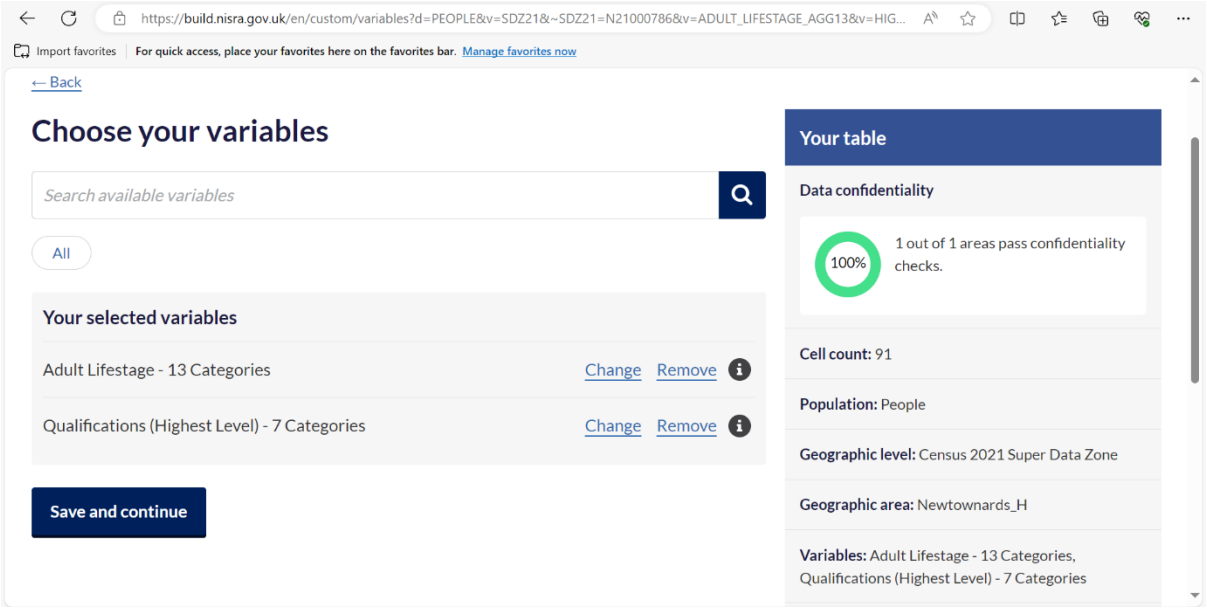


(f) Use the variable listing in Appendix 2 to select the relevant classification. In this case, *select* Qualifications (Highest Level) – 7 categories. Then *click* Save and return.



(g) *Click* Save and continue

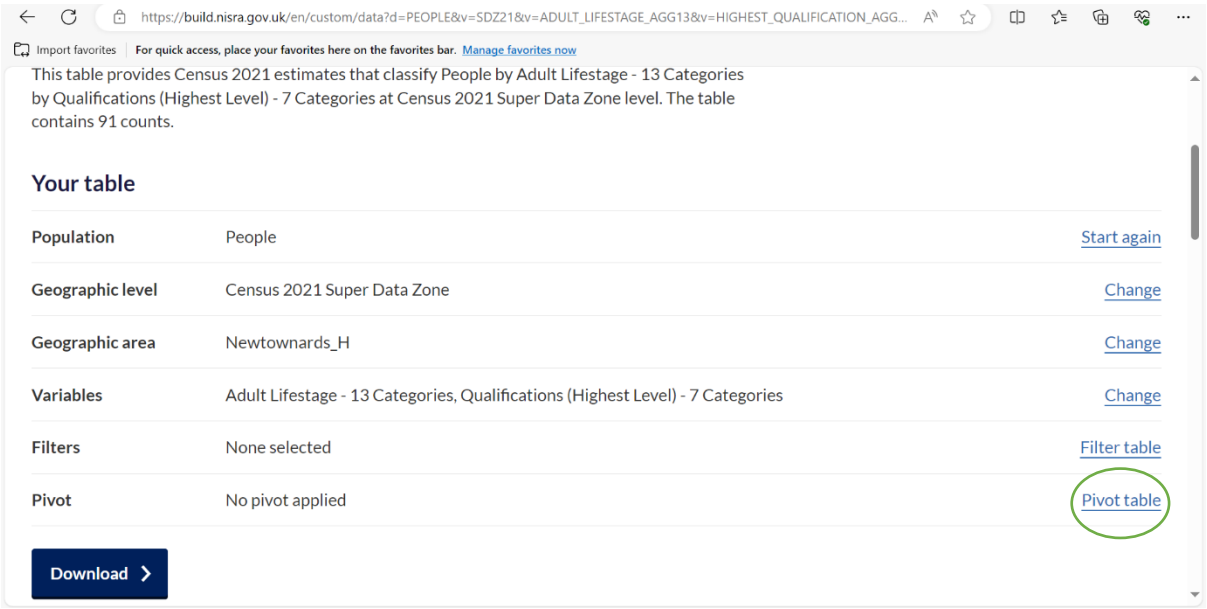
Note: Dialogue box shows selected variables and classification



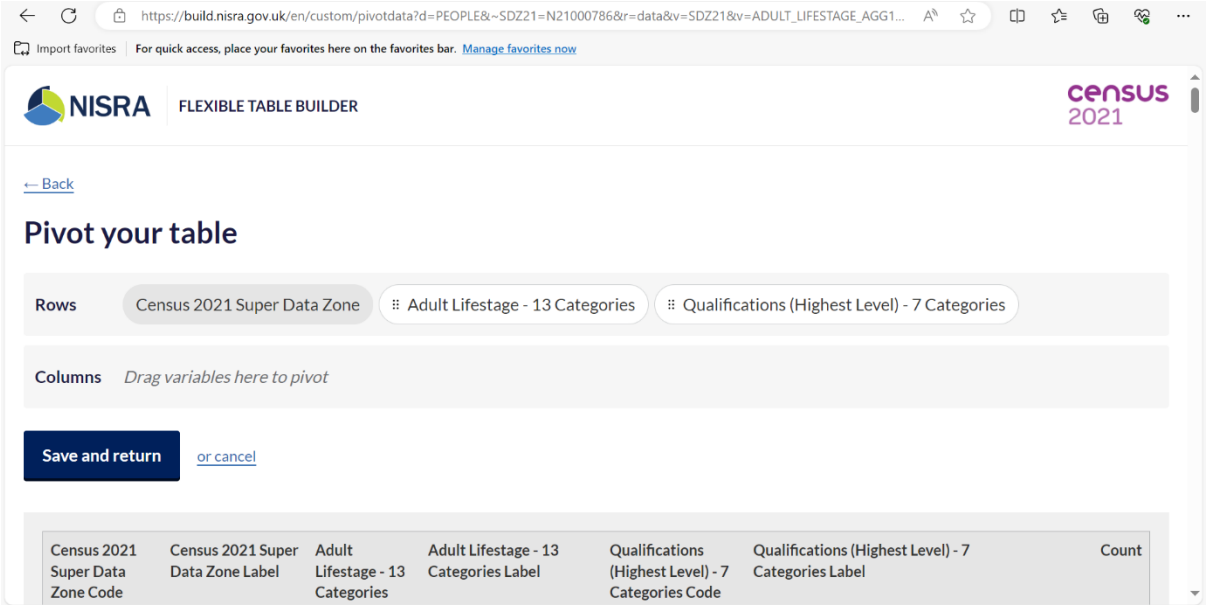
(13) Create Pivot table

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

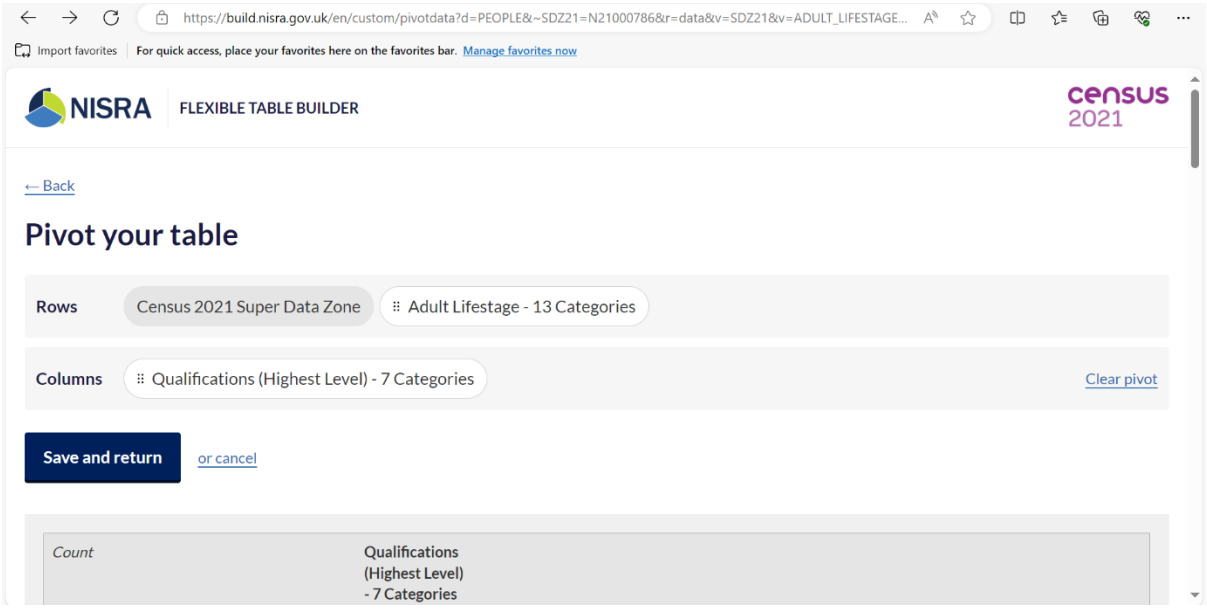
(a) *Click* on Pivot Table hyperlink at the Pivot area to start creating the pivot table



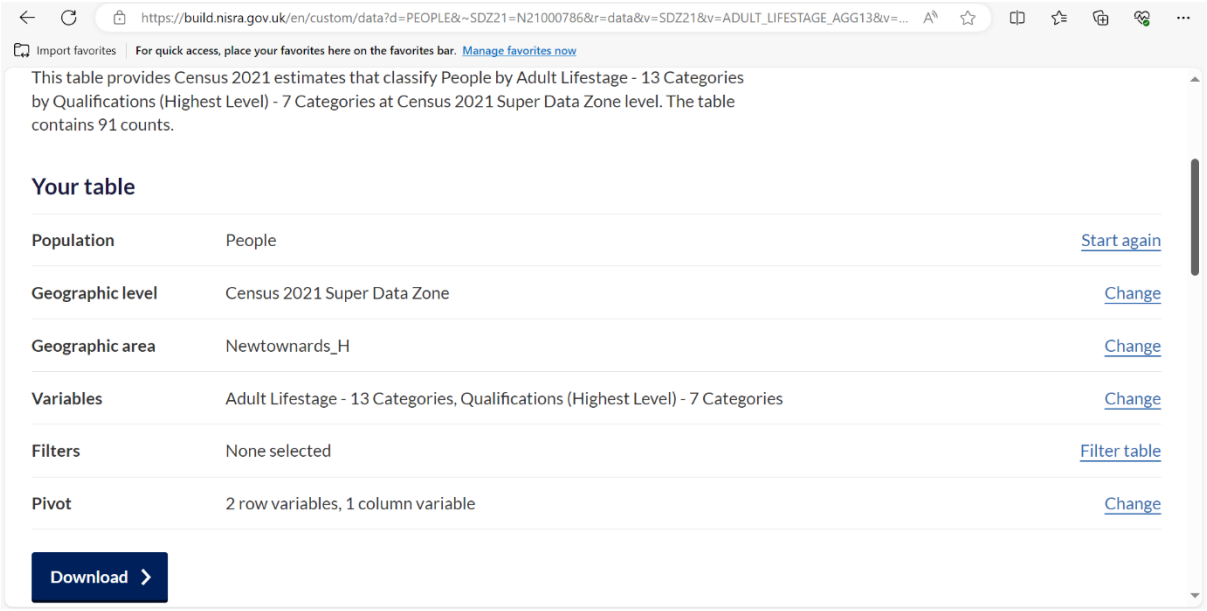
(b) To pivot your table, *drag* the qualifications (highest level) variable (move curser to Qualifications variable to highlight, *hold left click* and *move* mouse or *navigate* track pad to move the variable) from the Rows section into the Columns section.



(c) *Click* on Save and return

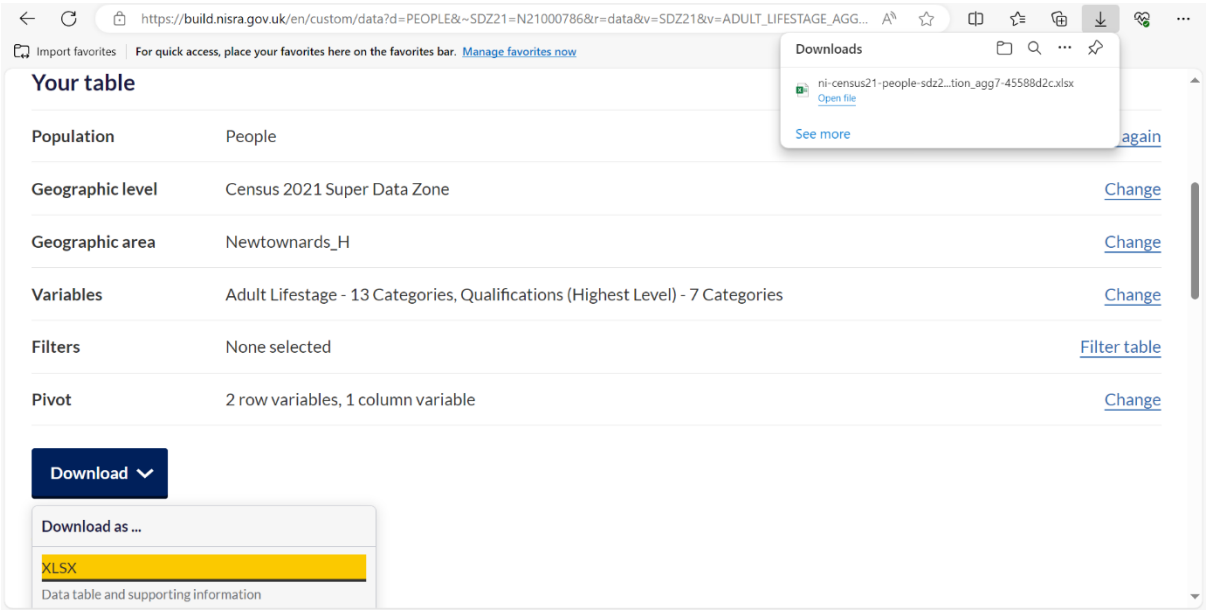


(d) Check table summary of Geographic level, Geographic area, Variables, and Pivot options.

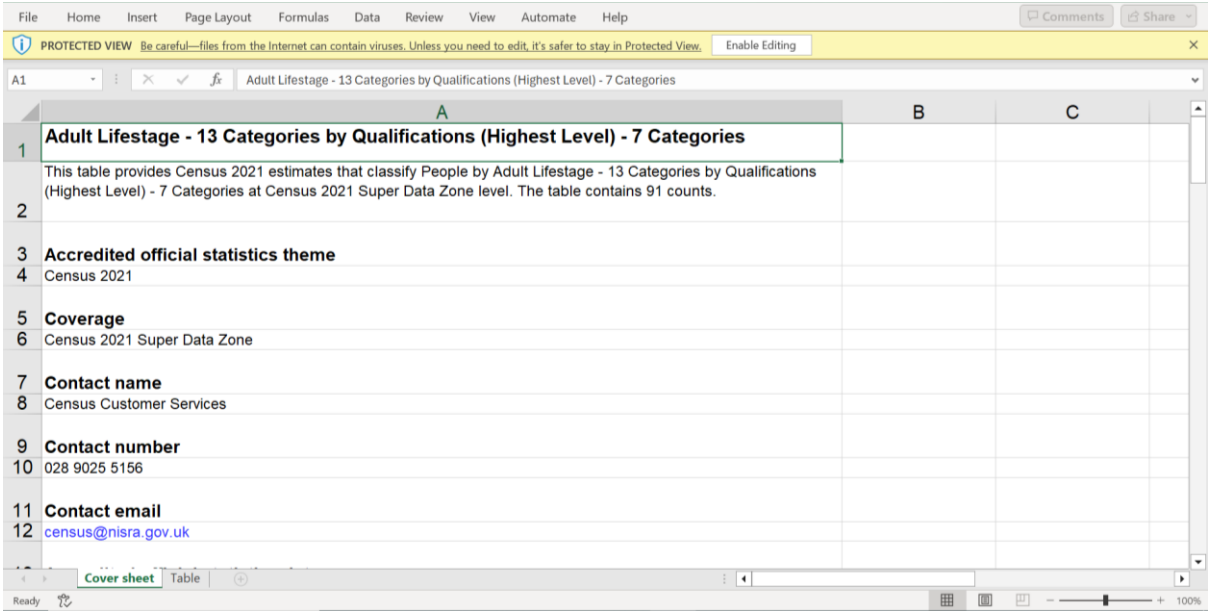


(14) Data **Extraction**

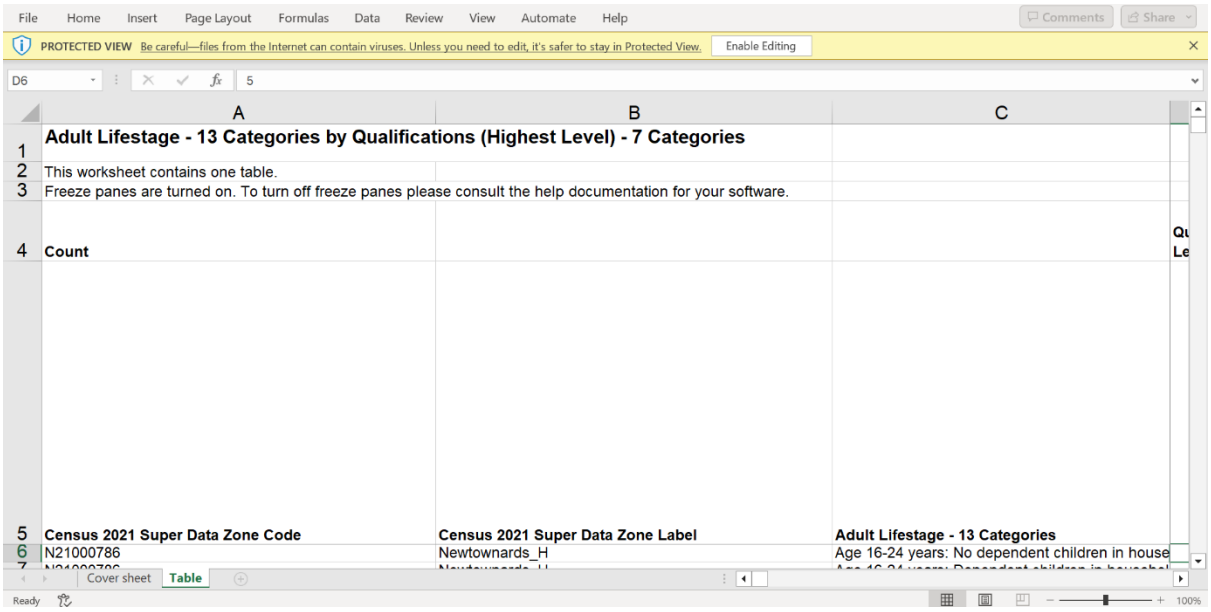
(a) *Click* on download, which opens a window to download formats. Click on XLSX to open Excel spreadsheet download window on the top right of screen. *Click* on Open file at top right corner of screen to open Excel spreadsheet containing the generated data table.



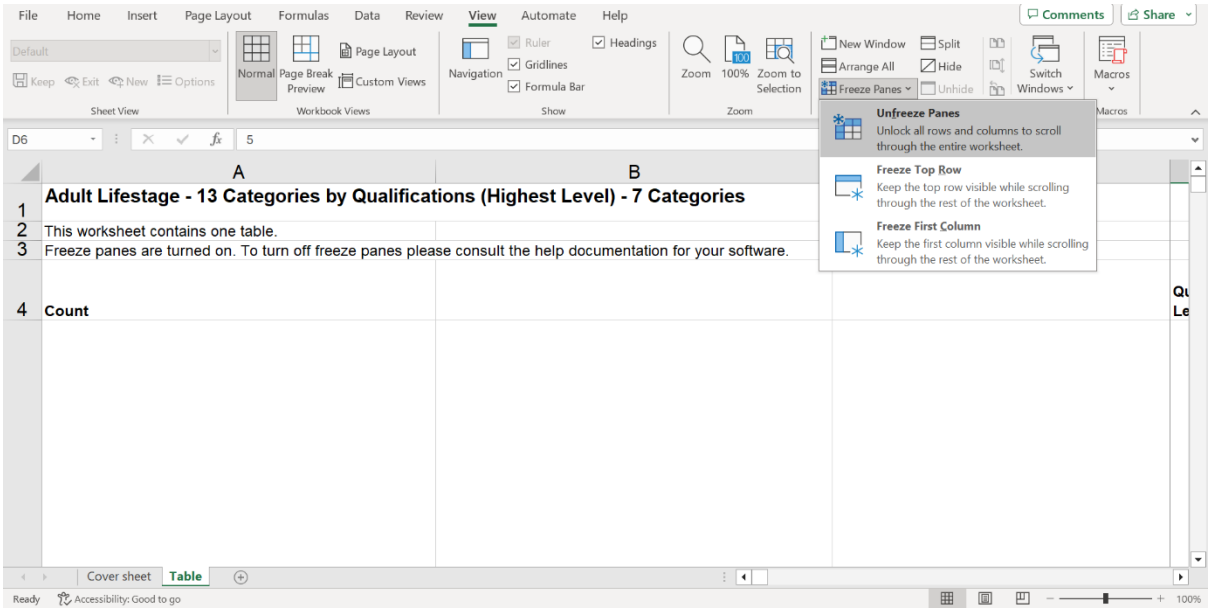
(b) The NISRA FTB Excel spreadsheet will open in a new window at the Cover Sheet. *Click* the Table tab at bottom left-hand corner of the spreadsheet to open the generated data table.



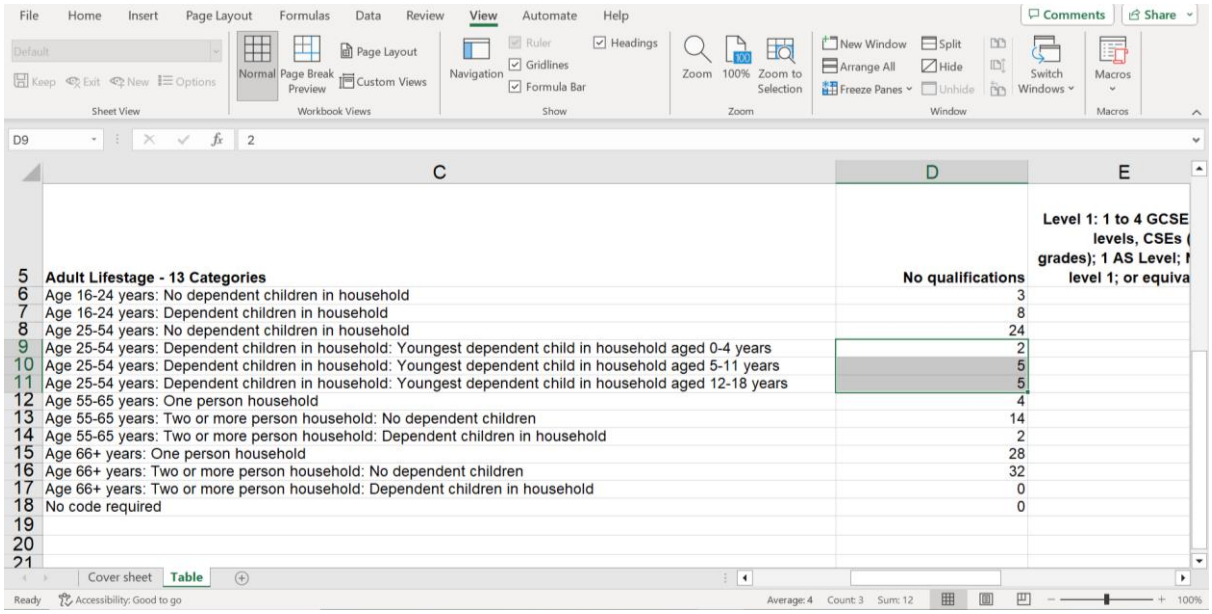
(c) *Click* on Enable Editing in the yellow band at the top of the screen.



(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.



(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.

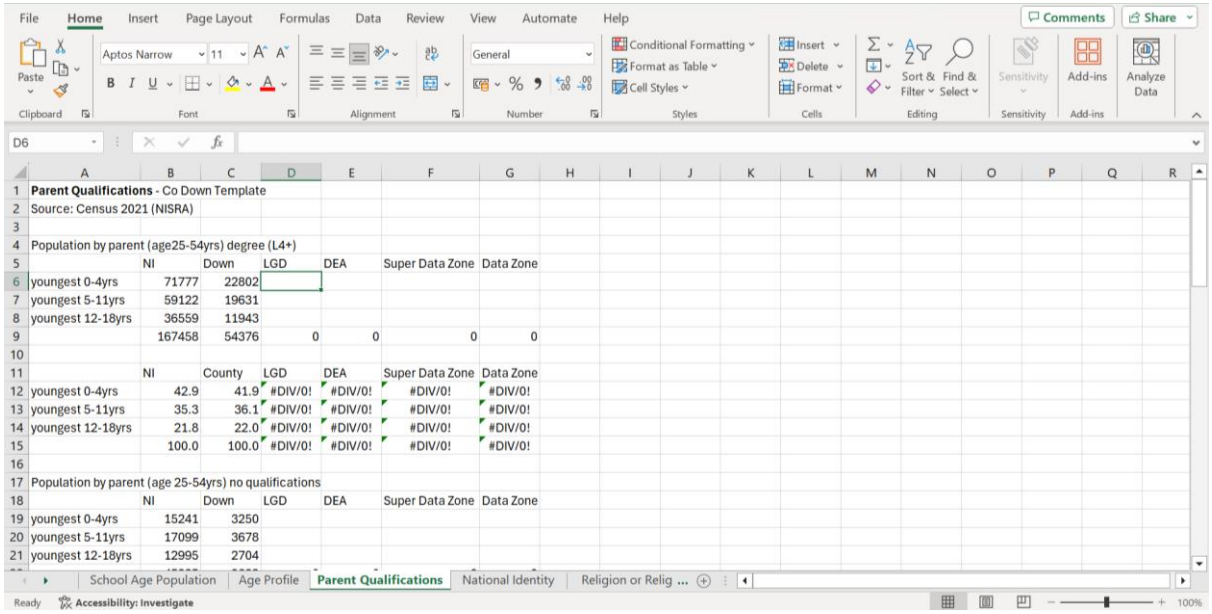


	C	D	E
5	**Adult Lifestage - 13 Categories**	**No qualifications**	**Level 1: 1 to 4 GCSE levels, CSEs (grades); 1 AS Level; N level 1; or equiva**
6	Age 16-24 years: No dependent children in household	3	
7	Age 16-24 years: Dependent children in household	8	
8	Age 25-54 years: No dependent children in household	24	
9	Age 25-54 years: Dependent children in household: Youngest dependent child in household aged 0-4 years	2	
10	Age 25-54 years: Dependent children in household: Youngest dependent child in household aged 5-11 years	5	
11	Age 25-54 years: Dependent children in household: Youngest dependent child in household aged 12-18 years	5	
12	Age 55-65 years: One person household	4	
13	Age 55-65 years: Two or more person household: No dependent children	14	
14	Age 55-65 years: Two or more person household: Dependent children in household	2	
15	Age 66+ years: One person household	28	
16	Age 66+ years: Two or more person household: No dependent children	32	
17	Age 66+ years: Two or more person household: Dependent children in household	0	
18	No code required	0	
19			
20			
21			

C. **Create** Charts

15 Navigate CPT Excel spreadsheet

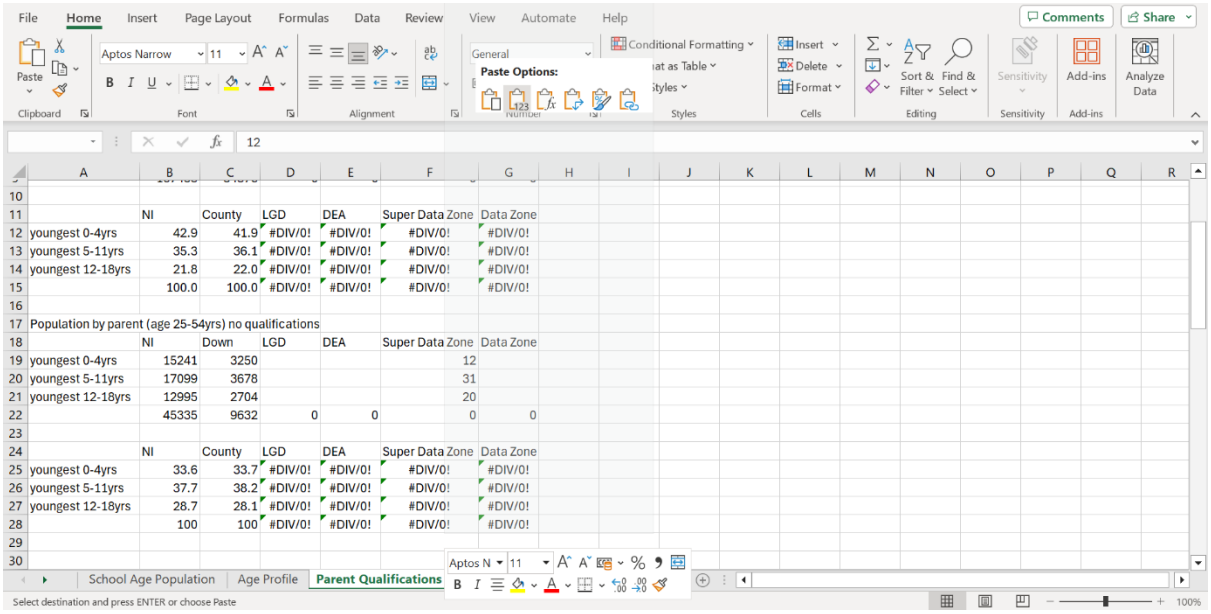
(a) *Open* your saved CPT Excel Template, if not already open. In this example, it is the Co *Down* CPT Excel Template. Use the arrow buttons in bottom left-hand corner of screen to *scroll* variable tabs, then *click* on the Parent Qualifications tab.



	A	B	C	D	E	F	G
1	**Parent Qualifications** - Co Down Template						
2	Source: Census 2021 (NISRA)						
3							
4	Population by parent (age25-54yrs) degree (L4+)						
5		NI	Down	LGD	DEA	Super Data Zone	Data Zone
6	youngest 0-4yrs	71777	22802				
7	youngest 5-11yrs	59122	19631				
8	youngest 12-18yrs	36559	11943				
9		167458	54376	0	0	0	0
10							
11		NI	County	LGD	DEA	Super Data Zone	Data Zone
12	youngest 0-4yrs	42.9	41.9	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13	youngest 5-11yrs	35.3	36.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14	youngest 12-18yrs	21.8	22.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15		100.0	100.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
16							
17	Population by parent (age 25-54yrs) no qualifications						
18		NI	Down	LGD	DEA	Super Data Zone	Data Zone
19	youngest 0-4yrs	15241	3250				
20	youngest 5-11yrs	17099	3678				
21	youngest 12-18yrs	12995	2704				

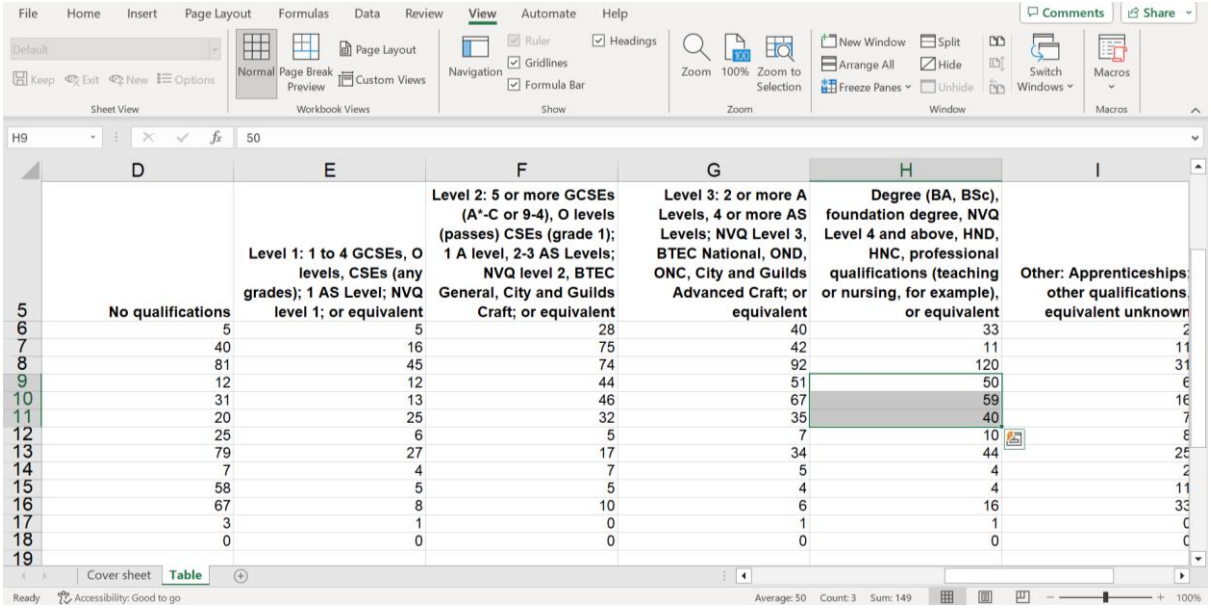
(16). Copy and paste Count data between NISRA FTB and CPT Excel spreadsheets.

(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.



	A	B	C	D	E	F	G
11		NI	County	LGD	DEA	Super Data Zone	Data Zone
12	youngest 0-4yrs	42.9	41.9	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
13	youngest 5-11yrs	35.3	36.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
14	youngest 12-18yrs	21.8	22.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
15		100.0	100.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
17	Population by parent (age 25-54yrs) no qualifications						
18		NI	Down	LGD	DEA	Super Data Zone	Data Zone
19	youngest 0-4yrs	15241	3250			12	
20	youngest 5-11yrs	17099	3678			31	
21	youngest 12-18yrs	12995	2704			20	
22		45335	9632	0	0	0	0
24		NI	County	LGD	DEA	Super Data Zone	Data Zone
25	youngest 0-4yrs	33.6	33.7	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
26	youngest 5-11yrs	37.7	38.2	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
27	youngest 12-18yrs	28.7	28.1	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
28		100	100	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

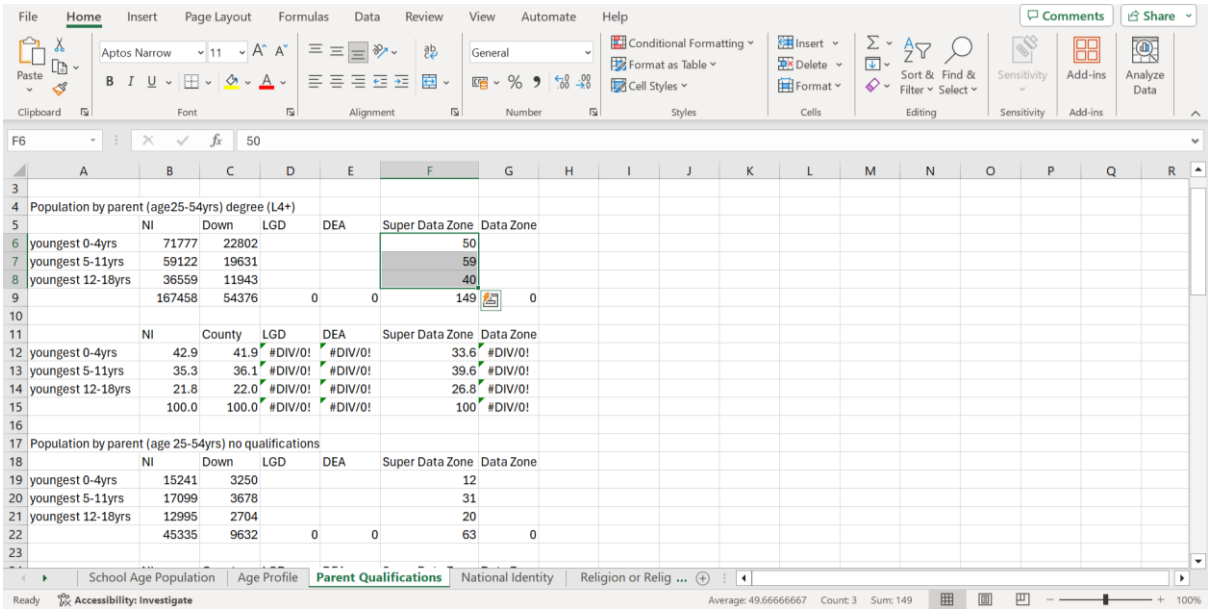
(b) Return to the NISRA FTB pivot table. *Scroll* across to column H (Adult Lifestage categories) and *select* Counts for Degree (L4+) in rows 9-11 (ie youngest dependent child in household aged 0-4yrs, 5-11yrs, 12-18yrs), *right-click* and *copy*



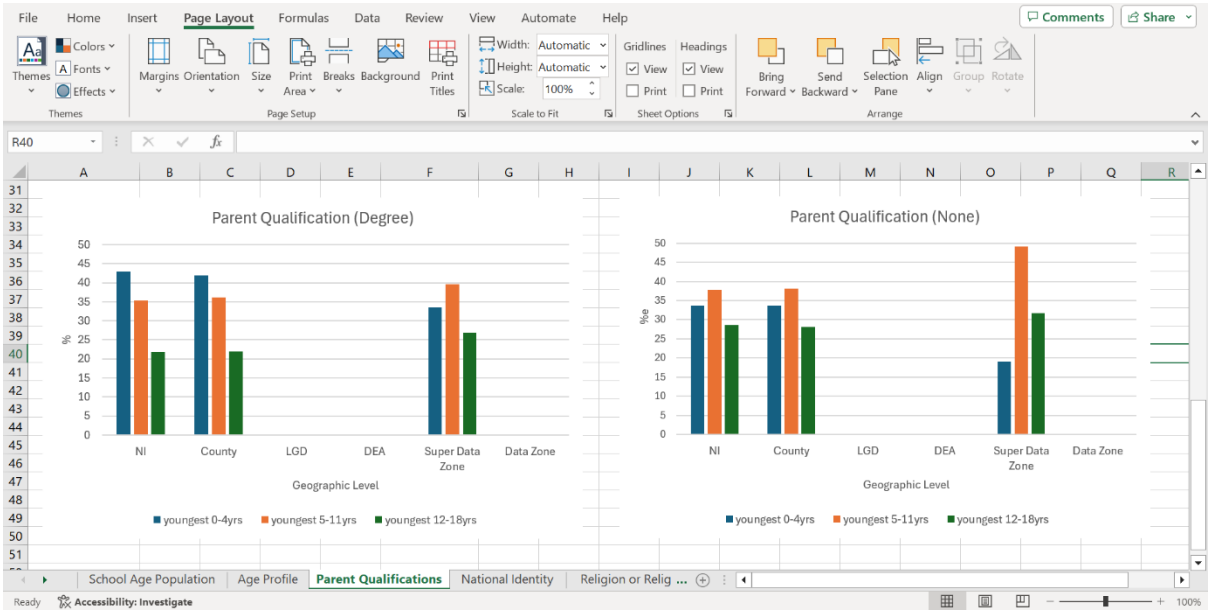
	D	E	F	G	H	I
5	No qualifications	Level 1: 1 to 4 GCSEs, O levels, CSEs (any grades); 1 AS Level; NVQ level 1; or equivalent	Level 2: 5 or more GCSEs (A*-C or 9-4), O levels (passes) CSEs (grade 1); 1 A level, 2-3 AS Levels; NVQ level 2, BTEC General, City and Guilds Craft; or equivalent	Level 3: 2 or more A Levels, 4 or more AS Levels; NVQ Level 3, BTEC National, OND, ONC, City and Guilds Advanced Craft; or equivalent	Degree (BA, BSc), foundation degree, NVQ Level 4 and above, HND, HNC, professional qualifications (teaching or nursing, for example), or equivalent	Other: Apprenticeships; other qualifications, equivalent unknown
6	5	5	28	40	33	2
7	40	16	75	42	11	11
8	81	45	74	92	120	31
9	12	12	44	51	50	6
10	31	13	46	67	59	16
11	20	25	32	35	40	7
12	25	6	5	7	10	8
13	79	27	17	34	44	25
14	7	4	7	5	4	2
15	58	5	5	4	4	11
16	67	8	10	6	16	33
17	3	1	0	1	1	0
18	0	0	0	0	0	0

(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

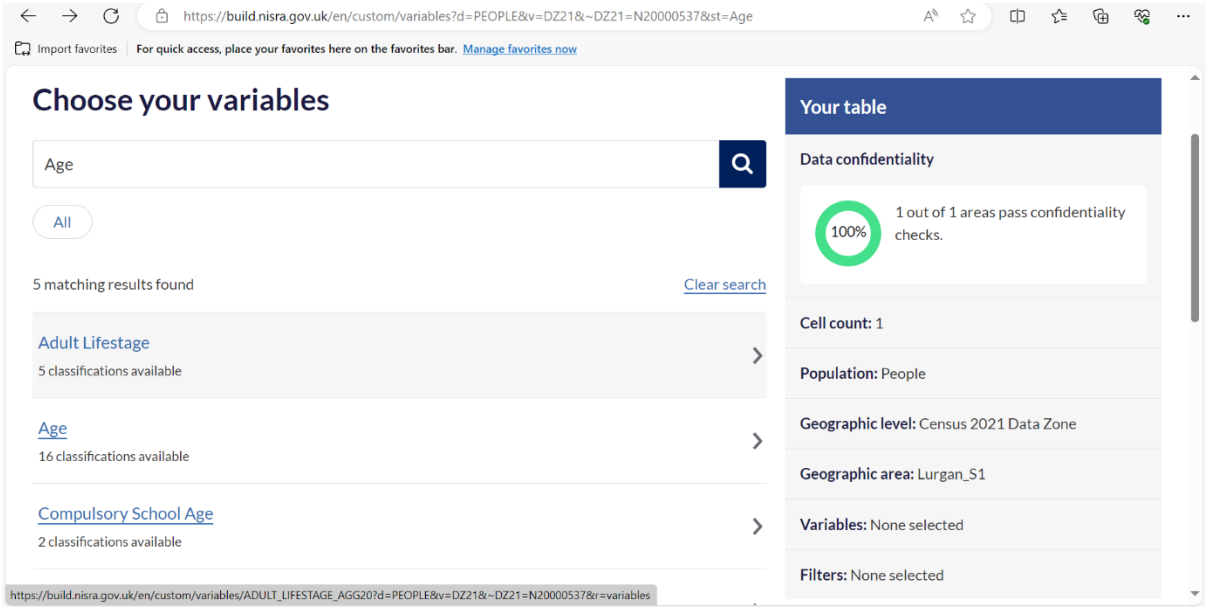
Geographic level: Data Zone

Geographic area: Lurgan_S1

CPT Excel Template: Co Armagh

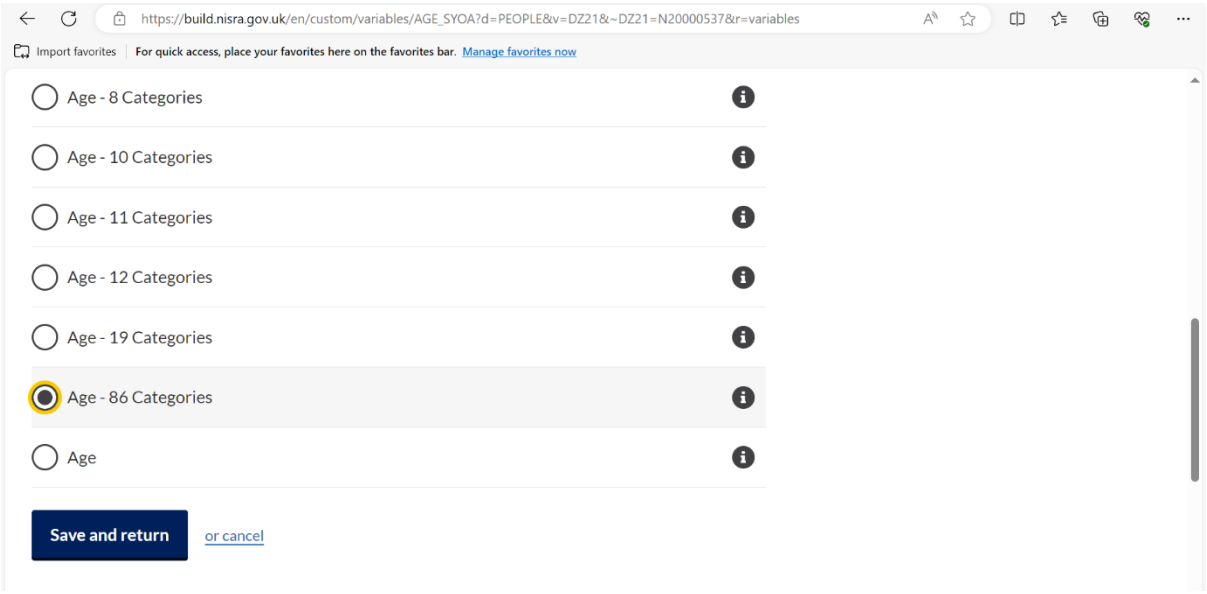
(18). Select Variables

(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.

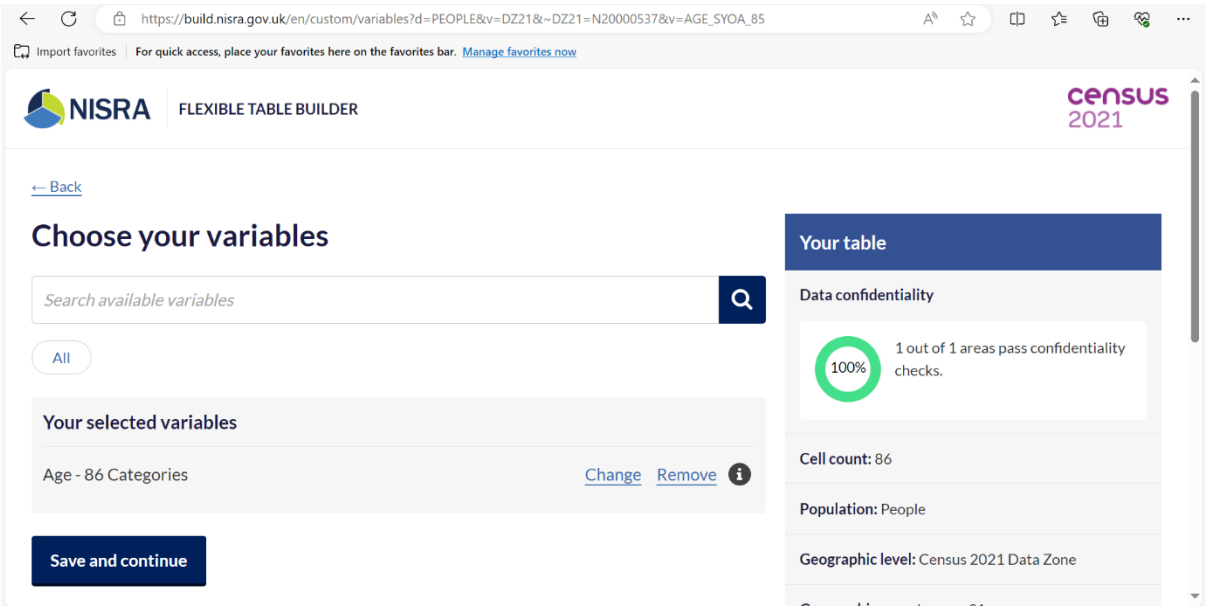


(b) *Select* Age – 86 categories. Then *click* Save and return.

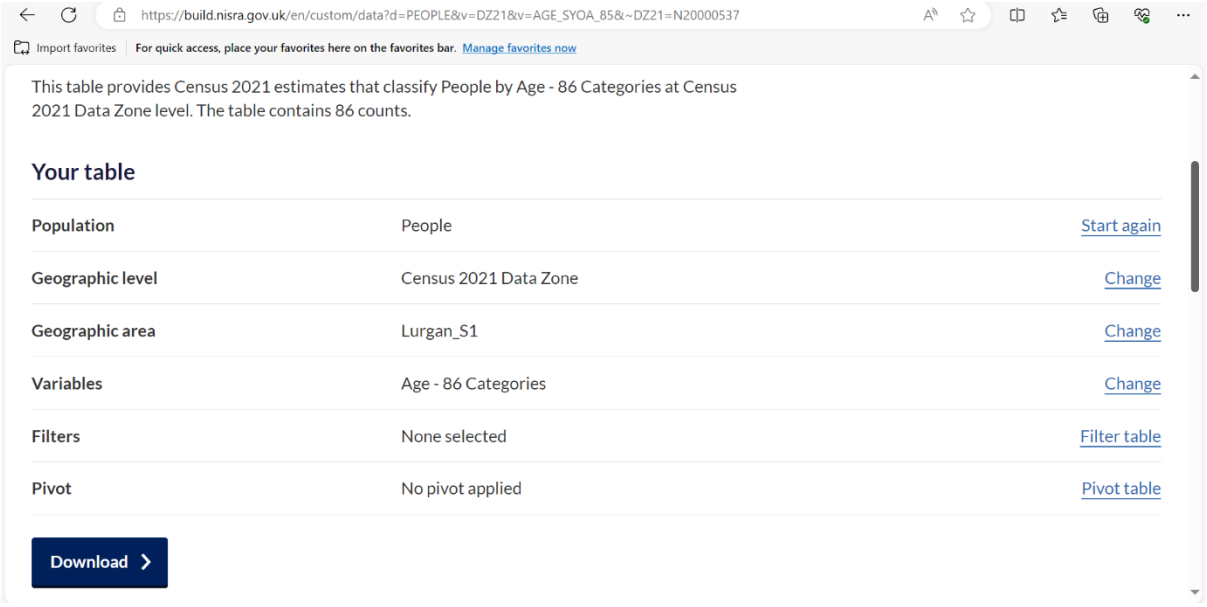
Note: The variable listing in Appendix 2 specifies the classification to select for each variable in the community profile (n=12).



(c) *Click* on Save and continue

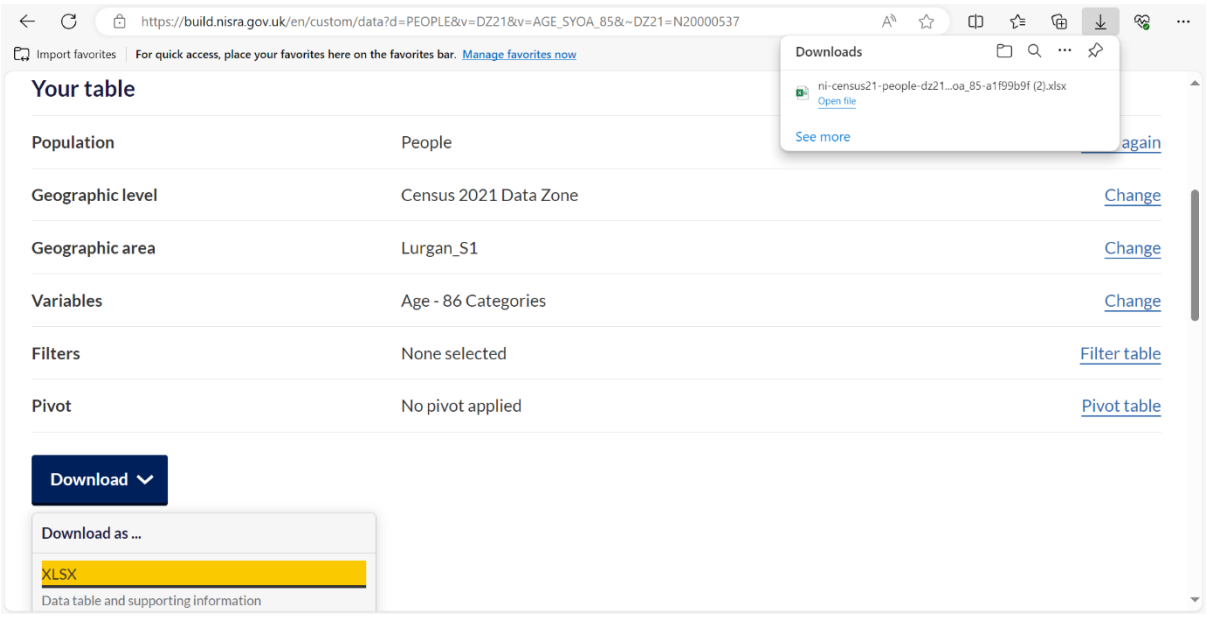


(d) Check table summary of Geographic level, Geographic area, and Variables.

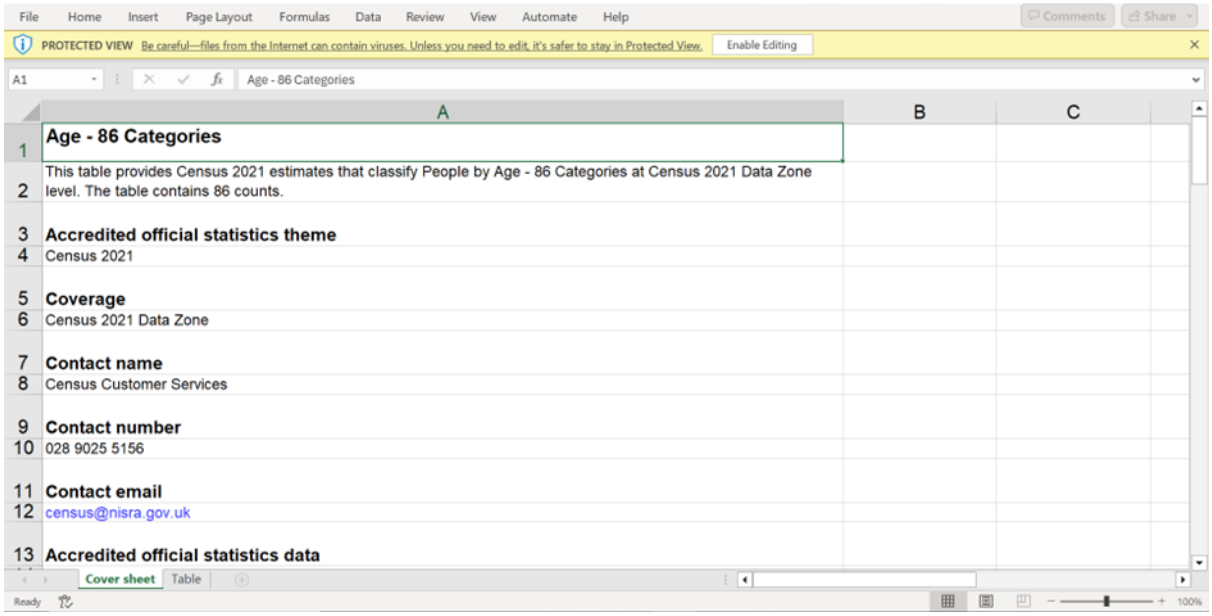


(19) Data **Extraction**

(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.

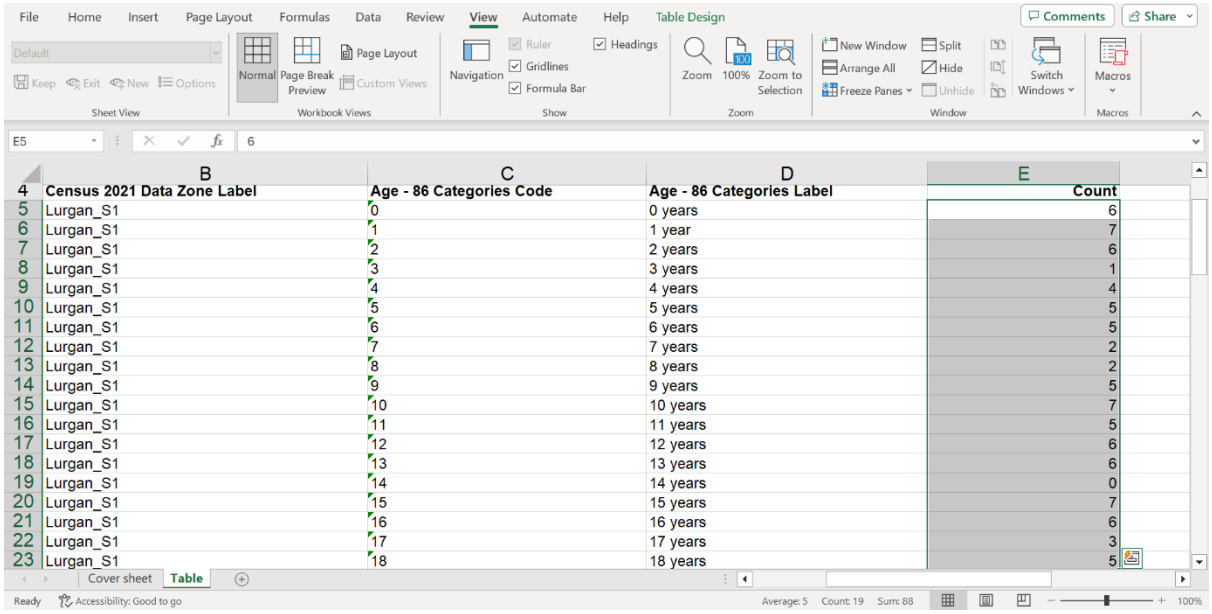


(b) Click on Table tab



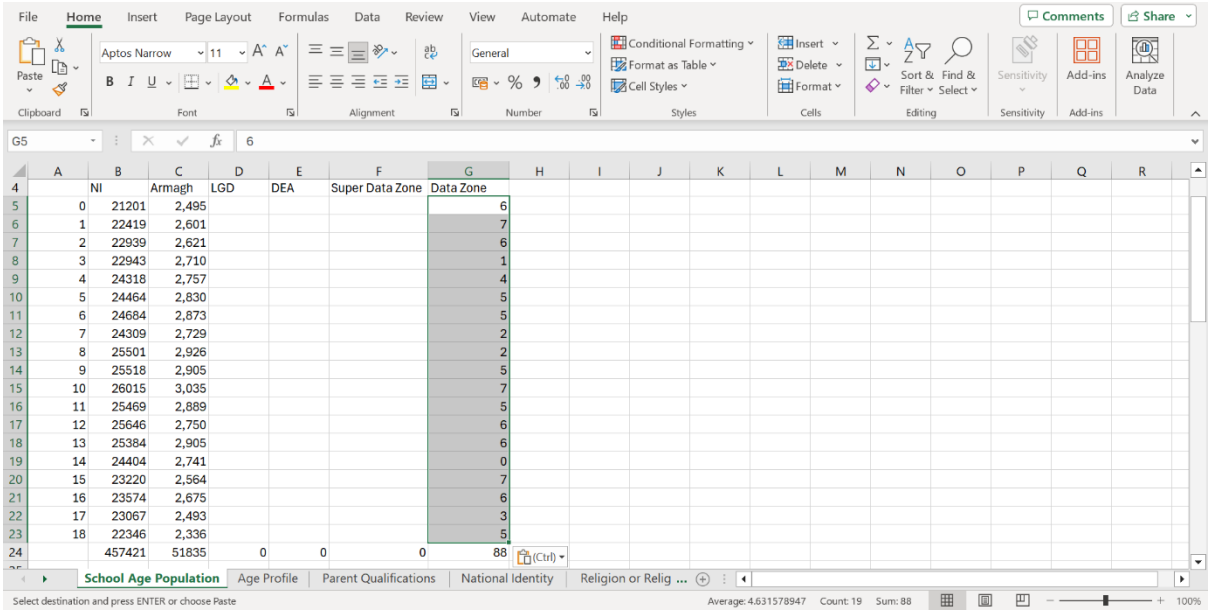
(c) In NISRA's FTB spreadsheet, *scroll* across to the Count column in Column E, and *select* the counts/numbers for 0-18yrs, *right click* and copy.

Note: column B confirms the geography level



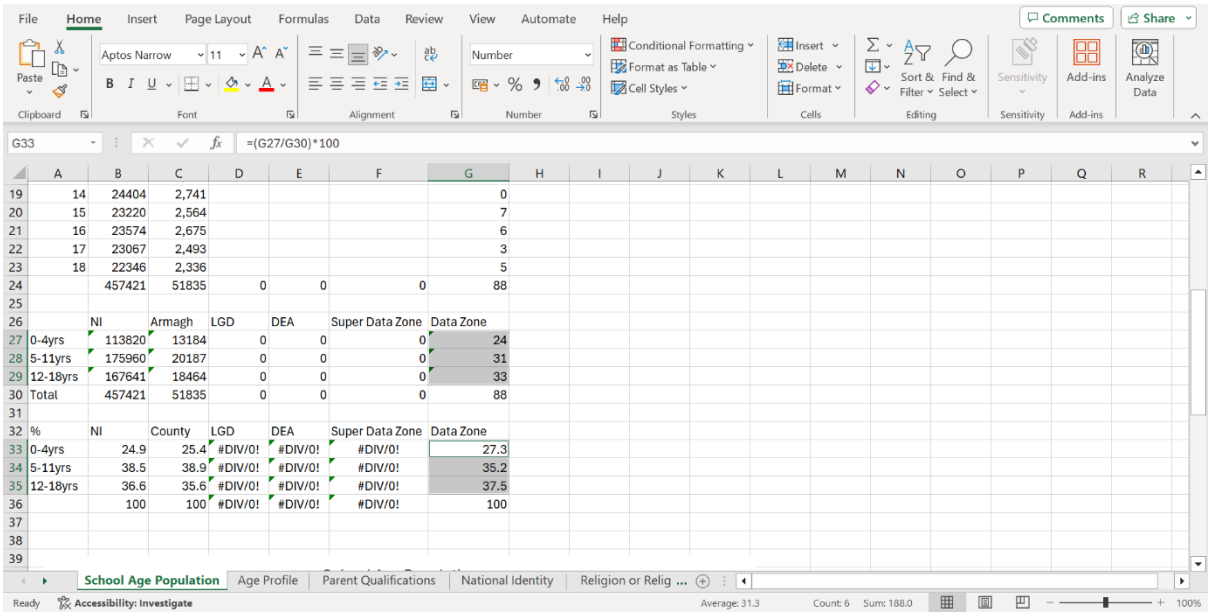
(20) Chart Creation

(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.



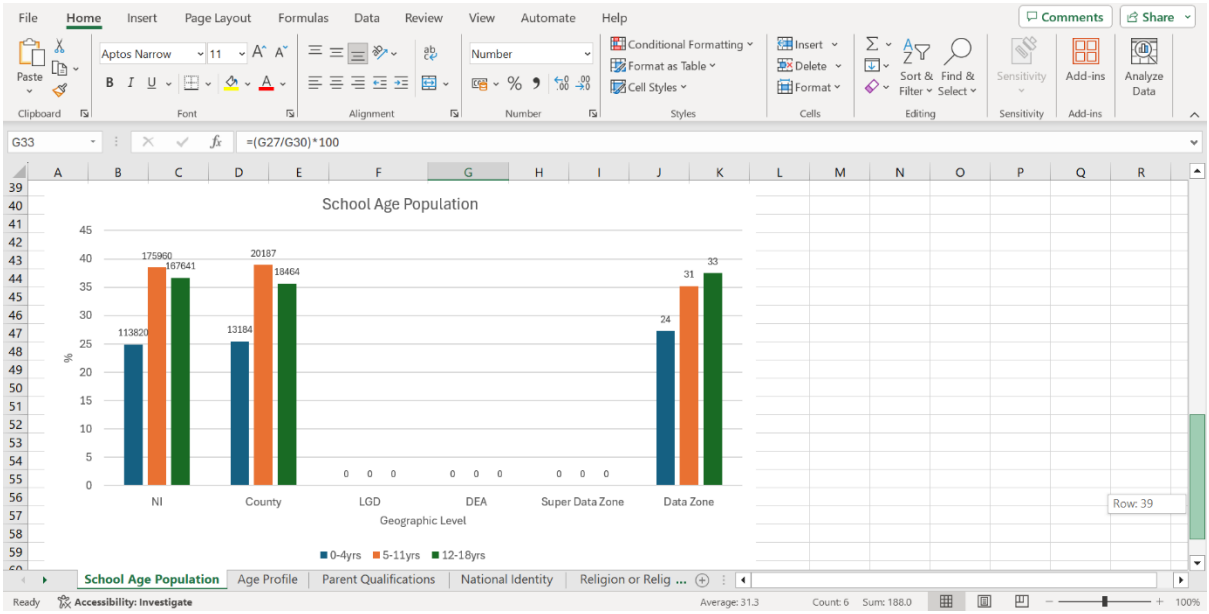
	A	B	C	D	E	F	G
4		NI	Armagh	LGD	DEA	Super Data Zone	Data Zone
5	0	21201	2,495				6
6	1	22419	2,601				7
7	2	22939	2,621				6
8	3	22943	2,710				1
9	4	24318	2,757				4
10	5	24464	2,830				5
11	6	24684	2,873				5
12	7	24309	2,729				2
13	8	25501	2,926				2
14	9	25518	2,905				5
15	10	26015	3,035				7
16	11	25469	2,889				5
17	12	25646	2,750				6
18	13	25384	2,905				6
19	14	24404	2,741				0
20	15	23220	2,564				7
21	16	23574	2,675				6
22	17	23067	2,493				3
23	18	22346	2,336				5
24		457421	51835	0	0	0	88

(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.



	A	B	C	D	E	F	G
19	14	24404	2,741				0
20	15	23220	2,564				7
21	16	23574	2,675				6
22	17	23067	2,493				3
23	18	22346	2,336				5
24		457421	51835	0	0	0	88
25							
26		NI	Armagh	LGD	DEA	Super Data Zone	Data Zone
27	0-4yrs	113820	13184	0	0	0	24
28	5-11yrs	175960	20187	0	0	0	31
29	12-18yrs	167641	18464	0	0	0	33
30	Total	457421	51835	0	0	0	88
31							
32	%	NI	County	LGD	DEA	Super Data Zone	Data Zone
33	0-4yrs	24.9	25.4	#DIV/0!	#DIV/0!	#DIV/0!	27.3
34	5-11yrs	38.5	38.9	#DIV/0!	#DIV/0!	#DIV/0!	35.2
35	12-18yrs	36.6	35.6	#DIV/0!	#DIV/0!	#DIV/0!	37.5
36		100	100	#DIV/0!	#DIV/0!	#DIV/0!	100
37							
38							
39							

(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.