

Excel for Data Submissions Contacts (Part 1)

Data Submissions

Recorded July 2021



Excel Skills

1. Importing .csv file into Excel
2. Freezing the Top Row
3. Sorting: By Error or by Person
4. Filtering: Narrowing down your data
5. Wrapping Text: Viewing all information within a cell





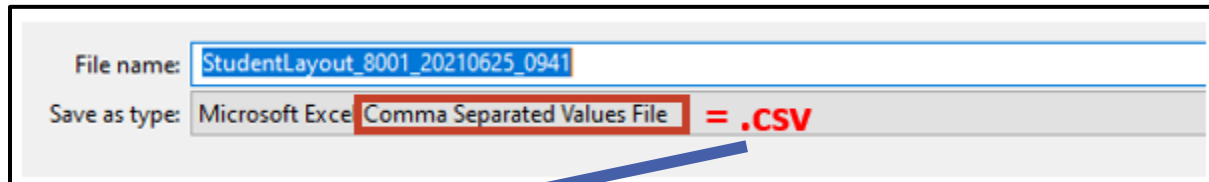
Skill 1: Importing a .csv file into Excel






1. Importing .csv into Excel

- DO NOT open the .csv file directly—it will strip the leading zeroes
- Instead, import the .csv file into Excel to review data before submitting




.CSV



Gender	BirthDate
2	5222002
2	3152003
1	12222005
1	8162002
1	7152005
1	10012001
1	1282004

.xlsx



Gender	BirthDate
02	05222002
02	03152003
01	12222005
01	08162002
01	07152005
01	10012001
01	01282004





CSV to XLSX Demonstration

Excel

Home

New

Open

Account

Feedback

Options

Book36 - Excel

Hartung, Ryan

Good afternoon

New

Blank workbook

Nutrition tracker

Recipe nutrition calculator

Periodic table

US college decision helper

US relocation helper

Planets and comets

Stars and constellations

Baby name finder

More templates →

Search

Recent Pinned Shared with Me

Name	Date modified
1234_TestSchool_SSFile_06112021 J: > Submissions > SPED Discipline > SY 20-21 > Summary Reports > School Folders > TestSchool	11m ago
5147_LHS_2021_SPEDDisciplineSummary_06112021 - No Incidents J: > Submissions > SPED Discipline > SY 20-21 > Summary Reports > School Folders > Launch	56m ago
EOY0079_ACADC_Participation_6022021Edits06112021 J: > Submissions > SPED EOY > SY 2020-21 > Files to Run > ASCENT DC	1h ago
EOY0079_ACADC_Participation_6022021Edits J: > Submissions > SPED EOY > SY 2020-21 > Files to Run > ASCENT DC	1h ago
EDID-Request-Template_rev04082021 (1) Downloads	1h ago
CLA_CSI_EDIS_request_EDID_06_11_2021_J_P-RESULTS J: > Submissions > EDID Requests > 2021-2022 > CLAVP	3h ago
Edid Results (98) Downloads	3h ago
CLA_CSI_EDIS_request_EDID_06_11_2021_J_P J: > Submissions > EDID Requests > 2021-2022 > CLAVP	3h ago
CSI_DisciplineActionCombined_06112021 J: > Submissions > SPED Discipline > SY 20-21 > Files to Run > 1. Combined File	3h ago
3393_GVCA_SPED_Disc_06102021 J: > Submissions > SPED Discipline > SY 20-21 > Files to Run > Golden View	3h ago





IMPORTED CORRECTLY

GENDER	BIRTH_DATE
02	04131999
02	03242002
02	07232007



Has leading zeroes! 😊

IMPORTED INCORRECTLY

GENDER	BIRTH_C
2	4131999
2	3242002
2	7232007



Doesn't have leading zeroes! ☹️





Skill 2: Freezing the Top Row





Freezing the Top Row

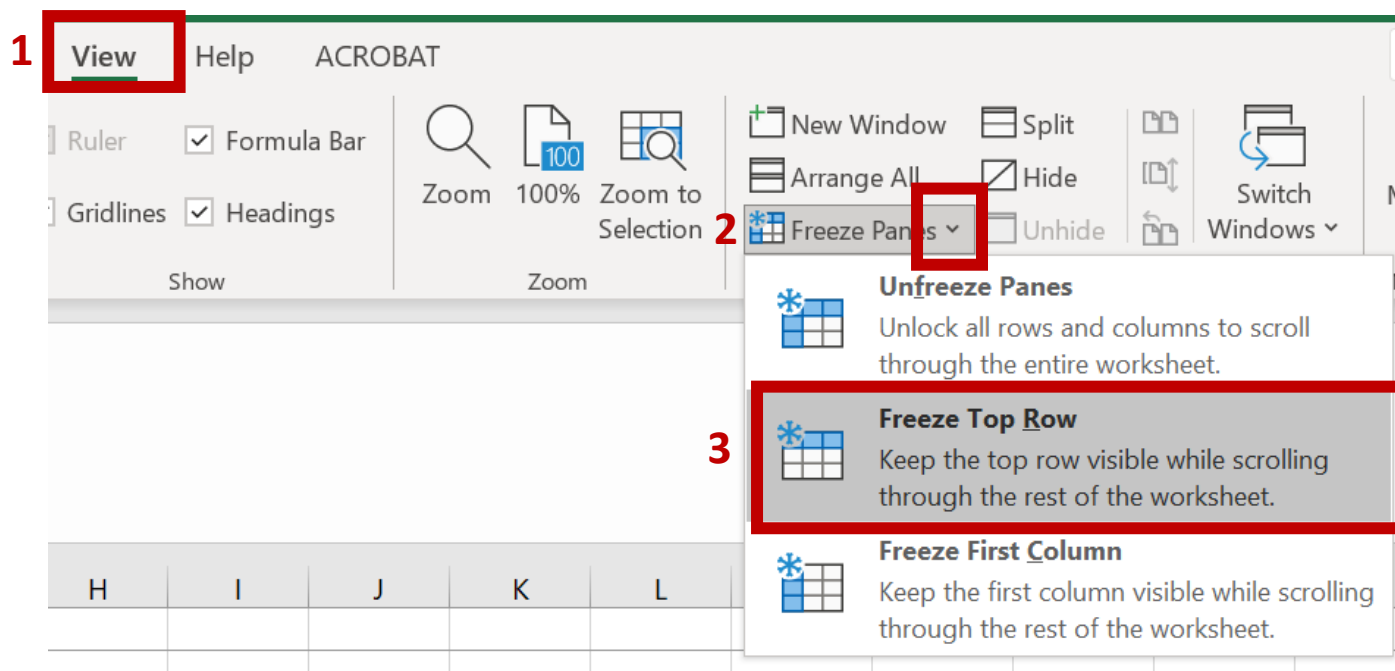
This skill will help you to scroll through and review multiple rows of data while still being able to see the top row that has each of the field names.





Instructions

1. Go to the View tab
2. Select the Freeze Panes command
3. Choose "Freeze Top Row"



Demonstration

File Home Insert Page Layout Formulas Data Review View Help ACROBAT										Share Comments																			
Get Data From Text/CSV Recent Sources From Web Existing Connections										Queries & Connections Properties Edit Links																			
Get & Transform Data										Data Types																			
Sort & Filter										Data Tools																			
Flash Fill Consolidate Relationships Manage Data Model										What-If Analysis Forecast Sheet																			
Text to Columns Remove Duplicates Data Validation										Group Ungroup Subtotal																			
Forecast										Outline																			
A2										8001																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
District	Error Code	Error Message	SASID	First Name	Last Name	Gender	Birth Date	School Entry	Grad	School Exit	Retention	Pupils Atte	County of District of Country	Pa	State of Pa	Public Sch	Date First	Primary Sc	Innovative	Expelled	Home Base	Gifted	Gen	Gifted	Cre	Gifted	Lea	Gifted	Rea
8001	E	SP382 There is not a mi	9897196145	Katalina	Abraham	1	1E+07	8242020	70	13	0	0	4	0	20	0	80	8012013	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	9841625170	Tyler	Abraham	2	7192004	8242020	100	13	0	0	4	0	480	0	80	8012009	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	4762651251	Amala	Abraham	1	9302005	8242020	100	2	0	0	4	0	20	0	80	8012010	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	4192056547	Vanna	Abraham	1	1102005	8242020	100	2	0	0	4	0	470	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP430 District Code of P	2463381992	Nevaeh	Abraham	1	5092008	8312020	70	13	0	0	4	0	70	0	80	8012013	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1854813846	Evelyn	Abraham	1	4192010	8242020	50	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	754575574	Ashley	Abraham	1	1.2E+07	8242020	120	2	0	0	4	0	70	0	80	8012008	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	517473513	Eun Sung	Abraham	2	1E+07	8242020	110	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	9633370025	Penny	Allan	1	8292011	8242020	40	2	0	0	4	0	20	0	80	8012016	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7046344824	Ryan	Allan	2	1.2E+07	8242020	100	2	0	0	4	0	20	0	80	8012010	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	3882155536	Skyler	Allan	1	6192015	8242020	7	13	0	0	4	0	20	0	80	8202020	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	3583211311	Madison	Allan	1	2042005	8242020	100	2	0	0	4	0	20	0	80	8012010	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	3495656005	Abby	Allan	1	5282009	8232020	60	2	8232020	13	0	4	0	40	0	80	0	1	0	0	0	0	0	0	0	0	
8001	E	SP382 There is not a mi	3276609995	Bridget	Allan	1	8062002	8242020	120	2	0	0	4	0	20	0	80	8182011	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	2566967971	Lucy	Allan	1	1E+07	8232020	30	2	8232020	13	0	4	0	20	0	80	8172017	1	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	2214695989	Addisyn	Allan	1	9092009	8242020	60	2	0	0	4	0	20	0	80	8012014	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1032736209	Kamryn	Allan	1	1.1E+07	8242020	90	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	9863291641	Reese	Alsop	1	5072010	8232020	50	2	8232020	13	0	4	0	70	0	80	0	1	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	9826082662	Shandon	Alsop	2	9142014	8242020	10	2	0	0	4	0	20	0	80	8152019	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7439142009	Miranda	Alsop	1	9262002	8242020	120	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	6826310642	Enicia	Alsop	1	9282002	8242020	120	2	0	0	4	0	3090	0	80	8182010	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7739794292	Taras	Andersor	2	1.2E+07	8242020	90	13	0	0	4	0	20	0	80	8012019	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7083033410	Jalyn	Andersor	1	1.2E+07	8242020	30	2	0	0	4	0	480	0	80	8172017	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	6493923406	Ashley	Andersor	1	3172015	8242020	7	6	0	0	4	0	20	0	80	8242020	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	5464717987	Landon	Andersor	2	4262009	8242020	60	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	3587284486	Peyton	Andersor	1	5182015	8242020	7	1	0	0	4	0	40	0	80	8202020	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	2716742492	Katie	Andersor	1	5212003	8242020	120	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	1069905044	Oluwatol	Andersor	2	1E+07	8242020	120	2	0	0	4	0	20	0	80	8012008	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	845645210	Annabell	Andersor	1	1.2E+07	8242020	50	2	0	0	4	0	20	0	80	8012015	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	9561764991	Kay	Arnold	1	1.2E+07	8242020	90	2	0	0	4	0	470	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP448 CDE cannot calcul	8733246232	Matteo	Arnold	2	3132015	8242020	7	1	0	0	4	0	20	0	80	8202020	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	8705493622	Paul	Arnold	2	1.1E+07	8242020	90	15	0	0	4	0	20	0	80	8012011	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	7881703400	Kaleigha	Arnold	1	9152005	8242020	100	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7322154069	Kayden	Arnold	1	9222006	8242020	90	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	7036053470	Michael	Arnold	2	9262006	8242020	90	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	6955914310	Mason	Arnold	2	3312005	8242020	100	2	0	0	4	0	20	0	80	8012010	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	3836787293	Janel	Arnold	1	3272010	8242020	50	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	3669142509	Haley	Arnold	1	1E+07	8242020	60	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1761698379	Alaina	Arnold	1	7202004	8242020	110	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1623648100	Owen	Arnold	2	7122013	8242020	10	2	0	0	4	0	20	0	80	8162018	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1048471851	Kellen	Arnold	2	4232014	8242020	10	2	0	0	4	0	20	0	80	8152019	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	9102951482	Colette	Avery	1	1222008	8242020	70	11	0	0	4	0	20	0	80	8012013	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	6029176576	Haylee	Avery	1	3092006	8242020	90	15	0	0	4	0	20	0	80	8012011	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	5629451484	Adam	Avery	2	7152015	8242020	7	1	0	0	4	0	20	0	80	8202020	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	4862064897	Johanni	Avery	1	4032006	8242020	90	15	0	0	4	0	20	0	80	8012011	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	4789872222	Josiah	Avery	2	4142009	8242020	60	2	9082020	13	0	4	0	70	0	80	8012015	1	0	0	0	0	0	0	0	0	0
8001	E	SP425 Exit date can only	4436982498	Mercury	Avery	1	1242009	8242020	50	2	0	0	4	0	1420	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP430 District Code of P	2711513370	Ryan	Avery	2	3302009	8242020	60	2	0	0	4	0	20	0	80	0	1	0	0	0	0	0	0	0	0	0	0
8001	E	SP382 There is not a mi	1031535062	Rylie	Avery	1	3102004	8242020	110	2	0	0	4	0	20	0	80	0	0	0	0	0	0	0	0	0	0	0	0



Skill 3: Sorting





Sorting

This skill will help you to organize large amounts of data based on a particular column.

Examples:

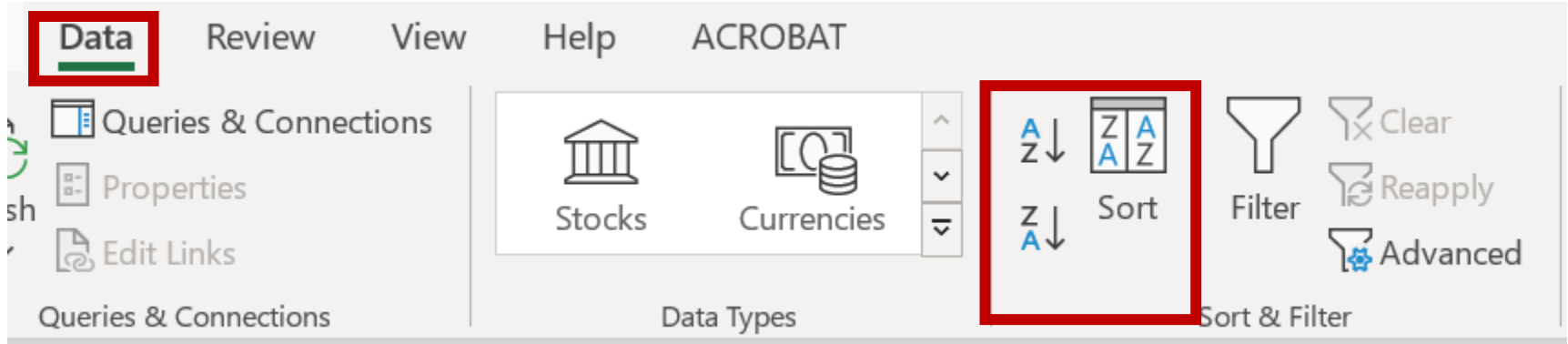
- Sorting an error report by SASID/EDID to identify all errors associated with a student/staff
- Sorting an error report by Error type to identify all students/staff with the same error.





Instructions

1. Select a cell in the column you want to sort.
2. On the **Data** tab, in the **Sort & Filter** group, select how you want to sort (A to Z; Z to A)



Demonstration

File Home Insert Page Layout Formulas Data Review View Help ACROBAT										Share Comments																			
Get & Transform Data										Queries & Connections																			
Data Types										Sort & Filter																			
Data Tools										Forecast																			
Outline																													
122										9282002																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
District	Error Code	Error Message	SASID	First Name	Last Name	Gender	Birth Date	School Entry Date	Entry Grad	School Exit	School Exit Retention	Pupils Atte	County of	District of	Country Pa	State of	Pe Public	Sch Date	First Primary	Sc Innovative	Expelled	Ex Home	Base Gifted	Geni Gifted	Crea Gifted	Leac Gifted	AC		
0001	E	SP382	There is not a mi	9897196145	Katalina	Abraham	1	1E+07	8242020	70	13	0	0	0	4	0	20	0	0	80	8012013	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	9841625170	Tyler	Abraham	2	7192004	8242020	100	13	0	0	0	4	0	480	0	0	80	8012009	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	4762651251	Amaia	Abraham	1	9302005	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	4192056547	Vanna	Abraham	1	1102005	8242020	100	2	0	0	0	4	0	470	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP430	District Code of P	2463381992	Nevaeh	Abraham	1	5092008	8312020	70	13	0	0	0	4	0	70	0	0	80	8012013	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1854813846	Evelyn	Abraham	1	4192010	8242020	50	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	754575574	Ashley	Abraham	1	1.2E+07	8242020	120	2	0	0	0	4	0	70	0	0	80	8012008	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	517473513	Eun Sung	Abraham	2	1E+07	8242020	110	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	9633370025	Penny	Allan	1	8292011	8242020	40	2	0	0	0	4	0	20	0	0	80	8012016	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7046344824	Ryan	Allan	2	1.2E+07	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	3882155536	Skylar	Allan	1	6192015	8242020	7	13	0	0	0	4	0	20	0	0	80	8202020	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	3583211311	Madison	Allan	1	2042005	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	3495656005	Abby	Allan	1	5282009	8232020	60	2	8232020	13	0	4	0	40	0	0	80	0	1	0	0	0	0	0		
0001	E	SP382	There is not a mi	3276609995	Bridget	Allan	1	8062002	8242020	120	2	0	0	0	4	0	20	0	0	80	8182011	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	2566967971	Lucy	Allan	1	1E+07	8232020	30	2	8232020	13	0	4	0	20	0	0	80	8172017	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	2214695989	Addisyn	Allan	1	9092009	8242020	60	2	0	0	0	4	0	20	0	0	80	8012014	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1032736209	Kamryn	Allan	1	1.1E+07	8242020	90	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	9863291641	Reese	Alsop	1	5072010	8232020	13	0	4	0	70	0	0	0	80	0	1	0	0	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	9826082662	Shandon	Alsop	2	9142014	8242020	10	2	0	0	0	4	0	20	0	0	80	8152019	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7439142009	Miranda	Alsop	1	9262002	8242020	120	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	6826310642	Enicia	Alsop	1	9282002	8242020	120	2	0	0	0	4	0	3090	0	0	80	8182010	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7739794292	Taras	Andersor	2	1.2E+07	8242020	90	13	0	0	0	4	0	20	0	0	80	8012019	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7083033410	Jalyn	Andersor	1	1.2E+07	8242020	30	2	0	0	0	4	0	480	0	0	80	8172017	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	6493923406	Ashley	Andersor	1	3172015	8242020	7	6	0	0	0	4	0	20	0	0	80	8242020	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	5464717987	Landon	Andersor	2	4262009	8242020	60	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	3587284486	Peyton	Andersor	1	5182015	8242020	7	1	0	0	0	4	0	40	0	0	80	8202020	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	2716742492	Katie	Andersor	1	5212003	8242020	120	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	1069905044	Oluwatobi	Andersor	2	1E+07	8242020	120	2	0	0	0	4	0	20	0	0	80	8012008	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	845645210	Annabell	Andersor	1	1.2E+07	8242020	50	2	0	0	0	4	0	20	0	0	80	8012015	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	9561764991	Kay	Arnold	1	1.2E+07	8242020	90	2	0	0	0	4	0	470	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP448	CDC cannot calcu	8733246232	Matteo	Arnold	2	3132015	8242020	7	1	0	0	0	4	0	20	0	0	80	8202020	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	8705493622	Paul	Arnold	2	1.1E+07	8242020	90	15	0	0	0	4	0	20	0	0	80	8012011	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	7881703400	Kaleigha	Arnold	1	9152005	8242020	100	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7322154069	Kayden	Arnold	1	9222006	8242020	90	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	7036053470	Michael	Arnold	2	9262006	8242020	90	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	6955914310	Mason	Arnold	2	3312005	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	3836787293	Janel	Arnold	1	3272010	8242020	50	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	3669142509	Hailey	Arnold	1	1E+07	8242020	60	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1761698379	Alaina	Arnold	1	7202004	8242020	110	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1623648100	Owen	Arnold	2	7122013	8242020	10	2	0	0	0	4	0	20	0	0	80	8162018	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1048471851	Kellen	Arnold	2	4232014	8242020	10	2	0	0	0	4	0	20	0	0	80	8152019	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	9102951482	Colette	Avery	1	1222008	8242020	70	11	0	0	0	4	0	20	0	0	80	8012013	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	6029176576	Haylee	Avery	1	3092006	8242020	90	15	0	0	0	4	0	20	0	0	80	8012011	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	5629451484	Adam	Avery	2	7152015	8242020	7	1	0	0	0	4	0	20	0	0	80	8202020	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	4862064897	Johanni	Avery	1	4032006	8242020	90	15	0	0	0	4	0	20	0	0	80	8012011	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	4798972222	Josiah	Avery	2	4142009	8242020	60	2	9082020	13	0	4	0	70	0	0	80	8012015	1	0	0	0	0	0	0	
0001	E	SP425	Exit date can only	4436982498	Mercury	Avery	1	1242009	8242020	50	2	0	0	0	4	0	1420	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP430	District Code of P	2711513370	Ryan	Avery	2	3302009	8242020	60	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	1031535062	Rylie	Avery	1	3102004	8242020	110	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	
0001	E	SP382	There is not a mi	669811464	James	Avery	2	5252005	8242020	100	2	0	0																



Skill 4: Filtering





Filtering

This skill will help you to temporarily hide some of the data in a table, so you can focus on the data you want to see.

Examples:

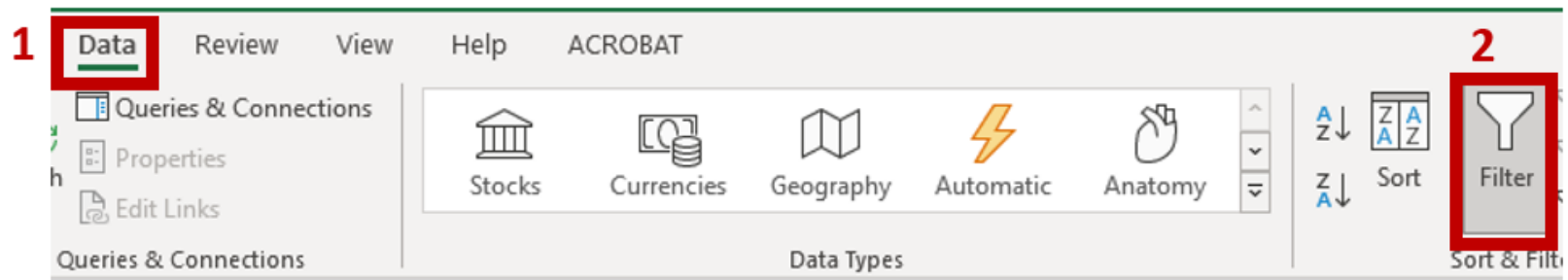
- Filtering an error report by SASID/EDID so you only see errors associated with a student/staff
- Filtering an error report by Error type so you only see students/staff with the same error.





Instructions

1. Select any cell within the range.
2. Select **Data** > **Filter**.



3. Select the column header arrow 

SASID SCHO STUDEN STUDEN GENDI BIRTH ENTRY GRADE ENTRY EXIT D EXIT T F







Skill 5: Wrapping Text





Wrapping Text

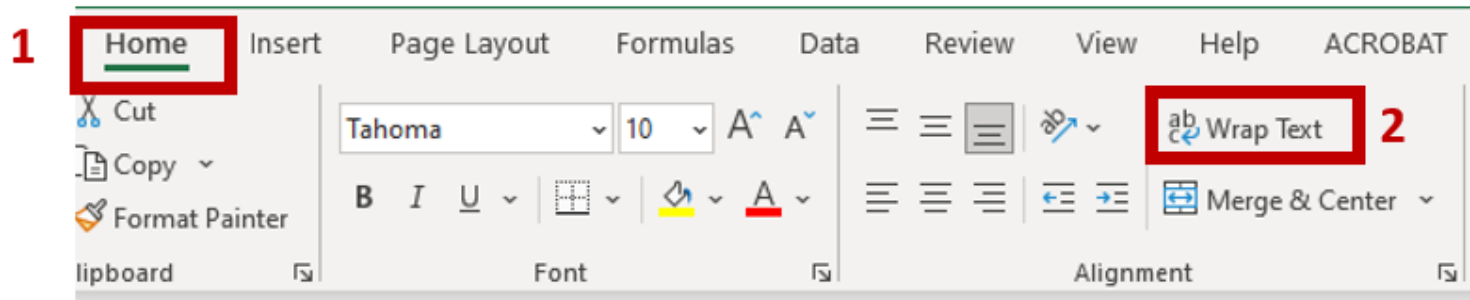
This skill will help allow you to read Error and Warning messages in full within a cell view.





Instructions

1. Select a cell or a column of cells you wish to review.
2. On the **Home** tab click Wrap Text





Demonstration

File Home Insert Page Layout Formulas Data Review View Help ACROBAT														Share Comments																					
Clipboard				Font				Alignment				Number				Styles				Cells				Editing				Analysis				Sensitivity			
P13																																			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD						
1	Distr	Er	Cod	Error Message	SASID	First N	Last N	Gen	Birth D	School Entry Da	Entry Gr	School	School	School	Retentic	Pupils A	County	District	Country	State of	Public S	Date Fir	Primary	Innovati	Expelle	Home B	Gifted G	Gifted C	Gifted L	Gifted					
2	8001	E	99999	The SASID is invali	493546653	Santiago	Ellison	2	1242015	8242020	7	13	0	0	0	4	0	20	0	0	80	8202020	1	0	0	0	0	0	0	0					
3	8001	E	99999	The SASID is invali	7577101623	Peyton	Langdon	1	9062012	9142020	30	13	9172020	15	0	4	0	70	0	0	80	8012017	1	0	0	0	0	0	0	0					
4	8001	E	99999	The SASID is invali	8061537956	Mackenzi	Powell	1	9122007	8242020	80	13	0	0	0	4	0	40	0	0	80	8012012	1	0	0	0	0	0	0	0					
5	8001	E	SP125	Public School Finar	1731162258	Jaqsynne	McGrath	1	6272005	8242020	100	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
6	8001	E	SP125	Public School Finar	8794598665	Elle	Payne	1	4022007	8232020	80	2	8232020	13	0	4	0	0	0	0	80	8012012	1	0	0	0	0	0	0	0					
7	8001	E	SP23	Grade Level does n	3232318934	Logan	Brown	2	6302009	8242020	60	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
8	8001	E	SP24	Pupils Attendance	16707177214	Olivia	Graham	1	1312011	8242020	40	2	0	0	0	4	0	70	0	0	80	0	1	0	0	0	0	0	0	0					
9	8001	E	SP24	Pupils Attendance	15798873244	Emily	Terry	1	9222007	8242020	70	2	5122021	90	2	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
10	8001	E	SP267	Exit Date must be	29321944793	Ashlyn	Blake	1	8272007	8242020	80	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
11	8001	E	SP267	Exit Date must be	25079939259	Anika	Cornish	1	3312005	8242020	100	2	0	0	0	3	4	0	20	0	80	0	1	0	0	0	0	0	0	0					
12	8001	E	SP273	Exit Type must be	12968530186	Lella	King	1	2062014	8242020	10	2	0	0	0	4	0	10	0	0	80	8152019	1	0	0	0	0	0	0	0					
13	8001	E	SP275	Exit Type must be	19762737384	Ethan	Berry	2	5042010	8242020	50	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
14	8001	E	SP275	Exit Type must be	18708954832	Jessa	Carr	1	1.1E+07	8242020	7	2	0	0	0	4	0	20	0	0	80	8152019	1	0	0	0	0	0	0	0					
15	8001	E	SP275	Exit Type must be	19114726221	Malachi	Johnston	2	8212015	8242020	7	13	5262021	11	0	4	0	20	0	0	80	7022020	1	0	0	0	0	0	0	0					
16	8001	E	SP275	Exit Type must be	18358011861	Diego	Lewis	2	7152003	8242020	120	2	0	0	0	4	0	8001	0	0	80	0	1	0	0	0	1	0	0	0					
17	8001	E	SP275	Exit Type must be	12840688251	Allan	Mackenzi	2	1.1E+07	8242020	120	2	0	13	2	4	0	40	0	0	80	0	1	0	0	0	0	0	0	0					
18	8001	E	SP275	Exit Type must be	17325173960	Margaret	Mathis	1	1.1E+07	8232020	90	2	8232020	13	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
19	8001	E	SP275	Exit Type must be	14717581933	Connor	Ogden	2	9222015	8242020	6	0	0	0	0	4	0	1420	0	0	80	8202020	1	0	0	0	0	0	0	0					
20	8001	E	SP275	Exit Type must be	16091053444	Nicholas	Springer	2	8052005	8242020	100	2	0	0	0	1	4	0	20	0	80	0	1	0	0	0	0	0	0	0					
21	8001	E	SP275	Exit Type must be	1808236611	Cieara	Tucker	1	1.2E+07	8242020	120	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
22	8001	E	SP29	Public School Finar	13766002074	Layla	Berry	1	9082014	8242020	10	2	0	0	0	4	0	20	0	0	80	8152019	1	0	0	0	0	0	0	0					
23	8001	E	SP29	Public School Finar	19014539729	Nina	Rampling	1	1022007	8242020	80	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
24	8001	E	SP303	Student retention c	19290322727	Alexande	Lewis	2	1E+07	9082020	30	13	5202021	11	0	4	0	20	0	0	80	8012017	1	0	0	0	0	0	0	0					
25	8001	E	SP317	Only Districts with	15676603278	Kimberly	Robertso	1	6152005	8242020	100	2	0	0	0	4	0	70	0	0	80	8012010	1	0	0	0	0	0	0	0					
26	8001	E	SP373	Student may only c	12419901028	Kurtis	Walsh	2	1.2E+07	8242020	50	2	5262021	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
27	8001	E	SP382	There is not a mat	14192056547	Vanna	Abraham	1	1102005	8242020	100	2	0	0	0	4	0	470	0	0	80	0	1	0	0	0	0	0	0	0					
28	8001	E	SP382	There is not a mat	19841625170	Tyler	Abraham	2	7192004	8242020	100	13	0	0	0	4	0	480	0	0	80	8012009	1	0	0	0	0	0	0	0					
29	8001	E	SP382	There is not a mat	19897196145	Katalina	Abraham	1	1E+07	8242020	70	13	0	0	0	4	0	20	0	0	80	8012013	1	0	0	0	0	0	0	0					
30	8001	E	SP382	There is not a mat	1854813846	Evelyn	Abraham	1	4192010	8242020	50	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
31	8001	E	SP382	There is not a mat	1517473513	Eun Sun	Abraham	2	1E+07	8242020	110	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
32	8001	E	SP382	There is not a mat	1754575574	Ashley	Abraham	1	1.2E+07	8242020	120	2	0	0	0	4	0	70	0	0	80	8012008	1	0	0	0	0	0	0	0					
33	8001	E	SP382	There is not a mat	14762651251	Amia	Abraham	1	9302005	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	0					
34	8001	E	SP382	There is not a mat	13882155536	Skylar	Allan	1	6192015	8242020	7	13	0	0	0	4	0	20	0	0	80	8202020	1	0	0	0	0	0	0	0					
35	8001	E	SP382	There is not a mat	17046344824	Ryan	Allan	2	1.2E+07	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	0					
36	8001	E	SP382	There is not a mat	19633370025	Penny	Allan	1	8292011	8242020	40	2	0	0	0	4	0	20	0	0	80	8012016	1	0	0	0	0	0	0	0					
37	8001	E	SP382	There is not a mat	1583211311	Madison	Allan	1	2042005	8242020	100	2	0	0	0	4	0	20	0	0	80	8012010	1	0	0	0	0	0	0	0					
38	8001	E	SP382	There is not a mat	1032736209	Kamryn	Allan	1	1.1E+07	8242020	90	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
39	8001	E	SP382	There is not a mat	13276609995	Bridget	Allan	1	8062002	8242020	120	2	0	0	0	4	0	20	0	0	80	8182011	1	0	0	0	0	0	0	0					
40	8001	E	SP382	There is not a mat	12214695989	Addisyn	Allan	1	9092009	8242020	60	2	0	0	0	4	0	20	0	0	80	8012014	1	0	0	0	0	0	0	0					
41	8001	E	SP382	There is not a mat	13495656005	Abby	Allan	1	5282009	8232020	60	2	8232020	13	0	4	0	40	0	0	80	0	1	0	0	0	0	0	0						
42	8001	E	SP382	There is not a mat	19826082662	Shandon	Alsop	2	9142014	8242020	10	2	0	0	0	4	0	20	0	0	80	8152019	1	0	0	0	0	0	0	0					
43	8001	E	SP382	There is not a mat	19863291641	Reese	Alsop	1	5072010	8232020	50	2	8232020	13	0	4	0	70	0	0	80	0	1	0	0	0	0	0	0						
44	8001	E	SP382	There is not a mat	17439142009	Miranda	Alsop	1	9262002	8242020	120	2	0	0	0	4	0	20	0	0	80	0	1	0	0	0	0	0	0	0					
45	8001	E	SP382	There is not a mat	16826310642	Enica	Alsop	1	9282002	8242020	120	2	0	0	0	4	0	3090	0	0	80	8182010	1	0	0	0	0	0	0	0					
46	8001	E	SP382	There is not a mat	17739794292	Taras	Andersor	2	1.2E+07	8242020	90	13	0	0	0	4	0	20	0	0	80	8012019	1	0	0	0	0	0	0	0					
47	8001	E	SP382	There is not a mat	13587284486	Peyton	Andersor	1</																											



Thank you!

For questions contact the CSI Submissions Inbox at:
submissions_csi@csi.state.co.us

