

# Guidance on using tool that analyses data sets that you have

## Manual

Please read through the guidance document for this **Data Analysis Tool**. We have provided you with a data set (Raw data example 1) that you can use to test how this tool works before you use your own datasets.

### 1. Opening the tool and the data set

- Save the Data Analysis Tool and the Raw data example 1 spreadsheet on your desktop and unzip them.
- Open the **Data Analysis Tool** from the desktop.
- Open the 'Raw data example 1' from the desktop. This is the data set you can use to try this tool.

### 2. Importing the data

- Import the data from the 'Raw data example 1' spreadsheet into the tool using the steps below.
- Make sure the 'Raw data example 1 spreadsheet' is open and selected.
  - Press **Ctrl+A**. (that means depress the Control button then, while still holding it down, press A). This will select all cells in the sheet. You will notice the cells change colour.
  - Press **Ctrl+C**. (that means depress the Control button then, while still holding it down, press C). This will copy all the cells in the sheet. You will notice a flashing dotted line around the periphery of the data.

Switch back to **Data Analysis Tool** (you can do this by pressing **ALT-TAB** or by clicking on the excel icon on the start menu).

- Press the Import Data button. You will be asked to enter a name for the data set, this can be anything but for the purposes of this test type 'Example Dataset 1' into the box and press 'OK'.

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### 3. Choosing the data fields

- Click the **Generate Analysis** button on the menu.
- This will bring up a new menu with four different drop-down boxes:
  - The first box allows you to select the field you wish to appear across the top of the table.
  - The second box allows you to select the field you wish to appear in rows going down the table.
  - The third box allows you to select the field that will appear in the body of the table.
  - The fourth box allows you to choose whether to sum or count the data in the body of the table.

To understand these choices better make the following selections in the boxes:

Please fill out the drop-down boxes below to determine how you wish the data to be presented

Enter Column data:  Please enter a field from your dataset to represent the column data. The column data will appear along the top of the table.

Enter Row data:  Please enter a field from your dataset to represent the row data. The row data will appear along the top of the table.

Enter values field  Please enter a field from your dataset to represent the values data. The value data will appear in the body of the data.

Would you like these summed or counted?  Please select whether you would like the data in the body of the table to be summed or counted.

- After you have made the selections above click the **Generate Report** button on the menu.

This will create a new workbook (see overleaf) with your data organised by the selections you made above a graph is also provided below this.

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Example SEN data

Local Authority	TYPE					Grand Total
	Infant	Junior	Nursery	Primary	Secondary	
LA 1	18	19		8	13	58
LA 2	16	23		1	11	51
LA 3	14		5	16	16	51
LA 4	16	17		23	7	63
LA 5	4	6		14	2	26
LA 6				48	5	53
LA 7		7		22	7	36
LA 8	8		4	54	7	73
LA 9	4	7		8	7	26
<b>Grand Total</b>	<b>80</b>	<b>79</b>	<b>9</b>	<b>194</b>	<b>75</b>	<b>437</b>

