

## Copying a Detail Report to Microsoft Excel

Here, it is the **On Roll Pupil Basic Details** report that is being transferred, but the method is the same for any of the reports.




UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In	DOA	Enrolment Status	Language	Class Type	Part-time Status	Disorder	Hours at Setting	Funded Hours
10022010001	Aaron	Chris	Aaron		01/06/2000	Male	1	01/06/2000	Single Registration	English	Other	No	Not a Disorder		
10022010002	Aaron	Lee	Aaron		01/09/2000	Female	1	01/09/2000	Single Registration	English	Other	No	Not a Disorder		
10022010003	Aaron	Sophie	Aaron		01/06/2000	Female	1	01/06/2000	Single Registration	English	Other	No	Not a Disorder		
10022011001	Abubakar	Tamara	Abubakar		12/01/2000	Male	2	01/06/2012	Single Registration	English	Other	No	Not a Disorder		
10022011002	Amina	Raji	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011003	Amina	Amina	Amina		02/11/2000	Female	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011004	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011005	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011006	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011007	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		

The report displays in your internet browser.

**Open** Microsoft Excel.

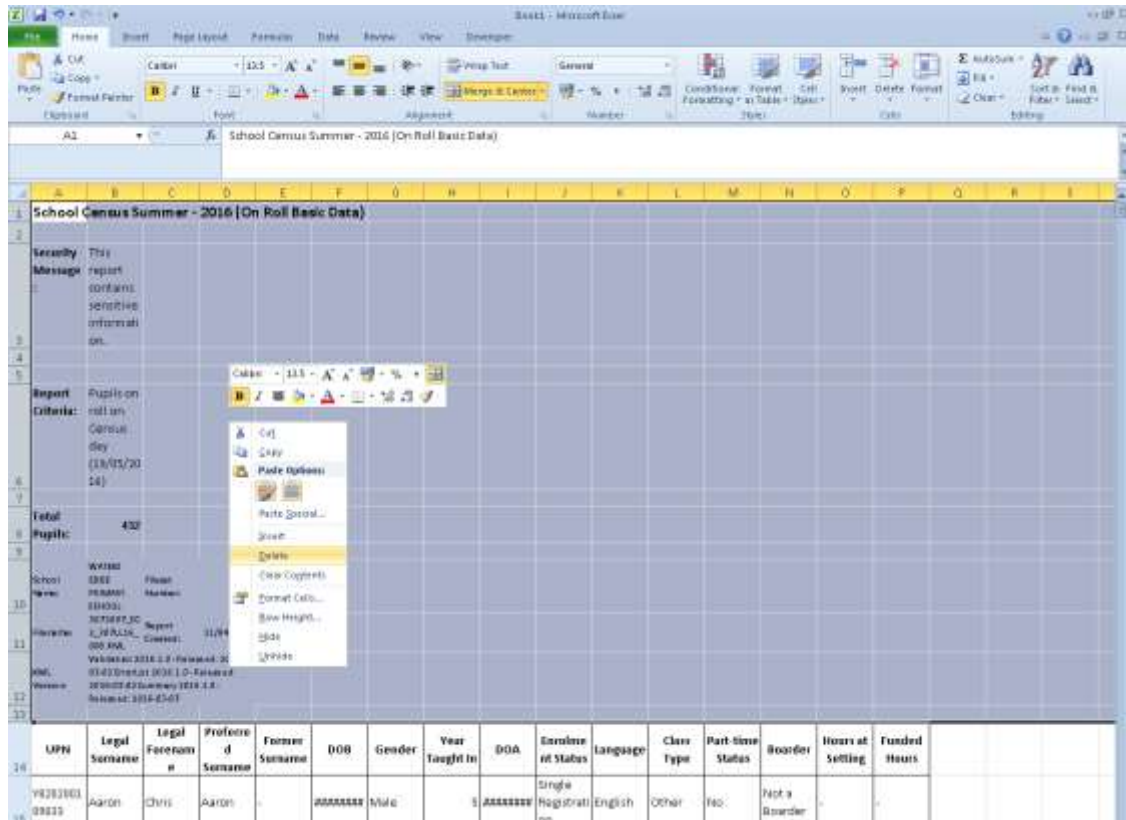
Then, back on your browser, follow the route **Edit | Select All**, or alternatively, use Ctrl + A on your keyboard to select the whole of the form.

**Right click** on it and choose **Copy** from the list that appears:

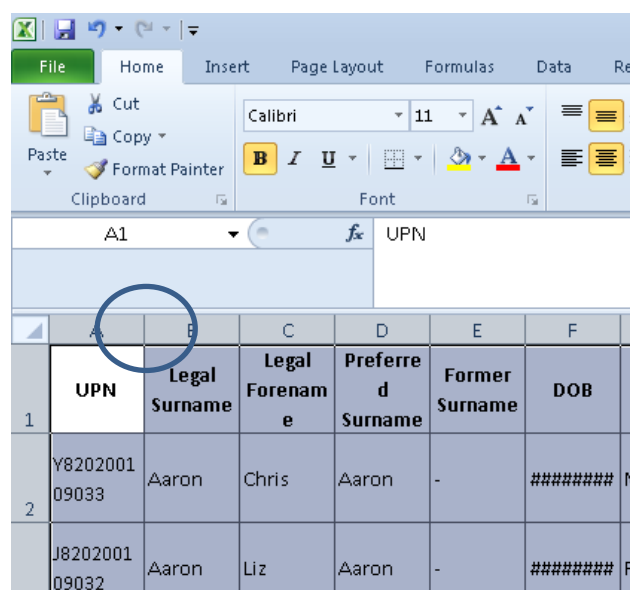


UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In	DOA	Enrolment Status	Language	Class Type	Part-time Status	Disorder	Hours at Setting	Funded Hours
10022010001	Aaron	Chris	Aaron		01/06/2000	Male	1	01/06/2000	Single Registration	English	Other	No	Not a Disorder		
10022010002	Aaron	Lee	Aaron		01/09/2000	Female	1	01/09/2000	Single Registration	English	Other	No	Not a Disorder		
10022010003	Aaron	Sophie	Aaron		01/06/2000	Female	1	01/06/2000	Single Registration	English	Other	No	Not a Disorder		
10022011001	Abubakar	Tamara	Abubakar		12/01/2000	Male	2	01/06/2012	Single Registration	English	Other	No	Not a Disorder		
10022011002	Amina	Raji	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011003	Amina	Amina	Amina		02/11/2000	Female	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011004	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011005	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011006	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		
10022011007	Amina	Reza	Amina		02/11/2000	Male	1	01/06/2013	Single Registration	Bengali	Other	No	Not a Disorder		

Click back to Excel and choose **Paste**



Highlight all the rows on the report above the grid that contains the pupil data, right click and choose **Delete** from the list.



If you double-click your mouse on the line between the A and B headings, it will make the columns jump to the correct width to be able to read the data.

You can use the features in Excel to check the pupil data in your Census return.

	A	B	C	D	E	F	G	H
	UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In
1	Y820200109033	Aaron	Chris	Aaron	-	01/09/2005	Male	5
2	J820200109032	Aaron	Liz	Aaron	-	01/09/2005	Female	5

Click your mouse in the cell on the Excel sheet that is to the left of column A, and above row 1 – this will highlight the whole grid.

Click on the Data tab, and then on the Funnel icon

FileHomeInsertPage LayoutFormulasDataReviewViewDeveloper

From Access

From Web

From Text

From Other Sources

Existing Connections

Refresh All

Connections

Properties

Edit Links

Connections

Sort & Filter

Sort

Filter

Advanced

Clear

Reapply

Text to Columns

Remove Duplicates

Data Validation

Consolidate

A1		UPN											
	A	B	C	D	E	F	G	H	I	J	K	L	M
	UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In	Age	Class Type	Part-time Status		
1	Y820200109033	Aaron	Chris	Aaron	-	01/09/2005	Male	5	01/09/2009	Single Registration	English	Other	No
2	J820200109032	Aaron	Liz	Aaron	-	01/09/2005	Female	5	01/09/2009	Single Registration	English	Other	No

You can use the drop-down lists on the column headings to view the pupil's that fall into a particular category.

Schools with nursery-aged pupils can check who is appearing as **full and part-time** by filtering on the **Year Group** column (choose N) and checking the **Part-time status** column:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	UPN	Legal Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught	BOA	Enrolment Status	Language	Class Type	Part-time Status	Boarder	Hours at Settlement	
13	G823299915001	Adams	Fancy	Adams		18/12/2011	Female	N2	01/0	Sort A to Z Sort Z to A Sort by Color				Not a Boarder	15	
16	W823299914001	Adaman	Richard	Aleman		02/10/2011	Male	N2	09/1	Clear Filter From "Part-time Status" Filter by Color Text Filter				Not a Boarder	15	
83	C823299915005	Colins	Ralph	Colins		10/04/2012	Male	N2	01/0	Search				Not a Boarder	15	
87	R823299915007	Cooper	Andrew	Cooper		23/04/2012	Male	N2	01/0	(Select All) <input checked="" type="checkbox"/> True <input type="checkbox"/> False				Not a Boarder	15	
135	F823299915008	Ewy	Monica	Ewy		02/07/2012	Female	N2	01/0					Not a Boarder	15	
146	V823299915009	Frank	Dominik	Frank		18/12/2011	Male	N2	01/0					Not a Boarder	15	
158	F823299915010	Gorev	Anastasya	Gorev		09/12/2011	Female	N2	01/0	09/24/2015 Registration	RUSSIAN	NURSERY (N2)		Not a Boarder	15	
159	U823299915011									Single				Not a Boarder		

In this screenshot, I've chosen Year Group N2, and then clicked the filter down-arrow on the Part-time status column. You can see that the True AND False options are available. The **False** tells me that I have children in N2 showing as Full Time. This isn't correct for my school as all my Nursery pupils are Part-time! If I select just the **False** tick box on the filter, it will give me a list of who these children are, so I can go back and amend the **Part-Time Details** in the pupil record for these children. Then, back in SIMS, I will need to Validate my census again to pull the corrected details through, then check the detail report once again.