## 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.

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The report displays in your internet browser.

Open Microsoft Excel.

Then, back on your browser, follow the route **Edit | Select All, o**r 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:

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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.

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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.

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

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

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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:



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.