



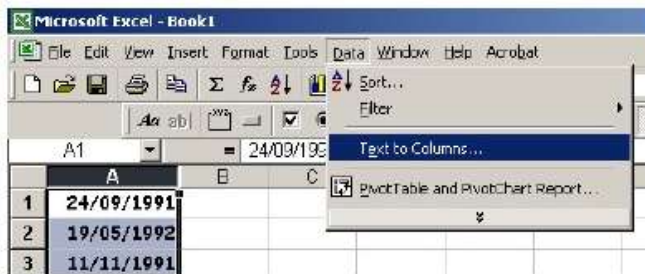
## Birthdays - Help Sheet

When you receive your CSV file back from *CensusAtSchool*, the date of birth is in the format DD/MM/YEAR. This format makes it very difficult to analyse in a spreadsheet package, such as Excel. In order to get some statistics, you may want to isolate the day, month or year. The following is an idea of how you can do this in Excel.

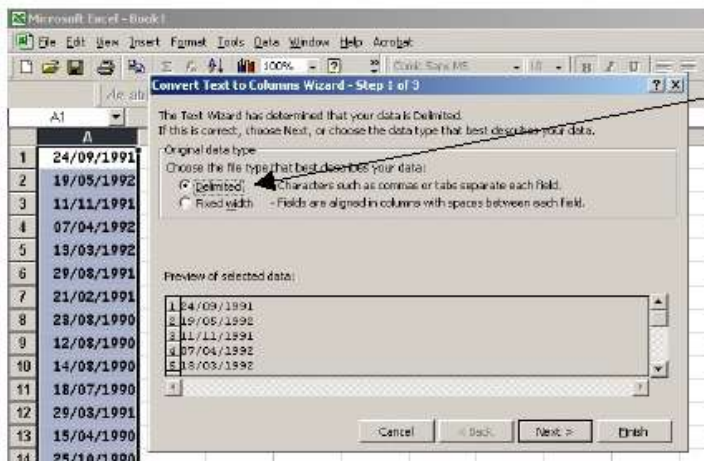
Copy the data into a new worksheet. If you wish, remove all column headings. It should look like this.

	A	B	C
1	24/09/1991		
2	19/05/1992		
3	11/11/1991		
4	07/04/1992		
5	13/03/1992		
6	29/08/1991		
7	21/02/1991		
8	23/08/1990		
9	12/08/1990		
10	14/08/1990		
11	18/07/1990		
12	29/03/1991		

Copy the data into a new worksheet.  
If you wish, remove all column headings. It should look like this.



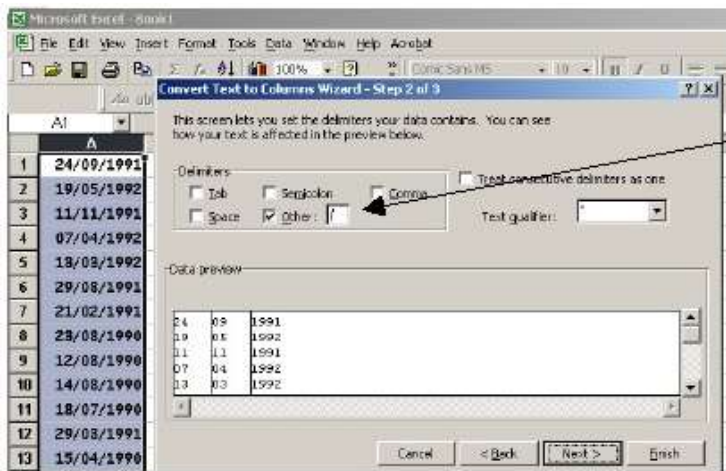
Highlight the column containing the data. Select 'Data' from the menu bar, and choose 'Text to Columns'.



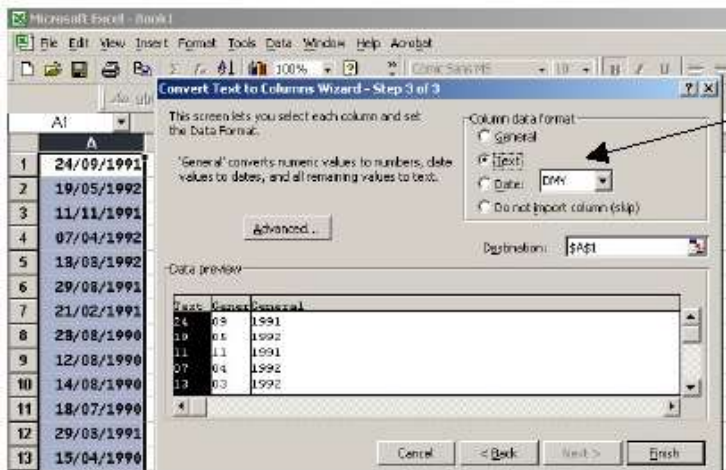
A Wizard appears to help you. At Step 1 make sure 'Delimited' is checked.



# Birthdays - Help Sheet



At Step 2, de-select Tab and choose 'Other'. In that box put a '/' Then click 'Next'.



At Step 3 you need to check the 'TEXT' data format. Then Click 'Finish'.

Microsoft Excel - Book1

	Day	Month	Year
1	24	09	1991
2	19	05	1992
3	11	11	1991
4	07	04	1992
5	18	08	1992
6	29	08	1991
7	21	02	1991
8	23	08	1990
9	12	08	1990
10	14	08	1990
11	18	07	1990
12	29	08	1991
13	15	04	1990

The individual components of the date have now been separated and can be analysed as you wish. If you click in cell A1 and select 'Insert', then 'Row', from the menu. A new row appears so that you can give titles to your columns.