

Guide to Using Filters in Excel Data Reports

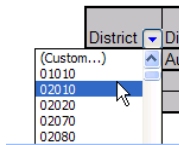
Many of our summary reports are now being released as Microsoft Excel Spreadsheets with raw data tables. These tables have filters in them to allow you to select various criteria. The following instructions illustrate the steps to filter the desired data.

- To view the data from a local education agency (LEA), public school academy (PSA), or Intermediate School District (personnel working for the ISD):

A. Select the drop down arrow in the column labeled "District"

District	DistrictName	ISD	ISDName
02010	AuTrain-Onota Public Schools	52	Marquette-Alger RESA
Grand Total			

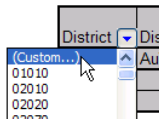
B. Select the district that you are looking for from the drop down list.



- To view the summary for all of the districts in the same ISD number, or by District or ISD Name, repeat the above process using the drop down arrows in the column on which you would like to filter.

- To view the data for two districts or ISDs:

A. Use the drop down arrows and select custom.



B. Enter the first district (or other value) in the first box

C. Select "Equals" on the second line and place the second district in the right-hand box

D. Select the radio button indicating an "OR"

