

Birthdays

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.

	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.

	A	B	C
1	24/09/1991		
2	19/05/1992		
3	11/11/1991		

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

The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

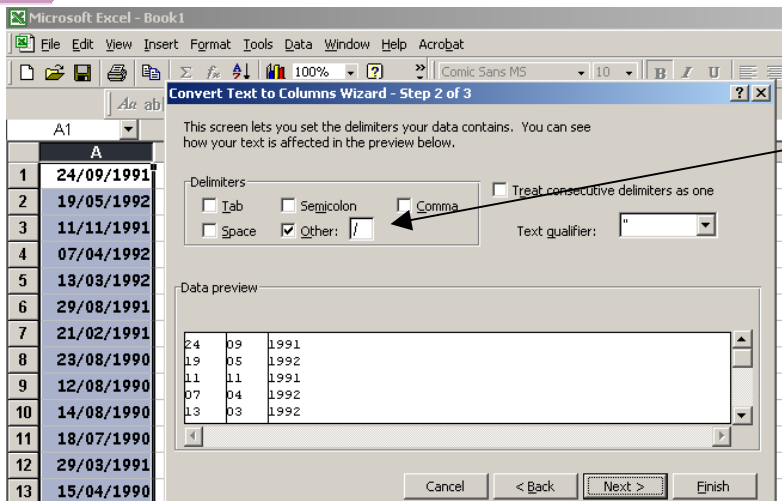
Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

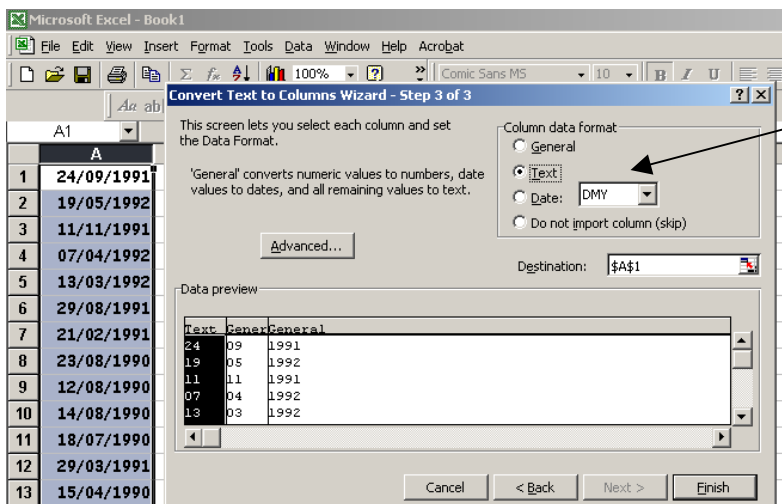
Preview of selected data:

1	24/09/1991
2	19/05/1992
3	11/11/1991
4	07/04/1992
5	13/03/1992

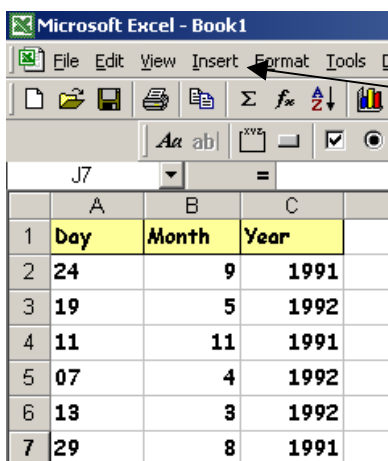
A Wizard appears to help you. At Step 1 make sure 'Delimited' is checked. Then click 'Next'.



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'.



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.