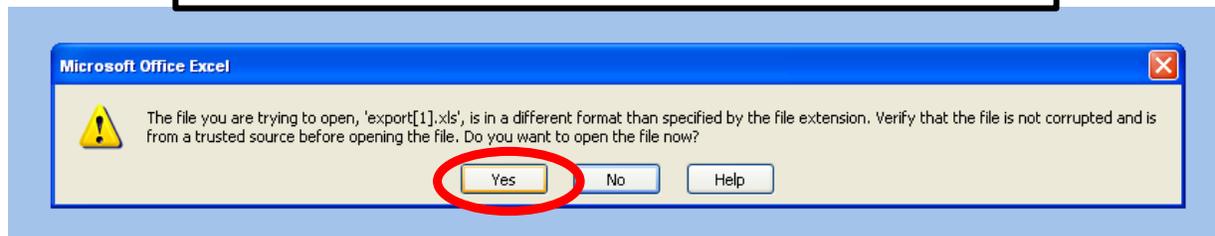


How to Export and Sort Data into Excel

From the Query Tool, select Export to Excel in the top left corner. Then open the file and when prompted select “yes” to the question below. It will then generate an Excel file of your data from the Query Tool. Please see the images below for additional information.



Open File



The screenshot shows an Excel spreadsheet with the following data:

Applied Filters				
Ever Enrolled	Yes			
Level	Grantee: OH Eastern Gateway Community College			
List Table				
Category and Variable Name				
Exit	Health Occupational/Vocational Training Activities	Exit	Health Occupational/Vocational Training Activities	
ID	HPOG program completed at exit	Any Occupational/Vocational Training Activity - successfully completed	Participant has exited	Any Occupational/Vocational Training Activity - began
29508	No	No		Yes
20436	No	No		Yes
20435	No	No	Yes	Yes

The following steps are one example of manipulating data in an Excel file. These steps allow for filtering of data to get to the root of our question. This is just one way but there may be better or different ways. Similar steps can be used for different variables as needed when working with the list function in the Query Tool.

1. Delete Merged Cells/ Rows (in the picture above, that's rows 1 – 11). Excel cannot sort/ filter with merged cells.
2. Go to Exit Column; Highlight Column; Select Sort/ Filter: A → Z (See next page for picture.)
3. A window will appear to ask if you want to expand the selection. Click Yes.
4. The automatic sort will happen and HPOG IDs are now sorted by exit (no, yes, and blank/ missing)
5. Go to the Exit Column; Find the rows that say Yes; and delete those rows. We want to see only “active” (no's or blanks for exit) HPOG IDs.

	A	B	C	D	E	F	G	H
1	ID	HPOG program completed at exit	Any Occupational/Vocational Training Activity - successfully completed	Participant has exited	Any Occupational/Vocational Training Activity - began			
2	29508		No		Yes			
3	20436		No		Yes			
4	20435	No	No	Yes	Yes			
5	20909	No	No	Yes	Yes			
6	14272	No	No	Yes	Yes			
7	16906	Yes	Yes	Yes	Yes			
8	14278	Yes	Yes	Yes	Yes			
9	26609		No		Yes			
10	26607		No		Yes			
11	15356	Yes	Yes	Yes	Yes			
12	6498	No	No	Yes	Yes			
13	26604		No		Yes			
14	20043		No		Yes			
15	26605		No		Yes			
16	6494	No	No	Yes	Yes			
17	22110	Yes	Yes	Yes	Yes			
18	26602		No		Yes			
19	22111		No		Yes			
20	26603		No		Yes			

6. Go to Began Column; Highlight Column; Select Sort/Filter: A → Z
7. Go to the Began Column; Find the rows that say No; and delete the rows. We only want to see those who began occupational training.
8. Go to Successfully Completed Column; Highlight Column; Select Sort/Filter: A → Z
9. Go to Successfully Completed Column and find those rows that say no. These should now be a listing of those participants that began occupational training, but have not completed occupational training.

	A	B	C	D	E	F
1	ID	HPOG program completed at exit	Any Occupational/Vocational Training Activity - successfully completed	Participant has exited	Any Occupational/Vocational Training Activity - began	
2	20947		No	No	Yes	
3	9750	No	No	No	Yes	
4	18413	No	No	No	Yes	
5	18410	No	No	No	Yes	
6	9744	No	No	No	Yes	
7	6067		No	No	Yes	
8	9709	No	No	No	Yes	
9	19888		No	No	Yes	
10	8528	No	No	No	Yes	
11	26156		No	No	Yes	
12	20823	No	No	No	Yes	
13	27271		No	No	Yes	
14	9283		No	No	Yes	
15	12753	No	No	No	Yes	
16	9683	No	No	No	Yes	
17	11994		No	No	Yes	
18	9680	No	No	No	Yes	
19	18852		No	No	Yes	
20	23049		No	No	Yes	
21	8647		No	No	Yes	