

# Data Dashboards Using Excel and MS Word

**Dr. Rosemarie O'Conner**  
**Gabriel Hartmann**



**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.

- Introduction to Dashboards
- Automation Process
  - Demonstration
  - 4 steps:
    1. Design a dashboard
    2. Create Word Template with Bookmarks
    3. Organize the data in Excel
    4. Run the code



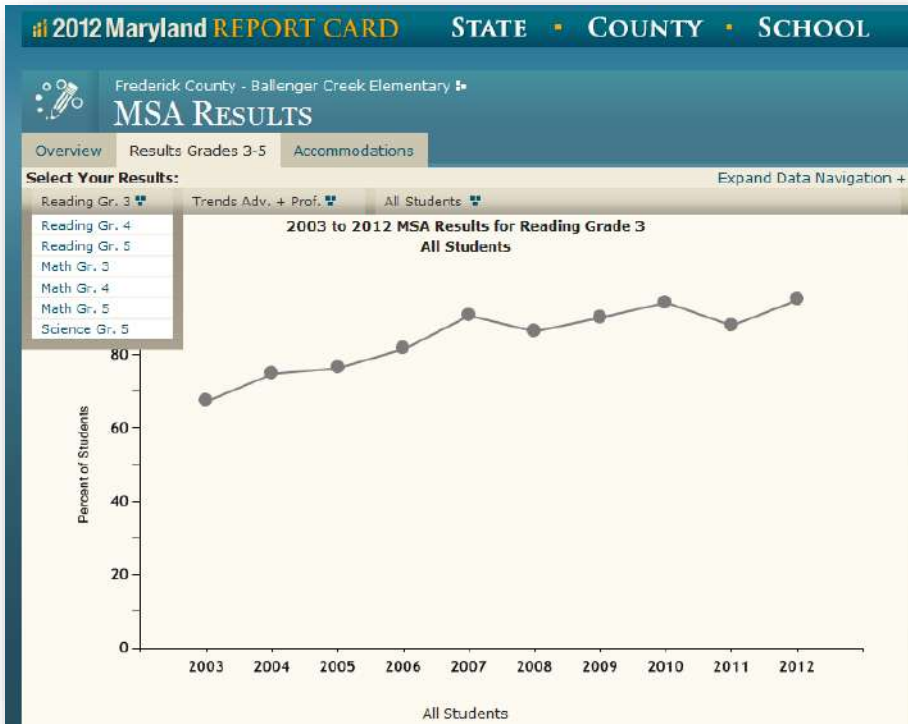
# Introduction to Dashboards



**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.

- Is a tool to:
  - Help organizations improve student performance
  - Increase teacher effectiveness
  - Manage operations more efficiently and cost effectively
  - Better communicate results to student, teachers, parents, the public, and state and federal education agencies

*Brown, C. (2011). Converge Special Report: The Education Dashboard. Center for Digital Education 2(3), 1-39.*



Maryland Report Card, [www.mdreportcard.org](http://www.mdreportcard.org)

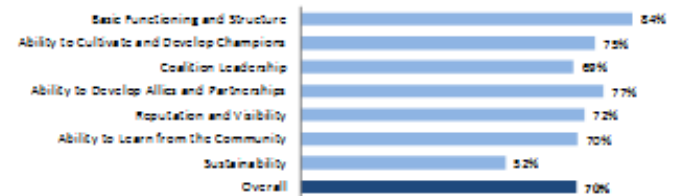
**70%**  
Overall Score

**Coalition Assessment Tool**

**Smith County  
Results from Year 1**

The ABC Health Foundation is working with Innovation Network to measure each community's progress over the duration of the grant. One piece of the evaluation involves assessing coalition capacity over time. This document provides an overview of your community's responses to the Coalition Assessment Tool. The purpose of this tool is to provide an opportunity for coalition leaders to assess themselves each grant year and then use the information to determine how to proceed the following year.

The Coalition Assessment Tool included 80 statements that were organized into 7 sections. Community coalition members were asked how much they agreed or disagreed with each statement. Then, we awarded points (strongly agree = 3 points, agree = 2 points, disagree = 1 point, and strongly disagree = 0 points) and calculated average scores for each of the 7 sections. This chart shows the average scores on each section of the Coalition Assessment Tool:



The table below highlights some of the variation we saw among responses within your community. This table shows how many people responded, the number of questions, the number of points possible, the range of the actual responses, and the average score in each section.

Section	# of Responses	# of Questions	Points Possible	Range	Average
Basic Functioning and Structure	5	12	0-36	28-35 (75-92%)	30 (84%)
Ability to Cultivate and Develop Champions	5	8	0-24	12-23 (50-96%)	18 (75%)
Coalition Leadership	5	12	0-36	14-32 (39-89%)	25 (69%)
Ability to Develop Allies and Partnerships	5	11	0-33	15-33 (45-100%)	28 (77%)
Reputation and Visibility	5	15	0-45	20-36 (44-80%)	28 (72%)
Ability to Learn from the Community	5	7	0-21	7-20 (33-95%)	15 (70%)
Sustainability	5	17	0-51	8-44 (16-86%)	27 (52%)
Overall	5	80	0-240	106-209 (44-87%)	168 (70%)

# The Automation Process

Jennifer Alessio - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat

Clipboard Font Paragraph Styles

Calibri 11 Aa

Normal No Spaci... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Find Replace Select Editing

Progress Report in Math  
 March 2014

Jennifer Alessio

Current Grade in Class: 66.5

Test Average: 73.5  
 Quiz Average: 86.3  
 Homework Average: 44.2

Classwork Average: 62  
 Class Participation: Needs Improvement

Attendance	
Number of Days Late to Class:	5
Number of Unexcused Absences:	0
Number of Excused Absences:	2

Classroom Behavior	
Cooperation	Needs Improvement
Focus/Attention	Needs Improvement
Respect for Others	Good
Self-Control	Good

Quiz Grades for March

Page: 1 of 1 Words: 68 120%

## Before We Get Started...

### Have the following files available:

- REL Project.dotx (Template)
- REL Project.xlsm (Data File)
- Data Dashboards Using Excel and MS Word Handout (PDF)



# Step 1: Design a Data Dashboard

## Developing a Model



**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.

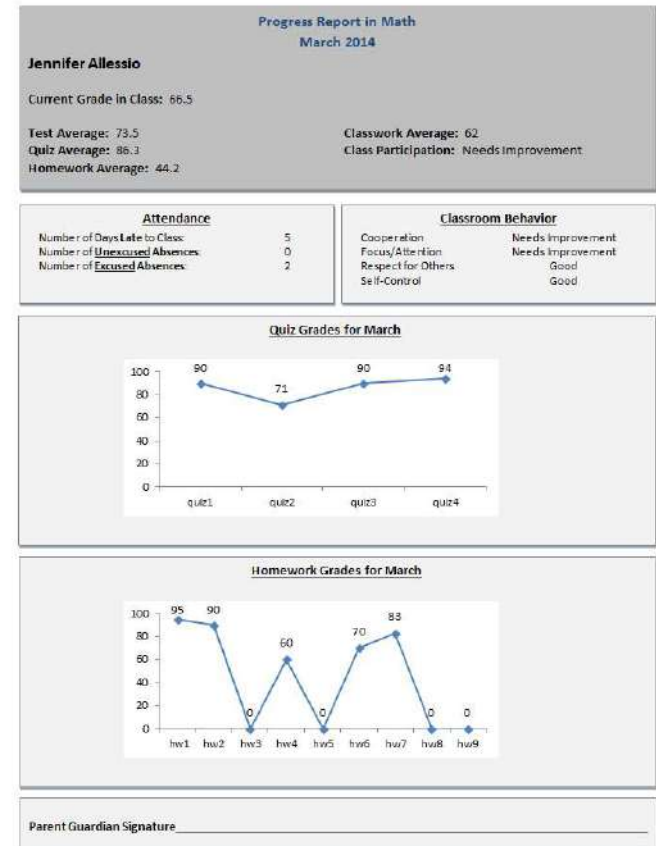


# Design a Model

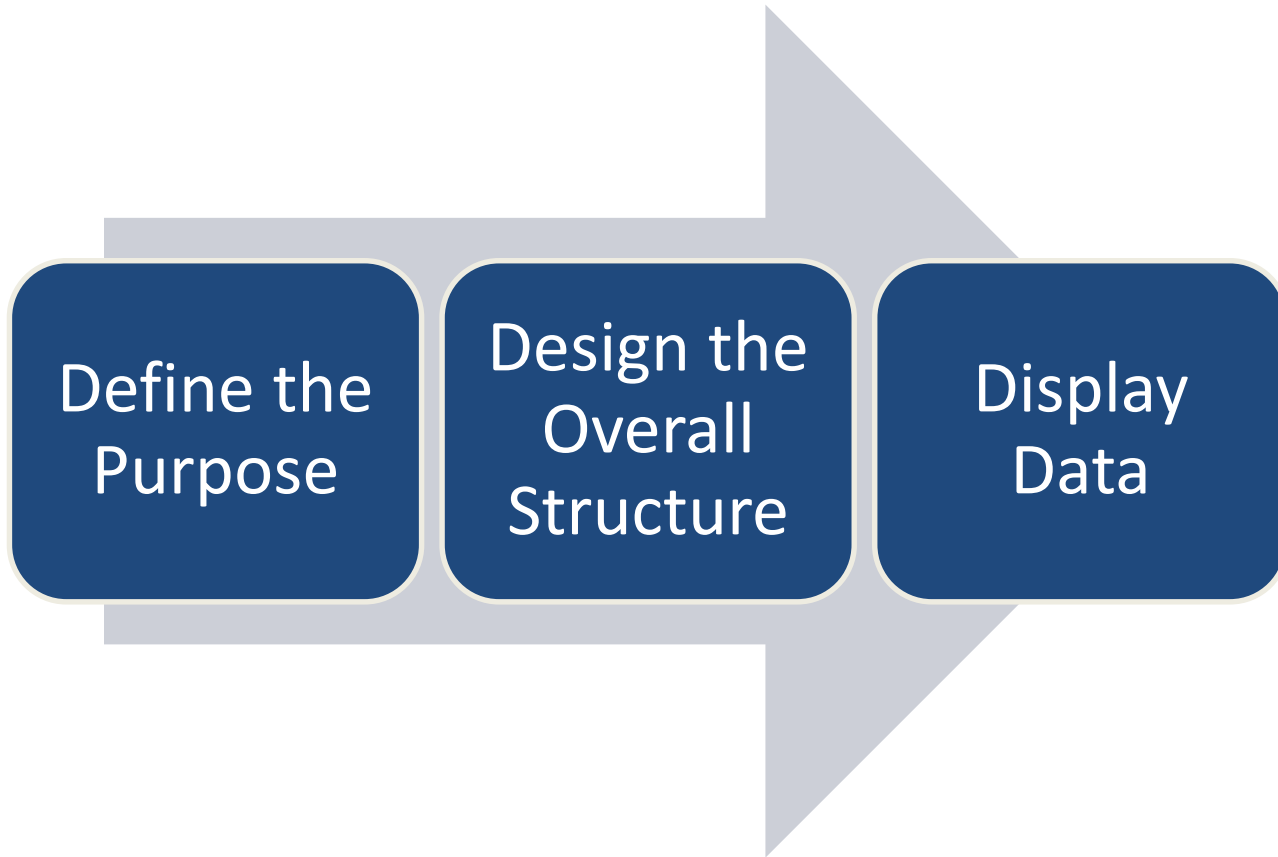
## Start with a Blank Page



## Fill in the Model with Data



# Developing a Data Dashboard



# What Do You Want Your Dashboard To Look Like?

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- Decide on layout
  - Number of pages
  - Will it be broken into sections?
  - Will it include any tables?
  - Will it include any charts?
  
- You can also take an existing document and make it a dashboard

# Now It's Your Turn.. Let's create a dashboard

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The dashboard will include information for parents on the following:

1. Demographics, percentage of students by:
  - a. race/ethnicity (Asian, Black, Hispanic, White, Other)
  - b. special education status
  - c. ELL status
2. Test scores in reading and math

Decide on your layout

Remember...this is your model!

# Step 2: Creating a Word Template

## Adding Bookmarks



**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.

# Word Template: Model Dashboard

## Leadership Education Foundation - Arrow Academy

2011-2012 School Year

**Current Grades:** K-8

**Charter Type:** Open-Enrollment Charter

**Geographic Area:** Brazosport ISD, Bryan ISD, Dallas ISD, Houston ISD

**Number of Students:** 450

**Summary of School Mission/Vision:** To give all students the opportunity to access knowledge and acquire the skills to become contributing, responsible citizens within our society. All students should develop the passion to be a lifelong learner.

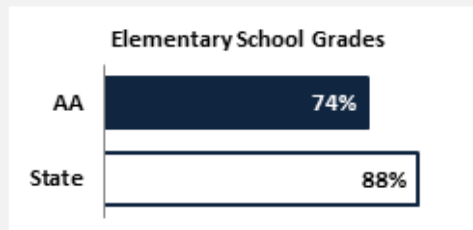
### Special Categories

Special Education:	3%
Free and Reduced Lunches:	70%
Limited English Proficient:	0%
At-Risk:	25%

### Race/Ethnicity

Asian:	0%	Hispanic:	16%
Black:	82%	Other:	1%
White:	1%		

### 2010-11 Baseline Student Performance – Percent Met Standard in Reading



# Word Template: Highlight Key Elements

**Leadership Education Foundation - Arrow Academy** 2011-2012 School Year

**Current Grades:** K-8 **Charter Type:** Open-Enrollment Charter

**Geographic Area:** Brazosport ISD, Bryan ISD, Dallas ISD, Houston ISD **Number of Students:** 450

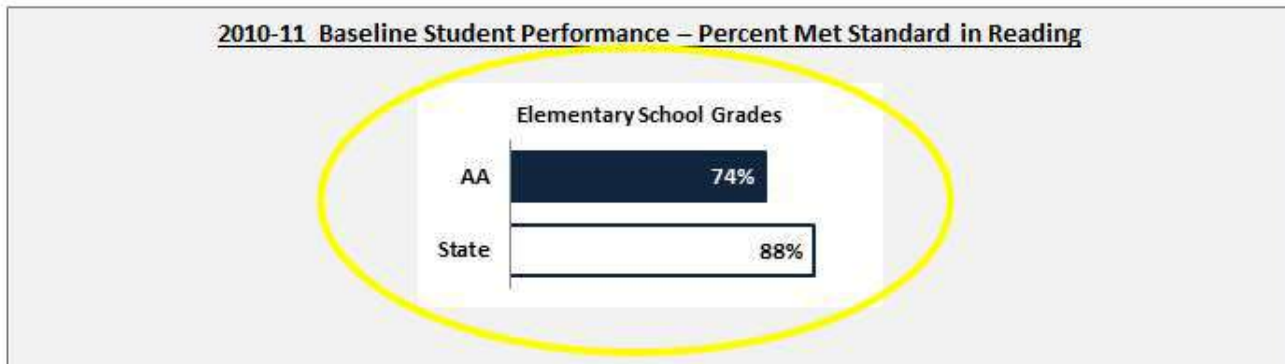
**Summary of School Mission/Vision:** To give all students the opportunity to access knowledge and acquire the skills to become contributing, responsible citizens within our society. All students should develop the passion to be a lifelong learner.

Special Categories

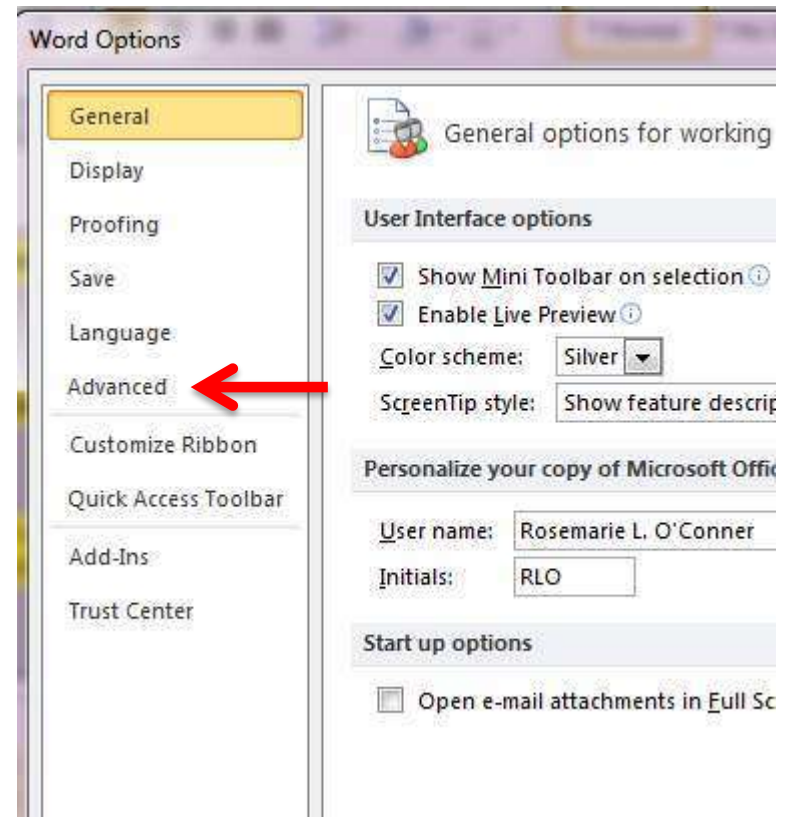
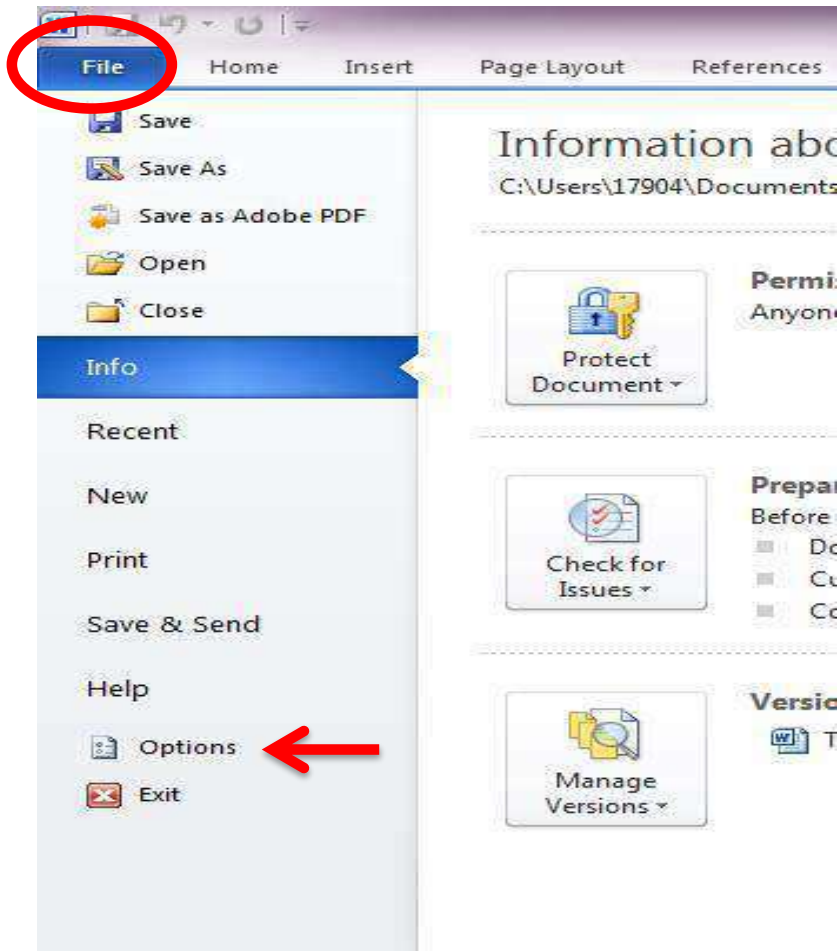
Special Education:	3%
Free and Reduced Lunches:	70%
Limited English Proficient:	0%
At-Risk:	25%

Race/Ethnicity

Asian:	0%	Hispanic:	16%
Black:	82%	Other:	1%
White:	1%		



# Show Bookmarks - PC





# Show Bookmarks - PC

Word Options

- General
- Display
- Proofing
- Save
- Language
- Advanced**
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center

### Cut, copy, and paste

Pasting within the same document: Keep Source Formatting (Default) ▼

Pasting between documents: Keep Source Formatting (Default) ▼

Pasting between documents when style definitions conflict: Use Destination Styles (Default) ▼

Pasting from other programs: Keep Source Formatting (Default) ▼

Insert/paste pictures as: In line with text ▼

- Keep bullets and numbers when pasting text with Keep Text Only option
- Use the Insert key for paste
- Show Paste Options button when content is pasted
- Use smart cut and paste ⓘ [Settings...](#)


### Image Size and Quality

Document1 ▼

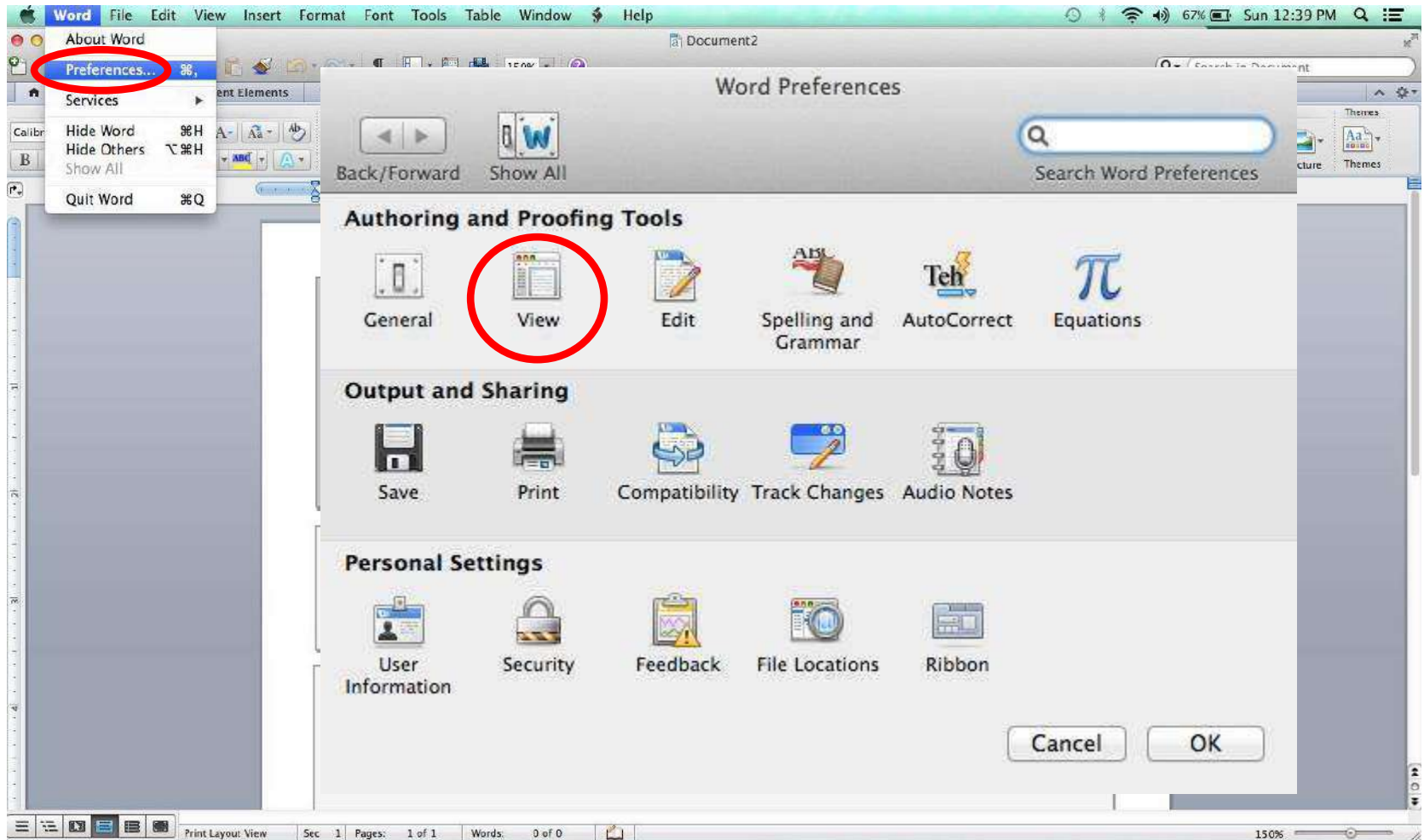
- Discard editing data ⓘ
- Do not compress images in file ⓘ

Set default target output to: 220 ppi ▼

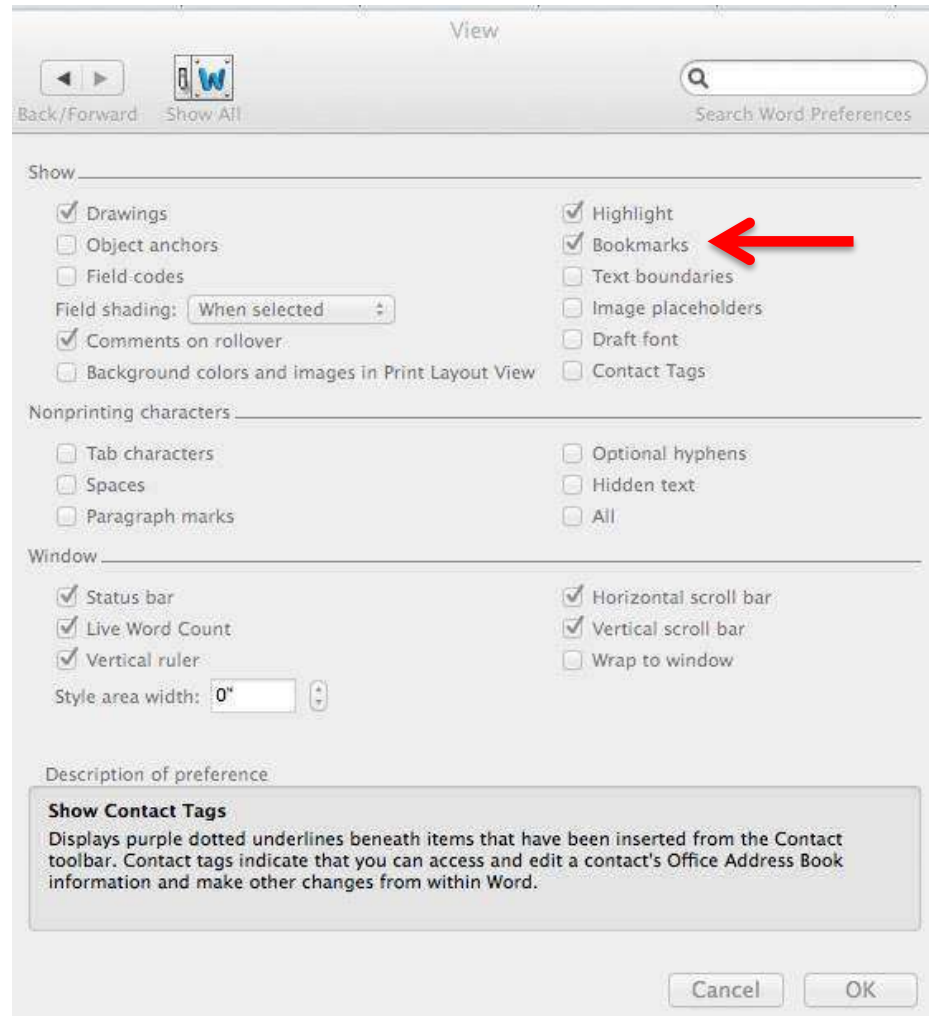
### Show document content

- Show background colors and images in Print Layout view
- Show text wrapped within the document window
- Show picture placeholders ⓘ
- Show drawings and text boxes on screen
- Show text animation
- Show bookmarks 
- Show text boundaries
- Show crop marks
- Show field codes instead of their values

# Show Bookmarks - Mac



# Show Bookmarks - Mac



# Word Template with Bookmarks

## Progress Report in Math

March 2014

[Student Name]

Current Grade in Class: [ ]

Test Average: [ ]

Quiz Average: [ ]

Homework Average: [ ]

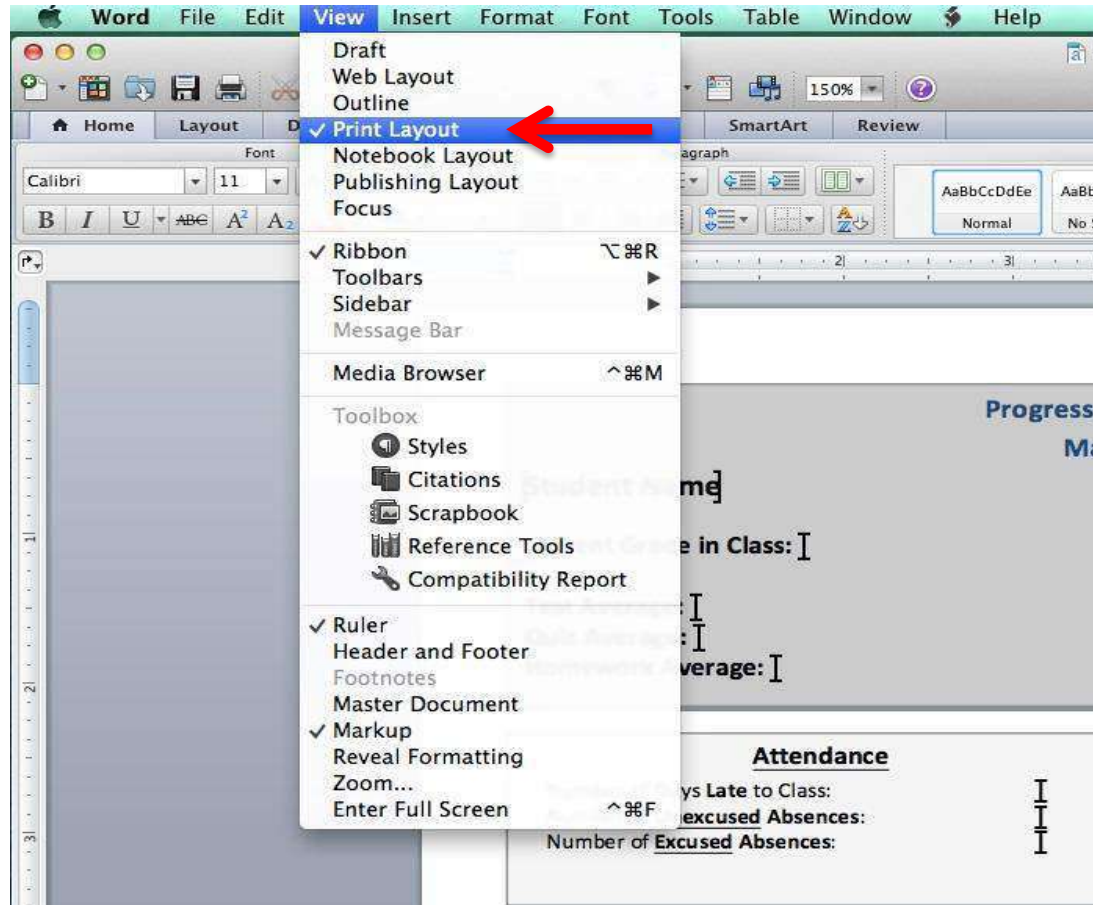
Classwork Average: [ ]

Class Participation: [ ]

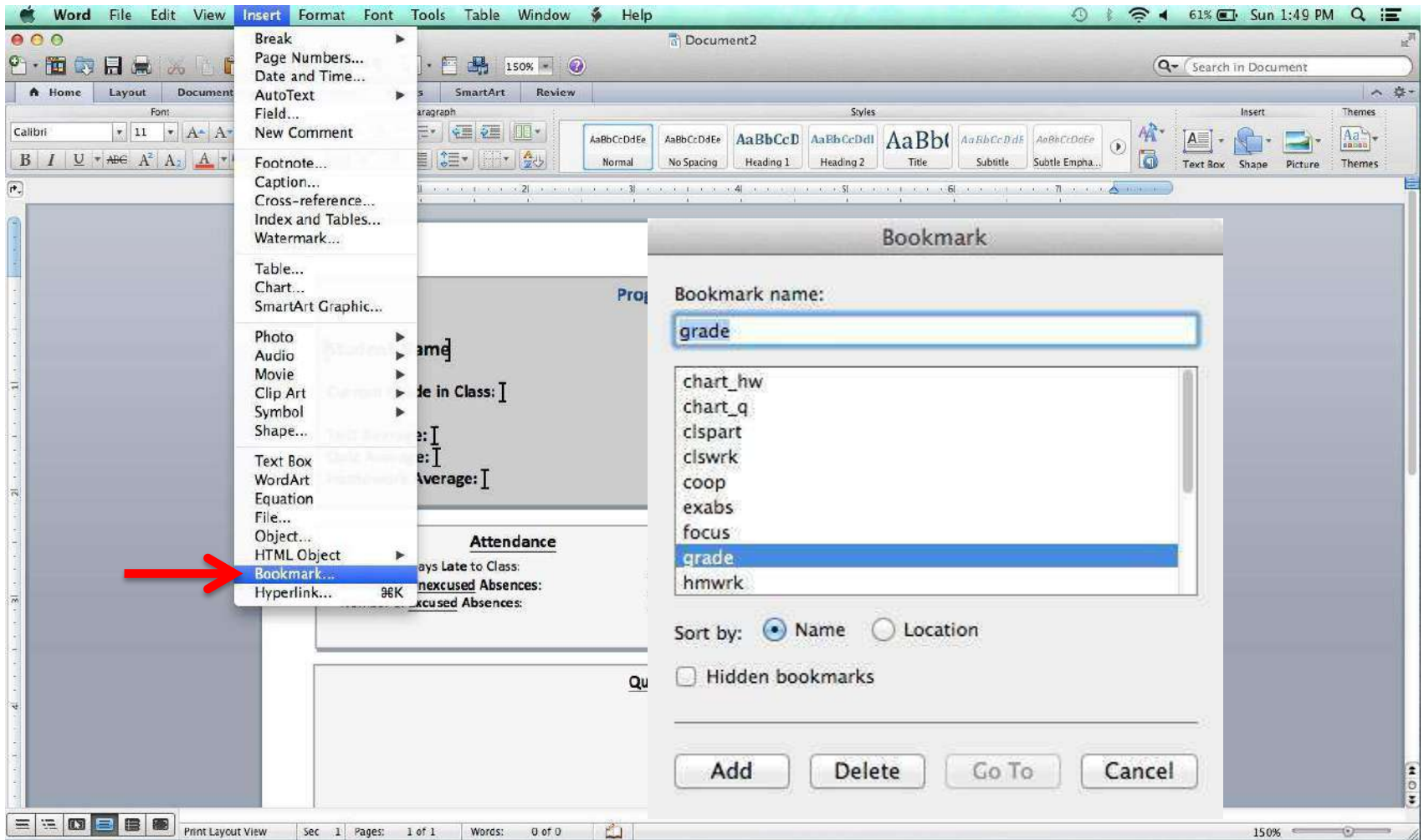
# Adding Bookmarks in Word - PC

The screenshot displays the Microsoft Word interface. The **Insert** tab is selected in the ribbon, and the **Bookmark** icon is circled in red. Below the ribbon, a document is open with a form containing the following text: **Student Name**, **Current Grade in Class:**, **Test Average:**, **Quiz Average:**, and **Homework Average:**. The **Bookmark** dialog box is open, showing a list of existing bookmarks: chart\_hw, chart\_q, clspart, clswrk, coop, exabs, focus, grade, hmwrk, late, name, and quiz. The **Bookmark name:** field is empty. The **Sort by:** options are **Name** (selected) and **Location**. The **Hidden bookmarks** checkbox is unchecked. The **Add**, **Delete**, **Go To**, and **Cancel** buttons are visible.

# Adding Bookmarks in Word - Mac



# Adding Bookmarks in Word - Mac



# Adding Bookmarks in Word

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## PC

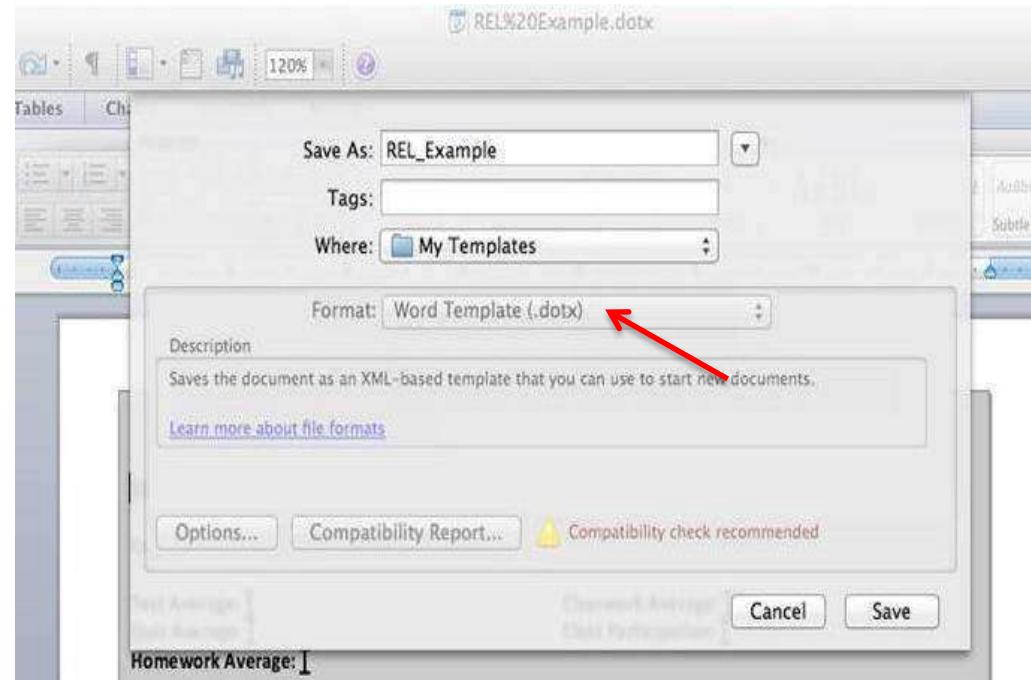
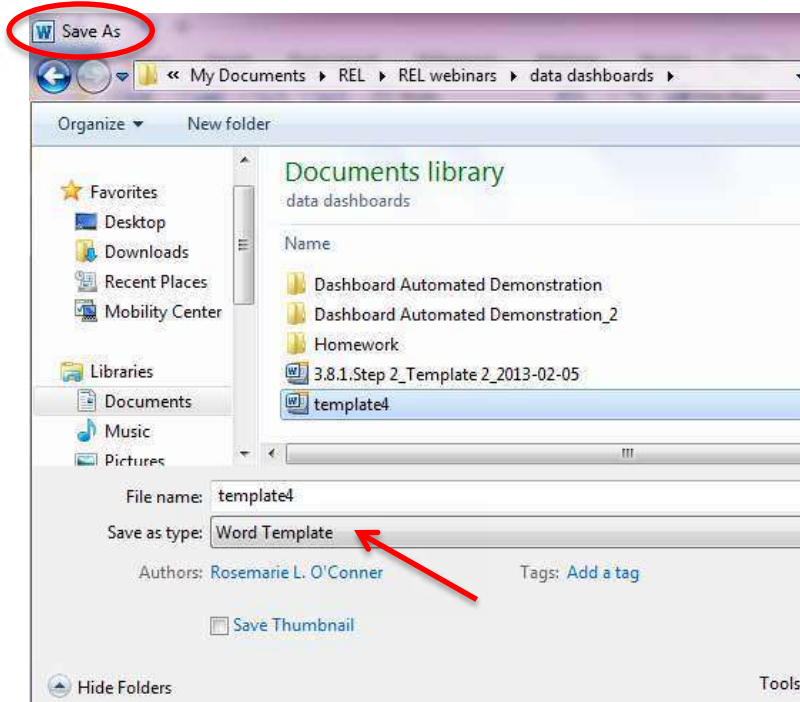
1. In the document, click where you want to insert a bookmark.
2. On the **Insert** tab, in the **Links** group, click **Bookmark**.
3. Under **Bookmark name**, type a name.
4. Click **Add**.

## Mac

1. On the **View** menu, click **Print Layout**.
2. Click where you want to insert a bookmark.
3. On the **Insert** menu, click **Bookmark**.
4. Under **Bookmark name**, type a name.
5. Click **Add**.



# Saving as a Word Template .dotx file





***Any Questions about  
inserting bookmarks?***

## Now It's Your Turn...

---

Open up the word template file and add bookmarks for the following:

1. School Name (**schname**)
2. percentage of Asian students (**asian**)
3. percentage of Black students (**black**)
4. percentage of Hispanic students (**hispanic**)
5. percentage of White students (**white**)
6. percentage of Other students (**other**)
7. percentage of special education students (**speced**)
8. percentage of ELL students (**ell**)
9. Test scores in reading (**chart\_r**)
10. Test scores in math (**chart\_m**)

Bookmark names are listed in parentheses in **red**.

# Step 3: Organize the Data

## Working with Excel



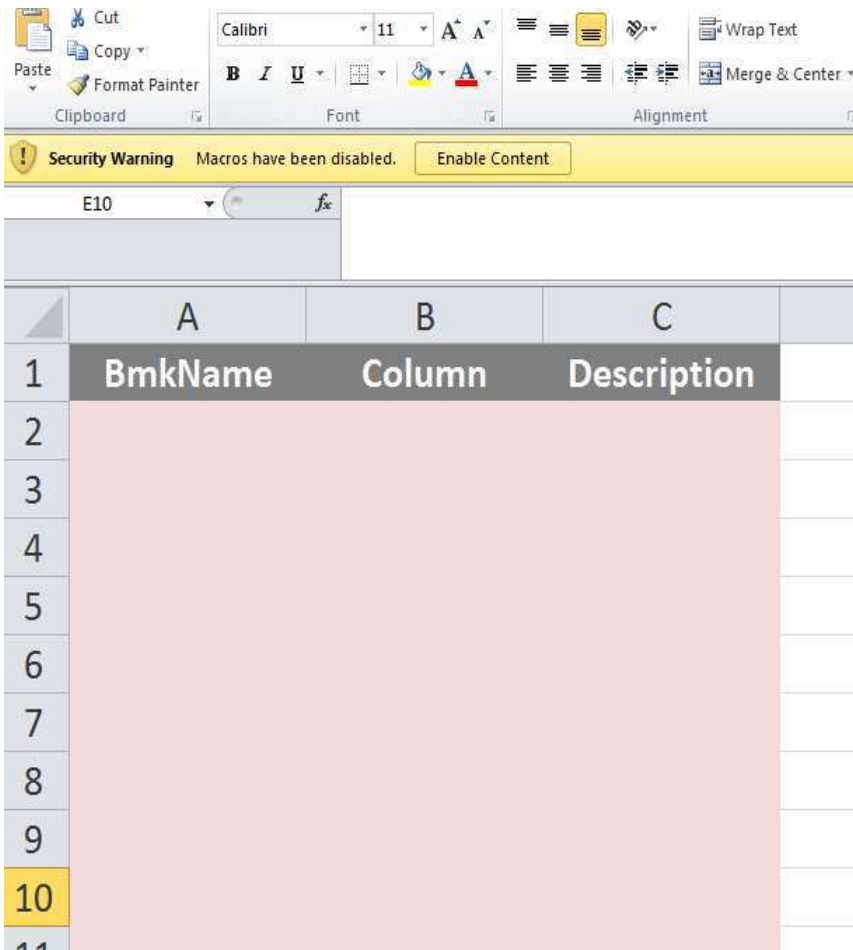
**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.

# Data file: 4 sheets

1. Setup
2. Data
3. Charts
4. Code Info

Name	Grade	Test	Quiz	HW	CW	CP
Student Name	Current Grade	Test Average	Quiz Average	Homework Average	Classwork Average	Class Participation
1	2	3	4	5	6	7
Jennifer Allesio	66.5	73.5	86.3	44.2	62	Needs Improvement
Elizabeth Blair	82.0	73.5	82.5	89.8	82	Good
Gregory Burke	69.5	55.5	85	63.4	74	Needs Improvement
Chris Carlson	77.6	78	77.8	88.6	66	Needs Improvement
Sarah Cheroff	63.8	71	78.3	52	54	Needs Improvement
Joan Cloud	92.1	86	98.5	94	90	Good
Allison Collins	88.8	92	70.3	96.8	96	Good
Jamie Dowler	75.4	84.5	55.8	81.3	80	Good
Danielle Essex	92.6	97.5	85.8	91	96	Good
Kevin Fournier	93.2	96.5	84.8	95.3	96	Good
Ricardo Insalaco	83.2	88	80	92.9	72	Good
Michael Lau	79.4	80	78.5	83.1	76	Good
Heather Mastro Simone	79.3	86	80.5	82.7	68	Needs Improvement
Michael Orahood	82.9	65.5	81.8	90.4	94	Good
Kevin Ravenscroft	80.5	72.5	78.8	88.7	82	Good
Alex Regus	80.9	72	72.3	85.2	94	Good
Michael Simon	79.8	82.5	72	84.8	80	Good
Sarah Suska	84.9	72.5	70	96.9	100	Good
Stephanie Thibeau	80.5	75.5	76.5	89.9	80	Good
Andrea West	85.0	98.5	86.5	80.9	74	Good
Nicole Zak	83.3	82.5	83.5	81.3	86	Good

# Setup Sheet



	A	B	C
1	<b>BmkName</b>	<b>Column</b>	<b>Description</b>
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

	A	B	C
1	<b>BmkName</b>	<b>Column</b>	<b>Description</b>
2	CB1	11	Cooperation
3	CB2	12	Focus/ Attention
4	CB3	13	Respect
5	CB4	14	Self-Control
6	chart_hw	16	Homework chart
7	chart_q	15	Quiz chart
8	CP	7	Class Participation
9	CW	6	Classwork Average
10	EA	10	# Excused Absences
11	Grade	2	Current Grade
12	HW	5	Homework Average
13	Late	8	# Days Late
14	Name	1	Student Name
15	Quiz	4	Quiz Average
16	Test	3	Test Average
17	UA	9	# Unexcused Absences

Example - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Security Warning: Macros have been disabled. Enable Content

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Grade	Test	Quiz	HW	CW	CP	Late	UA	EA	CB1	CB2	CB3	CB4	chart_q	chart_hw
2	Student Name	Current Grade	Test Average	Average	Homework Average	Classwork Average	Class Participation	# Days Late	# Unexcused Absences	# Excused Absences	Cooperation	Focus/ Attention	Respect	Self-Control	Quiz chart	Homework chart
3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
4	Jennifer Alessio	66.5	73.5	86.3	44.2	62	Needs Improvement	5	0	2	Needs Improvement	Needs Improvement	Good	Good	Chart 1	Chart 2
5	Elizabeth Blair	82.0	73.5	82.5	89.8	82	Good	1	0	0	Good	Good	Good	Good	Chart 3	Chart 4
6	Gregory Burke	69.5	55.5	85	63.4	74	Needs Improvement	7	3	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 5	Chart 6
7	Chris Carlson	77.6	78	77.8	88.6	66	Needs Improvement	0	0	0	Needs Improvement	Needs Improvement	Good	Good	Chart 7	Chart 8
8	Sarah Cheroff	63.8	71	78.3	52	54	Needs Improvement	10	7	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 9	Chart 10
9	Jean Cloud	92.1	86	98.5	94	90	Good	0	0	0	Good	Good	Good	Good	Chart 11	Chart 12
10	Allison Collins	88.8	92	70.3	96.8	96	Good	0	0	1	Good	Good	Good	Good	Chart 13	Chart 14
11	Jamie Dowler	75.4	84.5	55.8	81.3	80	Good	0	0	0	Good	Good	Good	Good	Chart 15	Chart 16
12	Danielle Essex	92.6	97.5	85.8	91	96	Good	0	0	0	Good	Good	Good	Good	Chart 17	Chart 18
13	Kevin Fournier	93.2	96.5	84.8	95.3	96	Good	0	0	0	Good	Good	Good	Good	Chart 19	Chart 20
14	Ricardo Insalaco	83.2	88	80	92.9	72	Good	0	0	0	Good	Good	Good	Good	Chart 21	Chart 22
15	Michael Lau	79.4	80	78.5	83.1	76	Good	0	0	3	Good	Good	Good	Good	Chart 23	Chart 24
16	Heather Mastro Simone	79.3	86	80.5	82.7	68	Needs Improvement	1	0	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 25	Chart 26
17	Michael Orahood	82.9	65.5	81.8	90.4	94	Good	0	0	0	Good	Good	Good	Good	Chart 27	Chart 28
18	Kevin Ravenscroft	80.5	72.5	78.8	88.7	82	Good	0	0	3	Good	Good	Good	Good	Chart 29	Chart 30
19	Alex Regus	80.9	72	72.3	85.2	94	Good	0	0	0	Good	Good	Good	Good	Chart 31	Chart 32
20	Michael Simon	79.8	82.5	71	84.8	80	Good	2	0	0	Good	Good	Good	Good	Chart 33	Chart 34
21	Sarah Suska	84.9	72.5	70	96.9	100	Good	0	0	2	Good	Good	Good	Good	Chart 35	Chart 36
22	Stephanie Thibeau	80.5	75.5	76.5	89.9	80	Good	0	0	0	Good	Good	Good	Good	Chart 37	Chart 38
23	Andrea West	85.0	98.5	86.5	80.9	74	Good	0	0	0	Good	Good	Good	Needs Improvement	Chart 39	Chart 40
24	Nicole Zak	83.3	82.5	83.5	81.3	86	Good	1	0	1	Good	Good	Good	Good	Chart 41	Chart 42

Setup Data Charts Code info

# Data Sheet Compared to Setup Sheet

C	D	E	F	G	H
Test	Quiz	HW	CW	CP	Late
Test Average	Quiz Average	Homework Average	Classwork Average	Class Participation	# Days Late
3	4	5	6	7	8
73.5	86.3	44.2	62	Needs Improvement	5
73.5	82.5	89.8	82	Good	1
55.5	85	63.4	74	Needs Improvement	7
78	77.8	88.6	66	Needs Improvement	0
71	78.3	52	54	Needs Improvement	10
86	98.5	94	90	Good	0
92	70.3	96.8	96	Good	0
84.5	55.8	81.3	80	Good	0
97.5	85.8	91	96	Good	0
96.5	84.8	95.3	96	Good	0
88	80	92.9	72	Good	0
80	78.5	83.1	76	Good	0
86	80.5	82.7	68	Needs Improvement	1
65.5	81.8	90.4	94	Good	0
72.5	78.8	88.7	82	Good	0
72	72.3	85.2	94	Good	0
82.5	72	84.8	80	Good	2
72.5	70	96.9	100	Good	0
75.5	76.5	89.9	80	Good	0
98.5	86.5	80.9	74	Good	0
82.5	83.5	81.3	86	Good	1

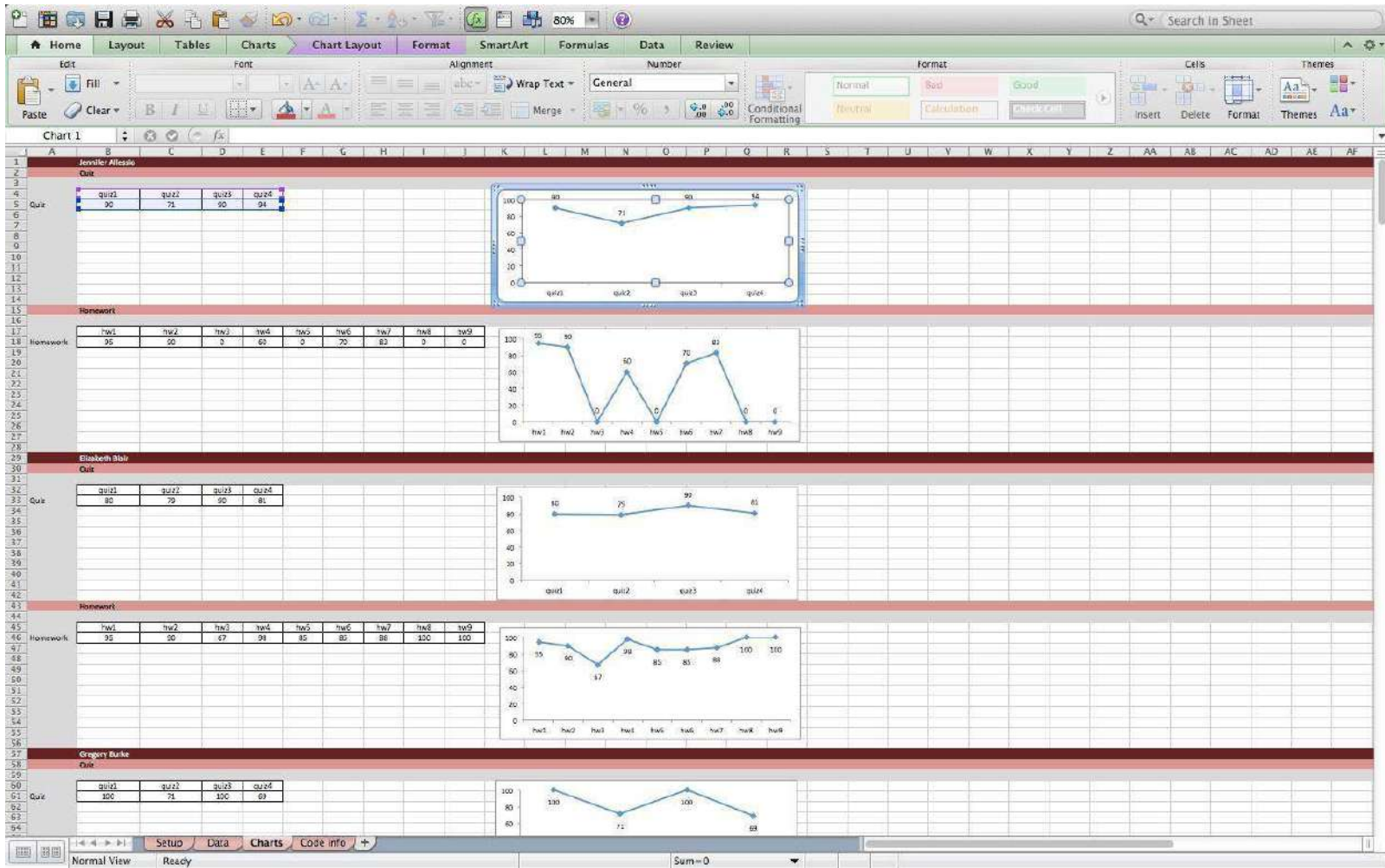
	A	B	C
1	BmkName	Column	Description
2	CB1	11	Cooperation
3	CB2	12	Focus/ Attention
4	CB3	13	Respect
5	CB4	14	Self-Control
6	chart_hw	16	Homework chart
7	chart_q	15	Quiz chart
8	CP	7	Class Participation
9	CW	6	Classwork Average
10	EA	10	# Excused Absences
11	Grade	2	Current Grade
12	HW	5	Homework Average
13	Late	8	# Days Late
14	Name	1	Student Name
15	Quiz	4	Quiz Average
16	Test	3	Test Average
17	UA	9	# Unexcused Absences



## Now It's Your Turn...

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- In the data file, complete the Setup sheet:
  - Fill in the information in the first two columns:
    1. “BmkName” (bookmark name)
    2. “Column” (the number of the column where the data that will replace the bookmark is located).



# Chart Names Should Be Unique

The screenshot shows the Microsoft Excel interface with the following data and charts:

Quiz Grades	90	71	90	94

Homework Grades	95	90	0	60	0	70	83	0	0

Chart 23 (Quiz Grades):

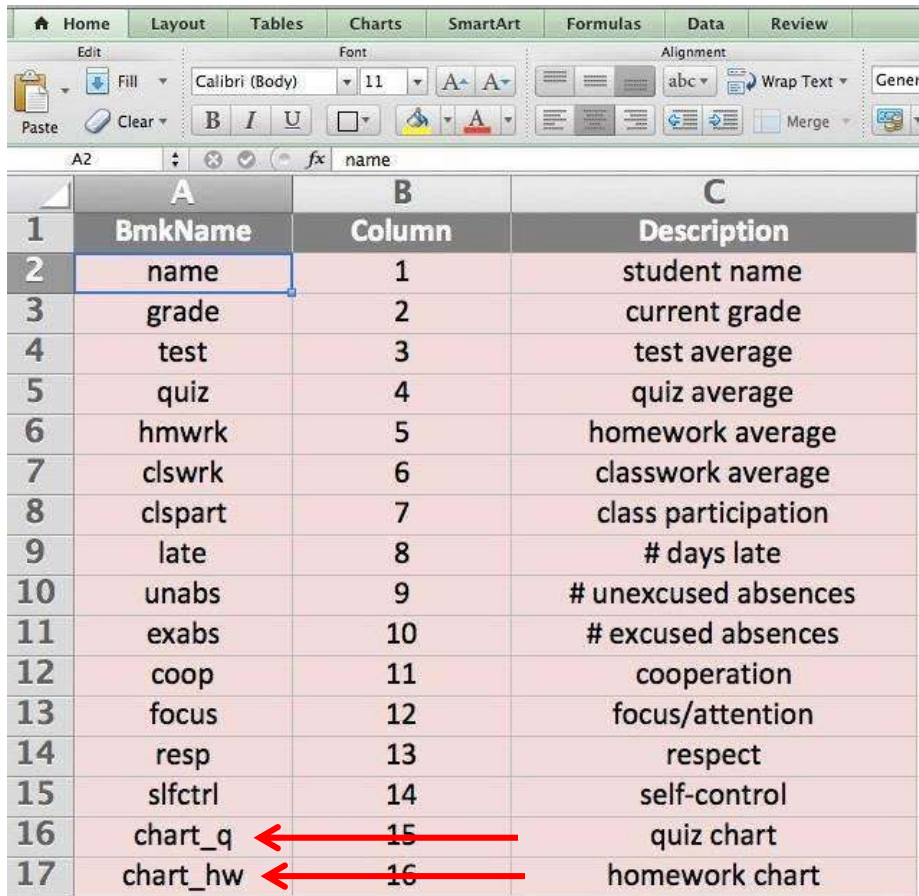
Quiz	Grade
1	90
2	71
3	90
4	94

Chart 23 (Homework Grades):

Homework	Grade
1	95
2	90
3	0
4	60
5	0
6	70
7	83
8	0
9	0

# Bookmark Names Start With chart\_

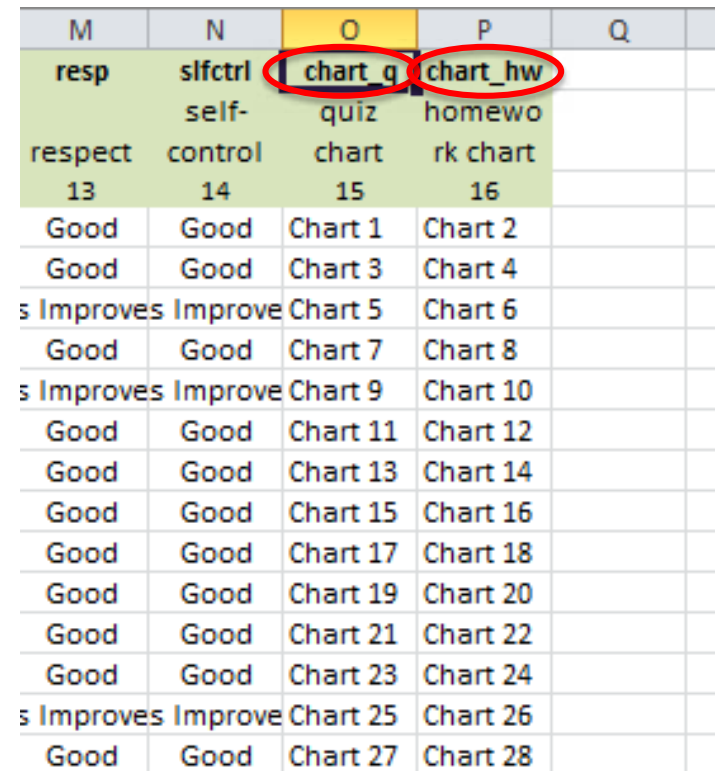
Setup Sheet



The screenshot shows the Excel ribbon with the 'Formulas' tab selected. The formula bar shows 'name' in cell A2. The spreadsheet below has columns A, B, and C. Column A is 'BmkName', B is 'Column', and C is 'Description'. Rows 1-17 list various student metrics and their corresponding column numbers. Red arrows point from the 'chart\_q' and 'chart\_hw' entries in column A to their respective column numbers in column B.

	A	B	C
1	<b>BmkName</b>	<b>Column</b>	<b>Description</b>
2	name	1	student name
3	grade	2	current grade
4	test	3	test average
5	quiz	4	quiz average
6	hmwrk	5	homework average
7	clswrk	6	classwork average
8	clspart	7	class participation
9	late	8	# days late
10	unabs	9	# unexcused absences
11	exabs	10	# excused absences
12	coop	11	cooperation
13	focus	12	focus/attention
14	resp	13	respect
15	slfctrl	14	self-control
16	chart_q	15	quiz chart
17	chart_hw	16	homework chart

Data Sheet



The screenshot shows a grid of data with columns M through Q. The first row (row 1) has cells M1: 'resp', N1: 'slfctrl', O1: 'chart\_q', P1: 'chart\_hw', and Q1 is empty. The second row (row 2) has cells M2: 'respect', N2: 'control', O2: 'quiz', P2: 'rk chart', and Q2 is empty. The third row (row 3) has cells M3: '13', N3: '14', O3: '15', P3: '16', and Q3 is empty. The remaining rows (4-28) follow a repeating pattern: 'Good' in M, 'Good' in N, 'Chart X' in O, and 'Chart Y' in P, where X and Y are sequential numbers from 1 to 28. Red circles highlight the 'chart\_q' and 'chart\_hw' cells in the first row.

M	N	O	P	Q
resp	slfctrl	chart_q	chart_hw	
respect	control	quiz	rk chart	
13	14	15	16	
Good	Good	Chart 1	Chart 2	
Good	Good	Chart 3	Chart 4	
s Improves	Improve	Chart 5	Chart 6	
Good	Good	Chart 7	Chart 8	
s Improves	Improve	Chart 9	Chart 10	
Good	Good	Chart 11	Chart 12	
Good	Good	Chart 13	Chart 14	
Good	Good	Chart 15	Chart 16	
Good	Good	Chart 17	Chart 18	
Good	Good	Chart 19	Chart 20	
Good	Good	Chart 21	Chart 22	
Good	Good	Chart 23	Chart 24	
s Improves	Improve	Chart 25	Chart 26	
Good	Good	Chart 27	Chart 28	

# Code Info Sheet: Specifications

	A	B	C	D	E
1		This will be used in the code:		Here's an example:	
2	Row in which data starts (on the Data sheet)	4		6	
3					
4		Create Reports			
5					
6					
7					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Grade	Test	Quiz	HW	CW	CP	Late	UA	EA	CB1	CB2	CB3	CB4	chart_q	chart_hw
2	Student Name	Current Grade	Test Average	Average	Average	Average	Class Participation	# Days Late	# Unexcused Absences	# Excused Absences	Cooperation	Focus/ Attention	Respect	Self-Control	Quiz chart	Homework chart
3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
4	Jennifer Alessio	66.5	73.5	85.3	44.2	62	Needs Improvement	5	0	2	Needs Improvement	Needs Improvement	Good	Good	Chart 2	Chart 23
5	Elizabeth Blair	82.0	73.5	82.5	89.8	82	Good	1	0	0	Good	Good	Good	Good	Chart 3	Chart 4
6	Gregory Burke	69.5	55.5	85	63.4	74	Needs Improvement	7	3	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 5	Chart 6
7	Chris Carlson	77.5	78	77.8	88.6	65	Needs Improvement	0	0	0	Needs Improvement	Needs Improvement	Good	Good	Chart 7	Chart 8
8	Sarah Cheroff	63.8	71	78.3	52	54	Needs Improvement	10	7	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 9	Chart 10
9	Joan Cloud	92.1	86	98.5	94	90	Good	0	0	0	Good	Good	Good	Good	Chart 11	Chart 12
10	Allison Collins	88.8	92	70.3	96.8	96	Good	0	0	1	Good	Good	Good	Good	Chart 13	Chart 14
11	Jamie Dowler	75.4	84.5	55.8	81.3	80	Good	0	0	0	Good	Good	Good	Good	Chart 15	Chart 16
12	Danielle Essex	92.6	97.5	85.8	91	96	Good	0	0	0	Good	Good	Good	Good	Chart 17	Chart 18
13	Kevin Fournier	93.2	96.5	84.8	95.3	96	Good	0	0	0	Good	Good	Good	Good	Chart 19	Chart 20
14	Ricardo Insalaco	83.2	88	80	92.9	72	Good	0	0	0	Good	Good	Good	Good	Chart 21	Chart 22
15	Michael Lau	79.4	80	78.5	83.1	75	Good	0	0	3	Good	Good	Good	Good	Chart 1	Chart 24
16	Heather Mastrosimone	79.3	86	80.5	82.7	68	Needs Improvement	1	0	0	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Chart 25	Chart 26
17	Michael Orahood	82.9	65.5	81.8	90.4	94	Good	0	0	0	Good	Good	Good	Good	Chart 27	Chart 28
18	Kevin Ravenscroft	80.5	72.5	78.8	88.7	82	Good	0	0	3	Good	Good	Good	Good	Chart 29	Chart 30
19	Alex Regus	80.9	72	72.3	85.2	94	Good	0	0	0	Good	Good	Good	Good	Chart 31	Chart 32



***Any questions about  
organizing data in Excel?***

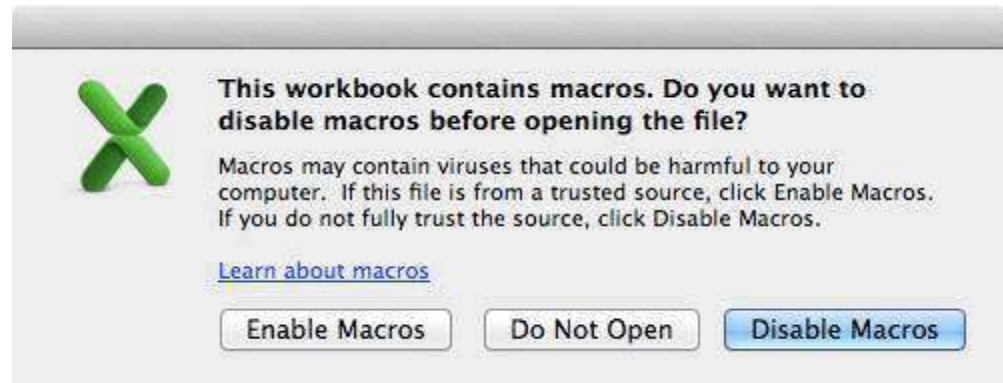
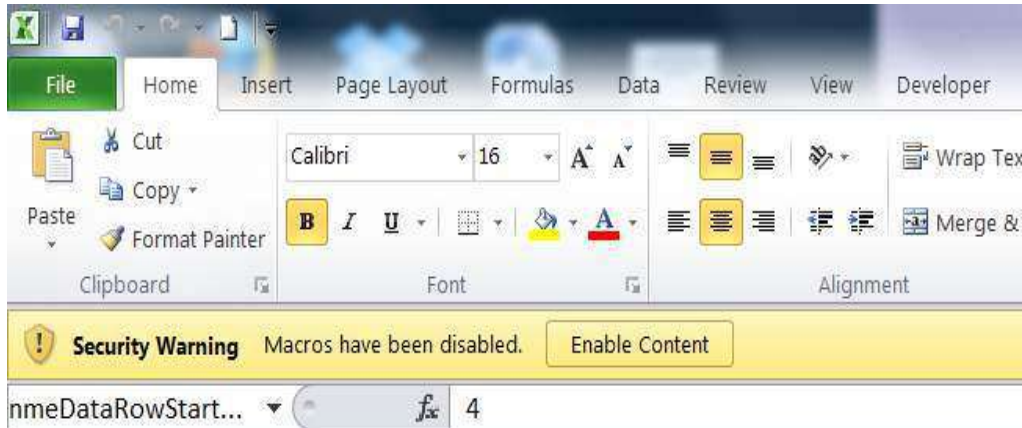
# Step 4: Run the Code

## Running the Macro



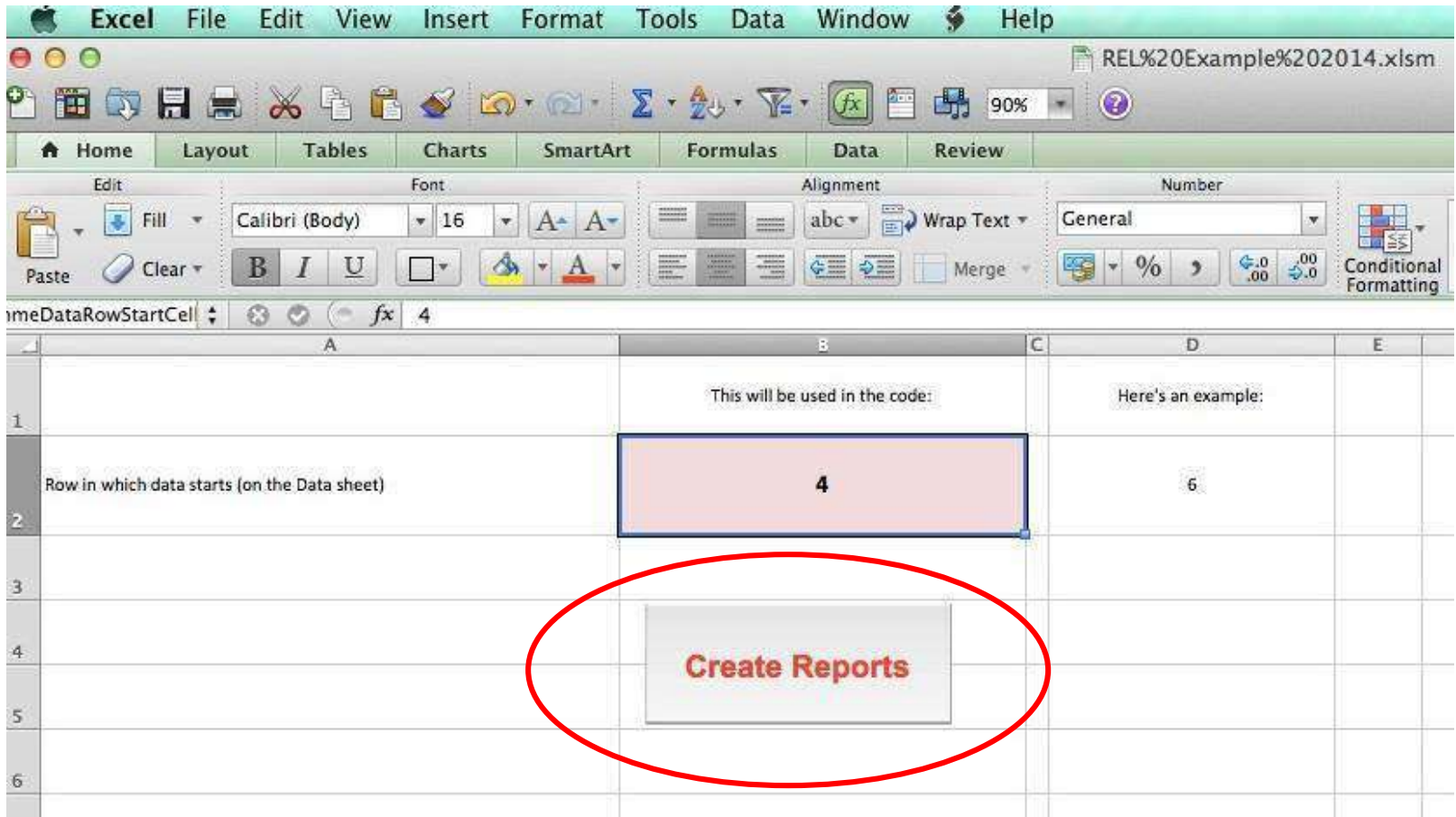
**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington,<sup>3</sup>D.C.

# Enable the Macro

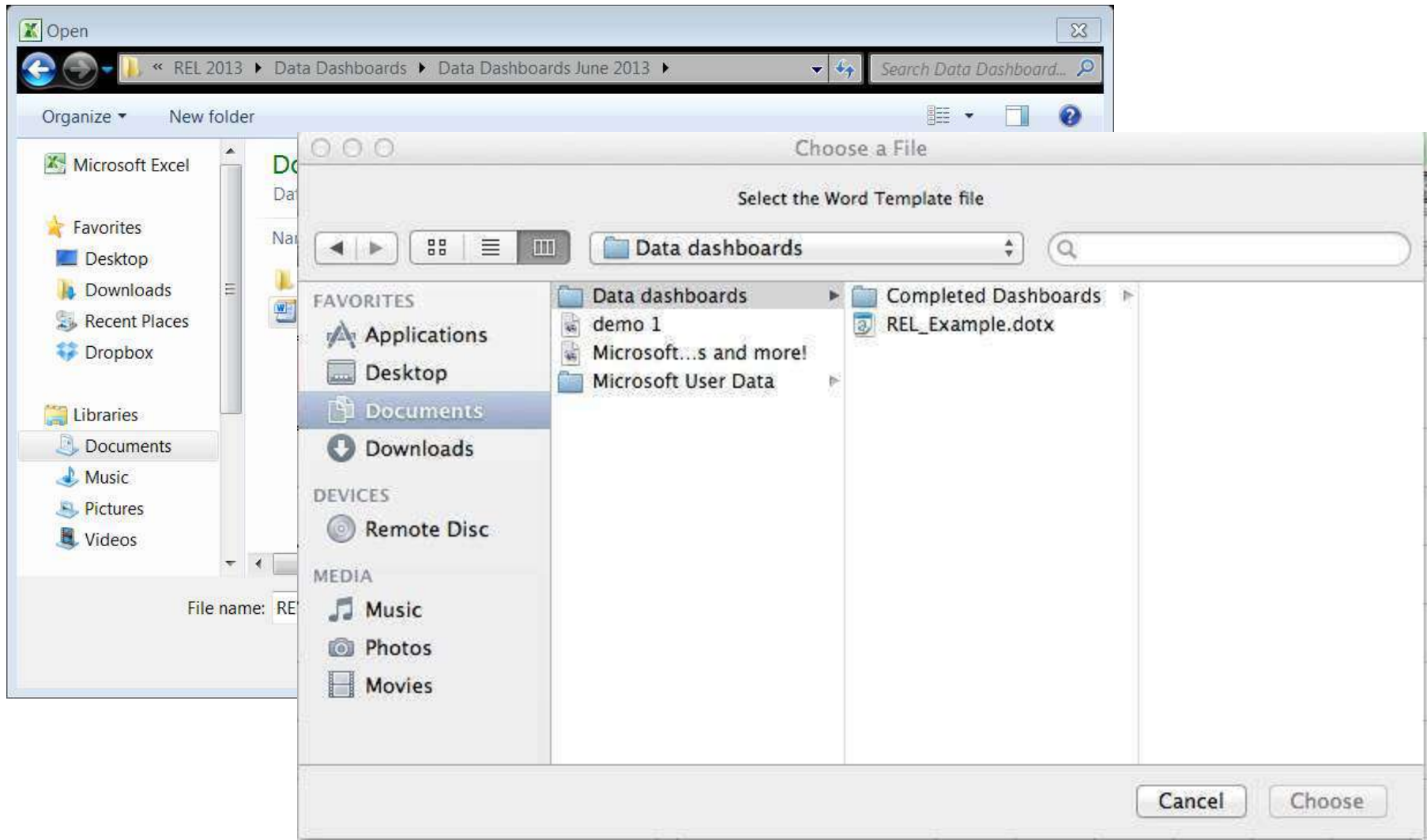




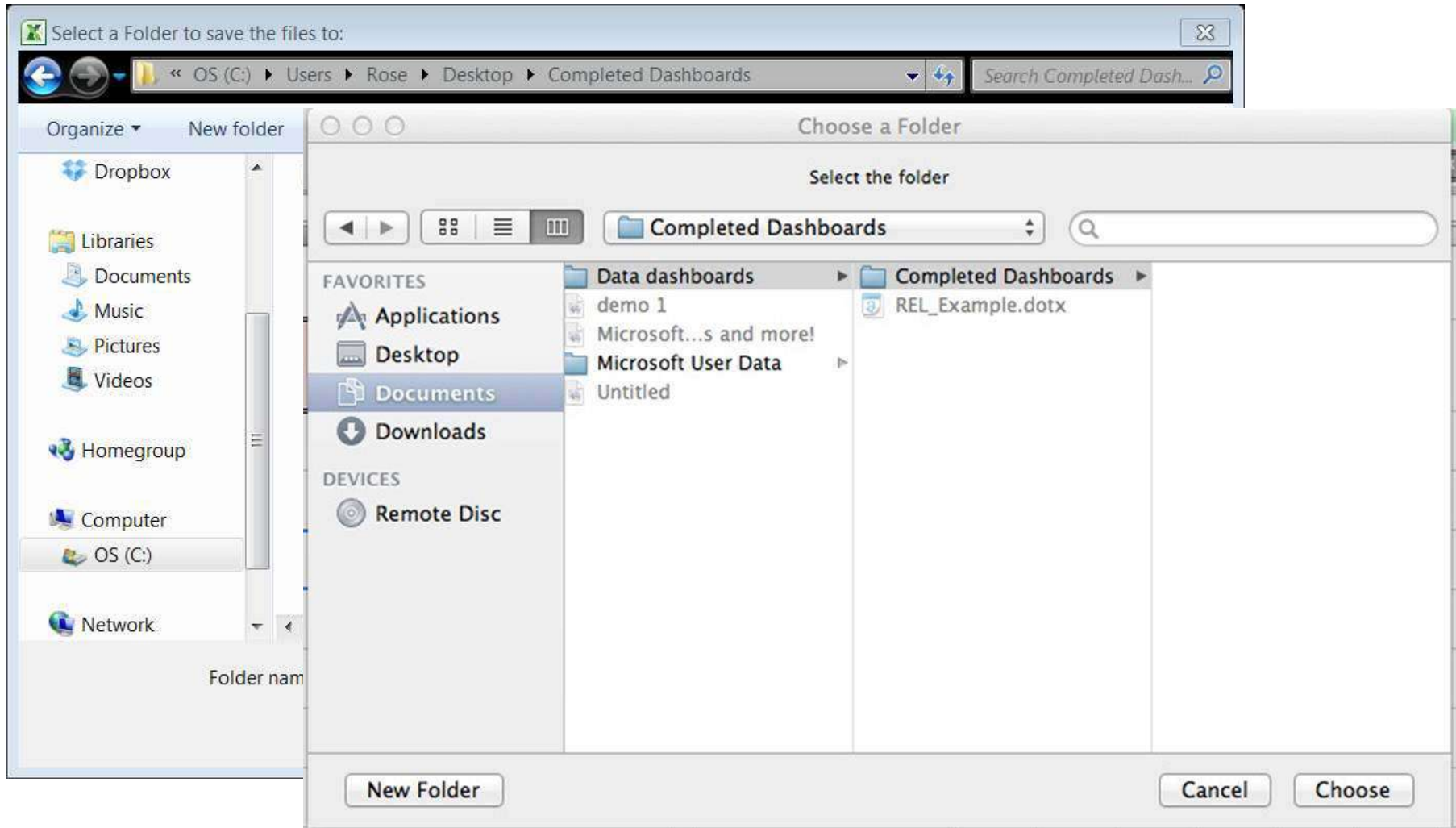
# Run the Macro



# Select Word Template File



# Select Folder Location





***Are there any questions  
about the automation  
process?***

## Now It's Your Turn..

---

- In the data file, complete the Code Info sheet:
  - Fill in the shaded box with the specification to run your data
  - Run the Macro!



***Any final questions?***

- Dashboards
  - <http://i.dell.com/sites/content/public/solutions/k12/en/Documents/education-dashboard-cde11-special-report-q3.pdf>
- Excel Basics – Creating Charts
  - <http://office.microsoft.com/en-us/excel-help/create-a-chart-from-start-to-finish-HP010342356.aspx>
- Macros
  - <http://www.excel-easy.com/vba.html>



# Thank you!

**Rosemarie O'Conner**

[roconner@relmidatlantic.org](mailto:roconner@relmidatlantic.org)

**Gabriel Hartmann**

[gabriel.hartmann@forwardsquare.com](mailto:gabriel.hartmann@forwardsquare.com)



**Mid-Atlantic:** Delaware, Maryland,  
New Jersey, Pennsylvania, Washington, D.C.