

### Steps to Add Column Headers to EDFacts Files

1. Go to <http://www2.ed.gov/about/inits/ed/edfacts/index.html>
2. Click on EDFacts Submission System (ESS) File Specifications
3. Select the school year
4. Click the link for the EDFacts file specification you want to work with
5. In the EDFacts file specification, scroll to Table 4.2–1: Data Records
6. Use your cursor to select the entire first column of Table 4.2–1
7. Open a new worksheet in Excel, paste the column from step 6 in the first column of the worksheet, then click copy
8. Select worksheet cell B1, then use Special Paste and click on the checkbox beside Transpose to paste and transpose the first column of Table 4.2–1 into the first row of the Excel worksheet
9. Remove the extraneous text, leaving only the actual column names  
[Or skip steps 1-9 and email [terry.long@sped-data.com](mailto:terry.long@sped-data.com) for a copy of the column headers. 😊]
10. Open the corresponding EDFacts file and insert two rows between the EDFacts file header and the first row of data
11. Copy and paste the column names into the corresponding EDFacts file in the row immediately above the first row of data

Now, you are ready to use sort, filter, pivot table, pivot chart, and/or slicer functionality to analyze the data. (Slicer functionality is available in Excel 2010 and newer).

### Steps to Align Data and Use Sort, Filter, Pivot Table, Pivot Chart, and Slicers in Excel

1. Before analyzing data in LEA level EDFacts files, make certain that data for all LEAs are properly aligned in the correct rows. You may want to use a vertical lookup formula in Excel to ensure that data for each LEA is correctly aligned.
2. To use the sorting and filtering functions in Excel on the data in the selected worksheet, click on Sort & Filter in the Editing section on the Home tab toolbar (upper right side of toolbar).
3. To use PivotTable, PivotChart, or Slicer functions, click on the corresponding icon in the toolbar on the Insert tab.

**Sort and Filter Data** -- <https://support.office.com/en-US/Article/Sort-and-filter-data-ffb9fcb0-b9cb-48bf-a15c-8bec9fd3a472>

**Pivot Data in a PivotTable or PivotChart Report** -- <https://support.office.com/en-us/article/Pivot-data-in-a-PivotTable-or-PivotChart-report-b8592a65-87ee-44ec-a5c4-56c052206ab1?CorrelationId=71805703-0819-4584-b0eb-b57d3d5fbcc0&ui=en-US&rs=en-US&ad=US>

**Use Slicers to Filter PivotTable Data** -- <https://support.office.com/en-us/article/Use-slicers-to-filter-PivotTable-data-249f966b-a9d5-4b0f-b31a-12651785d29d>

Do a Google search or a search on the YouTube site to locate Excel "how to" videos for detailed help with the steps involved in using sort, filter, pivot table, pivot chart, slicer, and vertical lookup functionality.

**For technical assistance with your data mining and data analysis process, please contact your IDC State Liaison or your NCSI TA Facilitator.**