

CES Census 2017

Quickstart Guide for Excel users

Reference is made in brackets to the main *Guidance* notes, where appropriate.

Before completing the Census:

1. Ensure all data is up to date
2. Download the 2017 Census Form from <https://cesewcensus.org.uk/excel.html> (Section 4)
3. Rename the file (Section 4)
4. Read the introduction page, it contains helpful information

While completing the Census:

1. Refer to *Guidance* Section 6 for help with every question
2. Print the form at any stage of the completion process (Section 5)
3. If the answer to a question is not available, don't guess, save the form and come back later
4. Refer to the help information in hover-overs, indicated by a little red arrow next to the question number (Section 5)

After completing the Census:

1. Go to the 'Validation' tab and ensure that no discrepancies have been detected (Section 7)

At the bottom of page 5 there are four boxes that must be ticked to confirm that:

2. The form has been re-named correctly (Section 4)
3. All relevant questions have been answered
4. Answers have been validated by checking the validation sheet (Section 5)
5. The headteacher/principal has signed off the form

When all the boxes have been checked:

6. Go to <https://www.cesewcensus.org.uk> and click on 'Upload'
7. Log in with the password issued in the letter sent by email in December 2016
8. Upload the completed form to the Census website (Section 7)