



# CHILD POVERTY TOOLKIT



## Instructions for Generating the Full Presentation

1. The toolkit allows you to download a spreadsheet that has been specifically designed to produce charts illustrating key statistic that will be of interest to those who are developing a child poverty strategy.
2. The spreadsheet is accompanied by a second spreadsheet containing data specific to your area. To download these spreadsheets, choose your local authority from here.

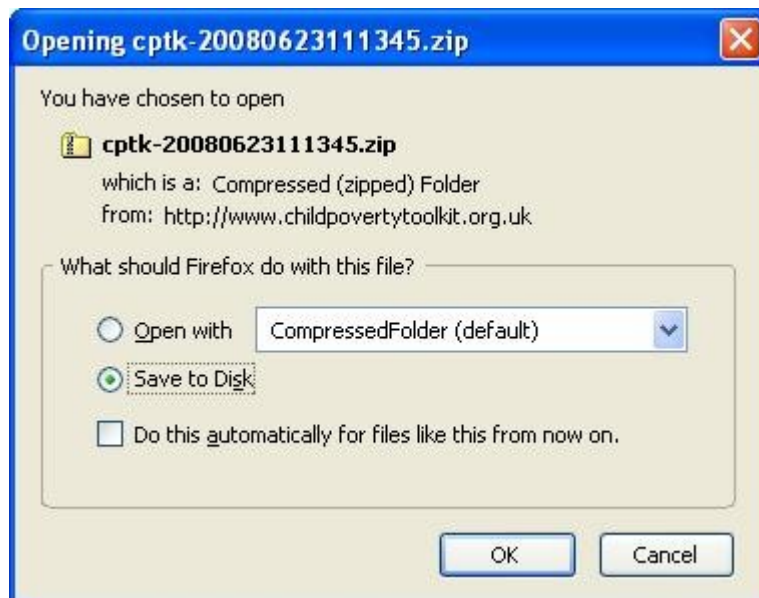
### Comprehensive Datasets

Download detailed data, with the option of creating a comprehensive presentation for your area. Please read the instructions first.

SEARCH FOR LOCAL AUTHORITY:

Please Select ▾

3. **NOTE: the download is quite large and takes some time to download**
4. Once the download arrives you will be asked to Open it or Save it to Disk



5. Choose **Save to Disk** and press **OK**
6. Go to where the file is saved (usually your desktop). You can now extract the files.

## ***Extracting the files***

7. You need to begin by extracting the files to a location of your choosing.
8. Right click on the file and choose **Extract all...**
9. This will start the Extraction Wizard



10. Click **Next**



11. If you want to choose where to extract the file to click Browse, otherwise Click **Next** (this will extract the files into a folder in the same place as you saved the zip file).



12. Click **Finish**.

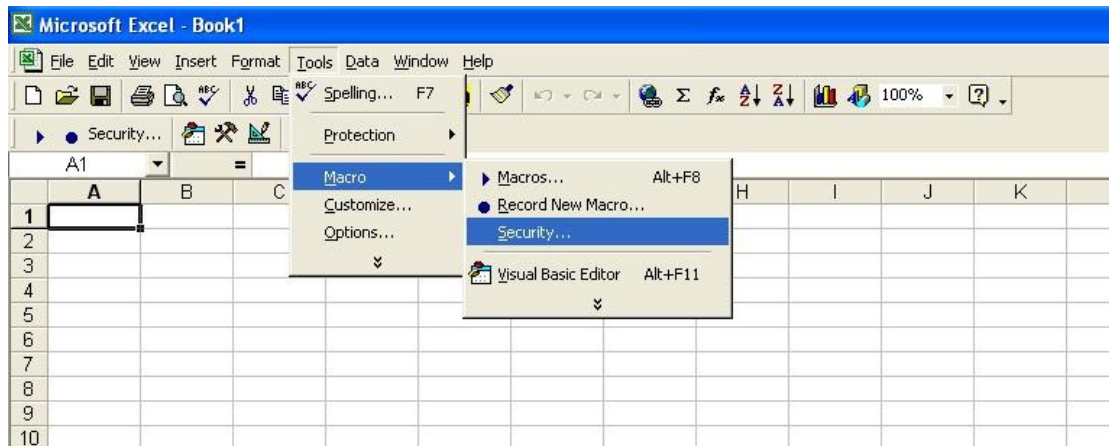
## Generating the presentation

13. Once extraction is finished you will find three files

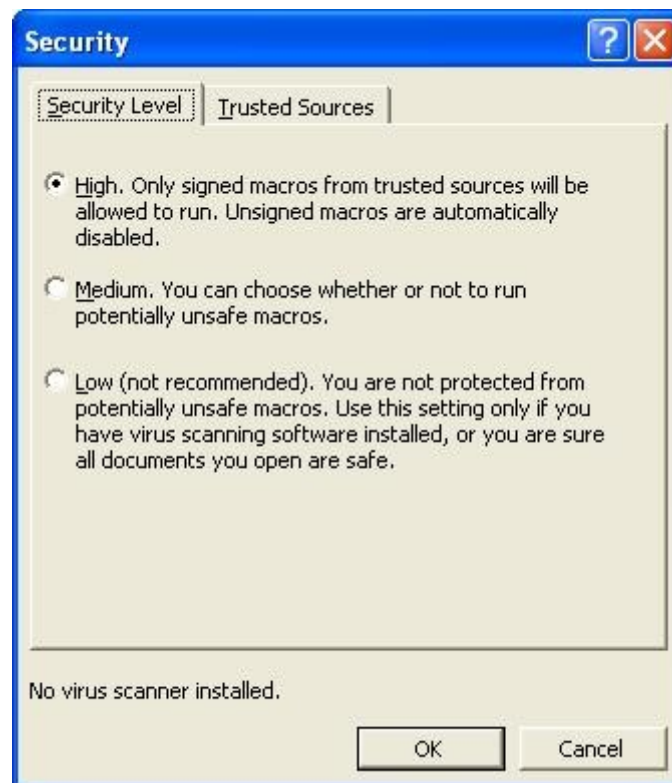


14. Before you go further you need to allow macros to run on your computer.

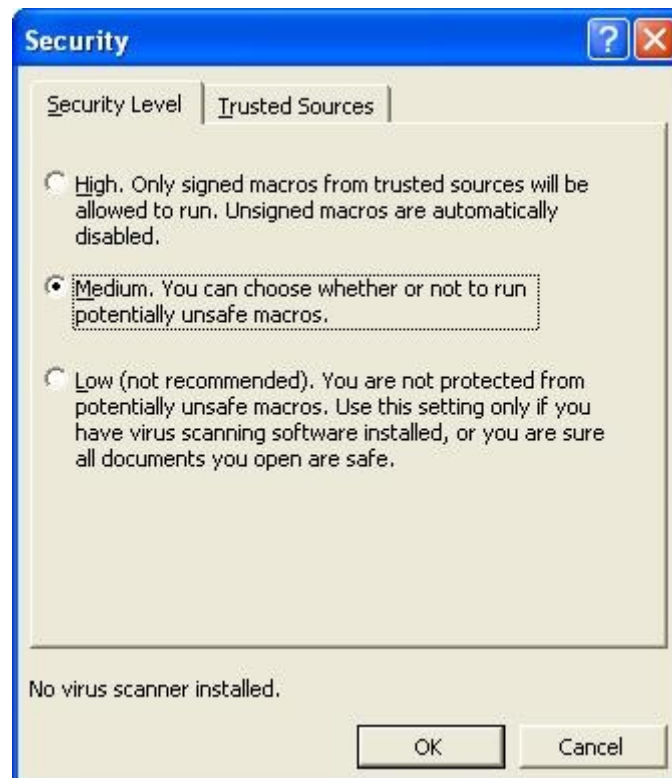
15. Start Excel and go to **Tools >> Macro >> Security...**



16. If your security is set to high, like this...



...you need to set it to medium, like this...



17. Now open **latest\_cp\_data.xls** first.

1	source	latest_date	title	statgroup	area	start_date	no child	1 child	2 children	3 children	4 children	5 children	total child	total claimants
2	Source	Latest Date	Title	Statgroup	Area	Start Date	No child	1 child	2 children	3 children	4 children	5 children	Total Child	Total Parents/Carers
3	Source: DV	May 2007	Children of Jobseeker	Barking and Dagenham	Barking and Dagenham	May 2007	3.18	0.26	0.19	0.08	0.03	0.02	1.1	0.58
4				Barking and Dagenham	Barking and Dagenham	Feb 2007	3.36	0.25	0.2	0.09	0.04	0.02	1.18	0.6
5				Barking and Dagenham	Barking and Dagenham	Nov 2006	3.25	0.25	0.2	0.09	0.05	0.02	1.22	0.61
6				Barking and Dagenham	Barking and Dagenham	Aug 2006	3.41	0.25	0.21	0.08	0.05	0.02	1.21	0.61
7				Barking and Dagenham	Barking and Dagenham	May 2006	3.5	0.24	0.22	0.1	0.05	0.02	1.28	0.63
8				Barking and Dagenham	Barking and Dagenham	Feb 2006	3.41	0.24	0.21	0.11	0.05	0.01	1.24	0.62
9				Barking and Dagenham	Barking and Dagenham	Nov 2005	3.15	0.25	0.21	0.1	0.05	0.01	1.22	0.62
10				Barking and Dagenham	Barking and Dagenham	Aug 2005	3.17	0.25	0.21	0.09	0.04	0.02	1.2	0.61
11				Barking and Dagenham	Barking and Dagenham	May 2005	3.26	0.24	0.2	0.1	0.05	0.02	1.24	0.61
12				Barking and Dagenham	Barking and Dagenham	Feb 2005	3.05	0.24	0.19	0.08	0.03	0.01	1.03	0.56
13				Barking and Dagenham	Barking and Dagenham	Nov 2004	2.74	0.22	0.18	0.08	0.03	0.01	0.99	0.52
14				Barking and Dagenham	Barking and Dagenham	Aug 2004	2.8	0.23	0.16	0.08	0.03	0.01	0.96	0.51
15				Barking and Dagenham	Barking and Dagenham	May 2004	2.86	0.26	0.17	0.08	0.03	0.01	1.01	0.55
16				Barking and Dagenham	Barking and Dagenham	Feb 2004	2.98	0.28	0.18	0.07	0.04	0.01	1.06	0.58
17				Barking and Dagenham	Barking and Dagenham	Nov 2003	2.82	0.22	0.17	0.06	0.03	0.01	0.91	0.49
18				Barking and Dagenham	Barking and Dagenham	Aug 2003	2.92	0.23	0.16	0.06	0.03	0.01	0.9	0.49
19				Barking and Dagenham	Barking and Dagenham	May 2003	2.91	0.26	0.17	0.07	0.04	0.01	1.02	0.55
20				Barking and Dagenham	Barking and Dagenham	Feb 2003	2.92	0.25	0.17	0.07	0.03	0.01	0.97	0.53
21				Barking and Dagenham	Barking and Dagenham	Nov 2002	2.58	0.2	0.14	0.06	0.03	0.01	0.83	0.44
22				Barking and Dagenham	Barking and Dagenham	Aug 2002	2.58	0.19	0.14	0.07	0.03	0.01	0.85	0.44
23				Barking and Dagenham	Barking and Dagenham	May 2002	2.61	0.17	0.15	0.07	0.04	0.01	0.89	0.44
24				Barking and Dagenham	Barking and Dagenham	Feb 2002	2.68	0.17	0.14	0.06	0.04	0.02	0.89	0.43
25				Barking and Dagenham	Barking and Dagenham	Nov 2001	2.42	0.18	0.14	0.07	0.03	0.01	0.84	0.43
26				Barking and Dagenham	Barking and Dagenham	Aug 2001	2.5	0.18	0.17	0.08	0.03	0.02	0.98	0.48
27				Barking and Dagenham	Barking and Dagenham	May 2001	2.54	0.17	0.16	0.09	0.03	0.02	0.98	0.47
28				Barking and Dagenham	Barking and Dagenham	Feb 2001	2.66	0.19	0.16	0.09	0.03	0.01	0.95	0.48
29				Barking and Dagenham	Barking and Dagenham	Nov 2000	2.45	0.18	0.16	0.08	0.03	0.02	0.96	0.47
30				Barking and Dagenham	Barking and Dagenham	Aug 2000	2.73	0.19	0.17	0.09	0.03	0.02	1.02	0.5
31				Barking and Dagenham	Barking and Dagenham	May 2000	2.78	0.2	0.21	0.1	0.04	0.02	1.18	0.57
32				Barking and Dagenham	Barking and Dagenham	Feb 2000	3	0.18	0.2	0.12	0.04	0.02	1.2	0.56
33				Barking and Dagenham	Barking and Dagenham	Nov 1999	2.82	0.19	0.19	0.12	0.04	0.02	1.19	0.56
34				Barking and Dagenham	Barking and Dagenham	Aug 1999	2.98	0.21	0.2	0.12	0.05	0.03	1.32	0.61

18. Then open **Child\_Poverty\_Toolkit\_Charting.xls**

19. Since the charting spreadsheet includes macros, Excel will ask if you want to enable them. Choose **Enable Macros**.



20. Once macros are enabled charting spreadsheet opens like this.

	A	B	C	D
1				
2		Local Authority	The Local Authority Name appears here...	
3		Presenter	Type the presenter's name here...	
4		Powerpoint Template	Type the path to your PowerPoint Template here... (e.g., C:\Documents and Settings\MyName\Application Data\Microsoft\Templates\Presentation.pot)	
5				
6			Font Size	11
7				
8			Chart Height	300
9			Chart Width	600
10				
11			Left	60
12			Top	120
13				
14				
15				

21. Press **Make PowerPoint Presentation**

## ***Configuring the presentation***

22. You can configure certain aspects of the PowerPoint Presentation tool.
23. Try changing the font size and the chart height and width. Then press '**Resize charts and set fonts**' before pressing **Make PowerPoint Presentation**
24. If you have a PowerPoint template you can paste the path to where it is stored into the green cell before pressing **Make PowerPoint Presentation**
25. The presentation produced is a normal PowerPoint presentation. Once the macro has finished you can save the presentation and then continue to work on it as normal, adding to it or editing it to meet your needs.