

*User's Guide*

# GLOBAL EDUCATION DATABASE



## **PART I: INTRODUCTION**

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### ➤ **Background**

The GED was developed by USAID's Center for Human Capacity Development to provide the Agency and its development partners with selected statistical data on international education in an easy-to-use format. The GED is an outgrowth of the Statistical Profile of Education in Sub-Saharan Africa (SPESSA) sponsored by the Association for the Development of Education in Africa (ADEA). USAID would like to acknowledge ADEA for its pioneering efforts to compile and disseminate international education data in a user-friendly electronic format.

The GED provides an interactive program for accessing education data, compiled by USAID from UNESCO sources. The GED is primarily a data extraction utility with some graphics capabilities.

### ➤ **Accessing the Data**

The GED allows the user to choose countries from a map or a list. The user can then select indicators which are sorted into five groups: Country Information, Primary Education, Secondary Education, Tertiary Education, and Education Finance. The application processes the user's selections and presents them in graphic and spreadsheet formats. During the selection process, right-clicking on an indicator displays its definition. The data and graphs can be printed or copied to the Windows Clipboard. This function allows the user to transfer the data or the graph to a temporary storage space and paste it into another application. The data can also be exported to a file in Microsoft Excel 97 or HTML formats.

### ➤ **The Data**

The data in the GED provide information on the principal features of educational development for over 200 countries throughout the world. The indicators have been calculated from data supplied by the UNESCO Division of Statistics.

Although considerable effort has been made to standardize the data, statistical methods, coverage, practices, and definitions differ from country to country. Moreover, weaknesses in developing countries' statistical systems limit the availability and reliability of the data. The indicators should, therefore, be used to characterize the trends and major differences between countries and country groups rather than to show precise quantitative measures of those trends and differences.

### ➤ **Data Updates**

USAID plans to update the GED program annually, as new data becomes available from UNESCO. Updated versions can be downloaded from the USAID/HCD web site and will be distributed to GED subscribers and others upon request in CD-ROM or diskette format.

➤ **The User's Guide**

The User's Guide is divided into four main sections: Introduction, Installation, Getting Started and Tutorial. In addition, the Appendices provide country and indicator lists, a short bibliography, and for those unfamiliar with the Windows environment, an appendix which explains some commonly used "Windows Terms".

➤ **System Requirements**

1. IBM compatible personal computer.
2. Operating system - Microsoft Windows 95, 98, or any version of NT.
3. 486 DX/33 processor or better (recommended).
4. Minimum of 16 megabytes of random-access memory.
5. Hard drive with at least 30 megabytes of free space.

## **PART II: INSTALLATION**

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The software may be installed from the CD-ROM, diskettes, or downloaded from the Internet. When you insert the CD or diskette in the appropriate drive, the installation program should start automatically. If prompt screens do not appear when you insert the CD or diskette, you must install the program "manually." Choose from one of the manual instructions listed below.

### **CD-ROM:**

1. Start Windows
2. Insert **CD-ROM** in the CD-ROM drive.
3. On the Windows Task Bar, click **Start**.
4. Choose **Settings**. Choose **Control Panel**.
5. Double-click **Add/Remove Programs**.
6. Click **Install** and follow the instructions that appear on the screen.

### **Diskettes:**

1. Start Windows
2. Insert **Disk 1** in drive A or B.
3. On the Windows Task Bar, click **Start**.
4. Choose **Settings**. Choose **Control Panel**.
5. Double-click **Add/Remove Programs**.
6. Click **Install** and follow the instructions that appear on the screen.

### **Internet:**

1. Start Windows
2. Download the file **ged99setup.exe** from the Internet using your internet browser. Be sure to note in which directory you save the file.
3. On the Windows Task Bar, click **Start**, and then click **Run**.
4. Type the full directory name where you saved the file along with the file name in the command line box (example: c:\temp\ged99setup.exe) or use the browse button to locate gedinst.exe. Then choose **OK**.
5. Follow the installation instructions that appear on the screen.

During Installation, you will be given the option of installing the entire GED (Typical) or only certain regions of the GED (Compact.) If you choose the Compact setup, keep the box called "Application Files" checked and then check only those regions you want to install.

After installation, you can delete the ged99setup.exe file (not the ged99.exe) from your C directory as this installation file is no longer needed.

## PART III: GETTING STARTED

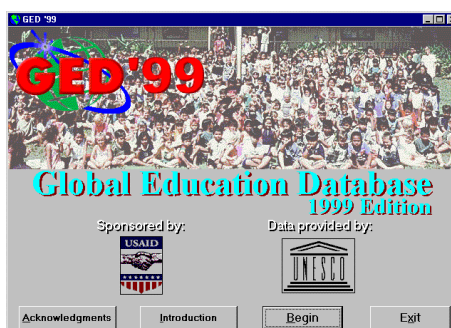
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### ➤ Starting the GED program

In Windows 95, 98 or NT:

1. On the Windows Task Bar, click the **Start** Button.
2. Move the cursor over **Programs** and then over the **GED** folder.
3. Click once on the **GED** icon.

The *Main* screen will appear. If you have already read "Part I: Introduction" in this User's Guide, click **Begin** to go to the *Country Selection* screen and wait while the lists of countries and indicators are loaded. Depending on the speed of your computer, this could take up to 2.5 minutes.

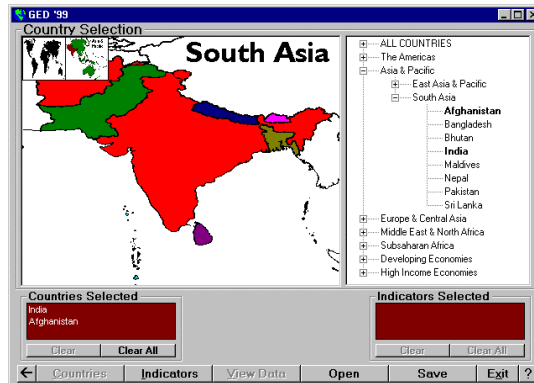
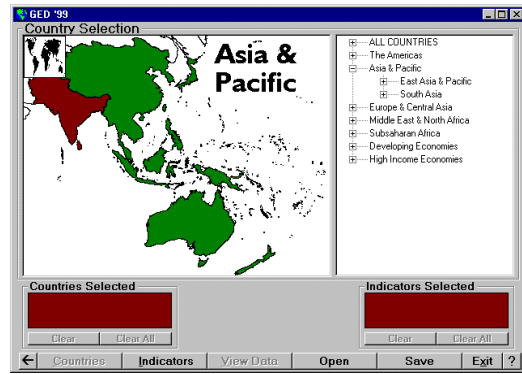
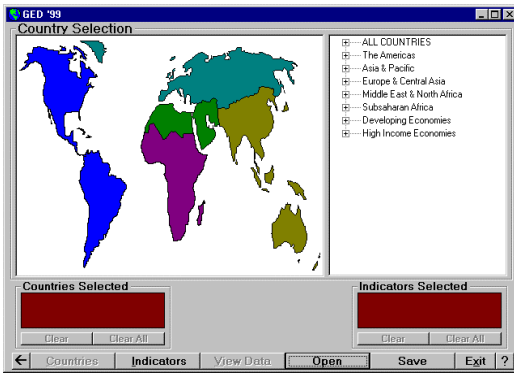


### ➤ Selecting Countries

Click **Countries** at the bottom of the screen. On the left side of the screen you will see a **World Map** and on the right side you will see a list of **Country Groups** (5 regional groups and 2 economic groups.) You can choose countries using either the map or the list.

#### Select Countries from the Map:

1. Move the mouse over a region on the world map and the name of that region will appear.
2. Double click on the region to bring a more detailed map of that region onto the screen. If the region is further divided into sub-regions, then continue to double-click until you reach the country-level detail.
3. Click once on a country to select it.  
**Example:** To select Nepal, double click on Asia & Pacific and then on South Asia. A single click on Nepal adds that country's name to the *Countries Selected* box.
4. With each additional double-click, a boxed icon will appear in the upper left-hand corner representing the previous map. Click on the appropriate icon to return to the World Map or to the larger region.
5. You can see which countries have been selected in the *Countries Selected* box located below the map. To un-select a country simply click on the country map a second time, or go to *Countries Selected* box, click on the country you want to remove so that it is highlighted and click *Clear*. Or click *Clear All* to remove all selections in the box. When you click on *Clear* or *Clear All*, you will be prompted to answer "Yes" or "No", do you want to clear selections?"



### Select Countries from the List:

- To select countries within a region or economic group click on the plus (+) next to the group name, and the list will expand.  
**Note:** Any time there is a plus (+) next to a name, there is an expandable list attached to it. A minus (-) indicates that the list is fully expanded.
- Select individual countries by clicking on the country name.
- Un-select countries by clicking on the name again or, in the *Countries Selected* box, click on the name and choose *Clear*. Click on *Clear All* to remove all selections in the box.
- If you want to select all countries in a region, the list must be expanded to the country-level of detail.

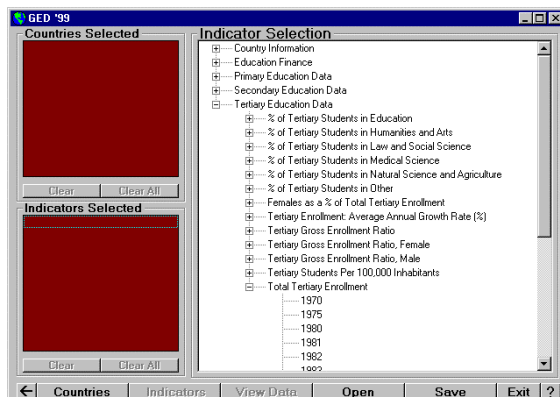
**Example:** To select all countries in Middle East & North Africa click on the plus (+) next to the name so that the names of the sub-regions appear. Click on the plus (+) next to Middle East to show the country names under this heading. Double-click on the name Middle East and all countries under that heading will be selected. Do the same for North Africa.

**Note:** It is not possible to select all countries in a region at one time. This type of quick selection can only be done with sub-regions and only after the sub-region is expanded to show the country names.



## Selecting Indicators

1. To select indicators, click on **Indicators**
2. In the *Indicator Selection* part of the screen, choose from the five groups of indicators: Country Information, Education Finance, Primary Education, Secondary Education, and Tertiary Education.
3. Click on the plus (+) to view the list of indicators for each group. Click the plus (+) next to the indicator to view the list of years available for that indicator. Once the years are displayed, click on the indicator name to automatically select all years. Or to select only certain years, click individually on each year listed under that indicator.



**Note:** Any time there is a plus (+) next to a name, there is an expandable list attached to it. A minus (-) indicates that the list is fully expanded.

4. Right-click on the indicator name to get a definition of that indicator.
5. To remove a selection, click on the indicator name/year in the *Indicators Selected* box so that the name is highlighted, then click once on *Clear* below the box. Click on *Clear All* to remove all indicators in the selection box. You can also un-do a selection while still in the *Indicator Selection* list. Clicking on an indicator a second time will un-do its selection.



## Viewing the Data

1. To view the data for the countries and indicators you have selected, click on **View Data**
2. By default, all data for the first indicator selected are graphed when you go to the *View Data* screen. To un-select indicators simply click on the name of the indicator in the spreadsheet and it will be excluded from the graph. To re-insert it, click on the name again and it will be graphed. If the data are active (graphed) the indicator name will be blue, and if the data are inactive the indicator name will be white.
3. To change the style and format of the graph, select options from the drop-down boxes at the top right of the screen. For more options, right-click in the graph area. A box called *Graph Control* will be displayed. *Graph Control* contains 17 menu tabs from which selections can be made to edit the graph's features such as the *Legend*, *Axis*, *Titles*, *Fonts*, etc. (See "Part IV: Tutorial" for more a details.)
4. To *Print*, *Copy*, and *Export* the data, use the buttons at the top left of the screen. (See "Part IV: Tutorial" for more details.)
5. The *New* button in the upper left corner allows you to clear all data and graphs and return to

the selection screen to choose different countries and indicators.



## ➤ Saving and Opening Scenarios

You can use these functions in the *Country* and *Indicator Selection* screens, and in the *View Data* screen. The GED allows you to select a set of indicators and/or countries, and save that selection or "scenario" for later use.

### To Save a Scenario:

1. Select the countries, indicators, or combination you want.
2. Click **Save** at the bottom of the screen, type a file name, click **Open**.
3. Enter a description of the file (optional) and click **OK**. Now you can exit the GED or clear selections to continue work.

### To Open a Scenario:

1. Click **Open** at the bottom of the screen.
2. Select the \*.ged file, and click **Open**.
3. If the scenario includes countries or indicators, opening the file returns you to one of those two *Selection* screens. If the scenario includes both countries and indicators, opening the file returns you to the *View Data* screen.

## ➤ Copying Data/Graph

1. To copy either the data or the graph to a Windows application such as Excel or Power Point, click the **Copy** button at the top of the *View Data* screen. You can copy one at a time to the Clipboard.
2. Start the Windows application you want to work in, open a new or existing file, and choose *Paste* from the Menu or Icon Toolbar.

## ➤ Exporting Data

1. To export the data to a file in Excel or HTML format, click the **Export** button at the top of the *View Data* screen.
2. In the *Export Data to a File* box, choose a directory in which to save the file, type a file name, and choose a type (Excel or HTML.)

## ➤ Printing Data/Graph


1. In *View Data*, click the **Print** button at the top of the screen.
2. Choose between either the data or the graph, select printer, and click on the *Print* button.

## ➤ Main Screen or Exit

1. From the *Country* or *Indicator Selection* screens you can click on the back arrow ← to return to the *Main* screen. In the main screen you can read the *Acknowledgements* and *Introduction*, or *Exit* the GED program.
2. You can also exit the GED from the *Selection* or *View Data* screens. Click on the **Exit** button at the bottom of any of the screens and then click *Yes* in response to the question "Exit this program?"



## **Additional Help**

For additional help, click on the  at the bottom of any screen. A box will appear with information on the functions of the screen in which you are currently working.

## PART IV: TUTORIAL

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This tutorial will take you step-by-step through a sample data request. It assumes that you have completed the process of starting the GED as outlined in the first part of the "Getting Started" section. For explanations of Windows functions, please refer to Appendix III, "Windows Terms."

In this tutorial you will compare the percent of Public Expenditure on Primary, Secondary, and Tertiary Education in three Central American countries for the most recent year of available data.

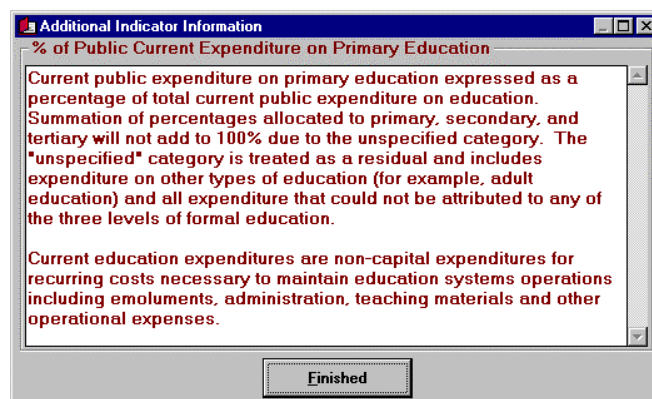
### ➤ Select Countries

1. Click **Countries** to view the country list and world map.
2. On the country list, click the plus (+) next to the **The Americas** region.
3. Next, click the plus (+) next to the **Latin America & Caribbean** sub-region and then on the plus (+) next to **Central America** so that the country names are displayed.
4. Click on the country names for **Costa Rica, El Salvador and Honduras**. The names will appear in the *Countries Selected* box below the map. (You can also choose the countries by clicking on the country on the map at the left side of the screen.)

### ➤ Select Indicators

1. Click on **Indicators** located at the bottom of the screen.
2. Click once on the plus (+) next to **Education Finance** in the *Indicator Selection* box to view the list of finance indicators.
3. Click once on the plus (+) next to the third indicator in the list, **% Public Current Expenditure on Primary Education**, so that the years are displayed.
4. Click on the years **1994, 1995, and 1996**. They will appear in the *Indicators Selected* box.
5. Repeat steps 3 and 4 for **% Public Current Expenditure on Secondary Education** and **% Public Current Expenditure on Tertiary Education**.

**Note:** For a definition of each indicator, place the arrow over the name of the indicator on the list and right-click. An *Additional Indicator Information* box will appear. Reading [this](#) definition will alert you to the fact that data for the three indicators you have just selected will not total 100% due to the "Unspecified" category. When finished viewing, click *Finished*.



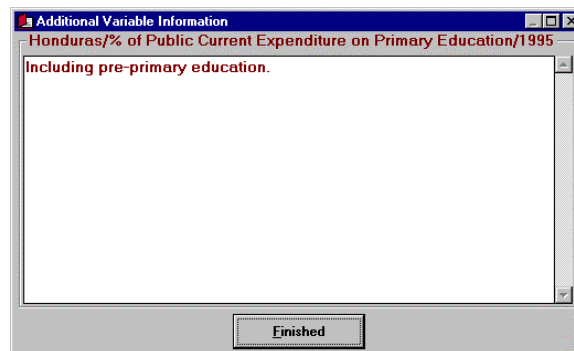


## View the Data

1. Click **View Data** to view the data in both graph and spreadsheet format. The indicator selected first will be the default graph. Therefore, % Public Current Expenditure on Primary Education for 1994, 1995 and 1996 will be highlighted in blue on the spreadsheet and are the only data from the spreadsheet that are represented on the graph.
2. However, the comparison you are looking for is not spending on Primary Education over the three-year time period, but spending on each of the three levels in the most recent year. Looking at the spreadsheet, you see that 1995 is the only year for which all countries have data. Click on Primary 1994 and Primary 1996 so that the cell color changes from blue to white, thus removing these data from the graph. Keep Primary 1995 highlighted and then click on Secondary 1995 and Tertiary 1995.
3. The bar graph should now have countries grouped along the x-axis. From this view you can see that while the majority of Public Expenditure on Education goes to the Primary level in all three countries, each country has a different distribution over the three levels. Costa Rica has a more equal distribution of resources as compared to El Salvador, where public spending is more heavily concentrated on Primary Education.

**Note:** Clicking on the **Toggle Legend** button at the top of the screen will change the way the data is grouped along the x-axis. Click once to group x-axis data by indicator instead of by country, click again to return to country grouping.

**Note:** There are footnotes attached to many of the data that contain important information about how the data were measured and compiled. In the spreadsheet, right-click on any data cell to view the footnote. For example, go to the cell that contains data for Honduras and %PubCurrentExpOnPrim1995 (52.5) and right-click. The following box will appear which explains that this figure for Primary also includes expenditure on Pre-Primary Education.



## Manipulate the Graph

1. You may manipulate the graph by choosing formatting options from the drop-down menus at the top right of the screen.
2. In the menu that says *3D Bar*, click the down arrow to display choices and select *2D Bar*.
3. Click on the menu arrow next to *no grid* and change to *horizontal grid* to add grid lines from the y-axis coordinates.
4. Additional changes to the style of the graph can be made by right-clicking in the graph area. This will display a box called *Graph Control* with 17 different menu tabs.
5. The default graph title is the full name of the indicator(s) selected for the graph. Click on the

- Titles* tab in the *Graph Control* box. Hit the *Tab* key to highlight the current text in the *Graph Title* box and type a new title over it, "% Public Expenditure On Education by Level - 1995." In the *Left Title* box, type "% of Total Public Expenditure on Education" and choose the *Up* button to label the y-axis. Click on *Apply Now* to make the title changes.
6. While still in *Graph Control*, click on the *Legend* tab and then on the *Text* button. Type Primary, Secondary, and Tertiary in each of the three boxes, click *Apply* and *OK*. Shortening the legend descriptions will allow more space for the graph itself, which will re-size automatically.
  7. You may change the fonts of all or some of the titles and labels on the graph. In *Graph Control*, click on the *Fonts* tab. Click on the round button next to *Graph Title* in the *Apply To* box, then select *Arial* in the *Typeface* box. Repeat for *Other Titles*, *Labels*, and *Legend*. Click *Apply Now* to change all words and numbers from Times New Roman to Arial. Click *OK* to exit *Graph Control*.

**Note:** Whenever you add or remove data from the graph by clicking on the indicator name in the spreadsheet, text changes made to the *Title* and *Legend* will be lost and the default text will re-appear.

**Note:** Indicators and countries are graphed in the order they were chosen in the *Selection* screen. If you want to change the order, you must return to the *Selection* screens, clear countries/indicators, and re-select them in the order you want them to appear.

### ➤ Change Countries and/or Indicators

1. From the *View Data* screen you can return to the list of countries and/or indicators to add or delete selections.
2. Click on  to return to the *Selection* screen. In the *Indicators Selected* box, click on all 1994 and 1996 indicators so that they are highlighted in blue, then click on *Clear*.
3. In the *Indicator Selection* list, click on the plus (+) next to **% of Public Current Expenditure on Unspecified** and click on **1995**.
4. Click on  and then on **Mexico** to add it to the *Countries Selected* box.
5. Click on  to see the new spreadsheet and graph. Notice that some of the formatting chosen for the previous graph has changed. The spreadsheet and graph have adjusted so that just the first indicator (Primary) is active and in doing so, the *Title* and *Legend* texts have changed.
6. Highlight the other three indicators so that they are represented in the graph. The addition of the "Unspecified" category accounts for all (or near 100%) Public Expenditure on Education.


### ➤ Save the Scenario

1. If you want to leave *View Data* to select other countries and indicators without losing the data set you are working on, you can save it as a "scenario" and open it again later.
2. Click  at the bottom of the screen. Type a file name and click . Type a description of the data you are saving (optional.) Click

**Note:** When you open the scenario, the graph will not appear exactly as you left it when last working on it. The graph will have adjusted to include only the first indicator and graph text will also change accordingly.



## End Tutorial

You can *Save* the data from this tutorial (optional) and continue using the GED to obtain data for another set of countries and indicators by clicking on *New* in the top left-hand corner of the *View Data* screen. Answer *Yes* to "Clear all selections...?" To *Print*, *Copy*, or *Export* the tutorial data/graph, see instructions in "Part III: Getting Started." To exit the GED program at this time, click on  at the bottom of the screen.

## Appendix I: Country List

### The Americas

Latin America & the Caribbean			North America
Caribbean	Central America	South America	
Antigua & Barbuda	Belize	Argentina	Canada
Aruba	Costa Rica	Bolivia	United States
Bahamas	El Salvador	Brazil	
Barbados	Guatemala	Chile	
Bermuda	Honduras	Colombia	
Cayman Islands	Mexico	Ecuador	
Cuba	Nicaragua	French Guiana	
Dominica	Panama	Guyana	
Dominican Republic		Paraguay	
Grenada		Peru	
Guadeloupe		Suriname	
Haiti		Uruguay	
Jamaica		Venezuela	
Martinique			
Netherlands Antilles			
Puerto Rico			
St. Lucia			
St. Vincent & Grenadines			
St. Kitts & Nevis			
Trinidad & Tobago			
Virgin Islands (U.S.)			

### Asia & Pacific

East Asia	Pacific	South Asia
Brunei	American Samoa	Afghanistan
Cambodia	Australia	Bangladesh
China	Fiji	Bhutan
Hong Kong	French Polynesia	India
Indonesia	Guam	Maldives
Japan	Kiribati	Nepal
Korea, Democratic People's Republic	Marshall Islands	Pakistan
Korea, Republic of	Nauru	Sri Lanka
Lao People's Democratic Republic	New Caledonia	
Macao	New Zealand	
Malaysia	Niue	
Mongolia	Papua New Guinea	
Myanmar	Solomon Islands	
Philippines	Tonga	
Singapore	Vanuatu	
Thailand	Western Samoa	

**Europe & Central Asia**

Former Soviet Countries			Eastern Europe	Europe
Baltics	Central Asia	Caucasus		
Estonia Latvia Lithuania	Kazakhstan Kyrgyz Republic Tajikistan Turkmenistan Uzbekistan	Azerbaijan Belarus Georgia Moldova Russian Federation Ukraine	Albania Bosnia & Herzegovina Bulgaria Croatia Czech Republic Hungary Macedonia, FYR Poland Romania Slovakia Slovenia Yugoslavia, Federal Republic	Andorra Austria Belgium Cyprus Denmark Faeroe Islands Finland France Germany Gibraltar Greece Greenland Iceland Ireland Italy Liechtenstein Luxembourg Malta Netherlands Norway Portugal San Marino Spain Sweden Switzerland Turkey United Kingdom

**Middle East & North Africa**

Middle East	North Africa
Bahrain Iran Iraq Israel Jordan Kuwait Lebanon	Oman Qatar Saudi Arabia Syria United Arab Emirates Yemen  Algeria Egypt Libya Morocco Tunisia



## Sub-Saharan Africa

East	West	Central	Southern	Anglophone	Francophone
Burundi	Benin	Central African Rep.	Angola	Botswana	Benin
Comoros	Burkina Faso	Congo	Botswana	Gambia	Burkina Faso
Djibouti	Cameroon	Congo, Dem. Rep.	Lesotho	Ghana	Burundi
Eritrea	Cape Verde	Equatorial Guinea	Malawi	Kenya	Cameroon
Ethiopia	Chad	Gabon	Mozambique	Lesotho	Central African Rep.
Kenya	Cote d'Ivoire	Sao Tome & Principe	Namibia	Liberia	Chad
Madagascar	Gambia		South Africa	Malawi	Comoros
Mauritius	Ghana		Swaziland	Mauritius	Congo
Reunion	Guinea		Zambia	Namibia	Congo, Dem. Rep.
Rwanda	Guinea-Bissau		Zimbabwe	Nigeria	Cote d'Ivoire
Seychelles	Liberia			Sierra Leone	Djibouti
Somalia	Mali			South Africa	Gabon
Sudan	Mauritania			Sudan	Guinea
Tanzania	Niger			Swaziland	Madagascar
Uganda	Nigeria			Tanzania	Mali
	Senegal			Uganda	Mauritania
	Sierra Leone			Zambia	Niger
	Togo			Zimbabwe	Rwanda
					Senegal
					Seychelles
					Togo

## Appendix II: Indicator List

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### Country Information

- % Population Under Age 15
- Average Annual Growth of Population (%)
- GNP/Capita (\$)
- GNP/Capita: Average Annual Growth Rate (%)
- Infant Mortality Rate (per 1000 live births)
- Life Expectancy at Birth (years)
- Literates as % of Adult Population, Estimated
- Literates as % of Adult Population, Estimated, Female
- Literates as % of Adult Population, Estimated, Male
- Literates as % of Rural Adult Population
- Literates as % of Rural Adult Population, Female
- Literates as % of Rural Adult Population, Male
- Literates as % of Urban Adult Population
- Literates as % of Urban Adult Population, Female
- Literates as % of Urban Adult Population, Male
- Population
- Population Under Age 15
- Population Under Age 15, Female
- School Life Expectancy
- School-Age Population (Primary + Secondary)
- School-Age Population (Primary + Secondary), Female
- School-Age Population (Primary + Secondary), Male
- School-Age Population as a % of Total Population
- Total Fertility Rate

### Education Finance

- % of Primary Current Expenditure on Primary Teachers
- % of Primary Current Expenditure on Primary Teaching Materials
- % of Public Current Expenditure on Primary Education
- % of Public Current Expenditure on Secondary Education
- % of Public Current Expenditure on Tertiary Education
- % of Public Current Expenditure on Unspecified
- % of Secondary Current Expenditure on Secondary Teachers
- % of Secondary Current Expenditure on Secondary Teaching Materials
- Avg. Annual Growth Rate of Public Expenditure on Ed. (1990 prices)
- Avg. Primary Teacher Salary and Benefits as a % of GNP Per Capita
- Avg. Secondary Teacher Salary and Benefits as a % of GNP Per Capita
- Capital Expenditure on Education as % of Total Ed. Expend.
- Current Expenditure on Education as % of Total Ed. Expend.
- Primary Current Expenditure Per Student as % of GNP Per Capita
- Public Expenditure on Education in Constant 1990 US\$ (thousands)
- Secondary Current Expenditure Per Student as % of GNP Per Capita
- Tertiary Current Expenditure Per Student as % of GNP Per Capita
- Total Public Expenditures on Education as a % of GNP
- Total Public Expenditures on Education as a % of Total Govt. Expend.

## Primary Education

- Apparent (Gross) Intake Rate
- Average Number of Years to Complete Primary Cycle
- Duration of Primary Cycle (years)
- Females as a % of Primary Repeaters
- Females as a % of Primary School Teachers
- Females as a % of Total Primary Enrollment
- Official School Starting Age
- Primary Enrollment: Average Annual Growth Rate (%)
- Primary Gender Equity Ratio
- Primary Gross Enrollment Ratio
- Primary Gross Enrollment Ratio, Female
- Primary Gross Enrollment Ratio, Male
- Primary Net Enrollment Ratio
- Primary Net Enrollment Ratio, Female
- Primary Net Enrollment Ratio, Male
- Primary Repeaters as a % of Total Enrollment
- Primary School Teachers
- Primary School Teachers, Female
- Primary School-Age Population
- Primary School-Age Population, Female
- Primary School-Age Population, Male
- Primary Student/Teacher Ratio
- Proportion of Female Primary Cohort to 2nd Grade
- Proportion of Female Primary Cohort to 5th Grade
- Proportion of Female Primary Cohort to Final Grade
- Proportion of Male Primary Cohort to 2nd Grade
- Proportion of Male Primary Cohort to 5th Grade
- Proportion of Male Primary Cohort to Final Grade
- Proportion of Primary Cohort to 2nd Grade
- Proportion of Primary Cohort to 5th Grade
- Proportion of Primary Cohort to Final Grade
- Total Number of Primary Schools
- Total Primary Enrollment

## Secondary Education

- % of Secondary Students in General Education
- % of Secondary Students in Teacher Training
- % of Secondary Students in Vocational/Technical
- Duration of Secondary Cycle (years)
- Females as a % of Secondary General Education Students
- Females as a % of Secondary School Teachers
- Females as a % of Secondary Teacher Training Students
- Females as a % of Secondary Vocational/Technical Students
- Females as a % of Total Secondary Enrollment
- Secondary Enrollment: Average Annual Growth Rate (%)
- Secondary Gender Equity Ratio
- Secondary Gross Enrollment Ratio

## Secondary Education

- Secondary Gross Enrollment Ratio, Female
- Secondary Gross Enrollment Ratio, Male
- Secondary Net Enrollment Ratio
- Secondary Net Enrollment Ratio, Female
- Secondary Net Enrollment Ratio, Male
- Secondary School Teachers
- Secondary School-Age Population
- Secondary School-Age Population, Female
- Secondary School-Age Population, Male
- Secondary Student/Teacher Ratio
- Total Secondary Enrollment
- Transition from Primary to Secondary Education
- Transition from Primary to Secondary Education, Female
- Transition from Primary to Secondary Education, Male

## Tertiary Education

- % of Tertiary Students in Education
- % of Tertiary Students in Humanities and Arts
- % of Tertiary Students in Law and Social Science
- % of Tertiary Students in Medical Science
- % of Tertiary Students in Natural Science and Agriculture
- % of Tertiary Students in Other
- Females as a % of Total Tertiary Enrollment
- Tertiary Enrollment: Average Annual Growth Rate (%)
- Tertiary Gross Enrollment Ratio
- Tertiary Gross Enrollment Ratio, Female
- Tertiary Gross Enrollment Ratio, Male
- Tertiary Students Per 100,000 Inhabitants
- Total Tertiary Enrollment

## Appendix III: Windows Terms

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The following are common Windows terms used throughout this User's Guide.

<b>Click</b>	<i>Click</i> means to press and immediately release the button on the mouse without moving the mouse. If you have a multiple-button mouse, "click" always refers to the left button.
<b>Clipboard</b>	Copying to the <i>Clipboard</i> or <i>Windows Clipboard</i> allows you to transfer the graph or data to another Windows or non-Windows application. Data or graphs are temporarily stored here until they are pasted into another application.
<b>Double-Click</b>	<i>Double-click</i> means to press and release the button on the mouse twice without moving the mouse. If you have a multiple-button mouse, "double-click" always refers to the left button.
<b>Drop-Down Box</b>	A <i>drop-down box</i> is a list of options that is accessed by clicking on the corresponding down-arrow. The user can then scroll through the list and make a selection.
<b>Paste</b>	<i>Pasting</i> involves copying the contents of the Windows Clipboard into another application.
<b>Right-Click</b>	If you have a multiple-button mouse, the left mouse button is the one you will use most frequently. The right mouse button is only used when you are instructed to " <i>right-click</i> ." If you have a single-button mouse, pressing the <b>Ctrl</b> key while clicking the button is the same as " <i>right-clicking</i> ."
<b>Windows Task Bar</b>	The task bar appears at the bottom of your screen. It contains the <i>Start</i> button, which you can use to quickly start a program or to find a file.

For more information on these and other Windows terms, please refer to your Microsoft Windows User's Manual or click the Help button from the Taskbar Start button.

## **Appendix IV: Bibliography**

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