



Trust for London

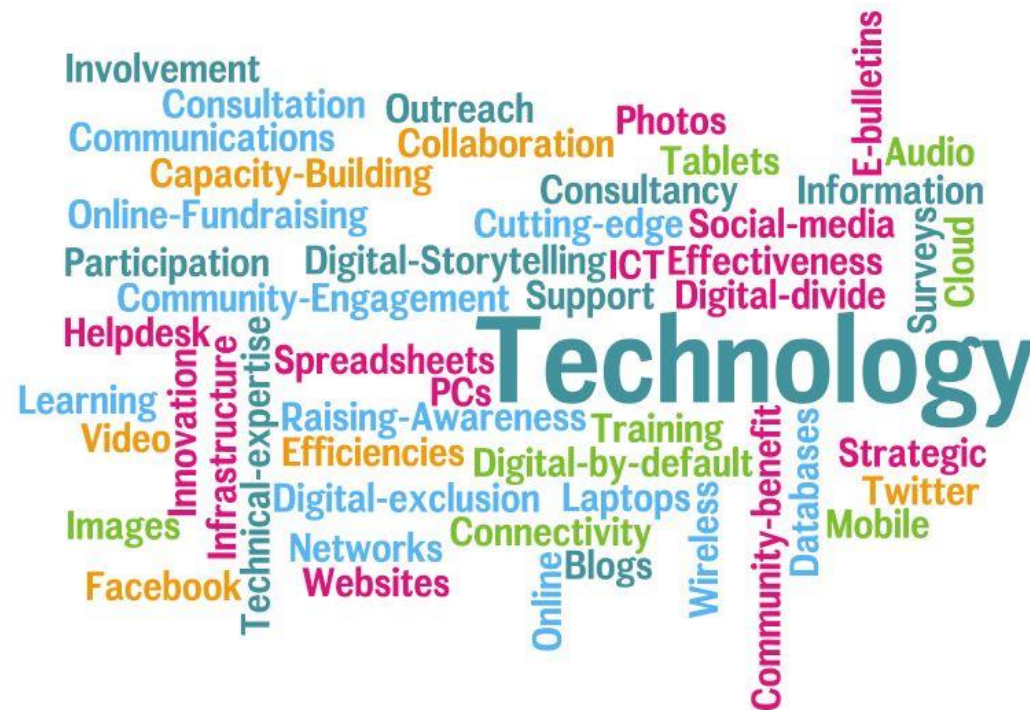
Tackling poverty and inequality

Excel Next Steps 1

Superhighways

Providing tech support to small local charities in London for 20 + years

- ✓ Tech Support
- ✓ [Training](#)
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Impact Aloud
- ✓ [Datawise London](#)
- ✓ Websites



Don't forget to sign up to our monthly eNews

- ✓ Sign up <https://superhighways.org.uk/e-news/>



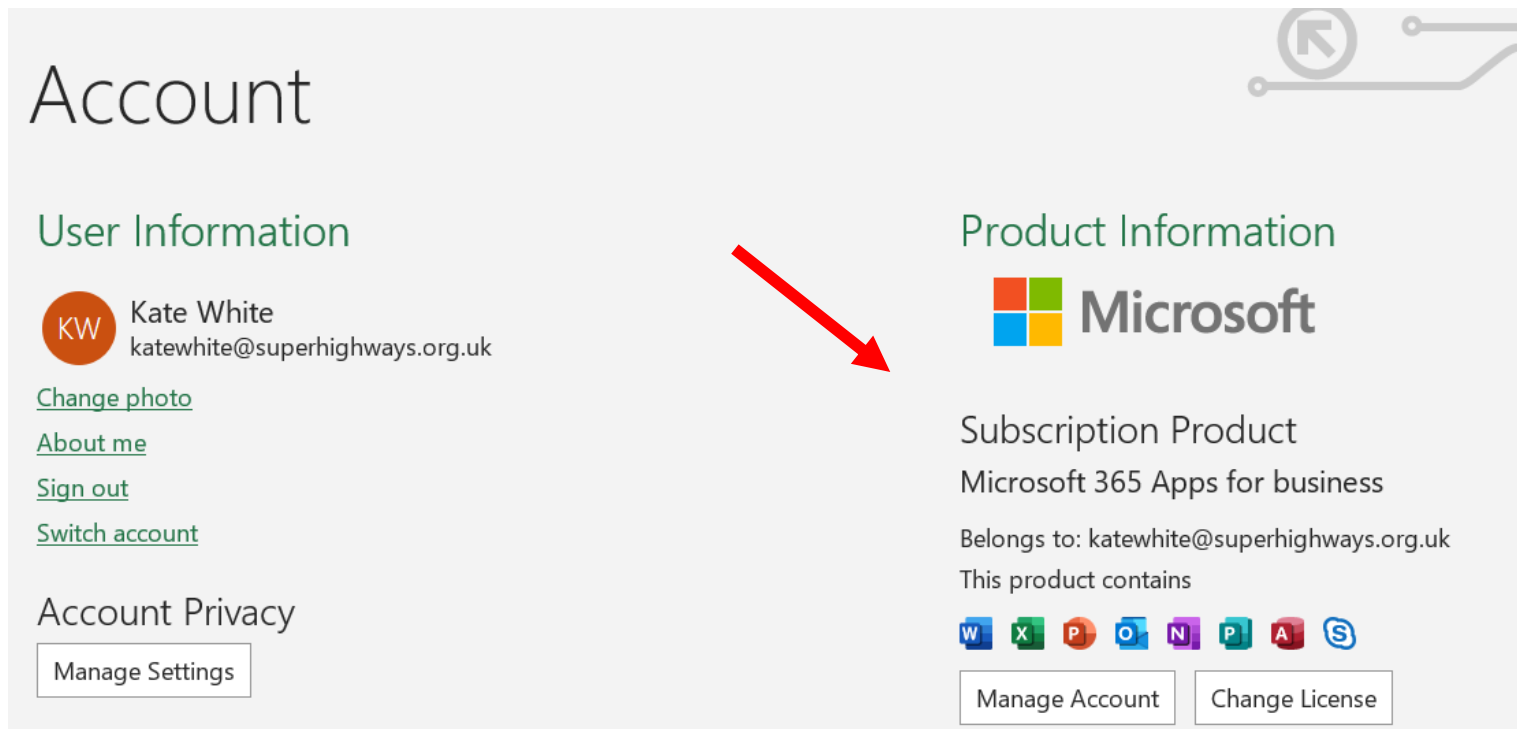
Session agenda

- ✓ Introductions
- ✓ Recap
- ✓ Topic 1 – adding a table & total row
- ✓ Topic 2 – filtering & adding a slicer (visual filtering)
- ✓ Topic 3 – conditional formatting
- ✓ Check out

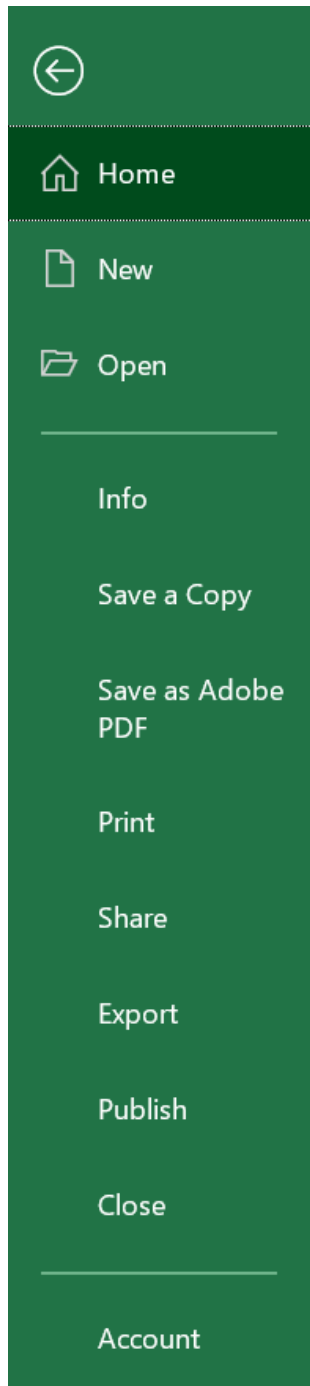


What version do you have?

- ✓ Go to File and then Account (you may have to click on More)
- ✓ Here you can see what version you have installed



The screenshot shows the Microsoft account page. On the left, under 'User Information', it displays the name 'Kate White' and email 'katewhite@superhighways.org.uk'. Below this are links for 'Change photo', 'About me', 'Sign out', and 'Switch account'. Under 'Account Privacy', there is a 'Manage Settings' button. On the right, under 'Product Information', it shows the Microsoft logo and 'Subscription Product: Microsoft 365 Apps for business'. Below this, it says 'Belongs to: katewhite@superhighways.org.uk' and 'This product contains' followed by icons for Word, Excel, PowerPoint, OneDrive, Outlook, Teams, and SharePoint. At the bottom of the product information section are 'Manage Account' and 'Change License' buttons. A red arrow points from the 'Product Information' section to the 'Account' option in the right-hand menu.



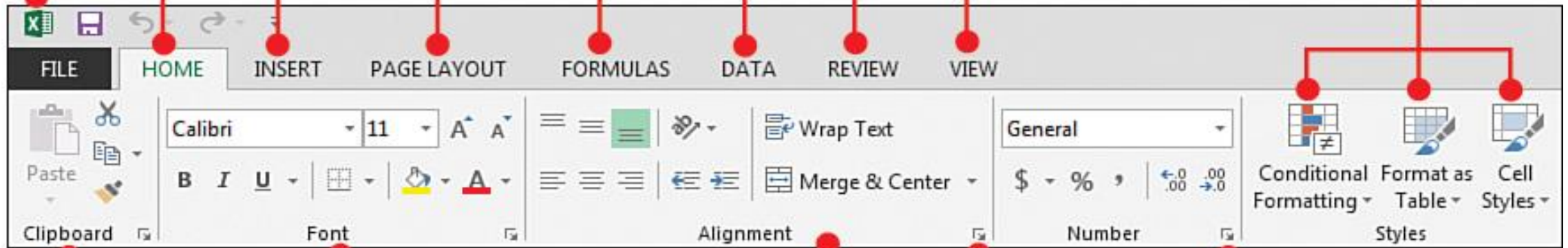
The screenshot shows the File menu. At the top is a back arrow icon. Below it are 'Home', 'New', and 'Open' options. A horizontal line separates these from 'Info', 'Save a Copy', 'Save as Adobe PDF', 'Print', 'Share', 'Export', 'Publish', and 'Close'. Another horizontal line is below 'Close'. At the bottom is the 'Account' option. A red arrow points from the 'Account' option in the menu to the 'Account' option in the screenshot above.

Understanding the ribbon

Quick
Access
toolbar

Tabs

Command
buttons



Groups

Dialog launchers



Today's data

Music Mentors work with young offenders in prisons. People sign up to take part in group sessions where they work together with other offenders and mentors to write, play and record music.

The data we are using today is fictional data for the programme which we have created for training purposes.



Topic 1: Introduction to Tables

- ✓ Adding & naming a Table
- ✓ Formatting options
- ✓ Autosum
- ✓ Adding a total row – sum & average



Why use Tables?

- ✓ **Quick Styles** – Add colour, banded rows, and header styles with just one click to style your data.
- ✓ **Table Names** – Give a table a name to make it easier to reference in other formulas.
- ✓ **Auto Expand** – Add a new row or column to your data, and the Excel table automatically updates to include the new cells.
- ✓ **Filters & Subtotals** – Automatically add filter buttons and subtotals that adapt as you filter your data.
- ✓ **Calculated columns** – Enter a single formula in one cell, and then that formula will automatically expand to the rest of the column by itself.
- ✓ **Dynamic Pivot tables** – Using an Excel Table for the source data of your pivot table, the data range becomes "dynamic" so the pivot table will always be in sync with your data.

Topic 2: Filtering your data

- ✓ Simple filtering – single & multiple options
- ✓ Text filtering – simple and complex
- ✓ Adding a slicer



Topic 3: Conditional formatting

- ✓ Highlight cell values
- ✓ Duplicate values
- ✓ Remove duplicates
- ✓ Colour scales



Next steps

- ❑ Complete the feedback survey
- ❑ Flag any further follow up support
- ❑ Book on related sessions

Tuesday 29 th June	10am – 12pm	An introduction to Microsoft Excel Book here
Tuesday 6 th July	10am – 12pm	Excel next steps 1 – managing your data in Excel Book here
Thursday 15 th July	10am – 12pm	Creating easy infographics and online reports Book here
Wednesday 21 st July	10am – 12pm	Charts and graphs - beginners data visualisation Book here
Tuesday 21 st September	10am – 12pm	Excel next steps 2 – analysing your data in Excel <i>Booking coming soon</i>