

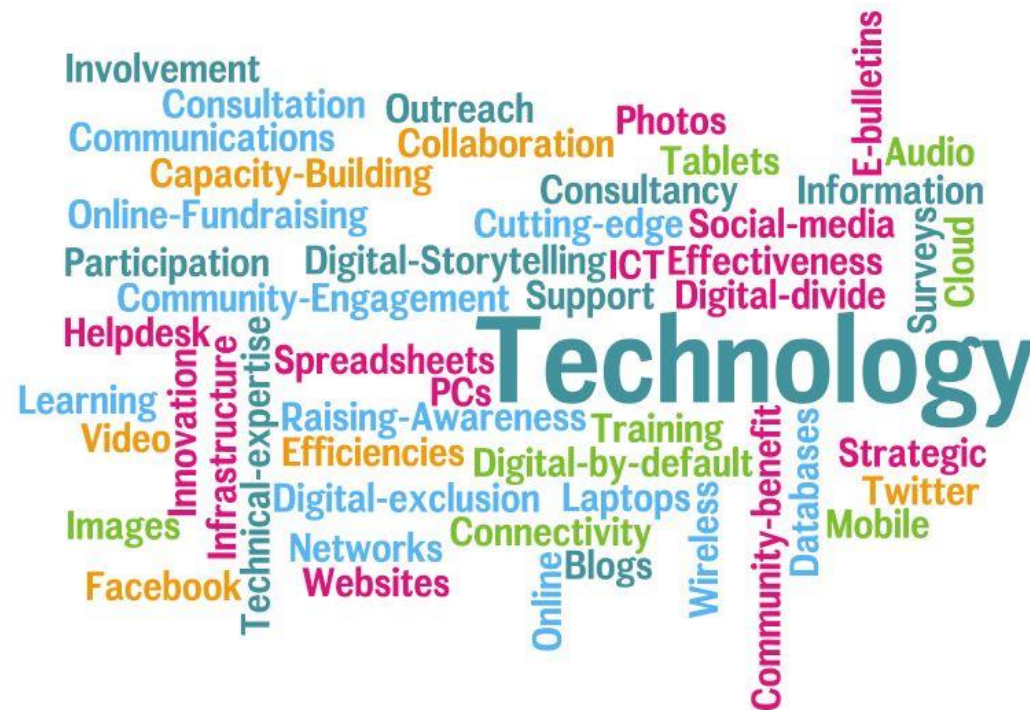


Introduction to Excel

Superhighways

Providing tech, digital & data 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

- ✓ A quick Excel tour
 - ✓ Topic 1 – viewing & formatting your data.
 - ✓ Topic 2 – sorting your data
 - ✓ Topic 3 – an introduction to formulae
 - ✓ Topic 4 – some printing tips
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- ✓ Demo followed by practical exercises for each topic
 - ✓ Session handbook & recording



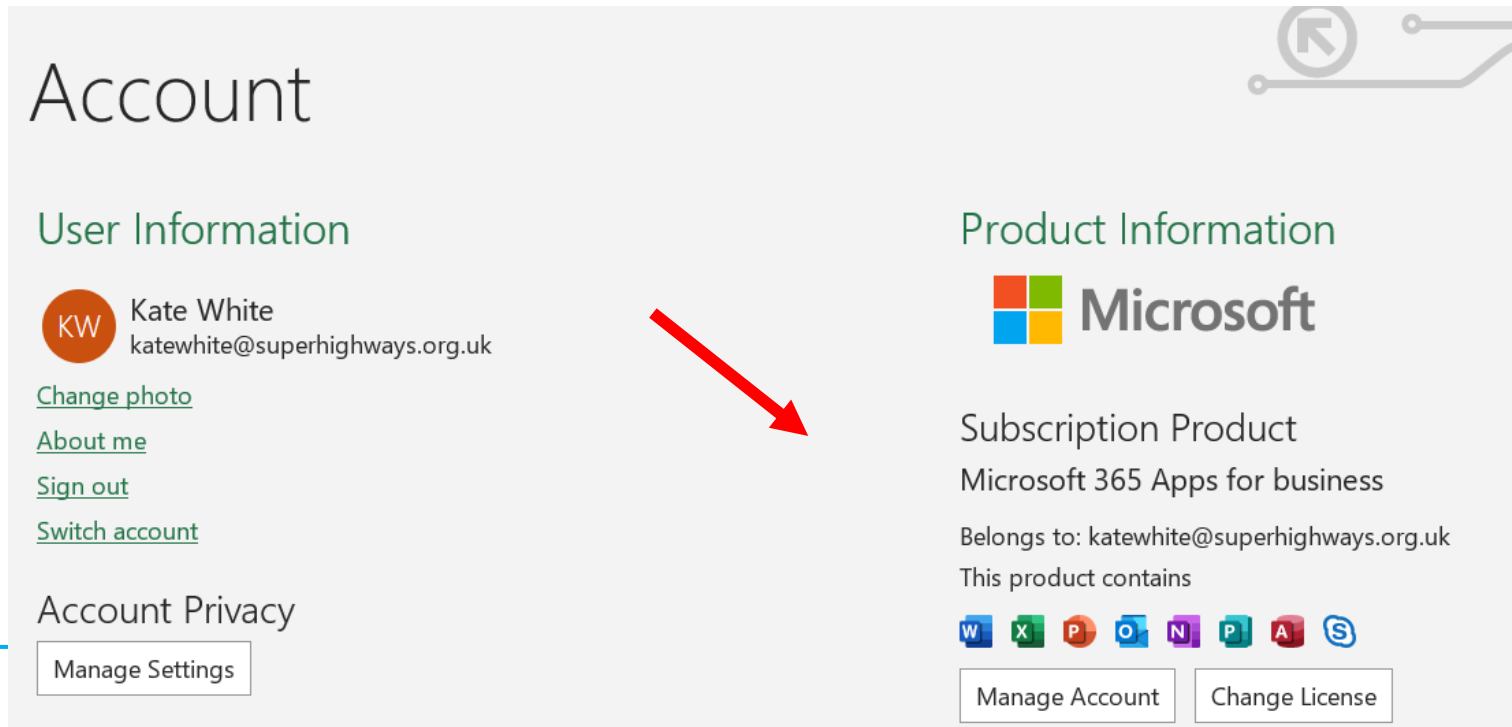
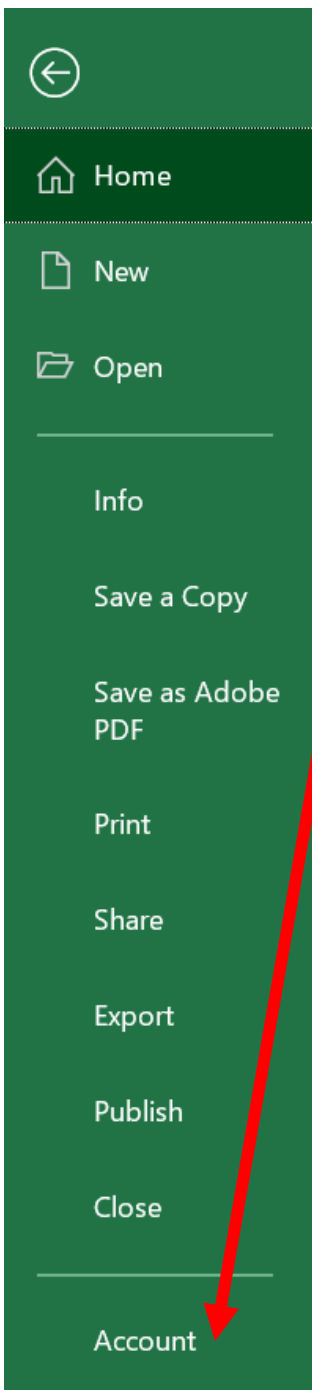
Intro: A quick tour

- ✓ Different versions of Microsoft Excel
- ✓ Understanding the ribbon
- ✓ Getting help
- ✓ Correcting mistakes



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

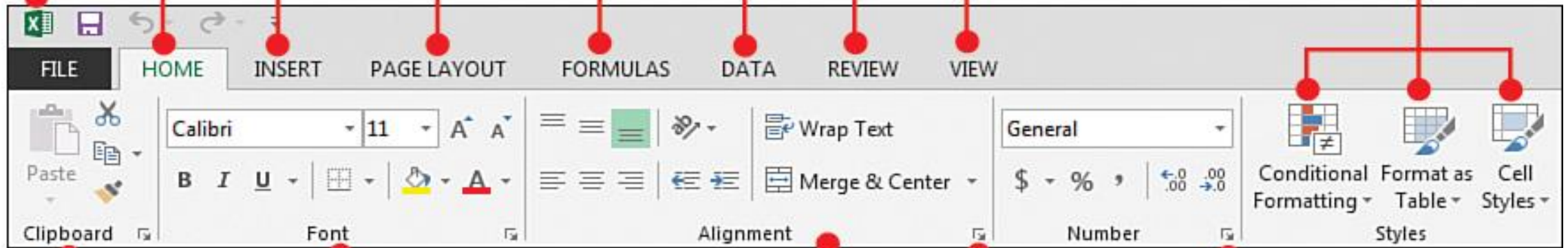


Understanding the ribbon

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: Viewing Spreadsheets

- ✓ Format tabs
- ✓ Freeze panes
- ✓ Unfreeze panes
- ✓ Hide columns
- ✓ Unhide columns
- ✓ Wrap text
- ✓ Resize columns

Complete exercise sheet



Topic 2: Sorting your data

- ✓ Simple sort
- ✓ Multiple level sorting
- ✓ Clearing a sort order
- ✓ Counting cells

Complete exercise sheet



Topic 3: Introduction to formulae

- ✓ Auto sum
- ✓ Copying formula
- ✓ Average
- ✓ Adding a simple multiplication
- ✓ Using the currency cell format

Complete exercise sheet



Topic 4: Printing

- ✓ Add background grid
- ✓ Scale to fit a worksheet on to page
- ✓ Add a custom header & footer

Complete exercise sheet



Next steps

- ✓ Complete the feedback survey
- ✓ Flag any further follow up support
- ✓ Book on related sessions we're running for EVA and [see our current programme here](#)

Find out more about our self learn [Excel Bitesize 1 – 5 series](#) complete with videos & exercises

- ✓ Intro to Tables
- ✓ Filtering & slicers
- ✓ Conditional formatting
- ✓ Removing duplicates
- ✓ Splitting columns
- ✓ Data validation
- ✓ Pivot tables
- ✓ Summary sheets

