

# Getting started with Excel





Tackling poverty and inequality





# Contents

Worki	ng with Excel3
1.	Understanding the Ribbon
2.	Getting help3
3.	Correcting mistakes4
4.	Different Versions of Excel4
Viewin	g Spreadsheets
5.	Format tabs5
6.	Freeze panes5
7.	Unfreeze panes
8.	Hide columns
9.	Unhide Columns
10.	Resize columns7
11.	Wrap text
Sorting	g your data9
12.	Sorting (Single level)9
13.	Quick Count view9
14.	Sorting (Multi-level)
Using I	Formula11
15.	Auto sum
16.	Copying formula
17.	Average12
18.	Adding a simple multiplication
Printin	g13





# Working with Excel

## 1. Understanding the Ribbon

It really helps to get to grips with the Excel terminology as it makes like a lot easier to find things & understand instructions when using the Microsoft Excel help feature or the internet for help.

Quick Access oolbar		Tabs			Command buttons
	HOME INSERT PAGE LAYOUT		REVIEW VIEW Wrap Text	/ General *	
Clipboard	B I U +   ⊞ +   ☆ + ▲ + Font r	≡ ≡ ≡   €	Merge & Center 👻	\$ - % ୬ 5.8 -0.0 Number ਯ	Conditional Format as Cell Formatting * Table * Styles * Styles
	Groups	5	Di	alog launche	rs

The Ribbon is made up of five basic components: the Quick Access Toolbar, tabs, groups, command buttons, and dialog launchers.

- The **Quick Access Toolbar** is essentially a customizable toolbar to which you can add commands that you use most frequently.
- **Tabs** contain groups of commands that are loosely related to core tasks. It helps to think of each tab as a category.
- **Groups** contain sets of commands that fall under the umbrella of that tab's core task. Each group contains buttons, which you click to activate the command you want to use.
- **Dialog launchers** are activated by clicking the small arrow located in the lower-right corner of certain groups. Clicking any dialog launcher activates a dialog box containing all the commands available for a given group.
- **Command buttons** when clicked launch a macro which perform a specified action in Excel.

# 2. Getting help

If you can't remember where to find a function in Excel, use the search function at the top to get assistance.

,	AutoSave 이 🌒 🕞 🖌	?• ?	Music Mentors data wi	th notes.xlsx  Å <sup>Q</sup> -  Save	d D	Pivot ×
F	ile Home Insert	Page Layout	+ Bes	t Action		
Ae	• • • ×	✓ <i>f</i> x Alai	in Prost		PivotTable	
			Act	ions		
					i.	PivotChart >
1	A Name	B Prison 🗸	C Date of birth	E Date registered 🔽 I	nstr	Recommended PivotTables
2	Wolfgang Puck	HMP Pentonville	11/10/1982	20/01/2002 E	Bass	
3	Julie Walters	HMP Bronzefield	20/09/1973	08/02/2012 E	Bass Get	Help on
4	Margaret Atwood	HMP Bronzefield	18/09/1963	07/06/2015	Drur	"Dirot"
5	Usain Bolt	HMP Manchester	21/07/1994	05/05/2014	Drur (?	10 results
6	Alain Prost	HMP Manchester	14/06/1960	05/04/2003 (	Guita	10 Tesuits





# 3. Correcting mistakes

Microsoft Excel tracks all the changes you make to a file, if you make a mistake (or two!) you can step yourself backwards through the changes you made to reverse anything you did wrong.

AutoSave On O	$\mathcal{P} \sim \mathcal{O} = \mathcal{P} \times \mathcal{P}$ Excel for Sorting & Analysing.docx $\mathcal{A}^{R}$ - Saved	✓ Search
1.Click on Undo arrow to go back a step. You can continue to step back multiple times.	Resize Object Typing in Text Box " If you realise you made a mistake, use the Undo buttor Spelling Change Typing in Text Box "s removed will be displayed in a window." Typing Typing Typing in Text Box "The number or duplicted"	n to revert"
Navigation	Typing Typing in Text Box "5. A" Move Object Move Object	
Search document Headings Pages	Paste Line Color Paste	

#### 4. Different Versions of Excel

There are several different versions of Microsoft Excel, be aware that different versions offer different features and existing features might be accessed via different means.

These different versions & how they look on a laptop versus a PC means that the screen prints in this document might not always look exactly the same as the screen in front of you. But the features will be there so look for the icons which remain consistent or use the search feature to find them.

#### Microsoft 365

The Business Premium Licence is donated (10 licences per registered charity) and comes with the Microsoft office suite, including Excel, to download.

#### Microsoft Office 2016 & later

Previously you could buy a discounted licence if you are a registered charity from Charity Digital for £33 for Microsoft Office 2019. These products are no longer available, you would need to pay full price for a local standalone desk top option.

Microsoft licencing is often included on a 2 year open licence which means you get upgrades during this period, so if using an older version, check before buying anything in case you are eligible for an upgrade rather than paying for a new product.





# **Viewing Spreadsheets**

Working with workbooks with large amount of data in each sheet can be very unwieldly. Before starting it's worth getting your view sorted out so that you can easily move around between worksheets.

#### 5. Format tabs

		10001	0 1 001 2333	rianoj aramo								
26	Insert	18296	04/05/1999	Guitar	11							
27	Delete	30795	17/08/1998									
28	Rename	21745	07/03/2011		11							
29	Move or Conv	23789	21/03/2003	Guitar bass	7							
30	in ove or copy	23789		7								
31	Q: View Code	31659	1.Right click on	1. Right click on the sheet tab to reveal								
32	Protect Sheet	26927			10							
33	<u>T</u> ab Color →	20100	formatting option	ons: Rename, Move & Tak	colour 27							
34	Hide	17633	5 1	,	16							
35	<u>inde</u>	16751	23/07/2013		15							
36	Unnide	25615	21/03/2003	Keyboard	9							
< → She	Select All Sheets	ervice feedback Sheet 2	Session guidelines Topics for next Excel ses	ission (+)	4							

#### 6. Freeze panes

Allows you to control areas of the spreadsheet to be fixed as you scroll.







# 7. Unfreeze panes

	፼ጛ・፸੶∓											Music Mentors data
	File Home II	nsert Page Layo	out Formulas	Data	Review	View	Help	♀ Tell r	me what	you want to	do	
No	rmal Page Break Pag Preview Layo	e Custom ut Views	Click on the	e View ta	ib	Zoom to Selection	New Window	Arrange	Freeze Panes *	Split Hide	CC View : EC Synch	Side by Side ronous Scrolling Window Position
D2	Workbook Views	; X V <i>f</i> x Y	Snow	2.Click on the arrow on the freeze panes				Unfreeze Panes Unlock all rows and columns to scroll through the entire worksheet. Freeze Top Row Keep the top row visible while scrolling			umns to scroll sheet. while scrolling	
1	A Name Alain Prost	B Prison HMP Manchester	D Welfare session Y	comn	nand l	button				Freeze Firs Keep the fir scrolling the	t <u>Column</u> st column vi rough the re	sible while st of the worksheet.
3 4 5 6	Alia Bhatt Andre Agassi Ben Okri Boris Becker	HMP Holloway HMP Swansea HMP Manchester HMP Bristol	N Y Y Y	3. Selec panes	t <u>U</u> nfr	reeze				23625 27742 36015 26459		42622 37701 42622 42793

# 8. Hide columns

Hiding columns from view can be very useful when working with big spreadsheets so that you only work with the columns you need.

<u>ର</u>	<b>৲</b> -										
File	e Home I	nsert	Page Layo	out Formulas	Data	Review		View Help	₽ Tell	me what you	i want †
Paste	Cut E Copy → ✓ Format Painte	er I	alibri BILU	<u>• 11</u> • A A ⊡ • <u></u> • <u>A</u>	· = = • = =	≡ <b>%</b>	' ↓ ■ Aliar	<sup>캱b</sup> Wrap Text 臣 Merge & C	enter *	General	¢ د
	1.Highlight t hide by click of the colum	he c ing c in	olumn you on the lett	i want to er at the top	Jee elfare		Calib B	ri • 11 • A I = A • A Cut	t ∧t ⊊ • ⊡ • *	<ul> <li>✓ % </li> <li>✓ % </li> <li>✓ </li> <li>✓ </li> <li>✓ </li> <li>F</li> <li>Ethnicity</li> </ul>	ĦĦ
2 AI	ain Prost	HM	P Manchester	Mr	Y	Session [	ie :	<u>С</u> ору		Ethnicity	
3 AI	ia Bhatt	нм	P Holloway	Ms	N		ĥ	Paste Options:			
4 Ar	ndre Agassi	HM	P Swansea	Mr	Y			<b>^</b>			
5 Be	en Okri	HM	P Manchester	Mr	Y						
6 Bo	oris Becker	HM	P Bristol	Mr	Y			Paste <u>Special</u>	_		
7 Da	ive Robson	HM	P Pentonville	Mr	Y		ļ	nsert			
8 Da	wid Attenborough	HM	P Bristol	Mr	Y		ļ	<u>D</u> elete			
9 Da	wid Beckham	HM	2 Dontonvillo	Me	V			Clear Co <u>n</u> tents			
10 Di	ane Kruger	н	2 Right cl	ick with your			•-	Format Cells			
11 Di	ego Maradonna	н	2.1.18.110 01				<u></u>	Caluman Width			
12 Di	lip Kumar	н	mouse ar	j			Column <u>w</u> idth				
13 Di	iip kumar	H	D Dura a fi a lal	2.4	V			Hide			
14 En	nma Barnett	HM	P Bronzetield	IVIF NAr	Y		1	<u>U</u> nhide			
15 En	intanuel Macron	HIVI	P swansea	N/r	Y						





## 9. Unhide Columns

	ᡖ᠊ᠵ᠂᠂᠂᠂									
	File Home In	isert Page Layo	out	For	mulas	Data	Review	View	Help	© ⊤ell
			or		iormula E	Bar C		Q		
1. Highlight the columns on either side of the hidden column by clicking and dragging across the top of the columns.									Arrang All	
	А	В		С		D	E		F	
1	Name	Prison	Dat	Calibr	i + 11	- A	A 5 -	% ,	🚍 🤉 at regis	stration
2	Alain Prost	HMP Manchester			г — Я		··· 0	.00		
3	Alia Bhatt	HMP Holloway		в			* .00	-¥.0 💎		
4	Andre Agassi	HMP Swansea		14/	12/1975		21/0	03/2003		
5	Ben Okri	HMP Manchester		χ (	Cu <u>t</u>		09/0	09/2016		
6	Boris Becker	HMP Bristol	[		ору		27/0	02/2017		
7	Dave Robson	HMP Pentonville		Ê F	aste Opt	ions:	21/0	03/2008		
8	David Attenborough	HMP Bristol					17/0	08/1998		
9	David Beckham	HMP Pentonville					31/0	01/2008		
10	Diane Kruger	HMP Bronzefield		P	aste <u>S</u> pec	ial	21/0	03/2003		
11	Diego Maradonna	HMP Swansea		Ŀ	nsert		04/0	05/1999		
12	Dilip Kumar	HMP Bristol		D	elete		23/0	07/2013		
(	2 Right mouse	e click and		0	lear Cont	ents	23/0	07/2013		
	2. Right mouse						17/0	08/1998		
	select <u>U</u> nhide			Eormat Cells 19/02/2004						
				C	Column <u>W</u>	idth	17/0	08/1998		
17	Fiona Bruce	HMP Home		Ŀ	lide		30/0	09/1999		
18	Fiona Bruce	HMP Holloway		U	Inhide		30/0	09/1999		
19	Freva Crew	HMP Bronzefield			-		04/0	15/1999		

#### 10. Resize columns







## 11. Wrap text

Wrap text allows you to display a long line of text on multiple lines so that it can all fit in one cell.

	ᡏᠣ᠊᠅᠂᠂						2.	Click on <b>V</b>	Vrap Tex	t <sub>lata</sub>
	File Home Inse	rt Page Layout	Formulas	Data R	eview V	ïew Help		me what you	want to do	
ľ	🐂 🔏 Cut	Calibri	1 • A A	= = =	87 -	eb Wrap Text		General	Ŧ	, ≠
	1. Select the cell v	where you	• <u>A</u> •	≡≡≡	€≣ ₹≣	🖽 Merge & Ce	nter 👻	\$ • %	€.0 .00 .00 →.0	Conditional Formatting *
	want to wrap t	ne text	Fa		Alignr	ment	5	Numb	er 🕞	
C	L - I X	Optim B	ism at start (1(	bad)-10(goc C	d))	Wrap Text	t Et	Wrap extra-lor lines so you ca	ng text into r n see all of	nultiple it.
			Optimism at s	start (1(bad)	-		_			
1	Name	Prison	10(good))		Optimi	s Microsof	t			
2	Alain Prost	HMP Manchester			2	1 Excel	_ <b> </b>			
3	Alia Bhatt	HMP Holloway			1	2	_			
4	Andre Agassi	HMP Swansea			3					
5	Ben Okri	HMP Manchester			5	0				
6	Boris Becker	HMP Bristol			2	🐨 Tell me n	nore			
7	Dave Robson	HMP Pentonville			6				6	
8	David Attenborough	HMP Bristol			3				3	





# Sorting your data

# 12. Sorting (Single level)

Simple sorting can be done by highlighting the column you want to reorder and using the options available in each column header.

A	utoSave 💽 🖪 りゃ 🖓 🗸 🗢	Intro to Excel workbook & exerci	ses 🔹	✓ Search (Alt+C	)		Kate White		
1	Highlight the c	ata Revie	w View	Help Acrob	at		다. Comments 년 Share		
	you'd like to re	Properties		Stocks Geo	graphy	2↓ ZA Z↓ Sort Filter Water Filter Water	ar pphy Text to vanced Columns to v (10) (10) (10) (10) (10) (10) (10) (10)		
	Get & Transform Data	Queries & Connection	ons	Data Type	5	Sort & Fin	Data Tools Forecast		
B1	$\cdot$ : $\times \checkmark f_x$	Nat				Sort A to Z	, and the second s		
	А	В		С		Lowest to highest.			
1	Prison	Name		Welfare sess	ion	⑦ Tell me more	2. Select Sort <b>A-Z</b> or <b>Z-A</b>		
2	HMP Bristol	Boris Becker			Y 27 February 2017		depending on your desired		
3	HMP Bristol	David Attenborough			Y	17 August 1998	order.		
4	HMP Bristol	Dilip Kumar			Y	23 July 2013			
5	HMP Bristol	Dilip Kumar			Ν	23 July 2013	No musical experience		
6	HMP Bristol	Lionel Ritchie			Y	27 April 2007	Plays a musical instrument		
7	HMP Bristol	Marcus Clarke			Y	21 March 2003	No musical experience		
8	HMP Bronsefield	Emma Barnett			Y	17 August 1998	No musical experience		
9	HMP Bronsefield	Jacina Ardern			Y	02 June 2000	Plays a musical instrument		
10	HMP Bronsefield	Margaret Atwood			Ν	07 June 2015	Plays a musical instrument		
11	HMP Bronzefield	Diane Kruger			Y	21 March 2003	No musical experience		

A Sort Warning dialogue box should pop up, checking that you want to reorder the rows in full, rather than just that column in isolation.

Sort Warning	? ×
Microsoft Excel found data next to your selection. Since yo will not be sorted.	ou have not selected this data, it
What do you want to do? <ul> <li>Expand the selection</li> <li>Continue with the current selection</li> </ul>	Keep the Expand the selection selected and click Sort.
	Sort Cancel

### 13. Quick Count view

	А	В	с	D		E	F	-
1	Prison	Name	Welfare session	Sentence s	tart Music	al experience		11
2	HMP Bristol	Boris Beel		of a longry	2017 Plays	a musical inst	rument	
3	HMP Bristol	David Calaata w	and of colle and	and alshe	998 Plays	a musical inst	rument	
4	HMP Bristol	Dilip Select a ra	ange of cells and	а дискіў	013 No m	No musical experience		
5	HMP Bristol	Dilip view a C	ount of the num	ber at	013 No m	No musical experience Plays a musical instrument No musical experience		
6	HMP Bristol	Lione			007 Plays			
7	HMP Bristol	Marce the botto	om right of your s	screen 003	003 No m			
8	HMP Bronsefield	🚰 ma			998 No m	No musical experience		
9	HMP Bronsefield	Jacina Ardern		02 June 20	rument			
10	HMP Bronsefield	Margaret Atwood		une 2015 Plays a musical i			rument	
11	HMP Bronzefield	Diane Kruger	Y	2	003 No m	usical experien	ce	
12	HMP Bronzefield	Enid Blyton	Y	17 .	No mi	usical experien	ce	
13	HMP Bronzefield	Fiona Bruce	Y	30 Septems	Plays	a musical inst	rument	
14	HMP Bronzefield	Freya Crew	Y	04 May 19	99 Plays	a musical inst	rument	
15	HMP Bronzefield	Harper Lee	Y	04 April 20	009 Vs	a musical inst	rument	Ŧ
Read	Sheet 1 Mentors Attended	endance Topic 1 exercise Top	ic 2 exercise Topic 3 exercise	lopic 4 excercise An	iswers (+)	: 4 Count: 6 🖽	□ □+ 1	▶ 100%



# 14. Sorting (Multi-level)

More complex sorting options are available via the Home tab

				1. C	lick on the	Sort optior	۱
A	utoSave 💽 🗄 🍤 v 🤍 🗢	Intro to Excel workbook & exercises 👻 🔎	Search (Alt+Q)		Kate White	A 🗉 🖉	0 /×
<b>~</b>						Comments	🖻 Share
	2. This window w	ill open. Select the column	you want 🔢 🏨 🏻		E 🖁 🖉 📱		é
	to Sort by the va	lue to sort by and the sort	Sort Filter Reapply	Text to	What-If Forecast	Outline	
		and to sole by and the sole		کچة Advance	ed Columns ⊏© * 😡	Analysis Y Sheet	Ŭ .
	the first level of s	orting.		Jore de Finter	Data 10013	Torcast	
	A	Sort		? ×	E	F	
1	Prison		A V Ontions	Mu data has headers	usical experience		
2	HMP Bristol	Boris B	Order	Pl	ays a musical instru	ment	
3	HMP Bristol	David Sort by Prison Cell Values	A to Z	✓ Plant	ays a musical instru	ment	
4	HMP Bristol	Dilip Kr		N	o musical experience	•	
5	HMP Bristol	Dilip Ki		N	o musical experience	•	
6	HMP Bristol	Lionel		Pl	ays a musical instru	ment	
7	HMP Bristol	Marcu		N	o musical experience	•	
8	HMP Bronsefield	Emma		N	o musical experience	•	
9	HMP Bronsefield	Jacine	0	Cancel Pl	ays a musical instru	ment	
10	HMP Bronsefield	Margaret Atwood	N 07 .	June 2015 Pl	ays a musical instru	ment	
11	HMP Bronzefield	Diane Kruger	Y 21 M	arch 2003 No	o musical experience	•	

Sort						?	$\times$
+ <u>A</u> do	Level X Delete Leve	I [	È⊆opy Level ∧ ∨ Options		🗹 My	data ha	s <u>h</u> eaders
Column			Sort On	Order			
Sort by		~	Cell Values	/_			
	Name Prison Date of birth Age now Date registered Age at registration Instrument experience Total hours Points per hour Total points Column1		3. If you only see Column A Column B etc in this list, click My data has headers	k, k	OK	C	ancel

Sort				?	×	
+ <u>A</u> dd	Level X Delete Level	[₽Copy Level ∧ ∨ Options		My data ha	s <u>h</u> eaders	
Column		Sort On	Order			
Sort by	Prison	Cell Values	A to Z			
Then by	Name	~	A to Z			
		4. Click on + Add level to here we are sorting by p Take a moment to think the	o add a seco rison name a nrough the lo	ndary sor and then I ogical orde	t level. For e by participan er you are so	example It name rting or
$\bigcirc$						



# **Using Formula**

## 15. Auto sum

Automatically add up a range of values to arrive at the Total.

Au	toSave 💽 Off	田 ら、 C、 。	Intro to Excel workbo	ok & exercises 🝷		Q)		Kate White  🕘	<b>B</b> –	o /×/
File	Home	Insert Page Layout	Formulas Data	a Review V	iew Help Acrol	bat			Comments	🖻 Share
Past		ppins v 11 v A I U v I⊞ v I 💁 v ,		≫~ & a	eneral ✓ ≅ ∽ % <b>9</b>   58 -%	Conditional Format as Cell Formatting ~ Table ~ Styles ~	Insert ~     ∑ ~ A       Image: Delete y     □ ~ Z       Image: Delete y <td>rt &amp; Find &amp; Analy er ~ Select ~ Dat</td> <td>/ze Sensitivity ra</td> <td></td>	rt & Find & Analy er ~ Select ~ Dat	/ze Sensitivity ra	
Clip	board 🛛	Font	li⊒ Alignr	nent 🗔	Number 🗔	Styles	E E	diting Analy	sis Sensitivity	^
SUN	1 × 1	$\times \checkmark f_x = S$	UM(C2:H2)							~
	А	В	С	D	E	F	н	1		J
1	Date	MM Supervisor	HMP Holloway	HMP Bristol	HMP Pentonville	HMP Bronzefield HM	r HMP Swai	nsea Total atte	ndees	
2	Jan-17	Amina Hussain	8	7	6	10	7	19 =SUM(C2:	H2)	
3	Feb-17	Amina Hussain	7	8	5		5	20 SOM(num	ber1, [number2],	)
4	Mar-17	Amina Hussain	8	8	5		5	20		
5	Mar-17	Amina Hussain	8	8	5		5	20		
6	Apr-17	Amina Hussain	7	9	11		5	16		
7	May-17	Asif Kahn	9	10	10		4	18		
8	Jun-17	Asit						19		
9	Jul-17	Asi 1. Clici	k in the ce	ll you war	nt the Total	to appear in (ir	n this case 12)	0		
10	Aug-17	Asi			· · · · · · · · · · · · · · · · · · ·	$\sum$ in the line		2		
11	Sep-17	Asi and th	ien select	the Auto	Sum Icon	- In the Hom	ne tab menu.	3		
12	Oct-17	As Check	that the c	orrect rar	nge of cells	has been highli	ghted (in this	6		
13	Nov-17		·2・山2) Voi	L can ext	and this ray	ngo by clicking o	on the corner	7		
14	Dec-17	Joi Case C	2.112). 10			ige by clicking t		8		
15	Jan-18	Joi of the	highlighte	d section	and draggiı	ng to include mo	ore cells.	9		
	Introd	luct								•

# 16. Copying formula

Once a formula has been entered into a cell, instead of recreating this formula in a neighbouring cell, you can 'copy' this formula to other cells so the equivalent calculation is made.

A	utoSave 💽 Off	田 らく Car	Intro to Excel workb	ook & exercises 🝷		-Q)		Kate V	White 👩 🖪		o	/×/
Fi	le Home	Insert Page Layout	Formulas Da	ta Review	View Help Acro	bat			🖓 Cor	mments	남 Sh	nare
Pa	Po ste ✓ ✓ B	ppins v 11 v A I U v ⊞ v 💁 v	A × = = = A × = = =	≫, ¢ ਦ ਦ ਦ ,	General ✓	Conditional Format a Formatting v Table v	s Cell Styles ∽ Ell Format	× ∑ × A Z Z Z × Sort & Fi Filter × Se	Analyze blect ~ Data	Sensitivity		
CI	ipboard 🛛	Font	Align الاتا	ment 🖂	Number 15	Styles	Cells	Editing	Analysis	Sensitivity		^
12	Ψ	$X \swarrow f_x = S$	UM(C2:H2)									~
	A	В	С	D	E	F	G	н	I.		J	*
1	Date	MM Supervisor	HMP Holloway	HMP Bristol	HMP Pentonville	HMP Bronzefield	HMP Manchester	HMP Swansea	Total attendee	S		
2	Jan-17	Amina Hussain	8	7	6	i 10	-	7 19		57		
3	Feb-17	Amina Hussain	7	8	5	i 12	Ę	5 20		-		
4	Mar-17	Amina Hussain	8	8	5	i 12	Ę	5 20				
5 8 9 10	4       Mar-17 Amina Hussain       8       8       5       12       5       20         5       Click on the cell containing the formula you'd like to copy. Hover over the bottom right corner of the cell where you see the solid square, until the cursor changes to a plus sign. Now click and drag down to copy the formula to cells below. Let go and the Total values will appear in these cells.       10       10       10											





AutoSave 💽 🕅 🛱 🌱 🗸 🖓 - 🗢 Intro to Excel workbook & exercises + 🔑 Search (Alt+Q)	Kate White 🗌 🖬 — 🔿 🗙
File Home Insert Page Layout Formulas Data Review View Help Acrobat	Comments 🖻 Share
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	∑ · ∠ · ∠ · ∠ · ∠ · ∠ · ∠ · ∠ · ∠ ·
Clipboard 🔂 Font 🔂 Alignment 🔂 Number 🔂 State Cells	→ <u>Right</u> sis Sensitivity
12 · · · · · · · · · · · · · · · · · · ·	↑ Up
A G	€ Left J
<sup>1</sup> Date Alternatively, you can select the cell containing the lanchester	r HN Across Worksheets ndees
$\frac{2}{3}$ Jan-17 formula and the neighbouring cells you'd like to conv	7 <u>Series</u> 57
3 Feb-17 Tormula and the heighbourning cens you of like to copy 5	5 Justify
4 Mar-17 it too and then click on the Fill icon in the Home menu 5	5 Elash Fill
<sup>5</sup> Mar-17 and select the relevant direction. In this case Down.	5 20
6 Apr-17 5	5 16
7 May-17 Asir kumi	4 18
8 Jun-17 Asif Kahn 10 8 3 12 3	3 19

# 17. Average

Similar to AutoSum, the Average function will automatically calculate the average for a range of values.

Aut	toSave 💽 Off	<u> ちょん * *</u>	Intro to Excel workbo	ook & exercises 🝷	✓ Search (Alt+C)	2)		Kate White 🦸		o /×/
File	Home	Insert Page Layout	Formulas Dat	a Review V	/iew Help Acrob	pat			Comments	🖻 Share
Past Clipt	Po Po Boord S	ppins 11 → A I U → ⊞ → 🖄 → , Font		≫~~ ∰ (	General ✓	Conditional Format as Formatting v Table v Styles	Cell Format ~	Σ • A <sub>52</sub> () Σ <u>S</u> um Average	nalyze Data alysis Sensitivity	_
140	•	$\times \checkmark f_x$				_		<u>C</u> ount Numbers		~
	А	В	С	D	E		G	Max	1	J A
1	Date	MM Supervisor	HMP Holloway	HMP Bristol	HMP Pentonville		IMP Manchester HM	Min	tendees	
29	Mar-19	Matthew Miller	7	5		12	6	More <u>Functions</u>	44	
30	Apr-19						7	18	63	
31	May-19	As with A	AutoSum, s	select the	cell where	you want th	e 6	10	55	
32	Jun-19	Average	value to b	e calculat	ted and thei	n click on th	e 5	19	60	
33	Jul-19	down ar	row next	to the Ai	ito Sum ico	n and solo	4	18	59	
34	Aug-19	uowii ai				in and selec	5	19	60	
35	Aug-19	Average.					5	19	60	
36	Sep-19						4	17	54	
37	Oct-19	Deepak Patel	9	8	14	12	3	18	64	
38	Nov-19	Deepak Patel	8	9	13	13	4	17	64	
39	Dec-19	Deepak Patel	9	10	14	14	3	20	70	
40										
41										

# 18. Adding a simple multiplication

When adding a formula to calculate a multiplication, first enter the = equals sign. Then instead of typing in the values, select the cell containing the first value; add the \* sign (Shift key and number 8 key), and then select the cell containing the second value. Then click Enter.

12	• : ×	✓ fx =	H2*I2									٣
	с	D	E	F	G		н	I.	J	к	L	-
1	HMP Holloway	HMP Bristol	HMP Pentonville	HMP Bronzefield	HMP Mancheste		HMP Swansea	Expenses unit cost	Total cost			
2	3	4	4	5		2	5	£2.50	=H2*I2			
З	3	4	4	4		1	5					
4	3	4	4	3		1	5					





# Printing

In the print preview screen you can review your data before printing it.

		Music Mentors data	with notes A <sup>Q</sup> - Saving		Alice Linell A. 🙂 🙁 ?	- 0
$\odot$	Print					/
斺 Home						
🗅 New	Copies: 1					
	Print	Name Prison	Ontimism at start	t (1/bad)-10(ecod)) Ontimism at end (1/bad)-10(	rood)) Difference Target met?	
		Alain Prost HMP M	anchester	2	3 3 1 Target not met	
Info	Printer	Andre Agassi HMP Ho	ransea	3	7 👘 4 Target met	
	Microsoft Print to PDF	Ben Okri HMP M Boris Becker HMP Br	anchester	5	9   4 Target met  3   1 Target not met	
Save a Copy	Printer Properties	Dave Robson HMP F David Attenborough HMP F			0 Target not met     0 Target not met	
Print	Settings	David Beckham HMP i Diane Kniger HMP i	Make sur	e the orientation is	3 Target met     2 Target not met	
Share	Print Active Sheets	Diego Maradonna HM	correct fo	or the data set	4 Target net	
	Only print the active sheets	Dilip Kumar			0 Target not met	
Export	Pages: 0 to 0	End HMP Br	/ansea	5	7 P 5 Target met 8 P 3 Target met	
Publish	Collated 123 123 123	Enid Blyton HMP Br Fiona Bruce HMP Ho	onzefield olloway	,	2 M 0 Terret pot met	
Close		Fiona Bruce HMP Ho Freya Crew HMP Br	olloway	Scaling allows you	to neatly fit 📲	
		Harper Lee HMP Br	onzefield ntonville		et net	
	A4 ~	Jacina Ardern HMP Br	onzefield	all columns and / o	r rows on	
	Normal Margins	Jane Goodall		one page	net	
	Top: 1.91 cm Bottom: 1.91 c	HMP Sv	ransea	5115 P.85	het	
	No Scaling Print sheets at their actual size	Joan Chen HMP Br John Cleese HMP Pe	onzefield ntonville	о З	4 → 2 Target met 4 → 1 Target not met	
	Page Setup	John Steinbeck HMP Pe John Steinbeck	ntonville	1	2 → 1 Target not met 2 → 1 Target not met	
		Jonny Wilkins			4 → 1 Target not met 5 → 1 Target not met	
Account		Sele	ct Page Set	Up to add	6 🎐 1 Target not met	
Feedback		head	ders and foo	oters to pages		
Options						
a prons	٩ [1	of 2 🕨				
Options	4 1	of 2 🕨				

		Music Mentors data with notes 🗚 - Saving
$\odot$	Print	
G Home	Copies: 1	
L New	Print	Outcomes from the Music Mentors programme
🗁 Open		Name         Prison         Optimism at start (1(bad)-10(good))         Optimism at end (1(bad)-10(good))         Difference         Target met?           Alain Prost         HMP Manchester         2         3 ⊕         1. Target not met
	Printer	Page Setup ? × 1
Info	Microsoft Print to PDF	Page Marnins Header/Footer Sheet 9 4 Target met
Save a Copy	Ready Printer Properties	
Print	Frinter Properties	Select Header/Footer to add
<b>Ch</b> = ==	Settings	Header:
Share	Only print the active sheets	Outcomes from the Music Mentors programme In Automatic Or Custom
Export	Pages: 🗘 to 🗘	Custom Header Custom Footer headers and footers
Publish	Collated	Eoster:
<b>6</b> 1	1,2,3 1,2,3 1,2,3	Vage 1 of ? 4 🔟 0 Target not met
Close	Landscape Orientation 👻	6 ♥ 0 larget not met 4 ⊕ 1 larget not met
	A4 -	Puge 1 or 1 3 0 Target not met
	□ 21 cm x 29.7 cm	□ poterin 002 and ven pages 6 2 Target net 6 2 Target net 6 2 Target net 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	Last Custom Margins Setting	Scale with document 6 4 0 Target not met
	No Scaling	Align with page margins     7 ● 2 Target met     Option:     8 ● 2 Target met
	100 Print sheets at their actual size	A D 1 Target not met
	Page Setup	OK Cancel 2 S 1 larget not met
		4 1 Target not met
Account		Julie Watters HMP Bronzetield 4 5 9 1 larget not met Lone Richie HMP Britol 5 6 9 1 Target not met
Feedback		Page 1 of 2
Options		

