

Getting started with Excel





Tackling poverty and inequality





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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
		FORMULAS DATA REVIEW = = = ≫ - = = = € € € ⊟ Merge &	t General -	
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	Groups		Dialog launche	ers

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.

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5	Usain Bolt		HMP Manchester	21/07/1994	05/05/2014	Drur	10 results	>
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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 •	\sim \sim Excel for Sorting & Analysing.docx α° - Saved \sim Search
1.Click on Undo arrow to go back a step. You can continue to step back multiple times	 S Resize Object Typing in Text Box " If you realise you made a mistake, use the Undo button to revert" Spelling Change Typing in Text Box "s removed will be displayed in a window." Typing Typing Typing in Text Box "The number or duplicted"
Navigation	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

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27	5	Delete	30795	17/08/1998		35			
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30	_		23789			7			
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4	> She	Select All Sheets	ervice feedback Sheet 2	Session guidelines Topics for next Excel ses	ion 🕂 : 🖣				

6. Freeze panes

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







7. Unfreeze panes

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	Boris Becker	HMP Bristol	Y	panes			J			26459		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.

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6	Boris Becker	HMP Bristol	Mr		Y		Paste <u>specia</u>			
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9. Unhide Columns

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6	Boris Becker	HMP Bristol		ີ <u>C</u> opy		27/0	02/2017			
7	Dave Robson	HMP Pentonville		Paste 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		Paste <u>S</u> pec	ial	21/0	03/2003			
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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.

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5	Ben Okri	HMP Manchester			5	2 Tell me more			
6	Boris Becker	HMP Bristol			2	Tell me more			
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.

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B1	\cdot : \times \checkmark f_x	Na	с		Sort A to Z Lowest to highest.	Š Š Š Š Š Š Š Š Š Š Š Š Š Š Š Š Š Š Š
1	Prison	Name	Welfare se	ession	⑦ Tell me more	2. Select Sort A-Z or Z-A
2	HMP Bristol	Boris Becker		Y	27 February 2017	depending on your desired
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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 y will not be sorted.	ou have not selected this data, it
What do you want to do? Expand the selection Continue with the current selection 	Keep the Expand the selection selected and click Sort.
	Sort Cancel

13. Quick Count view

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6	HMP Bristol	Lione		007	Plays a musical inst	trument
7	HMP Bristol	Marce the botto	om right of your s	screen ₀₀₃	No musical experier	nce
8	HMP Bronsefield	🖾 ma		998	No musical experier	nce
9	HMP Bronsefield	Jacina Ardern		02 June 2000	Plays a musical inst	trument
10	HMP Bronsefield	Margaret Atwood		une 2015	Plays a musical inst	trument
11	HMP Bronzefield	Diane Kruger	Y	2003	No musical experier	nce
12	HMP Bronzefield	Enid Blyton	Y	17 . 98	No musical experier	nce
13	HMP Bronzefield	Fiona Bruce	Y	30 Septemb	Plays a musical inst	trument
14	HMP Bronzefield	Freya Crew	Y	04 May 1999	Plays a musical inst	trument
15	HMP Bronzefield	Harper Lee	Y	04 April 2009	l vs a musical inst	trument
•	Sheet 1 Mentors Atte	endance Topic 1 exercise Top	ic 2 exercise Topic 3 exercise T	opic 4 excercise Answer		• • •
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14. Sorting (Multi-level)

More complex sorting options are available via the Home tab

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5	HMP Bristol	Dilip Ku						No musical experie	nce	
6	HMP Bristol	Lionel						Plays a musical inst	trument	
7	HMP Bristol	Marcu						No musical experie	nce	
8	HMP Bronsefield	Emma						No musical experie	nce	
9	HMP Bronsefield	Jacino				ОК	Cancel	Plays a musical inst	trument	
10	HMP Bronsefield	Margar	ret Atwood		N	07 June 201	5	Plays a musical inst	trument	
11	HMP Bronzefield	Diane k	(ruger		Y	21 March 200	03	No musical experie	nce	

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		4. Click on + Add level to here we are sorting by p Take a moment to think the	rison name a	and then I	oy participan	nt name
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Using Formula

15. Auto sum

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

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								a 📾 m	1.	1 40000

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.

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17. Average

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

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35	Aug-19	Average					5	19	60	0		
36	Sep-19						4	17	54	4		
37	Oct-19	Deepak Patel	9	8	14	12	3	18	64	4		Г
38	Nov-19	Deepak Patel	8	9	13	13	4	17	64	4		
39	Dec-19	Deepak Patel	9	10	14	14	3	20	70	0		
40												
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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									~
	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	i	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 Men	tors data with notes A ^Q - Saving.		Alice Linell AL 🙂 🙁 ?	- 0
\odot	Print					/
☆ Home						
🗅 New	Copies: 1					
🗁 Open	Print	Name	Prison Optimism at s	tart (1(bad)-10(good)) Optimism at end (1(bad)-10(good)) Difference Target met?	
		Alain Prost Alia Bhatt	HMP Manchester HMP Holloway	2	3 3 1 Target not met 1 4 0 Target not met	
Info	Printer	Andre Agassi	HMP Swansea	3	7 🇌 4 Target met	
6	Microsoft Print to PDF Ready	Ben Okri Boris Becker	HMP Manchester HMP Brittel	5	9 n 4 Target met 3 ⇒ 1 Target not met	
Save a Copy	Printer Properties	Dave Robson David Attenborough		ire the orientation is	 	
Print	Settings	David Beckham Diane Kruger	HMP I		 3 Target met -2 Target not met 	
Share	Print Active Sheets	Diego Maradonna Dilip Kumar	correct f	for the data set	 4 Target met	
Export	Pages: 1 to 1	Dilip Kumar Em	HMP Bronzenero	6	↓ 0 Target not met 7 ↑ 5 Target met	
	Collated	Enid Blyton	HMP Swansea HMP Bronzefield	5	8 A 3 Target met	
Publish	1,2,3 1,2,3 1,2,3	Fiona Bruce Fiona Bruce	HMP Holloway HMP Holloway		net	
Close	Landscape Orientation	Freya Crew Harper Lee	HMP Bronzefield HMP Bronzefield	Scaling allows you	to neatly fit 🛛 📓	
	A4	Hone Heke Jacina Ardern	HMP Pentonville HMP Bronzefield	all columns and / o	or rows on	
	21 cm x 29.7 cm	Jack Tate	HMP Bronzeneid HMP Manchester			
	Normal Margins Top: 1.91 cm Bottom: 1.91 c	Jane Goodall		one page	het	
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	100 Print sheets at their actual size Page Setup	John Cleese John Steinbeck	HMP Pentonville HMP Pentonville	3 1	4 ⇒ 1 Target not met 2 ⇒ 1 Target not met	
	Page Setup	John Steinbeck Jonny Wilkins			2 → 1 Target not met 4 → 1 Target not met	
Account		S	elect Page Se	t Up to add	5 ⇒ 1 Target not met 6 ⇒ 1 Target not met	
Feedback		h	eaders and fo	poters to pages		
Options						
	4	of 2 🕨				

		Music Mentors data with notes 🗚 - Saving
\odot	Print	
 ☆ Home ♪ New > Open 	Print Copies:	Outcomes from the Music Mentors programme Name Prison Optimism at start [1[sad]-10[good]) Optimism at end [1[sad]-10[good]) Difference Target met? Alain Prost HMP Manchester 2 3 - 1 Target not met
Info	Printer	Page Setup ? 1 ↓ 0 Target not met Page Margins ? X 7 ♠ 4 Target met Page Margins Header/Footer 3 ♠ 4 Target met
Save a Copy	Printer Properties	Outcomes from the Music Menou
Print	Settings	Select Header/Footer to add
Share	Print Active Sheets Only print the active sheets	Dutcomes from the Music Mentors programme in automatic or custom
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	A4 21 cm x 29.7 cm	O Target not met O Target not met O Target not met
	Last Custom Margins Setting Top: 1.9 cm Bottom: 1.9 cm L	□ Offerent first page 0 = 2 · 10 · get intel □ Stale with document 6 ● 0 Target not met ○ Algow the page margins 7 ● 2 Target met
	No Scaling Print sheets at their actual size	Qptions 8 3 2 Target met 4 3 1 Target not met
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Account		Jule Waters HMP Bronzefield 4 5 6 1 Target not met Lonel Richie HMP Bristol 5 6 1 Target not met
Feedback		Page 1 of 2
Options		

