Introduction to Excel

superhighways
harnessing **technology** for **community** benefit

Superhighways

Providing tech, digital & data support to small local charities in London for 20 + years

- ✓ Tech Support
- ✓ Training
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Datawise London
- ✓ Digital Foundations
- ✓ Websites

Don't forget to sign up here for our monthly eNews

Session agenda

✓Intro   A quick Excel tour

✓Topic 1   Viewing & formatting your data

✓Topic 2   Sorting your data

✓Topic 3   Introducing auto formulae

✓Topic 4   Introducing manual formulae

✓Topic 5   Some printing tips (if we have time)

✓Check out & feedback survey

✓Demo & exercises for each topic & answer sheet

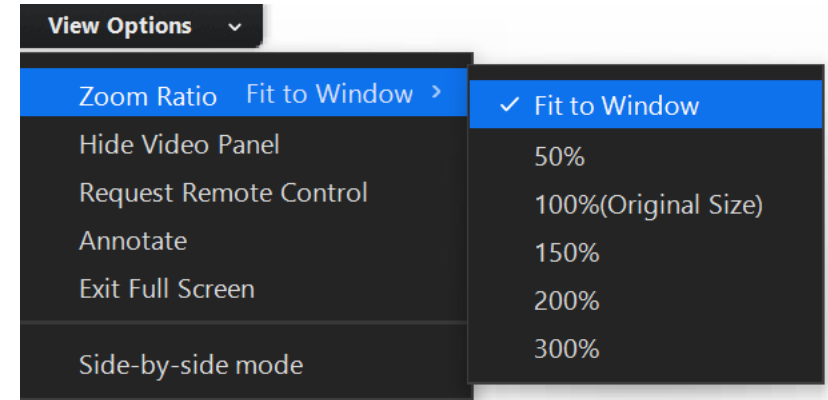✓Session Handbook & recording

Zoom controls

✓ Mute button & Unmute
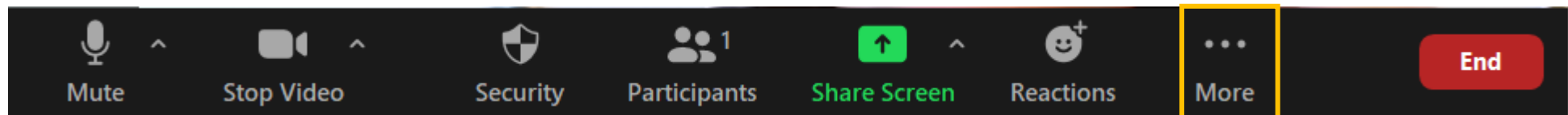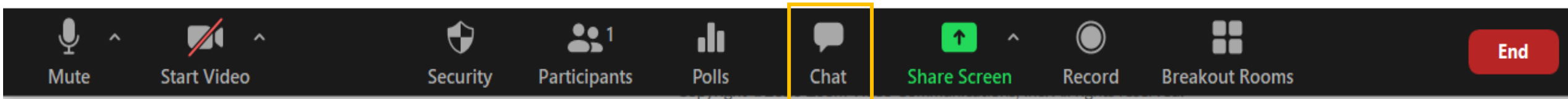
More controls ...

Select **View Options** in top Zoom toolbar and using the **Zoom Ratio** button you can switch between **Fit to Window** to make presenter screen bigger or **Exit Full screen** – to see your own Toolbar and access your Excel and Word documents

✓Alt+Tab to toggle between Excel & Zoom

Today's data

Music Mentors work with young offenders in prisons. The young people can sign up to take part in group sessions where they work together with other offenders and volunteer mentors to write, play and record music. They can also access a welfare session with one of the mentors.

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

Intro: A quick Excel tour

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

Topic 1 – Pt 1: Viewing & Formatting

✓Add & re-order sheets

✓Rename & colour sheet tabs

✓Bold column headers

✓Fill colour

✓Add borders

✓Highlight columns

✓Align data

Topic 1 – Pt 2: Formatting

✓Hide/unhide columns

✓Wrap text

✓Add a column

✓Resize columns

✓Apply formatting to a sheet

✓Freeze/unfreeze panes

Topic 2: Sorting your data

✓Simple sort

✓Counting cells

✓Multiple level sorting

✓Clearing a sort level

✓Identifying column headers for a sort

Topic 3: Intro to auto formulae

✓Auto sum

✓Copying formula

✓Average

Topic 4: Intro to manual formulae

✓Adding a simple multiplication

✓Using the currency cell format

Topic 5: Some Printing Tips

✓Scale to fit a worksheet on to page

✓Change the page orientation

✓Add a custom header & footer

✓Gridlines

Next steps

❑ Complete the feedback survey

❑ Flag any further follow up support

❑ Book on related sessions - <u>see the current programme on our website here</u>

❑ Excel Next Steps 1
- ❑ Intro to Tables
- ❑ Filtering & slicers
- ❑ Conditional formatting & removing duplicates

❑ Excel Next Steps 2
- ❑ Splitting columns
- ❑ Data validation
- ❑ Pivot tables
- ❑ Summary sheets

Find out more about our <u>Excel Bitesize 1 – 5 series</u> complete with videos & exercises