

Charity Digital Academy

Excel advanced – tips and tricks

Delivered by



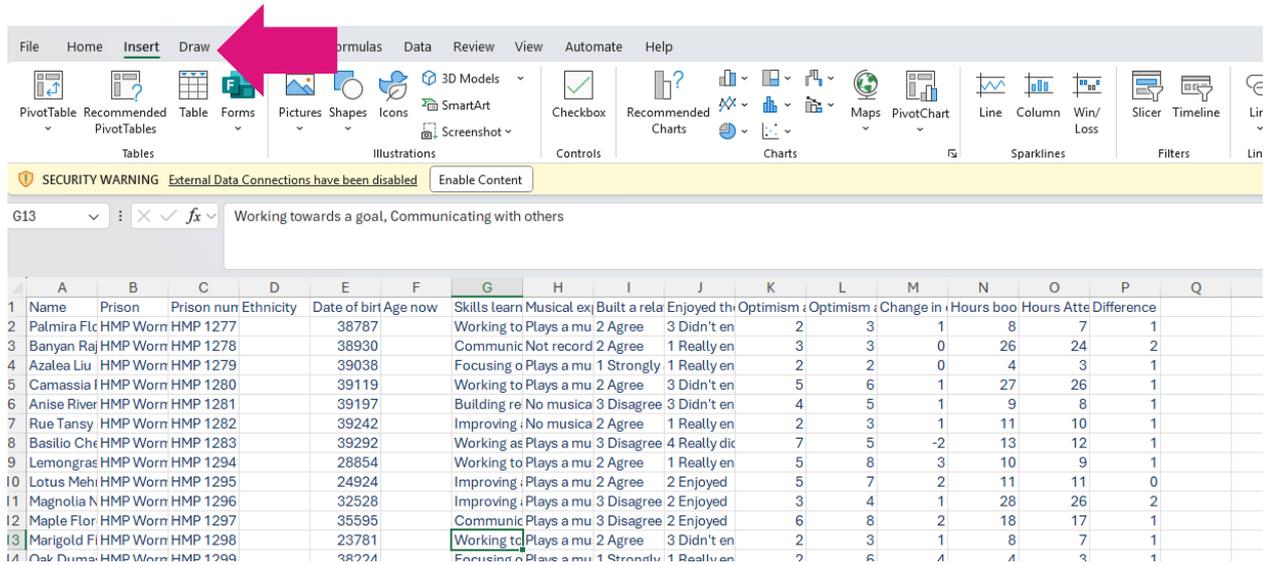
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Exercise 1 – Managing data with tables (1)

Creating tables

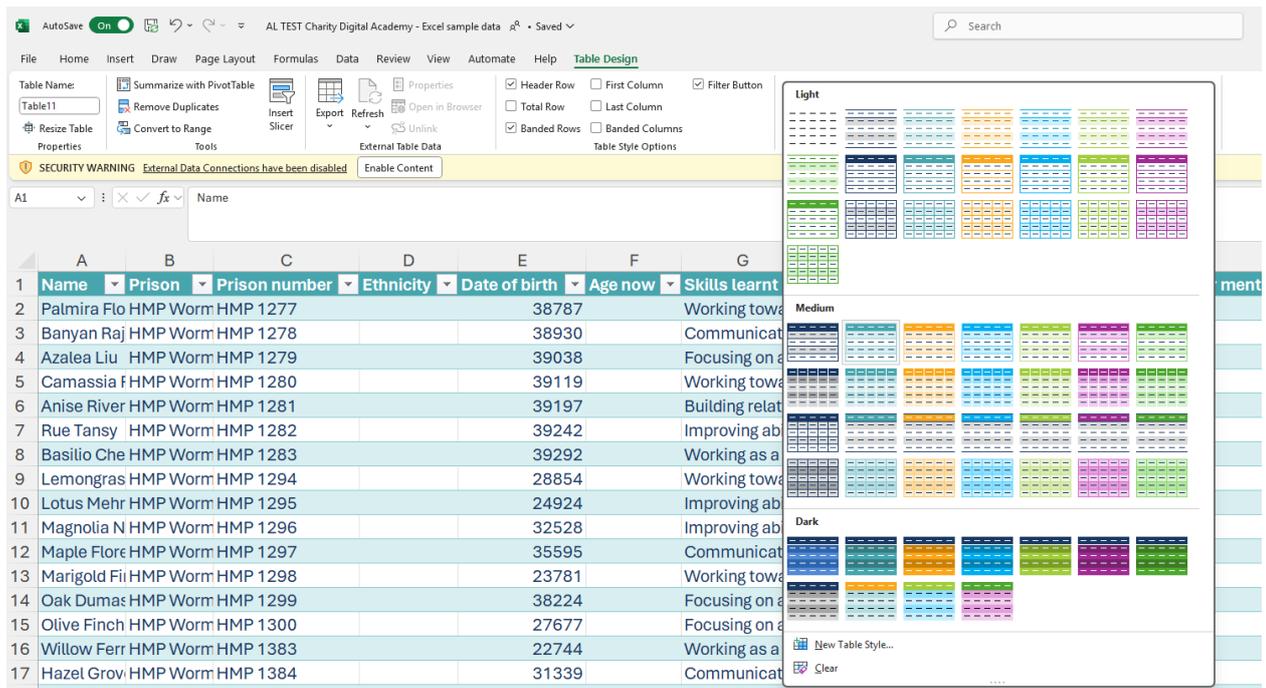
1. Click anywhere on the data in a sheet
2. On the **Insert** menu, click on **Table**



3. Make sure the whole table is selected by checking the cell range and option **My data has headers** is ticked.



4. From the **Table Design** tab, select the **Table style** you want to change the look & feel



The colours options come from your theme, if you want to change the colours you will need to go to Page Layout tab, select the theme you want and amend the colours on it.

Adding formulas with Flash Fill

1. Add a formula in the first cell of the column where you want the formula. Flash fill should add the formula to the whole column. If it doesn't, drag the formula down a few cells and then right- mouse click and select Flash fill to have the formula populate all the way down

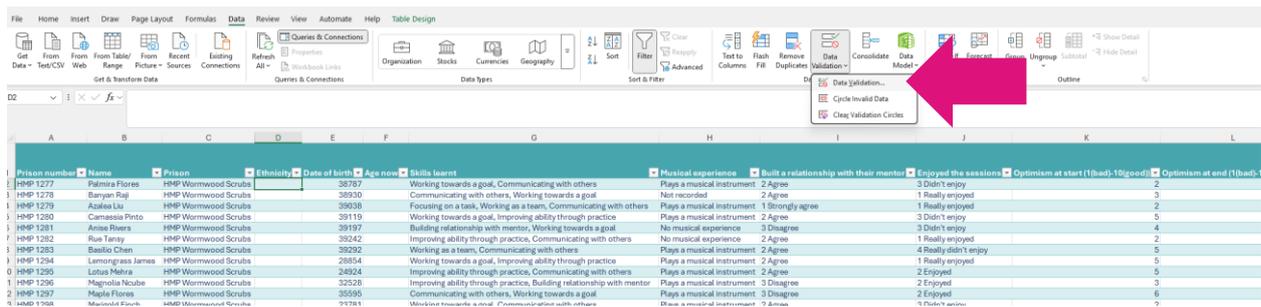
E	F	G	H	I	J	K	L	M	N	O	P
Birth	Age now	Musical experience	Skills learnt	Built a relationship with their mentor	Enjoyed the sessions	Optimism at start (1(bad)-10(good))	Optimism at end (1(bad)-10(good))	Change	Hours booked	Hours Attended	Difference
2	22780	Plays a musical instrument	Focusing on a task, Working as a team, Communicating with others	2 Agree	1 Really enjoyed	2	3	1	8	7	
3	24211	Plays a musical instrument	Working towards a goal, Improving ability through practice	3 Disagree	3 Didn't enjoy	3	3	0	25	24	
4	24790	No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	2	2	0	4	3	
5	24958	Plays a musical instrument	Working as a team, Communicating with others	1 Strongly agree	3 Didn't enjoy	5	6	1	27	25	
6	25328	No musical experience	Focusing on a task, Working as a team, Communicating with others	1 Strongly agree	2 Enjoyed	4	5	1	9	8	
7	25830	No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	4 Really didn't enjoy	2	7	5	32	31	
8	25995	Plays a musical instrument	Working towards a goal, Communicating with others	1 Strongly agree	3 Didn't enjoy	2	2	0	23	23	
9	26476	Plays a musical instrument	Improving ability through practice, Building relationship with mentor	1 Strongly agree	3 Didn't enjoy	6	7	1	8	8	
10	26675	Plays a musical instrument	Improving ability through practice, Communicating with others	1 Strongly agree	2 Enjoyed	4	4	0	19	18	
11	27310	No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	1 Really enjoyed	4	2	-2	3	2	
12	27539	No musical experience	Improving ability through practice, Building relationship with mentor	3 Disagree	2 Enjoyed	3	2	0	23	22	
13	27887	Plays a musical instrument	Building relationship with mentor, Working towards a goal	3 Disagree	6 Enjoyed	6	6	0	5	5	
14	28435	No musical experience	Improving ability through practice, Communicating with others	2 Agree	2 Enjoyed	3	4	1	23	23	
15	28539	No musical experience	Improving ability through practice, Communicating with others	3 Disagree	2 Enjoyed	6	8	2	35	34	
16	29045	Plays a musical instrument	Communicating with others, Working towards a goal	2 Agree	2 Enjoyed	4	3	-1	8	8	
17	21669	Plays a musical instrument	Working as a team, Communicating with others	2 Agree	4 Really didn't enjoy	5	9	4	12	12	
18	36523	No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	2	2	0	Fill Emptying Only	3	
19	31764	No musical experience	Focusing on a task, Working as a team, Communicating with others	1 Strongly agree	4 Enjoyed	4	5	1	Fill Without Formatting	8	
20	24051	No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	4 Really didn't enjoy	2	7	5	23	31	
21	37255	No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	1 Really enjoyed	4	2	-2	2	2	
22	26563	No musical experience	Improving ability through practice, Building relationship with mentor	3 Disagree	2 Enjoyed	3	3	0	23	22	

Data validation

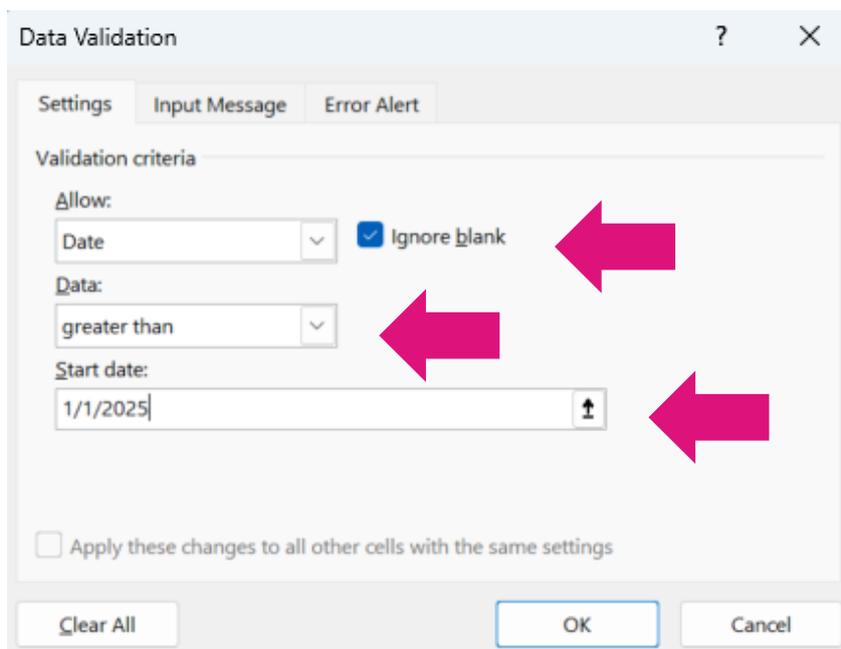
Data validation in Excel is a feature that lets you control what kind of data can be entered into a cell or range of cells.

Data validation - type

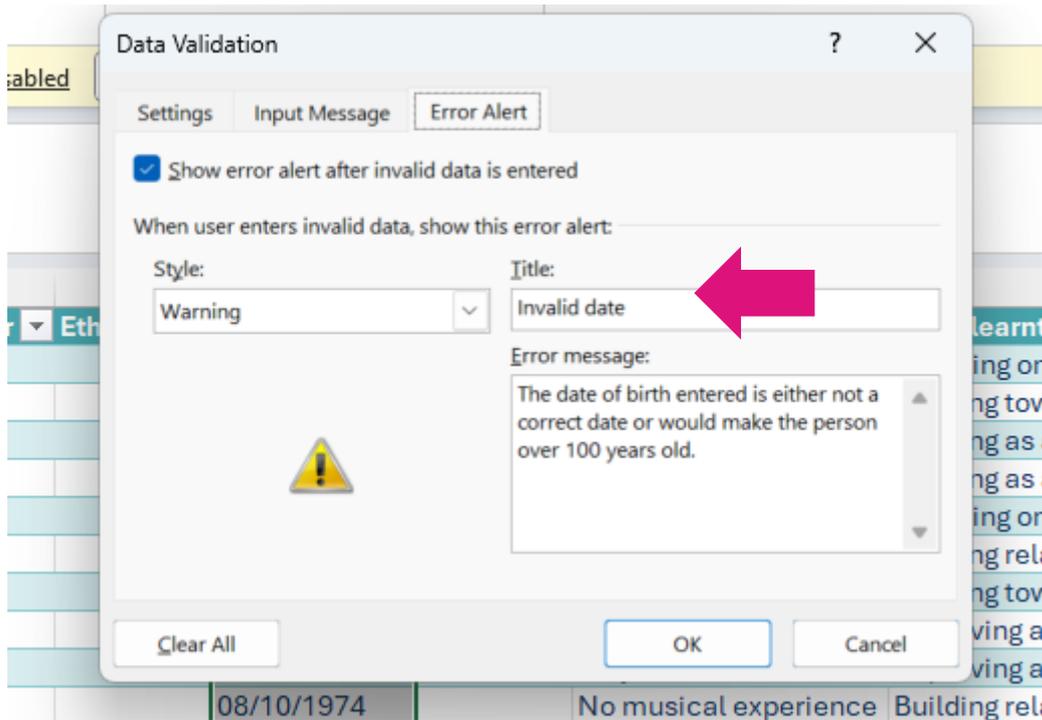
1. Click into the first cell of the column where you want to apply data validation



2. In the **Allow** field select **Date**, in the **Data** field select **greater than** in the Start date put in the earliest possible date e.g. 1/1/2025 as anything earlier would mean someone over 100 being in the prison.

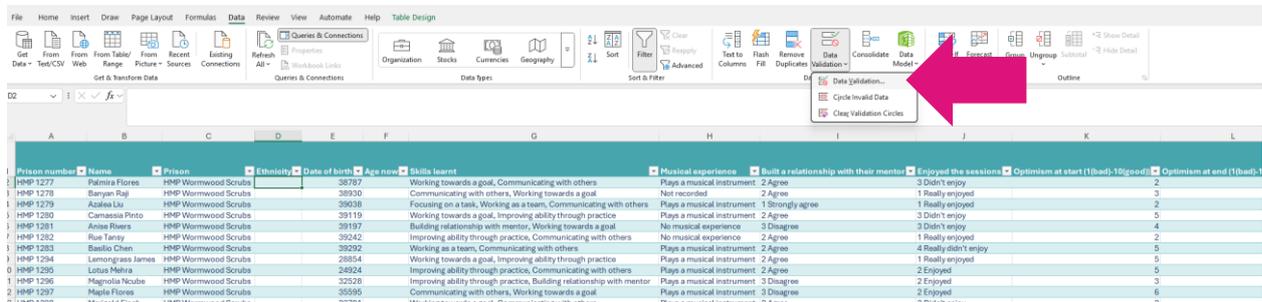


3. Add an alert to warn them what data is required. This will not stop data entry but just warn when it is entered incorrectly. Change the style to warning, put in a title and give an error message to help users understand what the correct data should be.

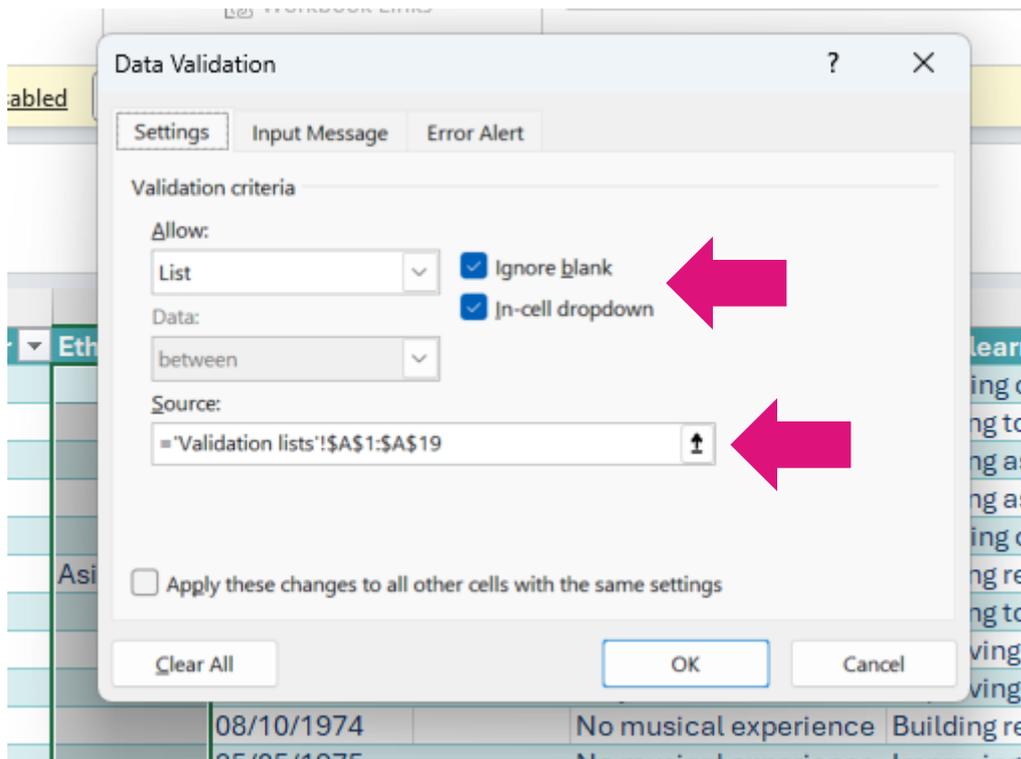


Data validation - List

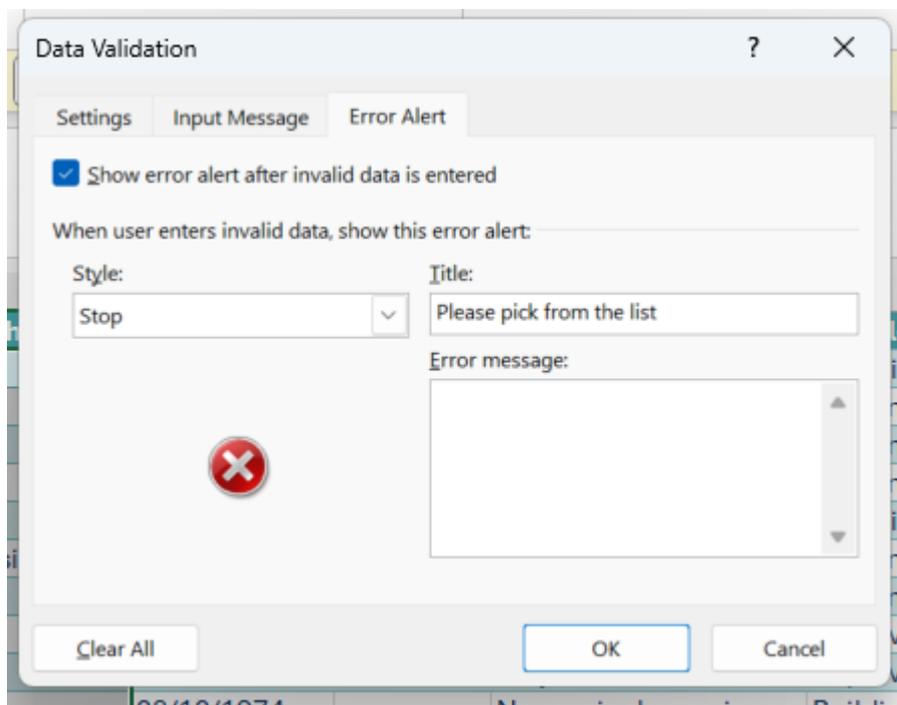
1. Click into the first cell of the column where you want to apply data validation



2. In the **Allow** field select **List**. Click in to the **Source** field and then go to the **Validation lists** sheet, highlight the ethnicity list and click on enter on your keyboard. The worksheet and cell range will then appear in the Source field.



3. Add an **Error Alert** to stop people entering anything which is not on the validation list. In the **Style** field, select **Stop** and then in the **Title** explain why they cannot enter data.

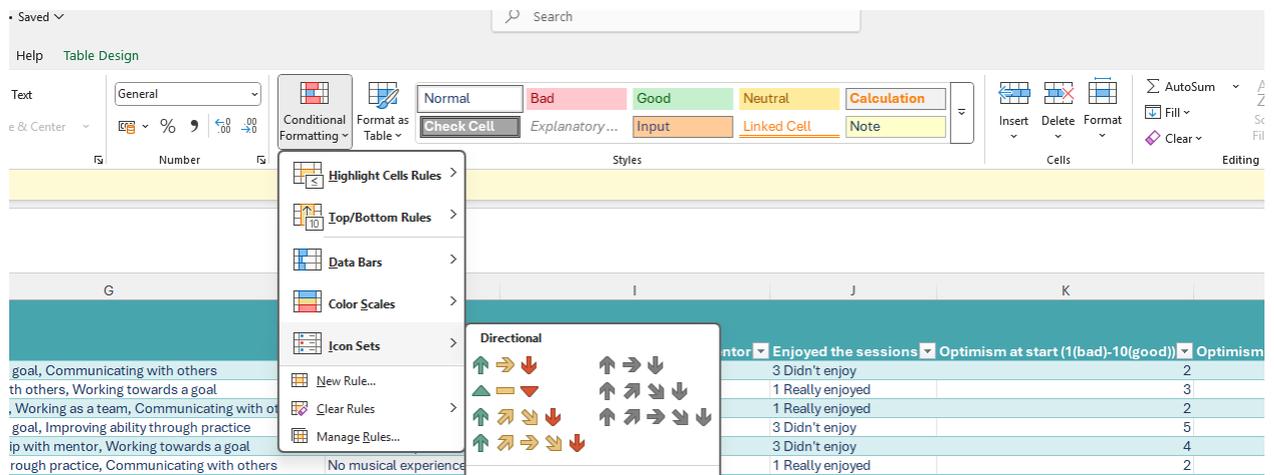


Conditional formatting

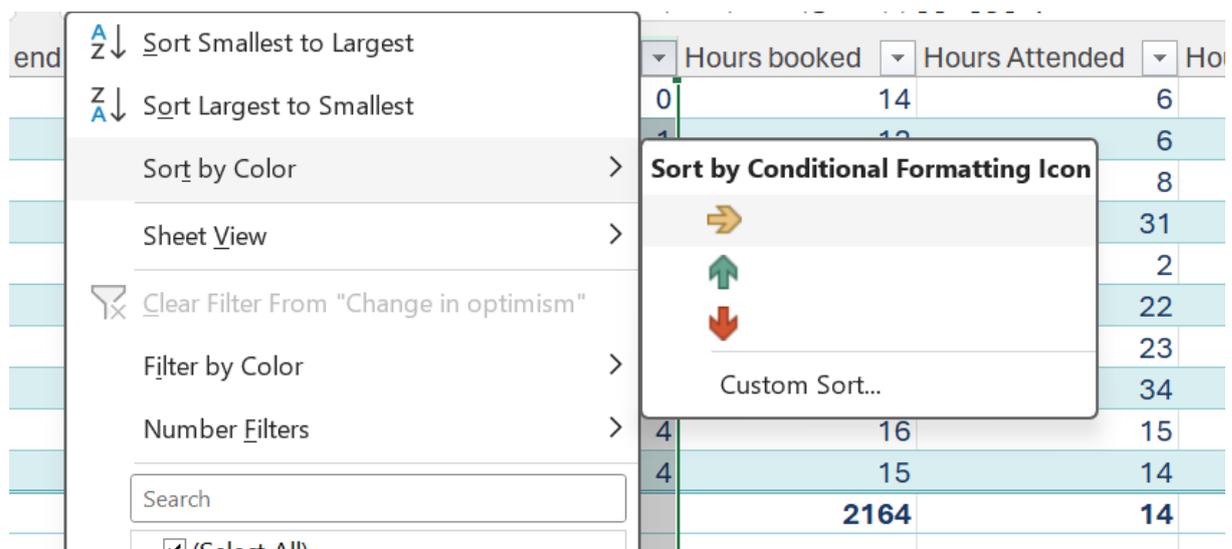
Conditional formatting in Excel lets you automatically change how cells look—like colors, icons, or data bars—based on their values, so patterns and important info stand out instantly.

Conditional formatting – Directional

1. Select the **Change in Optimism** column but clicking in the column header
2. On the Home tab, click on the Conditional formatting button and then Icon sets to pick a directional arrow.



Tip: You can use Icons to sort and filter your table.



Conditional formatting – Duplicates

1. Select the **Name** column but clicking in the column header
2. On the Home tab, click on the Conditional formatting button, Select **Highlight Cells Rules** and then **Duplicate values**

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Table Design

Clipboard Font Alignment Number

SECURITY WARNING External Data Connections have been disabled Enable Content

B1 : fx Name

	A	B	C	D	E	F
1	Prison number	Name	Prison	Ethnicity	Date of birth	Age now
2	HMP 1277	Palmira Flores	HMP Wormwood Scrubs		11/03/2006	Working towards a goal, Com
3	HMP 1278	Banyan Raji	HMP Wormwood Scrubs		01/08/2006	Communicating with others, V
4	HMP 1279	Azalea Liu	HMP Wormwood Scrubs		17/11/2006	Focusing on a task, Working a
5	HMP 1280	Camassia Pinto	HMP Wormwood Scrubs		06/02/2007	Working towards a goal, Impr
6	HMP 1281	Anise Rivers	HMP Wormwood Scrubs		25/04/2007	Building relationship with met
7	HMP 1282	Rue Tansy	HMP Wormwood Scrubs		09/06/2007	Improving ability through practice, Communicating with othe
8	HMP 1283	Basilio Chen	HMP Wormwood Scrubs		29/07/2007	Working as a team, Communicating with others

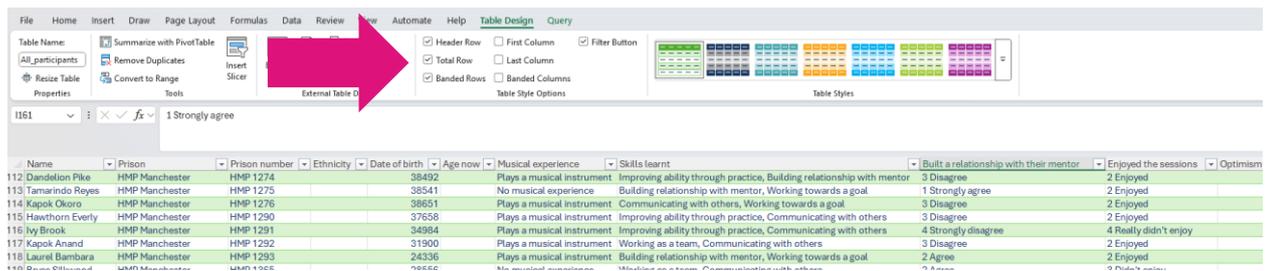
Conditional Formatting: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules, Manage Rules...

Greater Than..., Less Than..., Between..., Equal To..., Text that Contains..., A Date Occurring..., Values...

Adding totals

Adding a total row

1. Click anywhere on the table to select it
2. On the **Table Design** tab, tick the **Total row** box



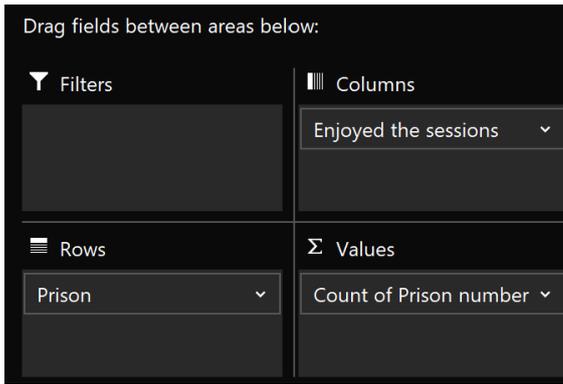
Selecting a type of total

1. Click in the total row in the column where you want to add a calculation and select it off the list

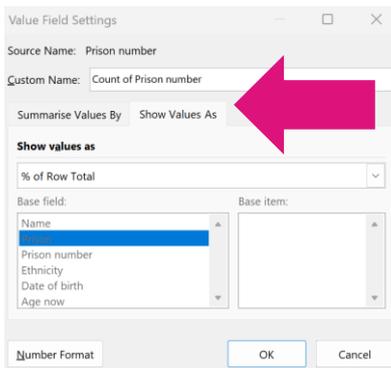
Exercise 2: Pivot Tables & Charts

Pivot tables are a feature in Excel and Power BI that lets you summarise, explore, and analyse large datasets quickly and interactively — without writing formulas from scratch.

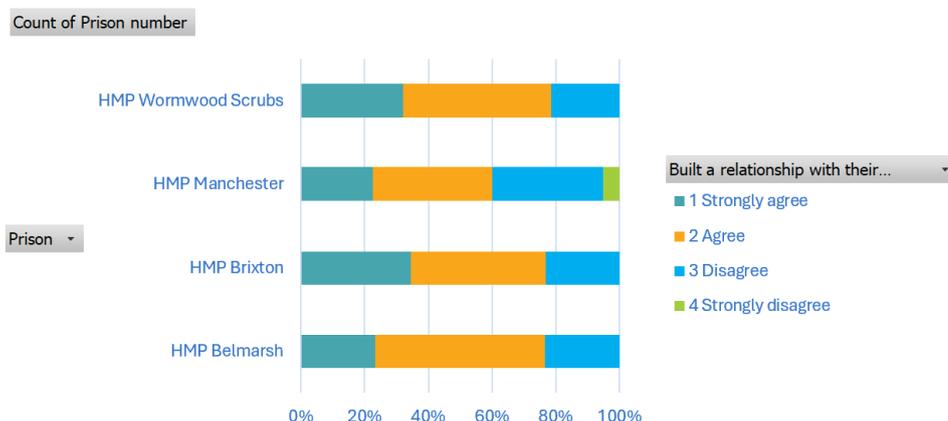
1. Using the **All participants** sheet, insert a Pivot table (Insert tab and select the PivotTable)
2. Name the Pivot Table 'Enjoyment' (see top left of PivotTable Analyse Tab, or click down arrow under PivotTable Command)
3. Select the following fields in the PivotTable Fields list on the far-right of your screen: Prison, Prison number, Enjoyed the sessions (*If you don't see these options, make sure you have clicked somewhere in the PivotTable on the left*)
4. Drag 'Prison' to Columns; drag 'Prison number' to Values; drag 'Enjoyed the sessions' to Rows. Check the Values is showing as 'Count of Prison number'.



- Now change the Value Field Settings to show as % of Row Total (Click on the down arrow next to 'Prison ID' in the Values quadrant and choose % of Row Total from the 'Show Values As' tab)



- Remove the decimal places (Highlight the cells with % in them in the PivotTable, go to the Home Tab, Number Group, and select the Decrease Decimal command twice to remove decimal places (using the right arrow icon))
- Rename the new Sheet to 'Enjoyment Pivot' (Double click Sheet tab at the bottom to rename)
- Now repeat the above choosing Built a relationship with their mentor in place of the Enjoyed the sessions, renaming the new sheet created 'Relationship Pivot'.
- Using the Relationship pivot, click on the Pivot table analyse tab and then select Pivot Chart on the top menu (towards the right). Create a Stacked bar chart to compare the prisons performance.



10. Add the Musical experience field to the Filter area of the Pivot table – this should now appear on your chart. Do the building a relationship with your mentor results differ depending on whether participants did or did not have prior musical experience?

Exercise 3: Bringing data from one sheet to another

The GETPIVOTDATA() formula in Excel is like a smart query tool that lets you pull specific values from a PivotTable based on its structure—not just cell location

1. In the Summary sheet, create a Get Pivot Data formula in the top cell of the Enjoyment Column (for Belmarsh Prison) by clicking in the cell and entering =
2. Then go to the Enjoyment Pivot Sheet and click on the cell with the results for Belmarsh prison and '1 Really Enjoyed'. Now click on the + sign and click the cell with the results for Belmarsh prison and '2 Enjoyed'. Press Enter.
3. Copy this formula to remaining rows and you'll see an error. In the Formulae in the next cell down change the Prison name to "HMP Brixton" (type this in, in the formula bar, overriding HMP Belmarsh in the 2 places it occurs in the formulae)
4. In the next cell down, this time remove the Prison name (including the speech marks " ") and replace with the cell reference for the Prison name (in the Prison column in the Summary sheet) that you want to replace it with (in this case HMP Manchester – cell A6) Again, you will need to do this twice – for each instance that the Prison name occurs in the formula.
5. Now copy the formula down to the Wormwood Scrubs row and check the answer is correct
6. Repeat for the Built a relationship with their mentor data

Using Xlookup

This formula searches a range or an array for a match and returns the corresponding item from a second range or array. By default an exact match is used.

7. In the Summary sheet, use Xlookup to bring in data for the respective prisons from the Prison info sheet into the Number of mentors column.
8. Follow the Xlookup format below

```
XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])
```

For this scenario you'll need to use =XLOOKUP(A4, 'Prison info'!A:A,'Prison info'!F:F) and then copy the formulae down.

Using Countif

This Counts the number of cells within a range that meet the given condition.

9. Still in the Summary sheet, use the Countif formula to bring in data for the respective prisons from the Prison info sheet into the Number of mentors column.
10. Follow the Countif format below

COUNTIF(range, criteria)

For this scenario you'll need to use

```
=COUNTIF('All participants'!B:B, ' Summary sheet'!A4)
```

And then copy down the formula. Remember that you're not typing in the 'All participants'! – this is automatically added to the formula when you move sheets and select a cell.

Exercise 4 – Bringing data together with Power Query

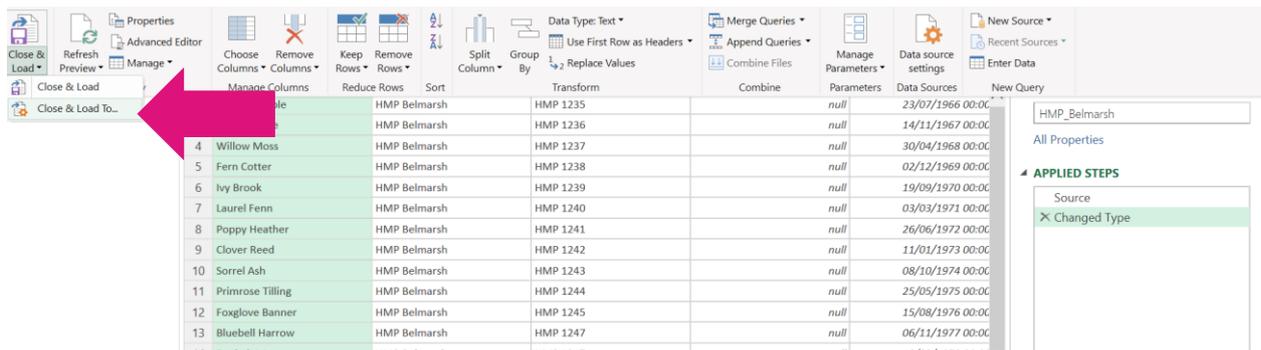
Power Query is a data transformation tool built into Excel and Power BI that lets you connect to data sources, clean and reshape data, and automate repetitive tasks—all without writing code

Creating queries

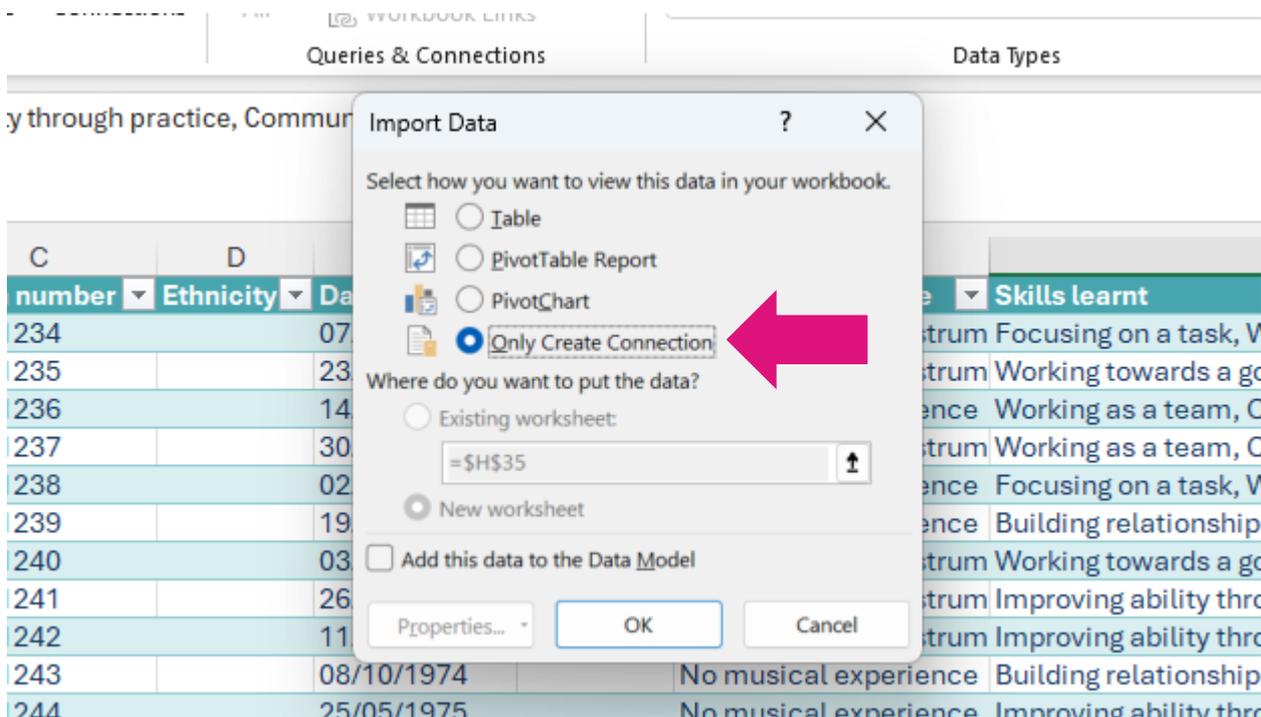
1. Click on the table
2. On the data tab select **From Table/range**

Name	Prison	Prison number	Ethnicity	Date of birth	Age now	Musical experience	Skills learnt	Built a relationship with their mentors
Rowan Alder	HMP Belmarsh	HMP 1234		07/02/1965		Plays a musical instrument	Focusing on a task, Working as a team, Communicating with others	2 Agree
Hazel Bramble	HMP Belmarsh	HMP 1235		23/07/1966		Plays a musical instrument	Working towards a goal, Improving ability through practice	3 Disagree
Holly Thorne	HMP Belmarsh	HMP 1236		14/11/1967		No musical experience	Working as a team, Communicating with others	2 Agree
Willow Moss	HMP Belmarsh	HMP 1237		30/04/1968		Plays a musical instrument	Working as a team, Communicating with others	1 Strongly agree
Fern Cotter	HMP Belmarsh	HMP 1238		02/12/1969		No musical experience	Focusing on a task, Working as a team, Communicating with others	1 Strongly agree
Ivy Brook	HMP Belmarsh	HMP 1239		19/09/1970		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree
Laurel Fenn	HMP Belmarsh	HMP 1240		03/03/1971		Plays a musical instrument	Working towards a goal, Communicating with others	1 Strongly agree
Poppy Heather	HMP Belmarsh	HMP 1241		26/06/1972		Plays a musical instrument	Improving ability through practice, Building relationship with others	1 Strongly agree
Clover Reed	HMP Belmarsh	HMP 1242		11/01/1973		Plays a musical instrument	Improving ability through practice, Communicating with others	1 Strongly agree
Sorrel Ash	HMP Belmarsh	HMP 1243		08/10/1974		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree
Primrose Tilling	HMP Belmarsh	HMP 1244		25/05/1975		No musical experience	Improving ability through practice, Building relationship with others	3 Disagree
Foxglove Banner	HMP Belmarsh	HMP 1245		15/08/1976		Plays a musical instrument	Building relationship with mentor, Working towards a goal	3 Disagree
Bluebell Harrow	HMP Belmarsh	HMP 1247		06/11/1977		No musical experience	Improving ability through practice, Communicating with others	2 Agree
Baobab Moyo	HMP Belmarsh	HMP 1247		18/02/1978		No musical experience	Improving ability through practice, Communicating with others	3 Disagree
Tamarind Ellis	HMP Belmarsh	HMP 1248		09/07/1979		Plays a musical instrument	Communicating with others, Working towards a goal	2 Agree
Rirch Tanev	HMP Belmarsh	HMP 1248		29/04/1959		Plays a musical instrument	Working as a team, Communicating with others	2 Agree

3. Check the query has the prison name
4. On the home tab, select **Close and Load to**



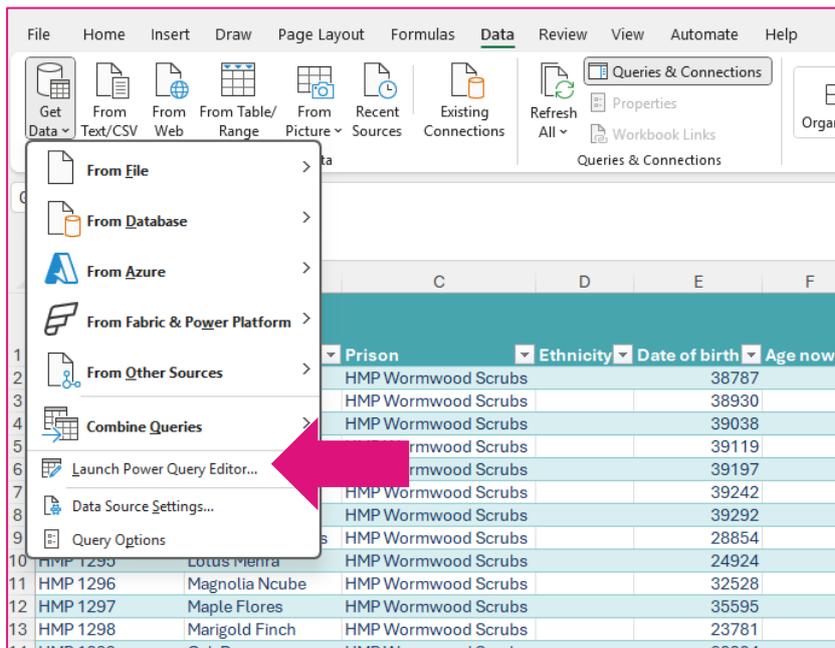
5. Under the Import data options select **Only Create Connection**
6. Click on **OK**



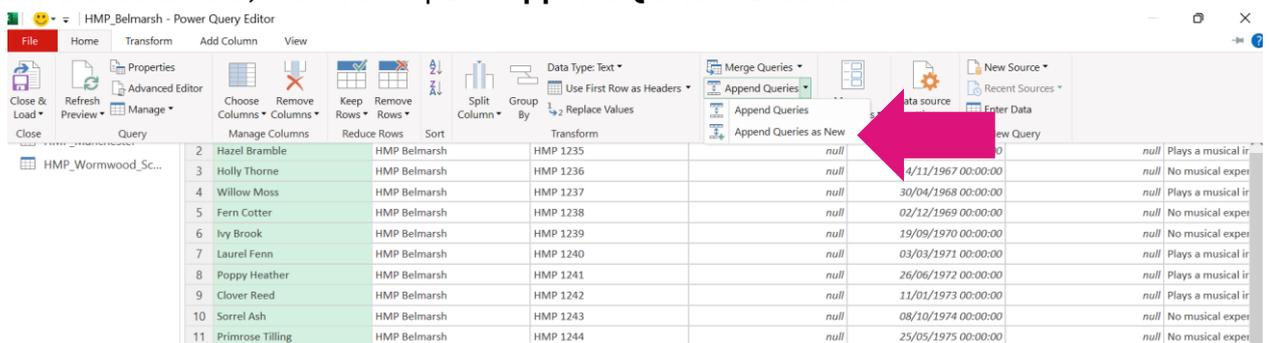
7. Repeat for the other 3 Prisons

Appending queries

1. Open the Query editor on the Data tab by going to Get Data and selecting Launch Power Query Editor.



2. On the **Home** tab, select the option **Append Queries as New**



3. Select the 4 Prison queries by clicking on them and then on **Add>>** so that all 3 queries are in the **Tables to append** box

File Home Transform Add Column View

Queries [4]

- HMP_Belmarsh
- HMP_Brixton
- HMP_Manchester
- HMP_Wormwood_Sc...

= Table.TransformColumnTypes(Source,{{"Name", type text}, {"Prison", type text}, {"Prison number", type any}, {"Ethnicity", type

ABC 123	Name	Prison	Prison number	Ethnicity	Date of birth	Age now
1	Rowan Alder	HMP Belmarsh	HMP 1234		07/02/1965 00:00:00	r
2	Hazel Bramble	HMP Belmarsh	HMP 1235		23/07/1966 00:00:00	r
3	Holly Thorne	HMP Belmarsh	HMP 1236		14/11/1967 00:00:00	r
4	Willow Moss	HMP Belmarsh	HMP 1237		30/04/1968 00:00:00	r
5	Fern Cotter	HMP Belmarsh	HMP 1238		02/12/1969 00:00:00	r
6	Ivy Brook					r
7	Laurel Fenn					r
8	Poppy Heather					r
9	Clover Reed					r
10	Sorrel Ash					r
11	Primrose Tilling					r
12	Foxglove Banner					r
13	Bluebell Harrow					r
14	Baobab Moyo					r
15	Tamarind Ellis					r
16	Birch Tansy					r
17	Ginger Vale					r
18	Marigold Finch					r
19	Flamboyant Pa					r
20	Baobab Moyo					r
21	Hawthorn Ever					r
22	Sprig Leong					r
23	Taro Hollis					r
24	Cassava Rivera					r
25	Yam Dumas					r
26	Kapok Anand					r
27	Mahogany Silva	HMP Belmarsh	HMP 1325		24/06/2000 00:00:00	r
28	Jacaranda Ndlovu	HMP Belmarsh	HMP 1326		27/01/1962 00:00:00	r

Append

Concatenate rows from three or more tables into a single table.

Two tables Three or more tables

Available tables

- HMP_Belmarsh
- HMP_Brixton
- HMP_Manchester
- HMP_Wormwood_Scrubs

Tables to append

- HMP_Belmarsh
- HMP_Brixton
- HMP_Manchester
- HMP_Wormwood_Scrubs

OK Cancel

- Click on OK
- A new query will appear on the left called Append1

File Home Transform Add Column View

Queries [5]

- HMP_Belmarsh
- HMP_Brixton
- HMP_Manchester
- HMP_Wormwood_Sc...
- Append1

= Table.Combine({HMP_Belmarsh, HMP_Brixton, HMP_Manchester, HMP_Wormwood_Scrubs})

ABC 123	Name	Prison	Prison number	Ethnicity
1	Rowan Alder	HMP Belmarsh	HMP 1234	null
2	Hazel Bramble	HMP Belmarsh	HMP 1235	null
3	Holly Thorne	HMP Belmarsh	HMP 1236	null
4	Willow Moss	HMP Belmarsh	HMP 1237	null
5	Fern Cotter	HMP Belmarsh	HMP 1238	null
6	Ivy Brook	HMP Belmarsh	HMP 1239	null
7	Laurel Fenn	HMP Belmarsh	HMP 1240	null
8	Poppy Heather	HMP Belmarsh	HMP 1241	null
9	Clover Reed	HMP Belmarsh	HMP 1242	null
10	Sorrel Ash	HMP Belmarsh	HMP 1243	null
11	Primrose Tilling	HMP Belmarsh	HMP 1244	null
12	Foxglove Banner	HMP Belmarsh	HMP 1245	null

- Double click on **Append 1** or right click and select rename, and rename it to **All participants**

File Home Transform Add Column View

Queries [5]

HMP_Belmarsh
HMP_Brixton
HMP_Manchester
HMP_Wormwood_Sc
All participants

= Table.Combine({HMP_Belmarsh, HMP_Brixton, HMP_Manchester, HMP_Wormwood_Scubs})

	AFC Name	AFC Prison	ABC 123 Prison number	ABC 123 Ethnicity	ABC 123 Date of birth	ABC 123 Age now
1	Rowan Alder	HMP Belmarsh	HMP 1234		07/02/1965 00:00:00	nt
2	Hazel Bramble	HMP Belmarsh	HMP 1235		23/07/1966 00:00:00	nt
	Willy Thorne	HMP Belmarsh	HMP 1236		14/11/1967 00:00:00	nt
	Willow Moss	HMP Belmarsh	HMP 1237		30/04/1968 00:00:00	nt
5	Fern Cotter	HMP Belmarsh	HMP 1238		02/12/1969 00:00:00	nt

7. On the **Home** tab click on the **Close & Load** button

File Home Transform Add Column View

Close & Load Refresh Preview Manage

Close & Load
Close & Load To...

Properties
Advanced Editor
Manage

Choose Columns Remove Columns
Keep Rows Remove Rows
Sort

Split Column Group By
Data Type: Text
Use First Row as Headers
Replace Values

Merge Queries
Append Queries
Combine Files
Combine

3	Hazel Bramble	HMP Belmarsh	HMP 1235			
4	Willy Thorne	HMP Belmarsh	HMP 1236			
4	Willow Moss	HMP Belmarsh	HMP 1237			
5	Fern Cotter	HMP Belmarsh	HMP 1238			
6	Ivy Brook	HMP Belmarsh	HMP 1239			

8. You should now have a new sheet called **All participants** in your workbook

19	Mahogany Shaw	HMP Brixton	HMP 1252	30321	No musical experience	Ir
20	Sakura Inoue	HMP Brixton	HMP 1253	31006	No musical experience	V
21	Lotus Mehra	HMP Brixton	HMP 1254	31165	Plays a musical instrument	B
22	Bamboo Tanaka	HMP Brixton	HMP 1255	31640	No musical experience	V
23	Maranta Leong	HMP Brixton	HMP 1256	32118	No musical experience	B
24	Plumeria Anand	HMP Brixton	HMP 1257	32205	Not recorded	V
25	Ginger Kiri	HMP Brixton	HMP 1258	32795	Plays a musical instrument	B
26	Ash Rowan	HMP Brixton	HMP 1284	28960	Plays a musical instrument	C

Guidelines **All participants** Prison 2 Prison 3 Prison 4 Validation lists Prison info Sum

Adding source data and refreshing queries

1. Add a row of data for a new participant to any of the 3 prison tables
2. Refresh the query either individually by clicking on the refresh icon next to the query name

Name	Prison	Prison number	Ethnicity	Date of birth	Age now	Musical experience	Skills learnt	Built a relationship with their mentor	Enjoyed the sessions	Optimism at start (1=bad-10=good)	Optimism at end (1=bad-10=good)	Chart
Rowan Alder	HMP Belmarsh	HMP 1234		07/02/1965		Plays a musical instrum	Focusing on a task, Working as a team, Communicating with	2 Agree	1 Really enjoyed	2	3	
Hazel Bramble	HMP Belmarsh	HMP 1235		23/07/1966		Plays a musical instrum	Working towards a goal, Improving ability through practice	3 Disagree	3 Don't enjoy	3	3	
Holly Thorne	HMP Belmarsh	HMP 1236		14/11/1967		No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	2	2	
Willow Moss	HMP Belmarsh	HMP 1237		30/04/1968		Plays a musical instrum	Working as a team, Communicating with others	3 Disagree	3 Don't enjoy	3	6	
Fern Cotter	HMP Belmarsh	HMP 1238		02/12/1969		No musical experience	Focusing on a task, Working as a team, Communicating with	1 Strongly agree	4 Enjoyed	4	5	
Ivv Brook	HMP Belmarsh	HMP 1239		19/09/1970		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	4 Really didn't enjoy	2	7	
Lucifer Reed	HMP Belmarsh	HMP 1240		03/03/1971		Plays a musical instrum	Working towards a goal, Communicating with others	1 Strongly agree	3 Don't enjoy	2	2	
Puppy Heather	HMP Belmarsh	HMP 1241		26/06/1972		Plays a musical instrum	Improving ability through practice, Building relationship with	1 Strongly agree	3 Don't enjoy	6	7	
Clare Reed	HMP Belmarsh	HMP 1242		11/01/1973		Plays a musical instrum	Improving ability through practice, Communicating with oth	1 Strongly agree	4 Enjoyed	4	4	
Sarah Ann	HMP Belmarsh	HMP 1243		08/10/1974		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	1 Really enjoyed	4	2	
Primrose Tilling	HMP Belmarsh	HMP 1244		29/05/1975		No musical experience	Improving ability through practice, Building relationship with	3 Disagree	2 Enjoyed	3	3	
Angela Bennett	HMP Belmarsh	HMP 1245		15/06/1976		Plays a musical instrum	Building relationship with mentor, Working towards a goal	3 Disagree	2 Enjoyed	6	6	
Bluebell Harrow	HMP Belmarsh	HMP 1247		06/11/1977		No musical experience	Improving ability through practice, Communicating with oth	2 Agree	2 Enjoyed	3	4	
Basilisk Moya	HMP Belmarsh	HMP 1247		18/02/1978		No musical experience	Improving ability through practice, Communicating with oth	3 Disagree	2 Enjoyed	6	6	
Tamara Ellis	HMP Belmarsh	HMP 1248		09/07/1979		Plays a musical instrum	Communicating with others, Working towards a goal	2 Agree	2 Enjoyed	4	2	
Bruch Lenny	HMP Belmarsh	HMP 1254		29/04/1959		Plays a musical instrum	Working as a team, Communicating with others	2 Agree	4 Really didn't enjoy	3	5	
Gracie Lenny	HMP Belmarsh	HMP 1255		12/06/1959		No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	4	2	
Harold Finch	HMP Belmarsh	HMP 1216		18/12/1986		No musical experience	Focusing on a task, Working as a team, Communicating with	1 Strongly agree	2 Enjoyed	2	3	
Stromboli Power	HMP Belmarsh	HMP 1217		05/11/1985		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	4 Really didn't enjoy	2	2	
Basilisk Moya	HMP Belmarsh	HMP 1218		02/01/2002		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	1 Really enjoyed	4	2	
Harriet Emily	HMP Belmarsh	HMP 1219		21/08/1972		No musical experience	Improving ability through practice, Building relationship with	3 Disagree	2 Enjoyed	3	3	
Spring Leong	HMP Belmarsh	HMP 1220		30/07/2007		No musical experience	Improving ability through practice, Communicating with oth	2 Agree	2 Enjoyed	3	4	
Tara Hestia	HMP Belmarsh	HMP 1221		19/04/1964		No musical experience	Improving ability through practice, Communicating with oth	3 Disagree	2 Enjoyed	6	8	
Cassia Hestia	HMP Belmarsh	HMP 1222		04/10/1963		No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	6	7	
Yara Dumas	HMP Belmarsh	HMP 1223		11/02/1991		No musical experience	Working towards a goal, Improving ability through practice	2 Agree	3 Don't enjoy	2	2	
Keaton Reed	HMP Belmarsh	HMP 1224		09/03/1976		No musical experience	Improving ability through practice, Building relationship with	1 Strongly agree	2 Enjoyed	9	8	
Mahogany Silva	HMP Belmarsh	HMP 1225		24/06/2000		No musical experience	Working towards a goal, Communicating with others	2 Agree	4 Really didn't enjoy	7	9	
Lucas de Melo	HMP Belmarsh	HMP 1226		27/01/1962		No musical experience	Working towards a goal, Improving ability through practice	3 Disagree	4 Really didn't enjoy	2	3	
Concepcion	HMP Belmarsh	HMP 1227		15/08/1973		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	2 Enjoyed	9	8	
Camphor Kato	HMP Belmarsh	HMP 1234		27/03/1965		No musical experience	Focusing on a task, Working as a team, Communicating with	3 Disagree	2 Enjoyed	4	5	
Sourabh Jay	HMP Belmarsh	HMP 1235		14/10/1972		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	4 Really didn't enjoy	2	7	
Jay Elwood	HMP Belmarsh	HMP 1236		02/01/1989		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	1 Really enjoyed	4	2	
Chloe Kelly	HMP Belmarsh	HMP 1237		21/07/1995		No musical experience	Improving ability through practice, Building relationship with	3 Disagree	2 Enjoyed	3	3	
Margaret Lowe	HMP Belmarsh	HMP 1238		06/03/2001		No musical experience	Improving ability through practice, Communicating with oth	2 Agree	2 Enjoyed	3	4	
Alexa Merson	HMP Belmarsh	HMP 1239		18/11/1965		No musical experience	Improving ability through practice, Communicating with oth	3 Disagree	2 Enjoyed	6	8	
Colin Buckhorn	HMP Belmarsh	HMP 1240		23/04/1968		No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	6	7	
Drace Erin	HMP Belmarsh	HMP 1241		10/09/1990		No musical experience	Working towards a goal, Improving ability through practice	2 Agree	3 Don't enjoy	2	2	
Andreas Watts	HMP Belmarsh	HMP 1242		07/02/1967		No musical experience	Improving ability through practice, Building relationship with	3 Disagree	2 Enjoyed	9	8	
Scott Darcy	HMP Belmarsh	HMP 1243		20/12/1961		No musical experience	Working towards a goal, Communicating with others	2 Agree	4 Really didn't enjoy	7	9	
Harriet Zane	HMP Belmarsh	HMP 1244		03/06/1989		No musical experience	Working towards a goal, Improving ability through practice	3 Disagree	4 Really didn't enjoy	2	3	
Shedding Queens	HMP Belmarsh	HMP 1245		22/08/1967		No musical experience	Building relationship with mentor, Working towards a goal	2 Agree	2 Enjoyed	3	3	
Shorena Yates	HMP Belmarsh	HMP 1246		11/01/2003		No musical experience	Building relationship with mentor, Working towards a goal	1 Strongly agree	4 Really didn't enjoy	2	6	
Clara Ribbard	HMP Belmarsh	HMP 1247		09/10/1979		No musical experience	Working as a team, Communicating with others	2 Agree	4 Really didn't enjoy	3	3	
Cately Dip	HMP Belmarsh	HMP 1200										

Or by clicking on Refresh all on the Data tab

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Hazel Bramble	HMP Belmarsh	HMP 1235		23/07/1966		Plays a musical instrum	Working towards a goal, Improving ability through practice	3 Disagree	3 Don't enjoy	3	3	
Holly Thorne	HMP Belmarsh	HMP 1236		14/11/1967		No musical experience	Working as a team, Communicating with others	2 Agree	2 Enjoyed	2	2	
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