

Excel Essentials

Course Handbook

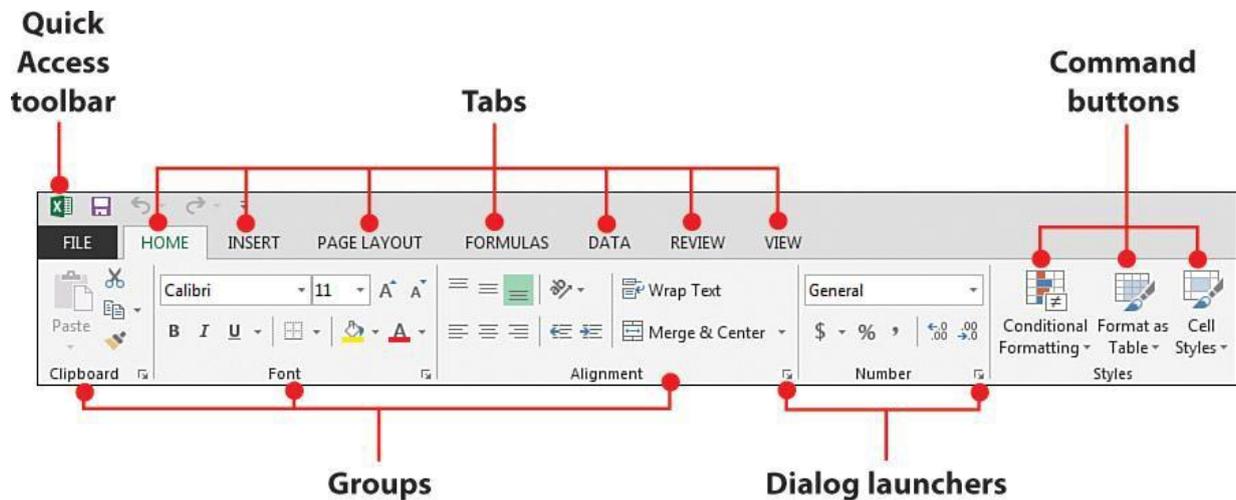
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Working with Excel

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.

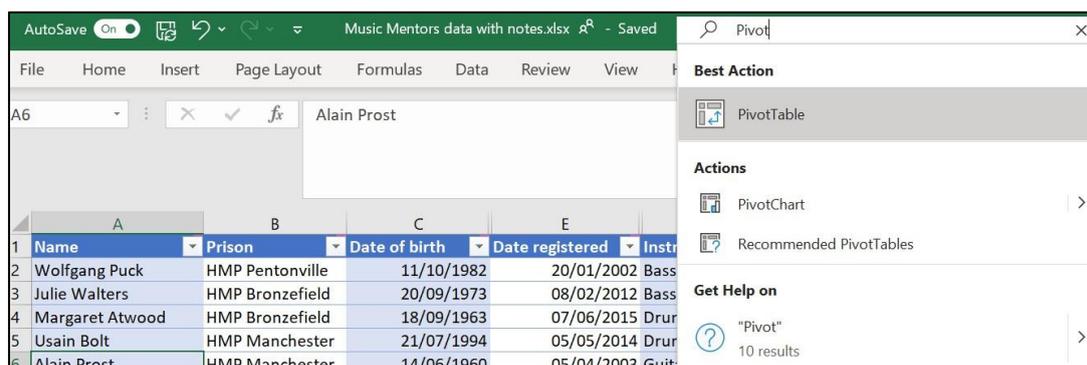


The Ribbon is made up of five basic components: the Quick Access Toolbar, tabs, groups, command buttons, and dialog launchers.

- The **Quick Access Toolbar** is essentially a customisable 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.

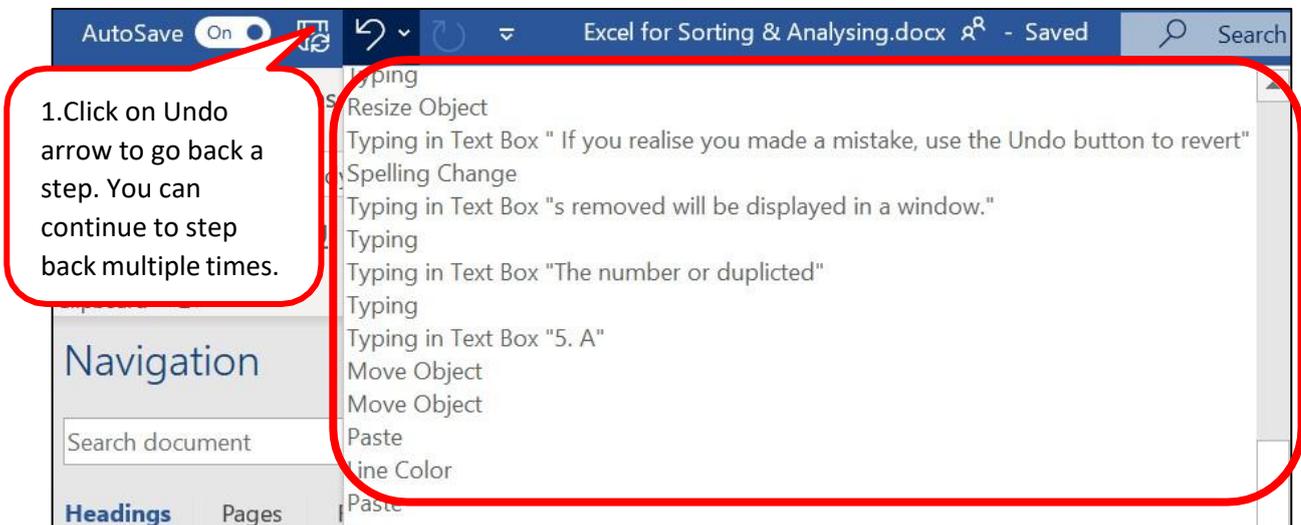
2. Getting help

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



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.



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

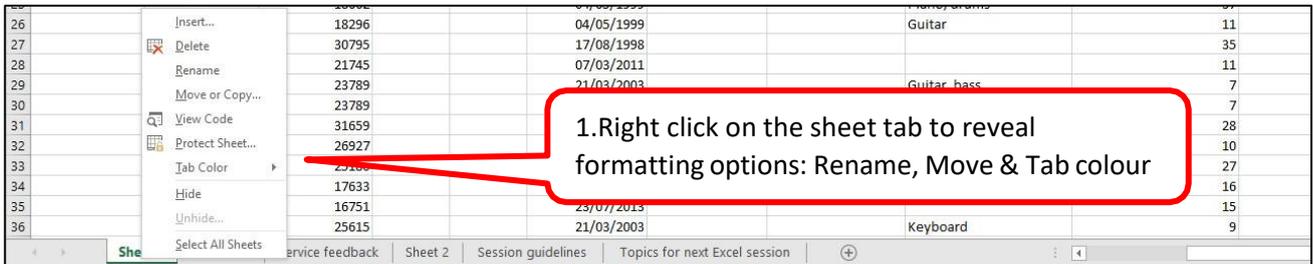
Previously you could buy a discounted licence if you are a registered charity from Charity Digital for £33 for Microsoft Office 2019. These products are no longer available, you would need to pay full price for a local standalone desk top option.

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

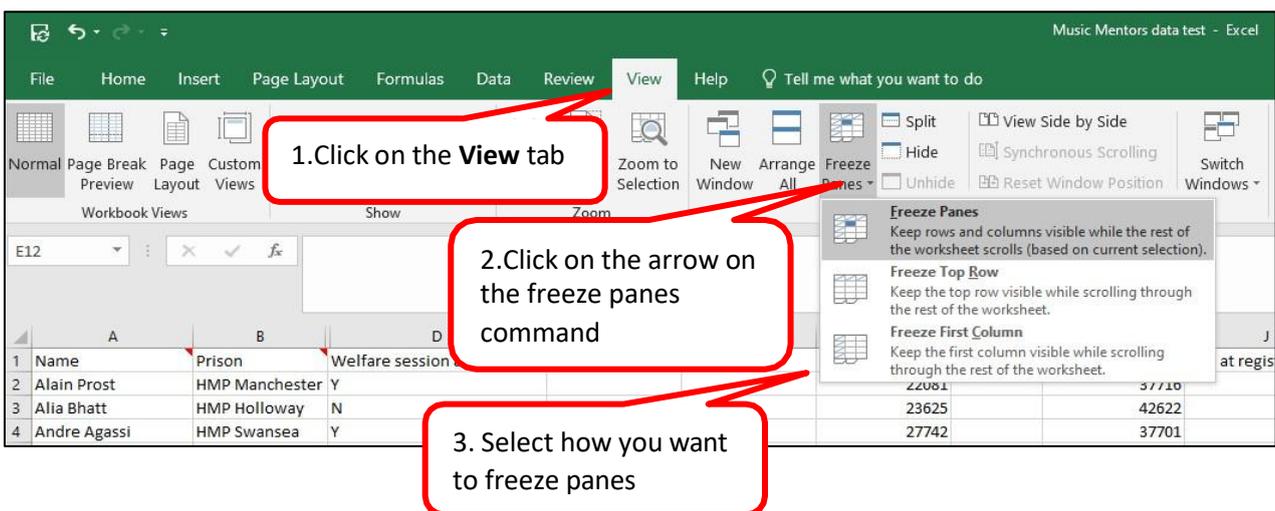
Working with workbooks with large amount of data in each sheet can be very unwieldy. Before starting it's worth getting your view sorted out so that you can easily move around between worksheets.

5. Format tabs

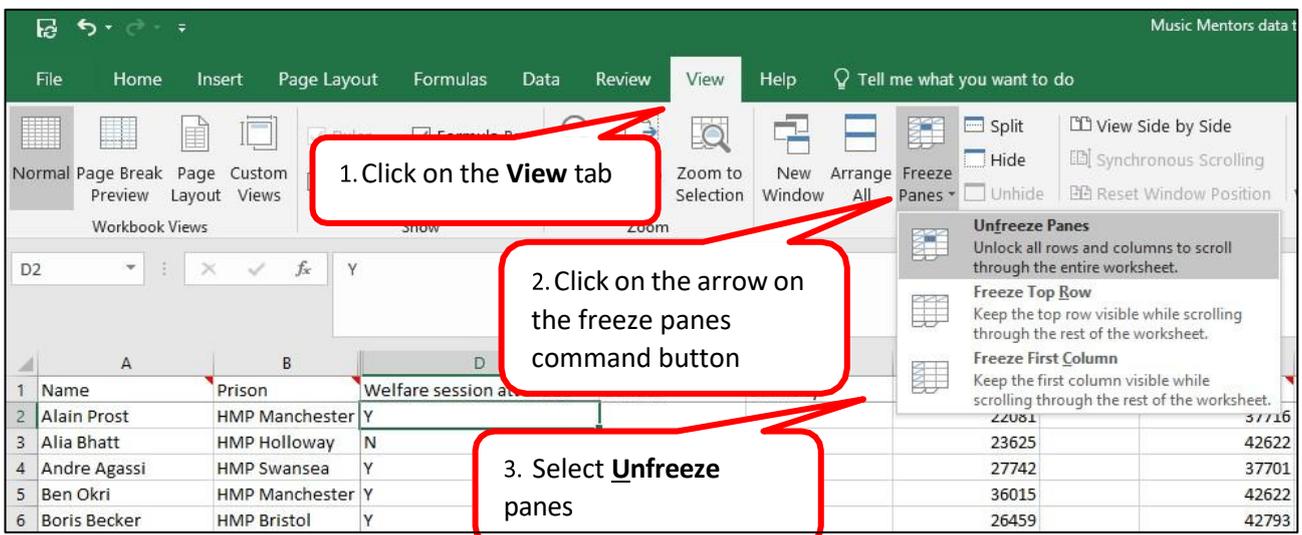


6. Freeze panes

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

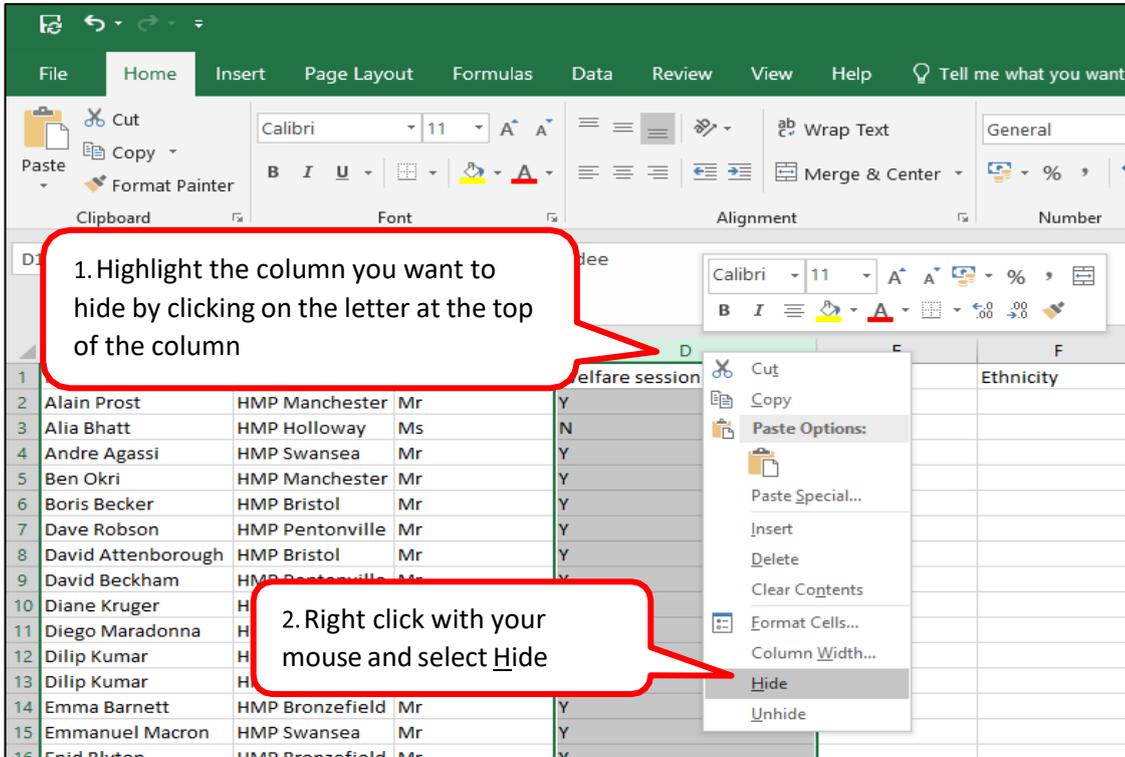


Unfreeze panes



7. 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.

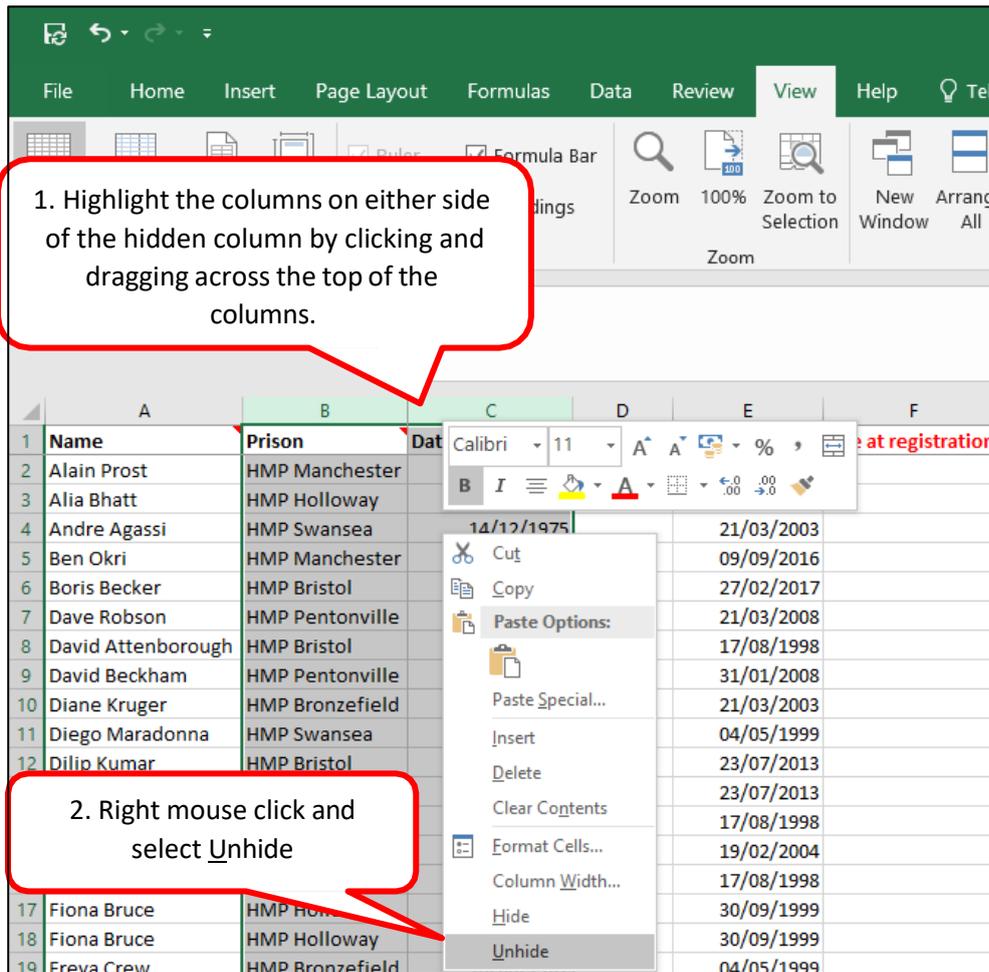


1. Highlight the column you want to hide by clicking on the letter at the top of the column

2. Right click with your mouse and select Hide

	D	E	F
1	Welfare session		Ethnicity
2	Alain Prost	HMP Manchester	Mr
3	Alia Bhatt	HMP Holloway	Ms
4	Andre Agassi	HMP Swansea	Mr
5	Ben Okri	HMP Manchester	Mr
6	Boris Becker	HMP Bristol	Mr
7	Dave Robson	HMP Pentonville	Mr
8	David Attenborough	HMP Bristol	Mr
9	David Beckham	HMP Pentonville	Mr
10	Diane Kruger	HMP Pentonville	Ms
11	Diego Maradona	HMP Pentonville	Ms
12	Dilip Kumar	HMP Pentonville	Ms
13	Dilip Kumar	HMP Pentonville	Ms
14	Emma Barnett	HMP Bronzefield	Mr
15	Emmanuel Macron	HMP Swansea	Mr
16	Frid Bluton	HMP Bronzefield	Mr

8. Unhide Columns

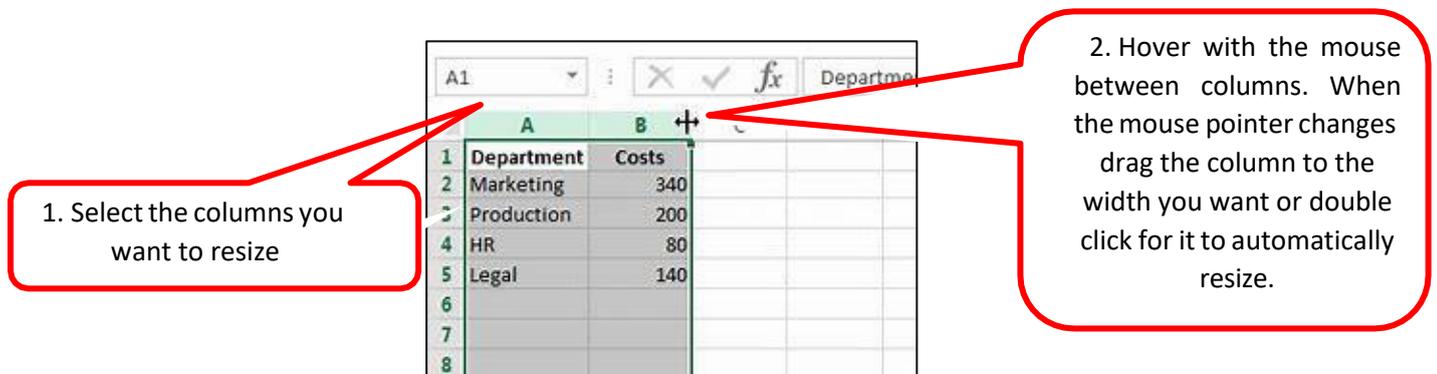


1. Highlight the columns on either side of the hidden column by clicking and dragging across the top of the columns.

2. Right mouse click and select Unhide

	A	B	C	D	E	F
1	Name	Prison	Date of registration			
2	Alain Prost	HMP Manchester				
3	Alia Bhatt	HMP Holloway				
4	Andre Agassi	HMP Swansea				
5	Ben Okri	HMP Manchester				
6	Boris Becker	HMP Bristol				
7	Dave Robson	HMP Pentonville				
8	David Attenborough	HMP Bristol				
9	David Beckham	HMP Pentonville				
10	Diane Kruger	HMP Bronzefield				
11	Diego Maradona	HMP Swansea				
12	Dilip Kumar	HMP Bristol				
17	Fiona Bruce	HMP Holloway				
18	Fiona Bruce	HMP Holloway				
19	Freya Crew	HMP Bronzefield				

9. Resize columns



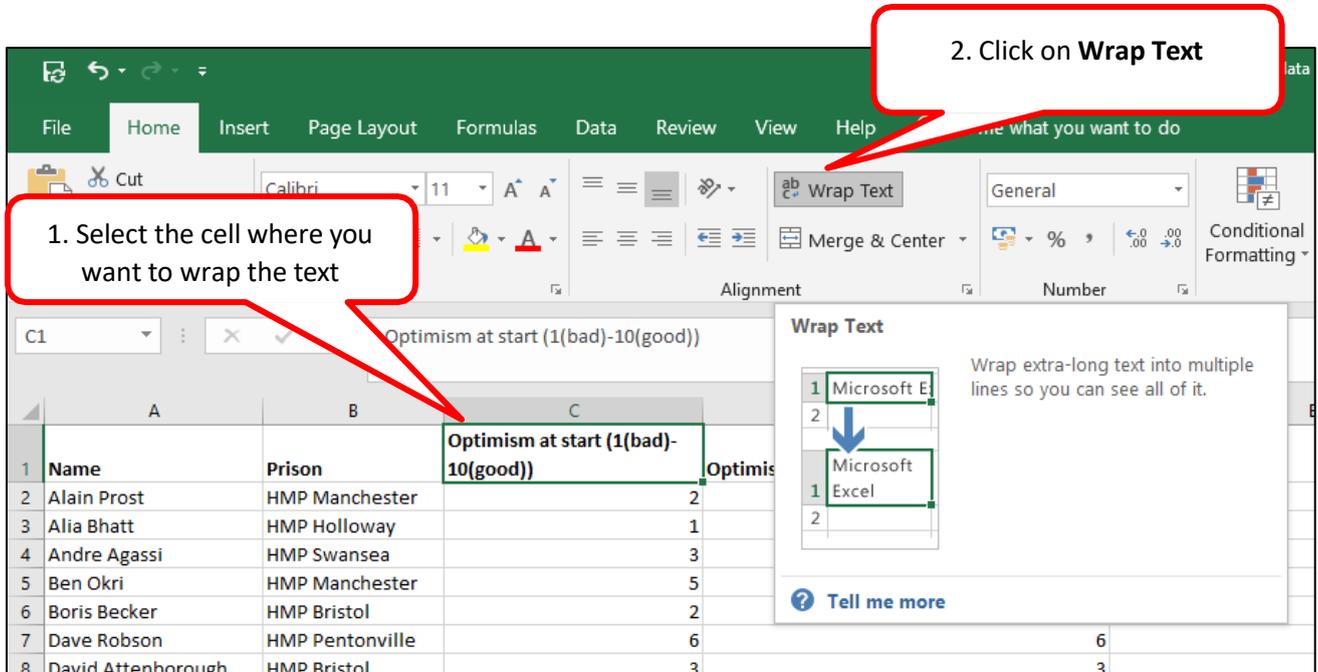
1. Select the columns you want to resize

2. Hover with the mouse between columns. When the mouse pointer changes drag the column to the width you want or double click for it to automatically resize.

	A	B	C
1	Department	Costs	
2	Marketing	340	
3	Production	200	
4	HR	80	
5	Legal	140	
6			
7			
8			

10. 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.



1. Select the cell where you want to wrap the text

2. Click on **Wrap Text**

	A	B	C	
			Optimism at start (1(bad)-10(good))	
1	Name	Prison	Optimism at start (1(bad)-10(good))	Optimis
2	Alain Prost	HMP Manchester		2
3	Alia Bhatt	HMP Holloway		1
4	Andre Agassi	HMP Swansea		3
5	Ben Okri	HMP Manchester		5
6	Boris Becker	HMP Bristol		2
7	Dave Robson	HMP Pentonville		6
8	David Attenborough	HMP Bristol		3

Wrap Text
Wrap extra-long text into multiple lines so you can see all of it.

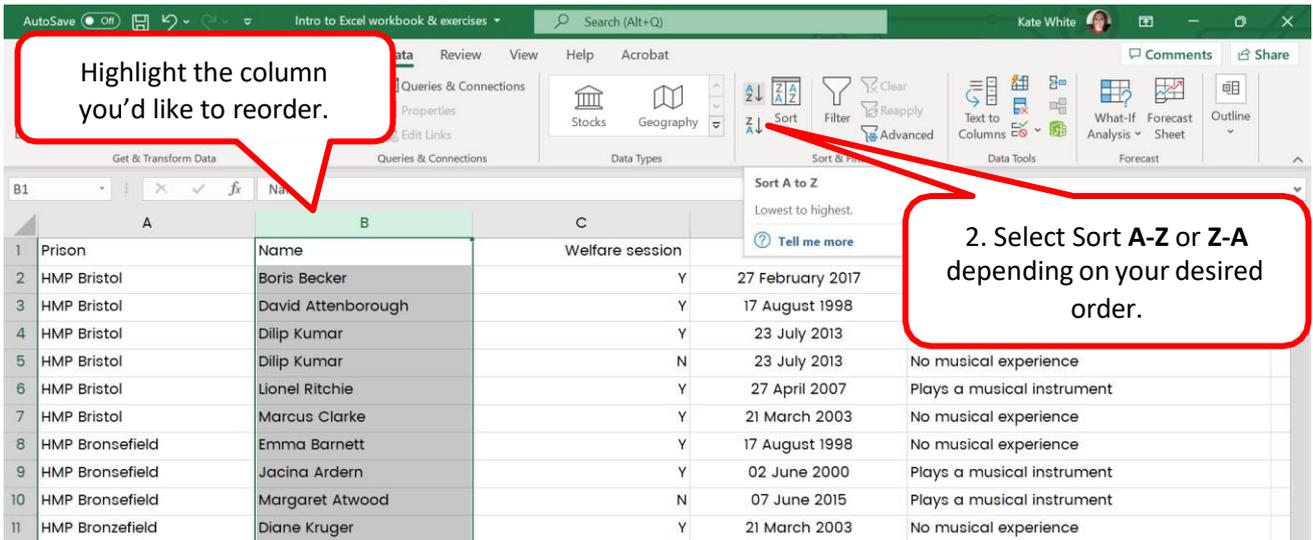
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1 Microsoft
2 Excel

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Sorting your data

11. 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.

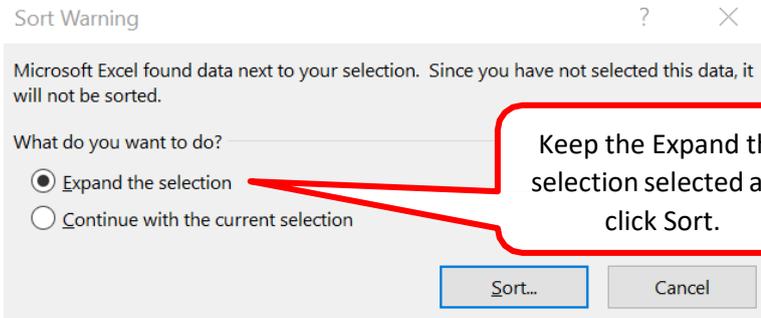


Highlight the column you'd like to reorder.

2. Select Sort A-Z or Z-A depending on your desired order.

Prison	Name	Welfare session		
1	Prison	Boris Becker	Y	27 February 2017
2	HMP Bristol	David Attenborough	Y	17 August 1998
3	HMP Bristol	Dilip Kumar	Y	23 July 2013
4	HMP Bristol	Dilip Kumar	N	23 July 2013
5	HMP Bristol	Lionel Ritchie	Y	27 April 2007
6	HMP Bristol	Marcus Clarke	Y	21 March 2003
7	HMP Bronsefield	Emma Barnett	Y	17 August 1998
8	HMP Bronsefield	Jacina Ardern	Y	02 June 2000
9	HMP Bronsefield	Margaret Atwood	N	07 June 2015
10	HMP Bronsefield	Diane Kruger	Y	21 March 2003
11	HMP Bronsefield			

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 you have not selected this data, it will not be sorted.

What do you want to do?

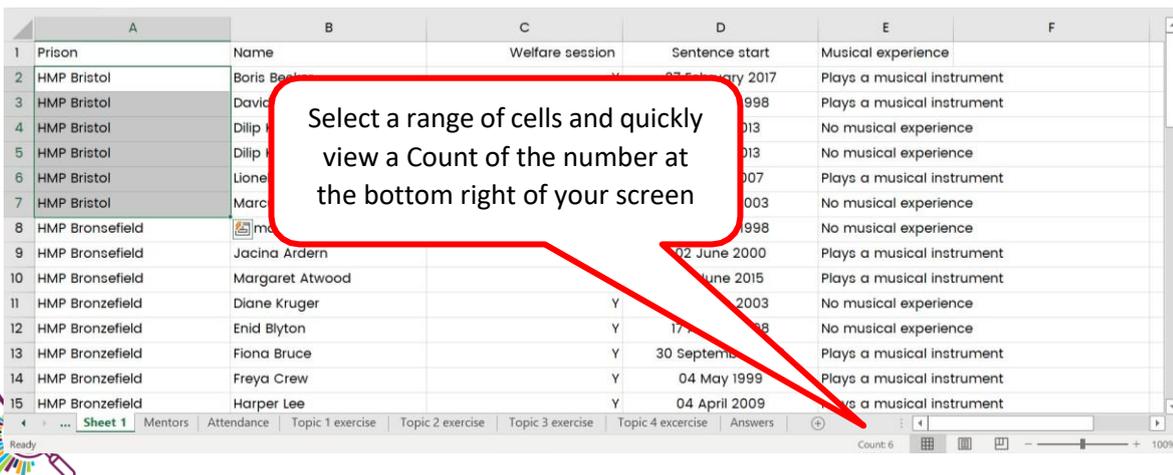
Expand the selection

Continue with the current selection

Keep the Expand the selection selected and click Sort.

Sort... Cancel

12. Quick Count view



Select a range of cells and quickly view a Count of the number at the bottom right of your screen

Prison	Name	Welfare session	Sentence start	Musical experience
1	Prison	Boris Becker	27 February 2017	Plays a musical instrument
2	HMP Bristol	David Attenborough	17 August 1998	Plays a musical instrument
3	HMP Bristol	Dilip Kumar	23 July 2013	No musical experience
4	HMP Bristol	Dilip Kumar	23 July 2013	No musical experience
5	HMP Bristol	Lionel Ritchie	27 April 2007	Plays a musical instrument
6	HMP Bristol	Marcus Clarke	21 March 2003	No musical experience
7	HMP Bronsefield	Emma Barnett	17 August 1998	No musical experience
8	HMP Bronsefield	Jacina Ardern	02 June 2000	Plays a musical instrument
9	HMP Bronsefield	Margaret Atwood	07 June 2015	Plays a musical instrument
10	HMP Bronsefield	Diane Kruger	21 March 2003	No musical experience
11	HMP Bronsefield	Enid Blyton	17 August 1998	No musical experience
12	HMP Bronsefield	Fiona Bruce	30 September 2007	Plays a musical instrument
13	HMP Bronsefield	Freya Crew	04 May 1999	Plays a musical instrument
14	HMP Bronsefield	Harper Lee	04 April 2009	Plays a musical instrument
15	HMP Bronsefield			

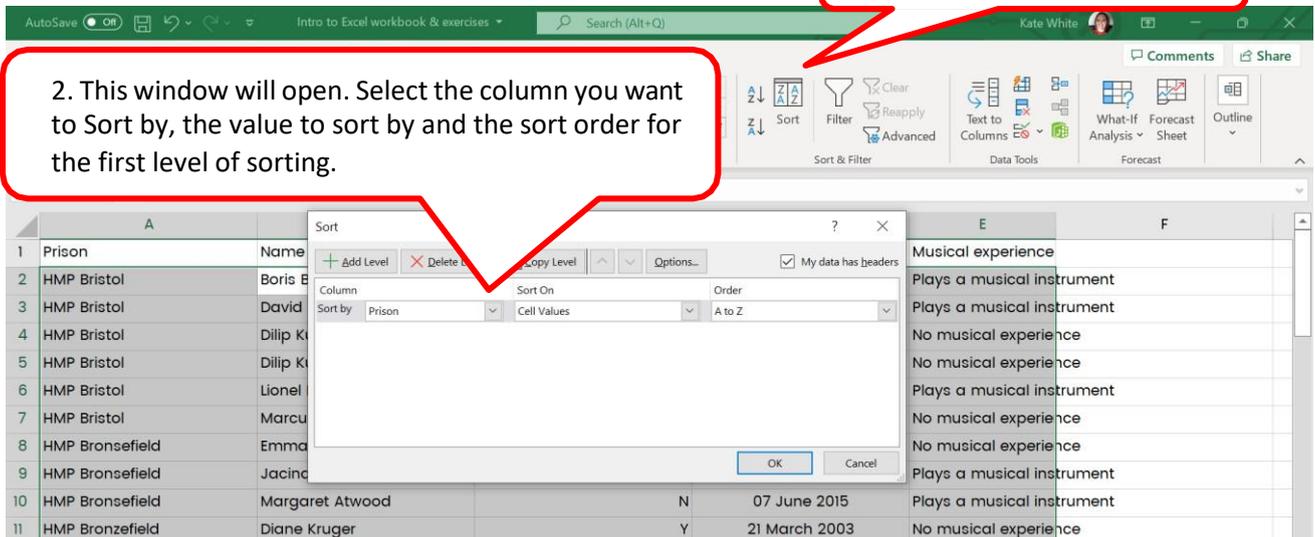
Count: 6

13. Sorting (Multi-level)

More complex sorting options are available via the Home tab

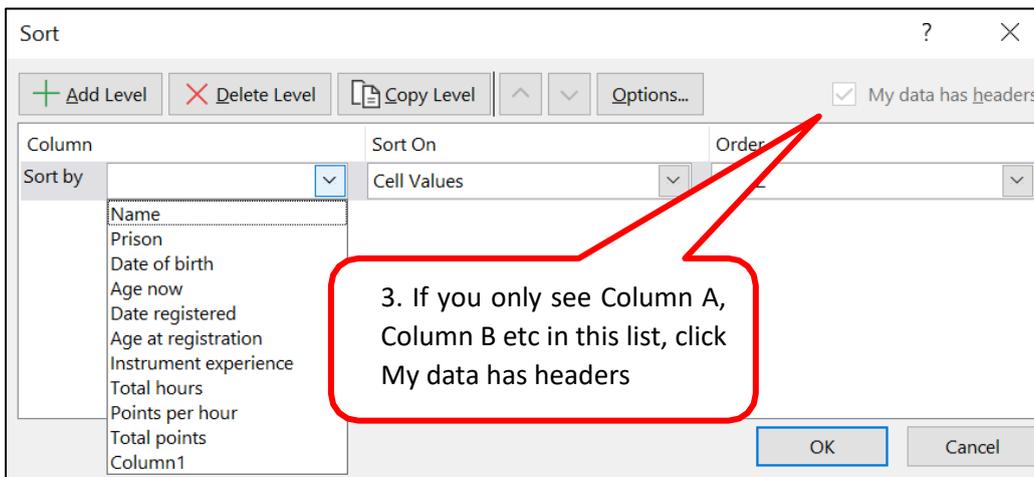
1. Click on the Sort option

2. This window will open. Select the column you want to Sort by, the value to sort by and the sort order for the first level of sorting.

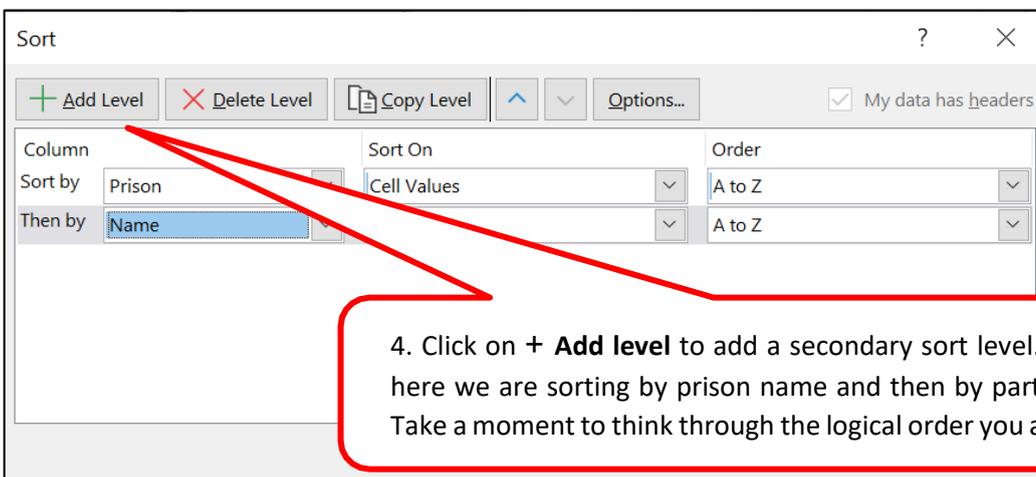


	A		E	F
1	Prison	Name		
2	HMP Bristol	Boris B	Musical experience	
3	HMP Bristol	David	Plays a musical instrument	
4	HMP Bristol	Dilip K	Plays a musical instrument	
5	HMP Bristol	Dilip K	No musical experience	
6	HMP Bristol	Lionel	No musical experience	
7	HMP Bristol	Marcu	Plays a musical instrument	
8	HMP Bronsefield	Emma	No musical experience	
9	HMP Bronsefield	Jacina	No musical experience	
10	HMP Bronsefield	Margaret Atwood	Plays a musical instrument	N 07 June 2015
11	HMP Bronsefield	Diane Kruger	No musical experience	Y 21 March 2003

3. If you only see Column A, Column B etc in this list, click My data has headers



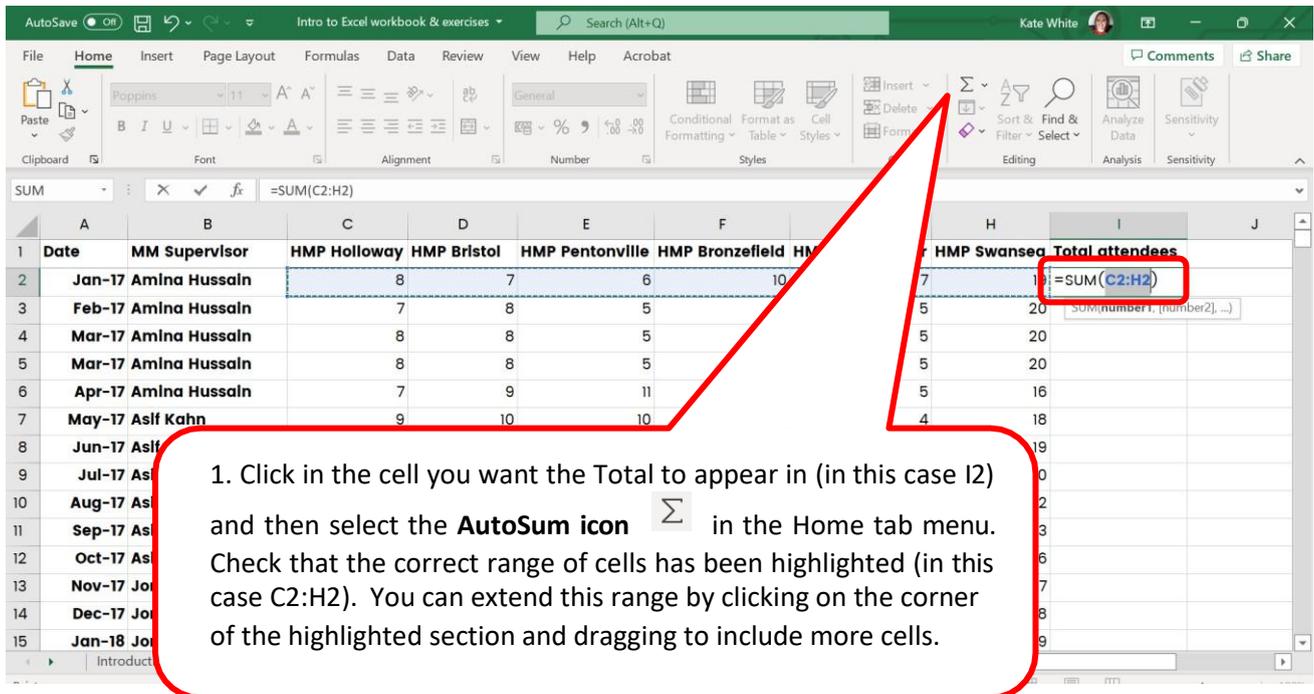
4. Click on + Add level to add a secondary sort level. For example, here we are sorting by prison name and then by participant name. Take a moment to think through the logical order you are sorting on.




Using Formula

14. Auto sum

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

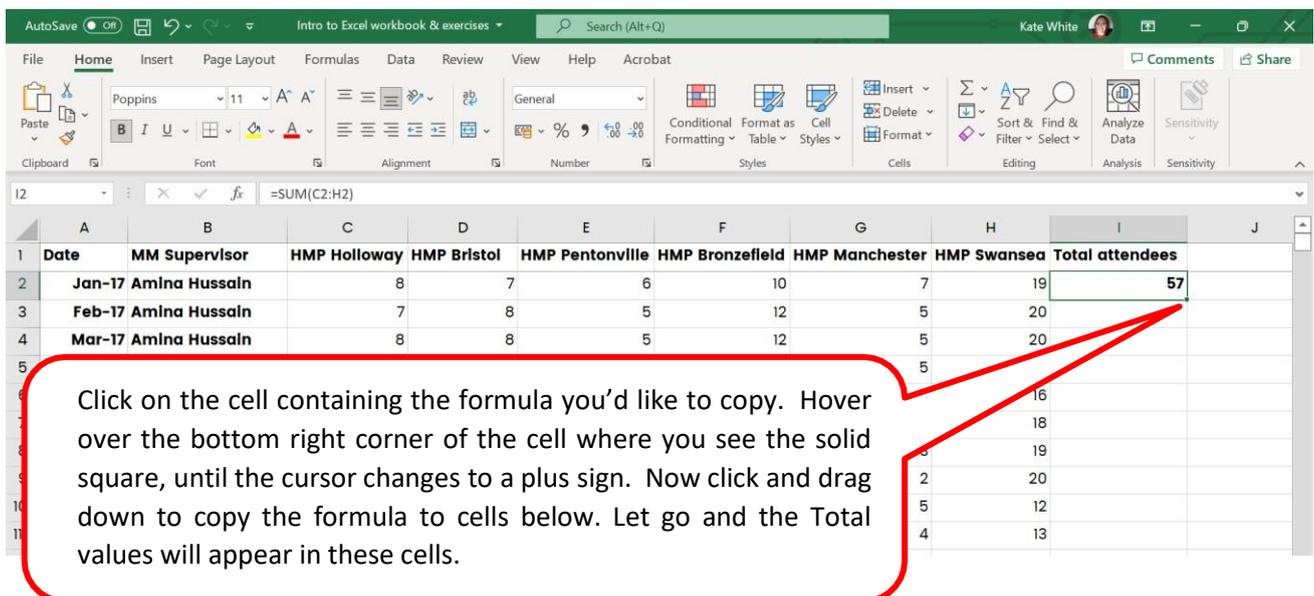


1. Click in the cell you want the Total to appear in (in this case I2) and then select the **AutoSum** icon Σ in the Home tab menu. Check that the correct range of cells has been highlighted (in this case C2:H2). You can extend this range by clicking on the corner of the highlighted section and dragging to include more cells.

	A	B	C	D	E	F	G	H	I	J
1	Date	MM Supervisor	HMP Holloway	HMP Bristol	HMP Pentonville	HMP Bronzefield	HMP Manchester	HMP Swansea	Total attendees	
2	Jan-17	Amlna Hussaln	8	7	6	10		7	=SUM(C2:H2)	
3	Feb-17	Amlna Hussaln	7	8	5			5	20	
4	Mar-17	Amlna Hussaln	8	8	5			5	20	
5	Mar-17	Amlna Hussaln	8	8	5			5	20	
6	Apr-17	Amlna Hussaln	7	9	11			5	16	
7	May-17	Asif Kahn	9	10	10			4	18	
8	Jun-17	Asif Kahn								
9	Jul-17	Asif Kahn								
10	Aug-17	Asif Kahn								
11	Sep-17	Asif Kahn								
12	Oct-17	Asif Kahn								
13	Nov-17	Asif Kahn								
14	Dec-17	Asif Kahn								
15	Jan-18	Asif Kahn								

15. 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.



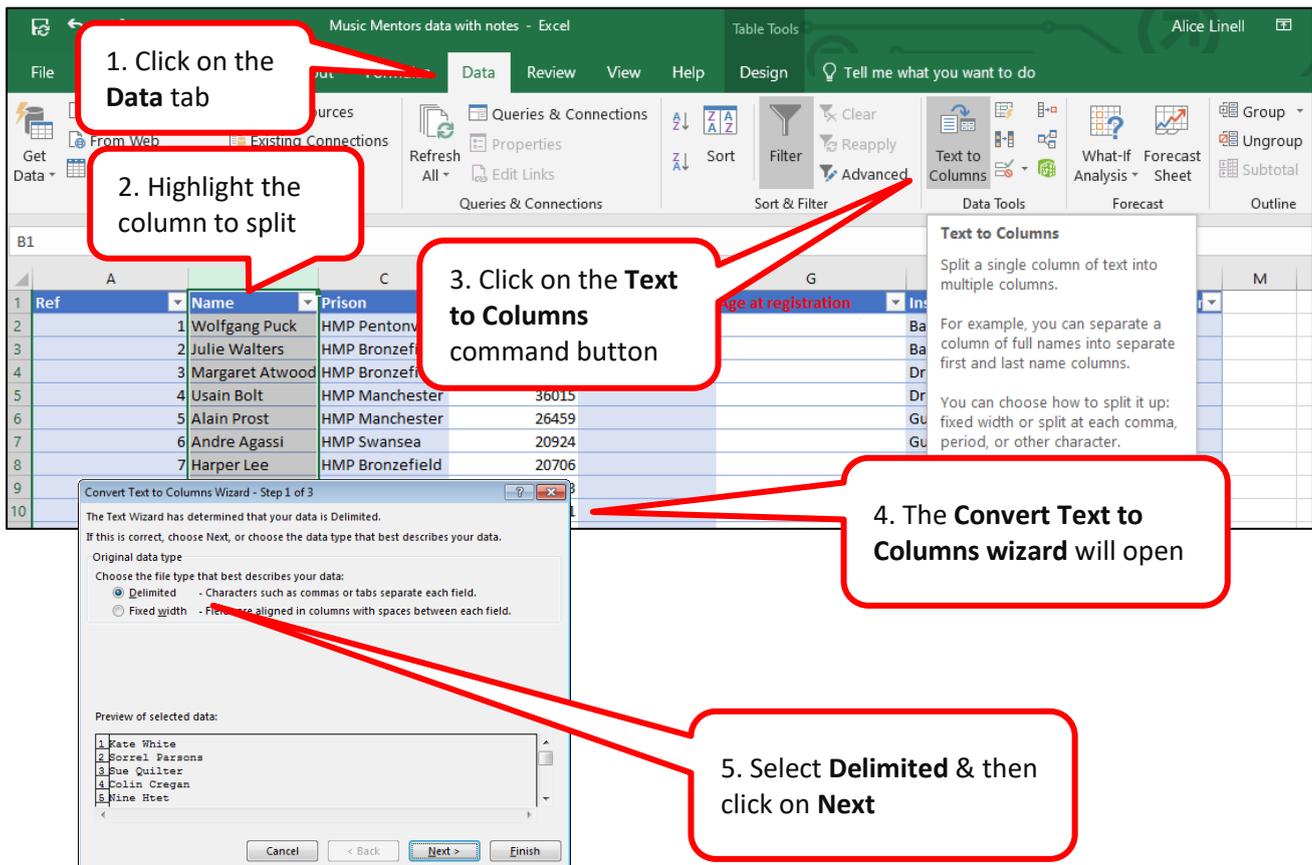
Click on the cell containing the formula you'd like to copy. Hover over the bottom right corner of the cell where you see the solid square, until the cursor changes to a plus sign. Now click and drag down to copy the formula to cells below. Let go and the Total values will appear in these cells.

	A	B	C	D	E	F	G	H	I	J
1	Date	MM Supervisor	HMP Holloway	HMP Bristol	HMP Pentonville	HMP Bronzefield	HMP Manchester	HMP Swansea	Total attendees	
2	Jan-17	Amlna Hussaln	8	7	6	10	7	19	57	
3	Feb-17	Amlna Hussaln	7	8	5	12	5	20		
4	Mar-17	Amlna Hussaln	8	8	5	12	5	20		
5								5		
6								5		
7								5		
8								5		
9								5		
10								5		
11								5		
12								5		
13								5		
14								5		
15								5		

Splitting columns

Often there is a need to break down data to make it easier to work with. For example, if you want to sort people in alphabetical order using their surname you will need to make sure their name is split into first name & surname columns.

Tip: It's a good idea to first create a column to the right of the column you wish to split, for the second part of the column contents to move into.



1. Click on the **Data** tab

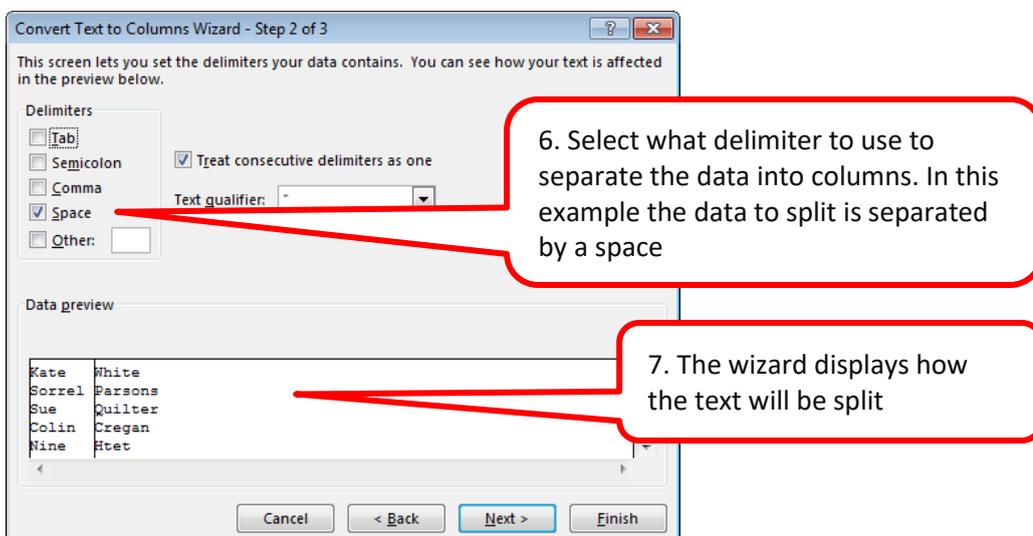
2. Highlight the column to split

3. Click on the **Text to Columns** command button

4. The **Convert Text to Columns** wizard will open

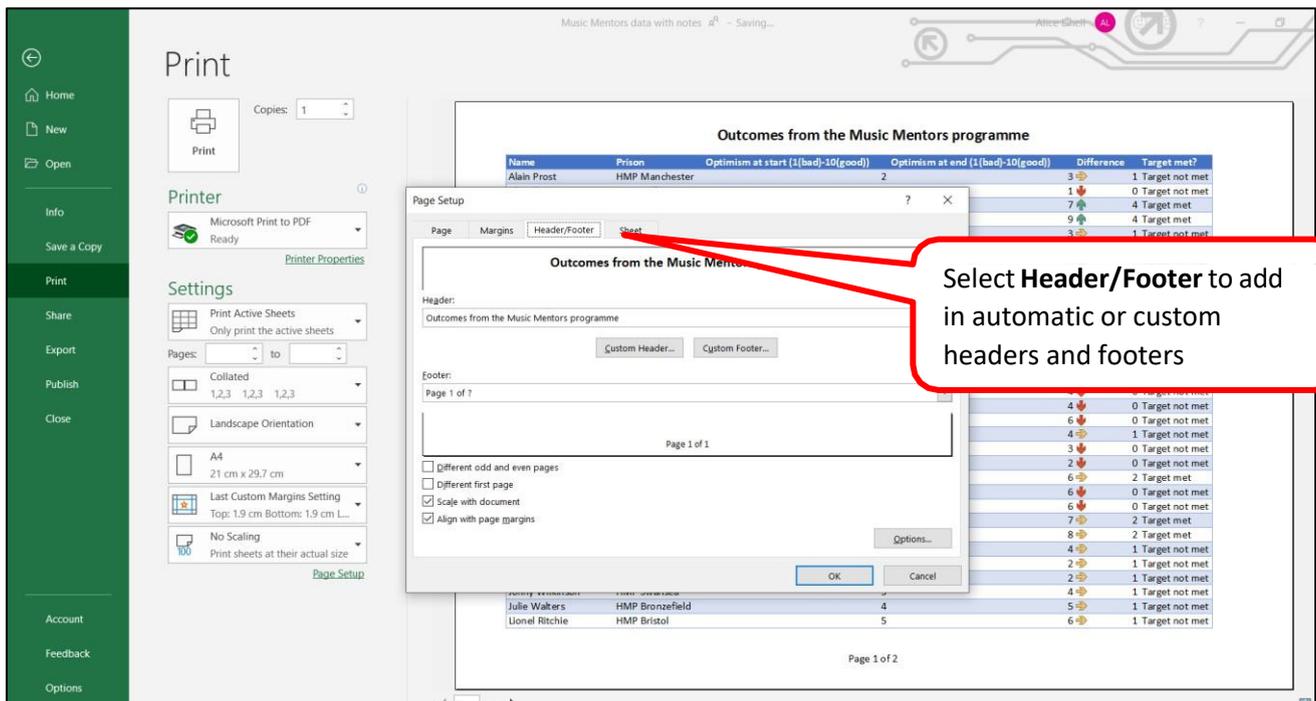
5. Select **Delimited** & then click on **Next**

(A **Delimiter** is a blank space, comma, or other character or symbol that indicates the beginning or end of a character string, word, or data item)



6. Select what delimiter to use to separate the data into columns. In this example the data to split is separated by a space

7. The wizard displays how the text will be split

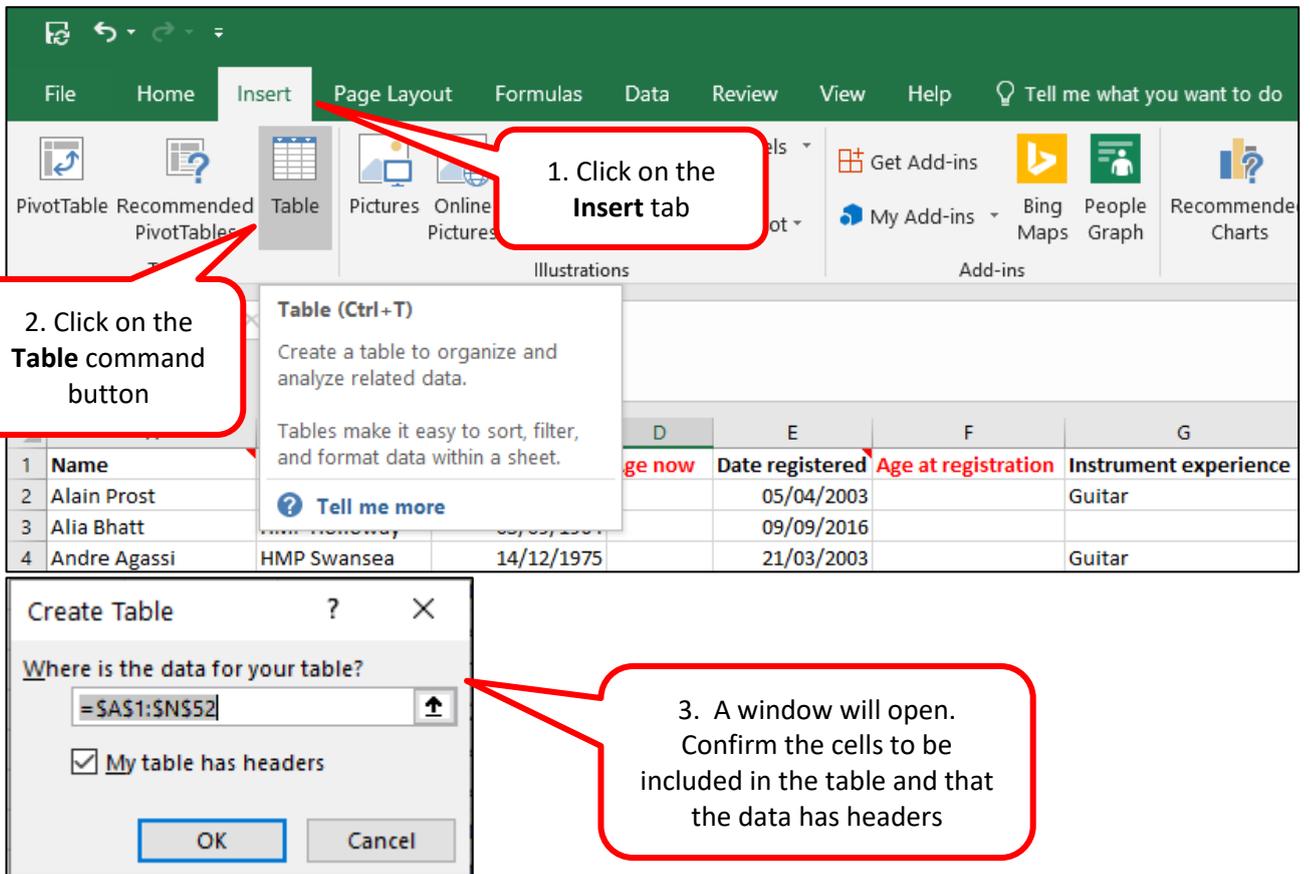


Managing data with tables

The advantages of an Excel table include all of the following:

- 1) **Quick Styles**
Add colour, banded rows, and header styles with just one click to style your data.
- 2) **Table Names**
Give a table a name to make it easier to reference in other formulas.
- 3) **Cleaner Formulas**
Excel Formulas are much easier to read and write when working in tables.
- 4) **Auto Expand**
Add a new row or column to your data, and the Excel table automatically updates to include the new cells.
- 5) **Filters & Subtotals**
Automatically add filter buttons and subtotals that adapt as you filter your data.
- 6) **Dynamic Pivot tables**
If you use an Excel Table for the source data of your pivot table, the data range becomes "dynamic". A dynamic range will automatically expand and shrink the table as you add or remove data, so won't have to worry that the pivot table is missing the latest data. When you use a Table for your pivot table, the pivot table will always be in sync with your data.

Make your data into a table



1. Click on the **Insert** tab

2. Click on the **Table** command button

Table (Ctrl+T)
Create a table to organize and analyze related data.
Tables make it easy to sort, filter, and format data within a sheet.
[Tell me more](#)

	D	E	F	G
1	Name	Date registered	Age at registration	Instrument experience
2	Alain Prost	05/04/2003		Guitar
3	Alia Bhatt	09/09/2016		
4	Andre Agassi	14/12/1975	21/03/2003	Guitar

Create Table

Where is the data for your table?
=SAS1:SN552

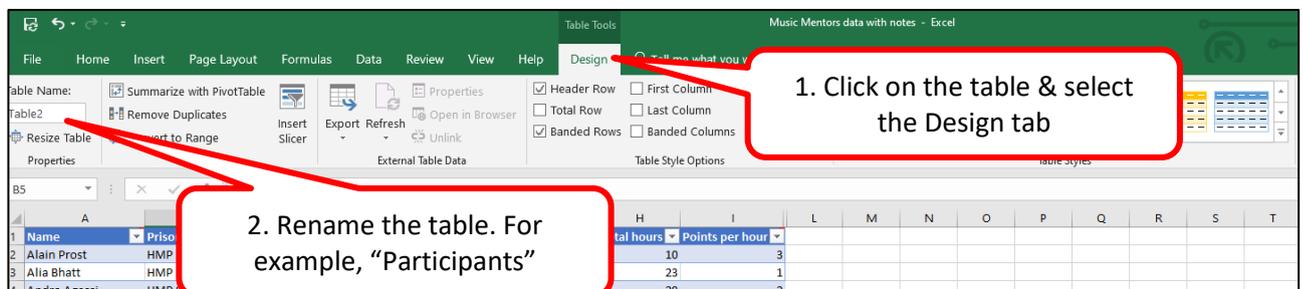
My table has headers

OK Cancel

3. A window will open. Confirm the cells to be included in the table and that the data has headers

Naming the table

It is good practice to name the table as it makes life much easier later when working with formulas. Naming the formula is basically giving your data set a name which will enable you to recognise which data set you need to be working with.



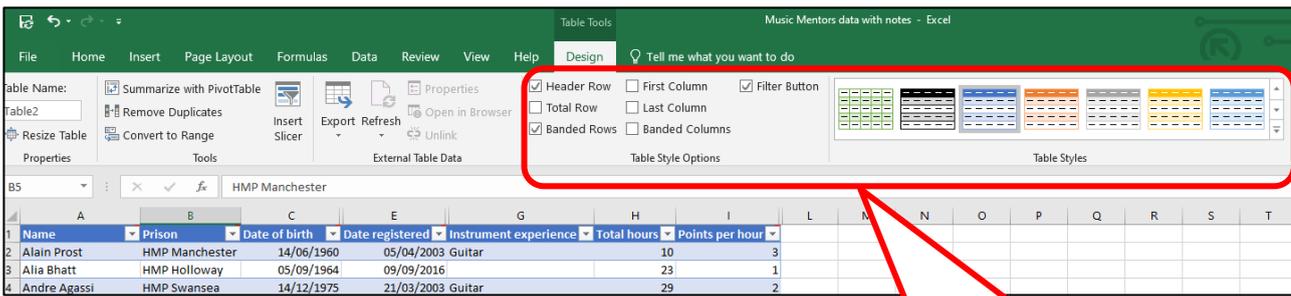
1. Click on the table & select the **Design** tab

2. Rename the table. For example, "Participants"

	H	I	L	M	N	O	P	Q	R	S	T
1	Name	Priso									
2	Alain Prost	HMP	10								
3	Alia Bhatt	HMP	23	1							
4	Andre Agassi	HMP	29	2							

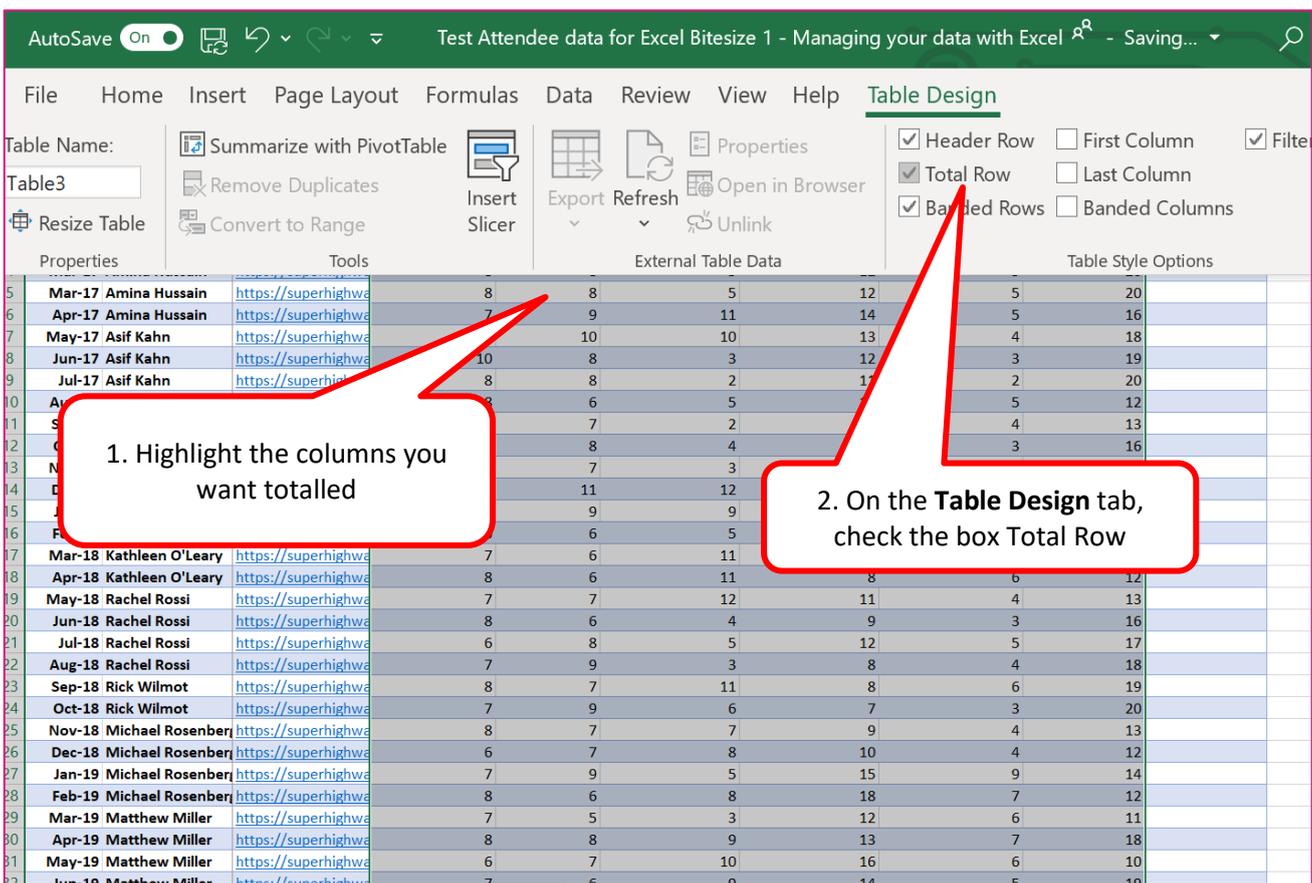
Formatting the table

There are a number of table formatting options in Excel. The benefit of the table format is that it ensures each new column or row you add to your table will be automatically formatted in the same way.



Change the look and feel of your table with the formatting tools

Adding a Total column



Adding a Row Total

AutoSave On Test Attendee data for Excel Bitesize 1 - Managing your data with Excel - Saving...

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

Table Name: Table3

Summarize with PivotTable Remove Duplicates Convert to Range

Insert Slicer Export Refresh Open in Browser Unlink

Properties Tools External Table Data Table Style Options

Header Row First Column Filter

Total Row Last Column

Banded Rows Banded Columns

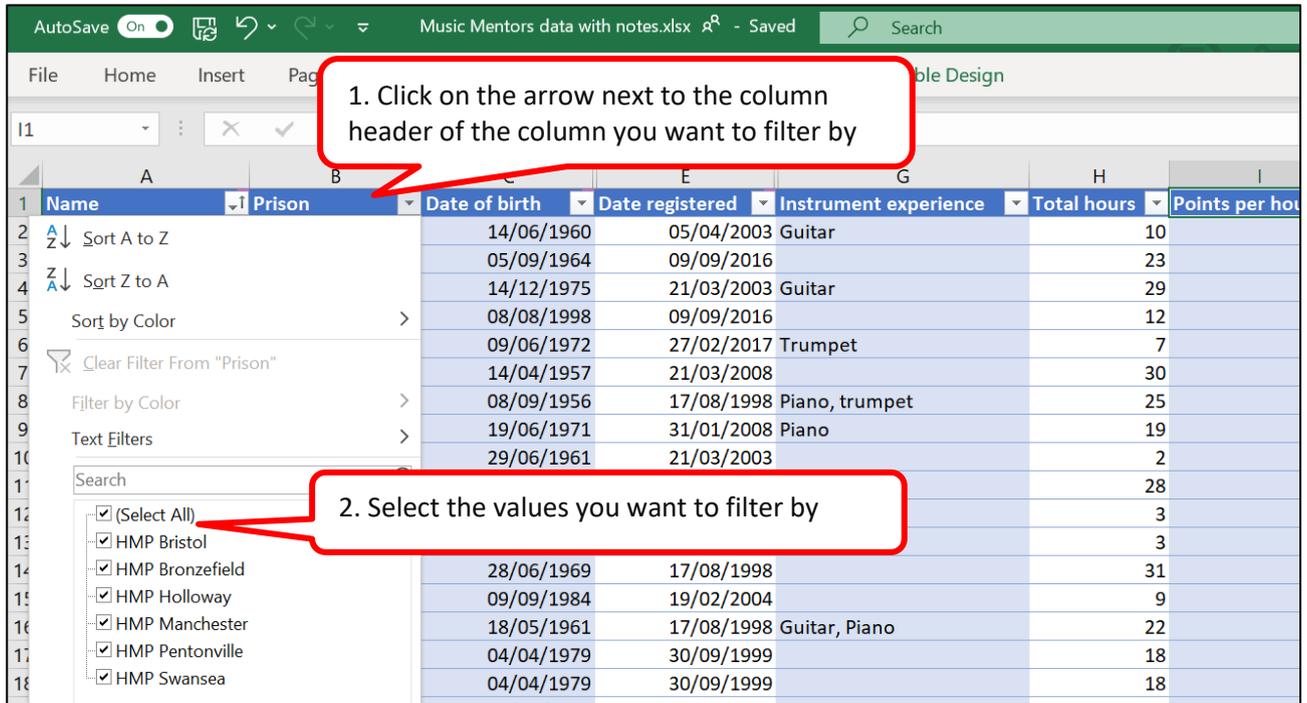
5	Mar-17 Amina Hussain	https://superhighwe	8	8	5	5	20
6	Apr-17 Amina Hussain	https://superhighwe	7	9	11	5	16
7	May-17 Asif Kahn	https://superhighwe	9	10	10	4	18
8	Jun-17 Asif Kahn	https://superhighwe	10	8	3	3	19
9	Jul-17 Asif Kahn	https://superhighwe	8	8	2	2	20
10	Aug-17 Asif Kahn	https://superhighwe	8	6	5	5	12
11	Sep-17 Asif Kahn	https://superhighwe	6	7	2	4	13
12	Oct-17 Asif Kahn	https://superhighwe	7	8	4	3	16
13	Nov-17 Asif Kahn	https://superhighwe	8	7	3	3	17
14	Dec-17 Asif Kahn	https://superhighwe	7	11	3	3	18
15	Jan-18 Asif Kahn	https://superhighwe	8	9	3	3	19
16	Feb-18 Asif Kahn	https://superhighwe	6	6	3	3	20
17	Mar-18 Asif Kahn	https://superhighwe	7	6	3	3	13
18	Apr-18 Asif Kahn	https://superhighwe	8	6	12	3	12
19	May-18 Asif Kahn	https://superhighwe	7	7	12	4	13
20	Jun-18 Rachel Rossi	https://superhighwe	8	6	4	3	16
21	Jul-18 Rachel Rossi	https://superhighwe	6	8	5	5	17
22	Aug-18 Rachel Rossi	https://superhighwe	7	9	3	4	18
23	Sep-18 Rick Wilmot	https://superhighwe	8	7	11	6	19
24	Oct-18 Rick Wilmot	https://superhighwe	7	9	6	3	20
25	Nov-18 Michael Rosenber	https://superhighwe	8	7	7	4	13
26	Dec-18 Michael Rosenber	https://superhighwe	6	7	8	4	12
27	Jan-19 Michael Rosenber	https://superhighwe	7	9	5	9	14
28	Feb-19 Michael Rosenber	https://superhighwe	8	6	8	7	12
29	Mar-19 Matthew Miller	https://superhighwe	7	5	3	6	11
30	Apr-19 Matthew Miller	https://superhighwe	8	8	9	7	18
31	May-19 Matthew Miller	https://superhighwe	6	7	10	6	10
32	Jun-19 Matthew Miller	https://superhighwe	7	6	6	5	16

1. Highlight the columns you want totalled

2. On the Table Design tab, check the box Total Row

Filtering

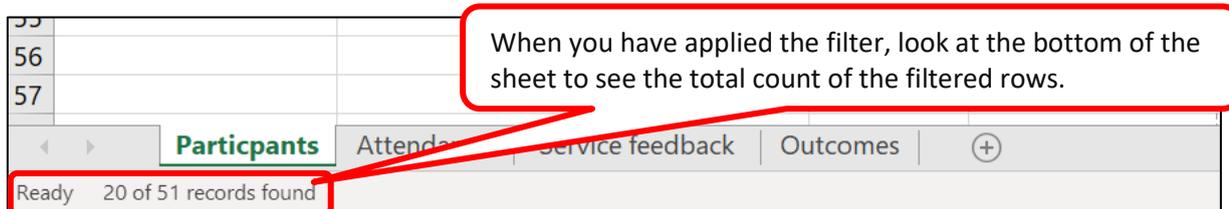
Filtering (Select & Deselect)



1. Click on the arrow next to the column header of the column you want to filter by

2. Select the values you want to filter by

Name	Prison	Date of birth	Date registered	Instrument experience	Total hours	Points per hour
	Sort A to Z	14/06/1960	05/04/2003	Guitar		10
	Sort Z to A	05/09/1964	09/09/2016			23
	Sort by Color	14/12/1975	21/03/2003	Guitar		29
	Clear Filter From "Prison"	08/08/1998	09/09/2016			12
	Filter by Color	09/06/1972	27/02/2017	Trumpet		7
	Text Filters	14/04/1957	21/03/2008			30
	Search	08/09/1956	17/08/1998	Piano, trumpet		25
	(Select All)	19/06/1971	31/01/2008	Piano		19
	HMP Bristol	29/06/1961	21/03/2003			2
	HMP Bronzefield					28
	HMP Holloway					3
	HMP Manchester	28/06/1969	17/08/1998			31
	HMP Pentonville	09/09/1984	19/02/2004			9
	HMP Swansea	18/05/1961	17/08/1998	Guitar, Piano		22
		04/04/1979	30/09/1999			18
		04/04/1979	30/09/1999			18

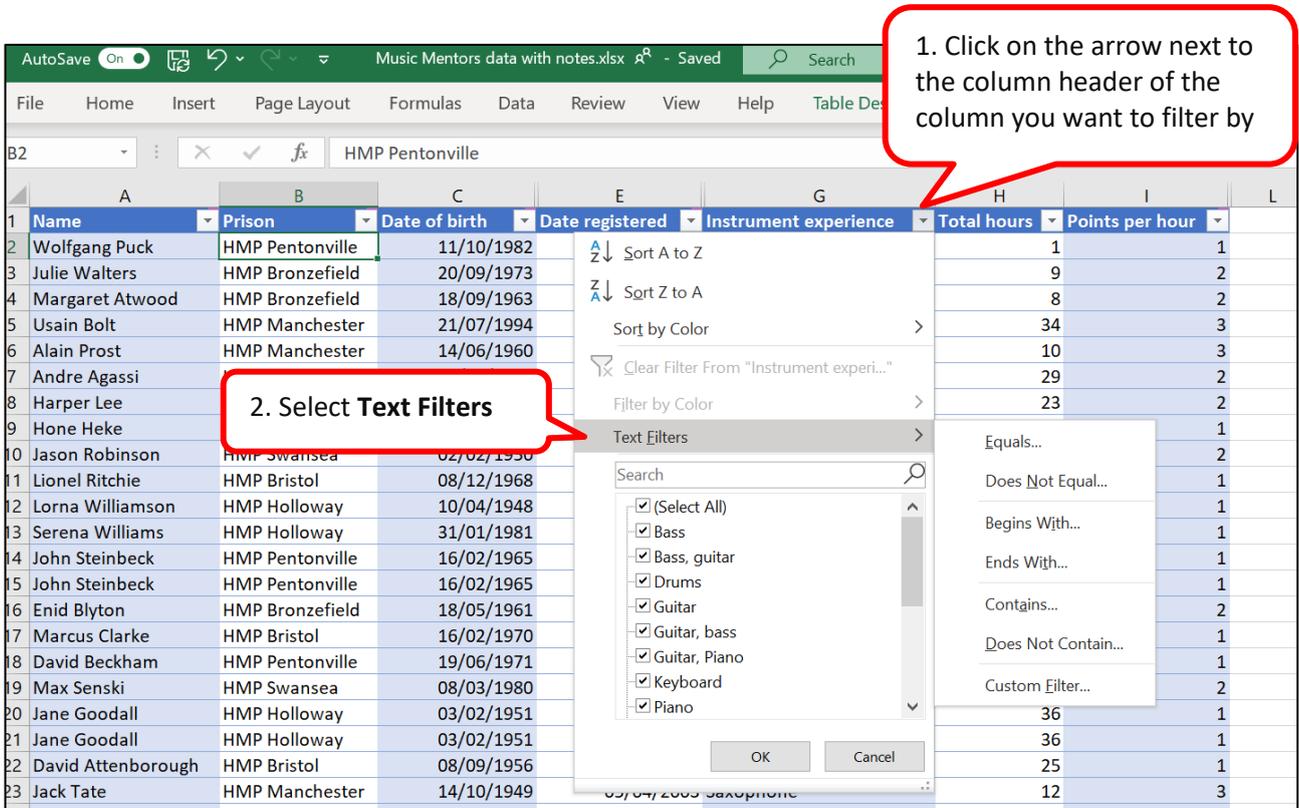


When you have applied the filter, look at the bottom of the sheet to see the total count of the filtered rows.

Ready 20 of 51 records found

Filtering (Text filters)

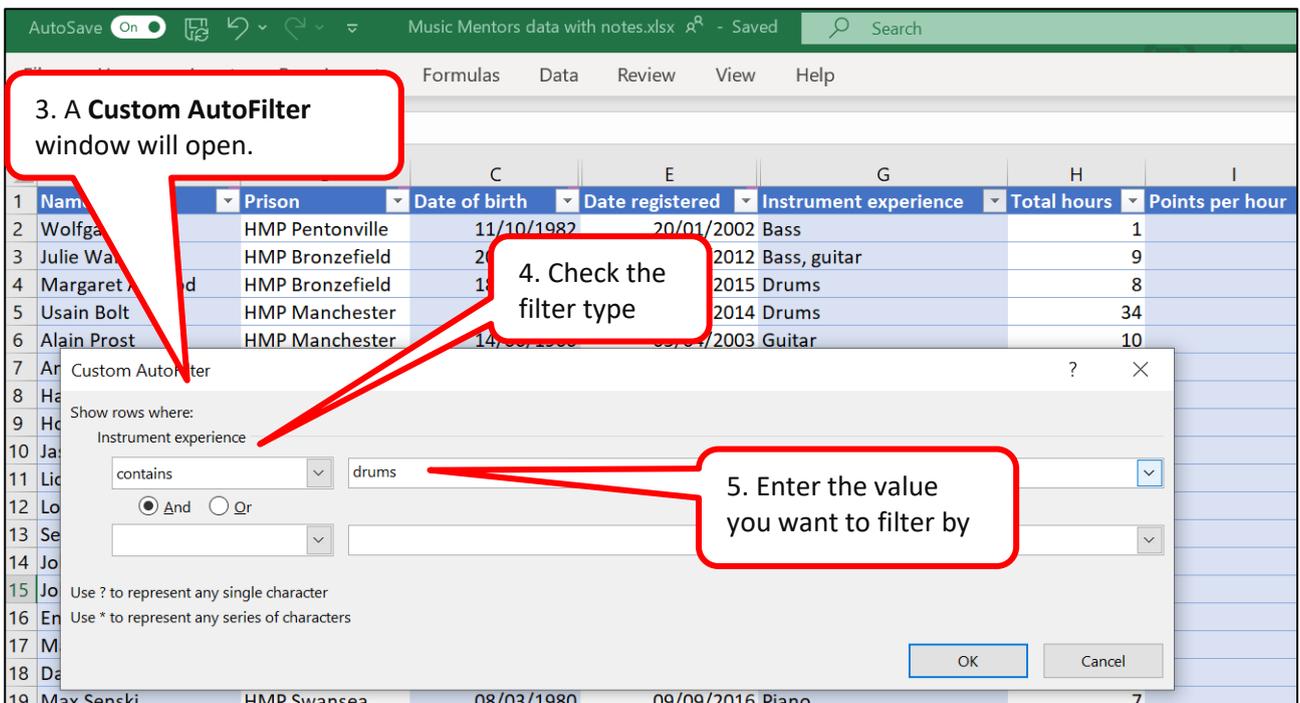
Excel has more advanced filtering options available via text filters:



1. Click on the arrow next to the column header of the column you want to filter by

2. Select Text Filters

Name	Prison	Date of birth	Date registered	Instrument experience	Total hours	Points per hour
Wolfgang Puck	HMP Pentonville	11/10/1982			1	1
Julie Walters	HMP Bronzefield	20/09/1973			9	2
Margaret Atwood	HMP Bronzefield	18/09/1963			8	2
Usain Bolt	HMP Manchester	21/07/1994			34	3
Alain Prost	HMP Manchester	14/06/1960			10	3
Andre Agassi					29	2
Harper Lee					23	2
Hone Heke						1
Jason Robinson	HMP Swansea	02/02/1990				2
Lionel Ritchie	HMP Bristol	08/12/1968				1
Lorna Williamson	HMP Holloway	10/04/1948				1
Serena Williams	HMP Holloway	31/01/1981				1
John Steinbeck	HMP Pentonville	16/02/1965				1
John Steinbeck	HMP Pentonville	16/02/1965				2
Enid Blyton	HMP Bronzefield	18/05/1961				1
Marcus Clarke	HMP Bristol	16/02/1970				1
David Beckham	HMP Pentonville	19/06/1971				1
Max Senski	HMP Swansea	08/03/1980				2
Jane Goodall	HMP Holloway	03/02/1951			36	1
Jane Goodall	HMP Holloway	03/02/1951			36	1
David Attenborough	HMP Bristol	08/09/1956			25	1
Jack Tate	HMP Manchester	14/10/1949			12	3



3. A Custom AutoFilter window will open.

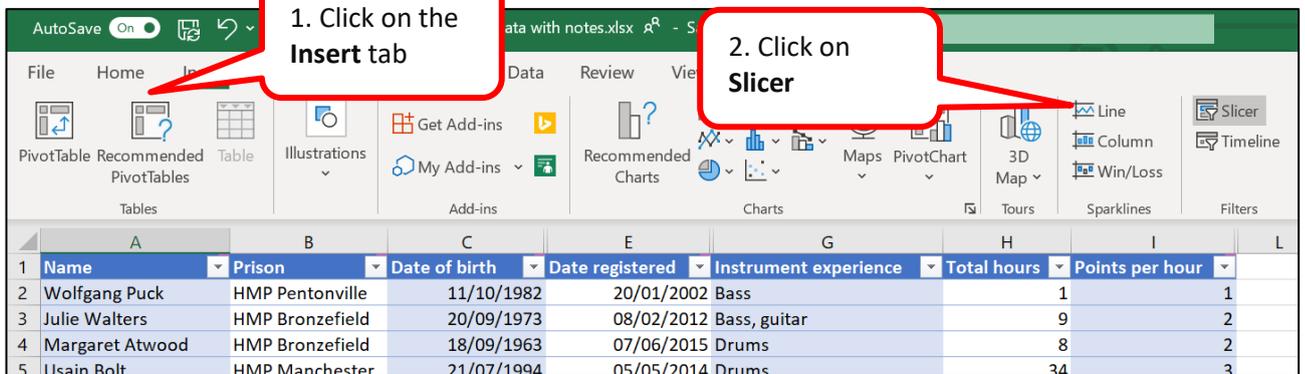
4. Check the filter type

5. Enter the value you want to filter by

Name	Prison	Date of birth	Date registered	Instrument experience	Total hours	Points per hour
Wolfgang Puck	HMP Pentonville	11/10/1982	20/01/2002	Bass		1
Julie Walters	HMP Bronzefield	20/09/1973		2012 Bass, guitar		9
Margaret Atwood	HMP Bronzefield	18/09/1963		2015 Drums		8
Usain Bolt	HMP Manchester	21/07/1994		2014 Drums		34
Alain Prost	HMP Manchester	14/06/1960	09/07/2003	Guitar		10
Max Senski	HMP Swansea	08/03/1980	09/09/2016	Piano		7

Data Slicers

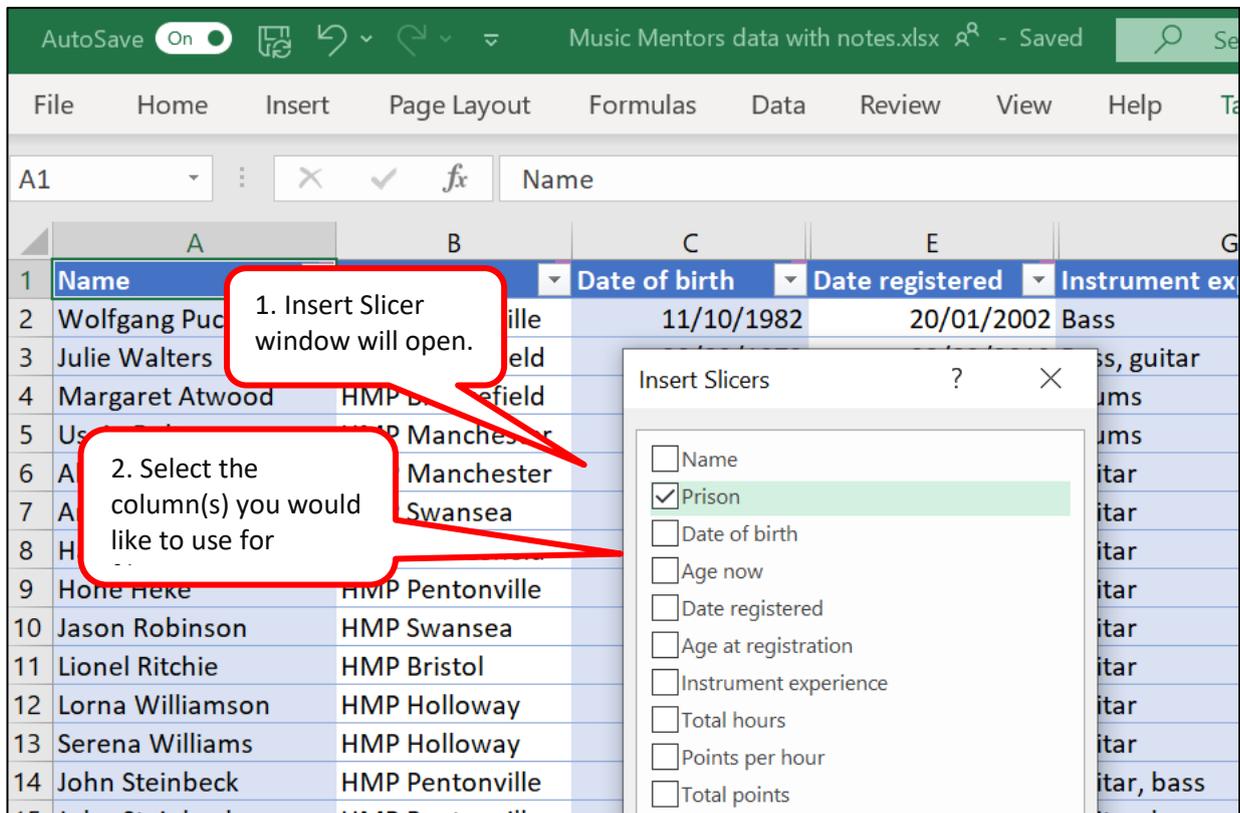
Slicers are visual filters. Using a slicer, you can filter your data (or pivot table or pivot chart) by clicking on the type of data you want.



1. Click on the **Insert** tab

2. Click on **Slicer**

	A	B	C	E	G	H	I	L
1	Name	Prison	Date of birth	Date registered	Instrument experience	Total hours	Points per hour	
2	Wolfgang Puck	HMP Pentonville	11/10/1982	20/01/2002	Bass		1	1
3	Julie Walters	HMP Bronzefield	20/09/1973	08/02/2012	Bass, guitar		9	2
4	Margaret Atwood	HMP Bronzefield	18/09/1963	07/06/2015	Drums		8	2
5	Usain Bolt	HMP Manchester	21/07/1994	05/05/2014	Drums		34	3



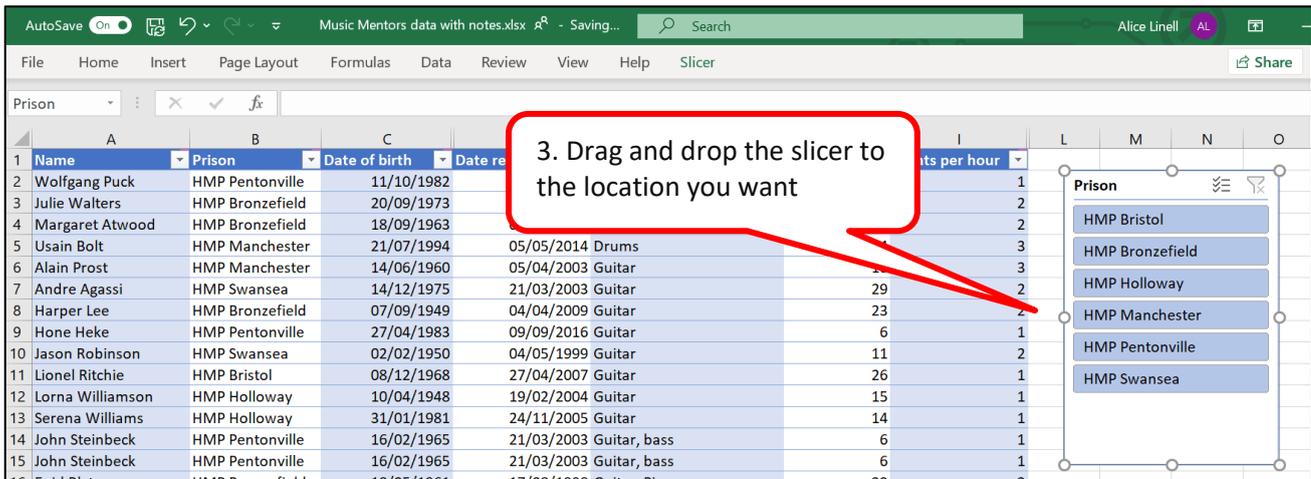
1. Insert Slicer window will open.

2. Select the column(s) you would like to use for

Insert Slicers

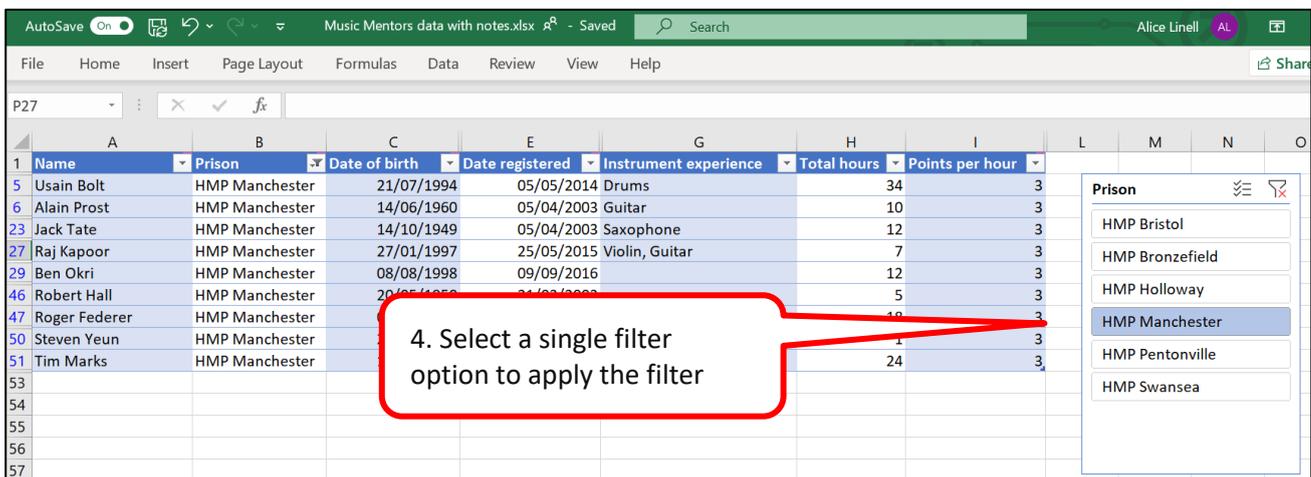
- Name
- Prison
- Date of birth
- Age now
- Date registered
- Age at registration
- Instrument experience
- Total hours
- Points per hour
- Total points

	A	B	C	E	G
1	Name		Date of birth	Date registered	Instrument ex
2	Wolfgang Puc	ille	11/10/1982	20/01/2002	Bass
3	Julie Walters	eld			ss, guitar
4	Margaret Atwood	HMP B...efield			ums
5	Usain Bolt	HMP Manchester			ums
6	A	Manchester			itar
7	A	Swansea			itar
8	H				itar
9	Hone Heke	HMP Pentonville			itar
10	Jason Robinson	HMP Swansea			itar
11	Lionel Ritchie	HMP Bristol			itar
12	Lorna Williamson	HMP Holloway			itar
13	Serena Williams	HMP Holloway			itar
14	John Steinbeck	HMP Pentonville			itar, bass



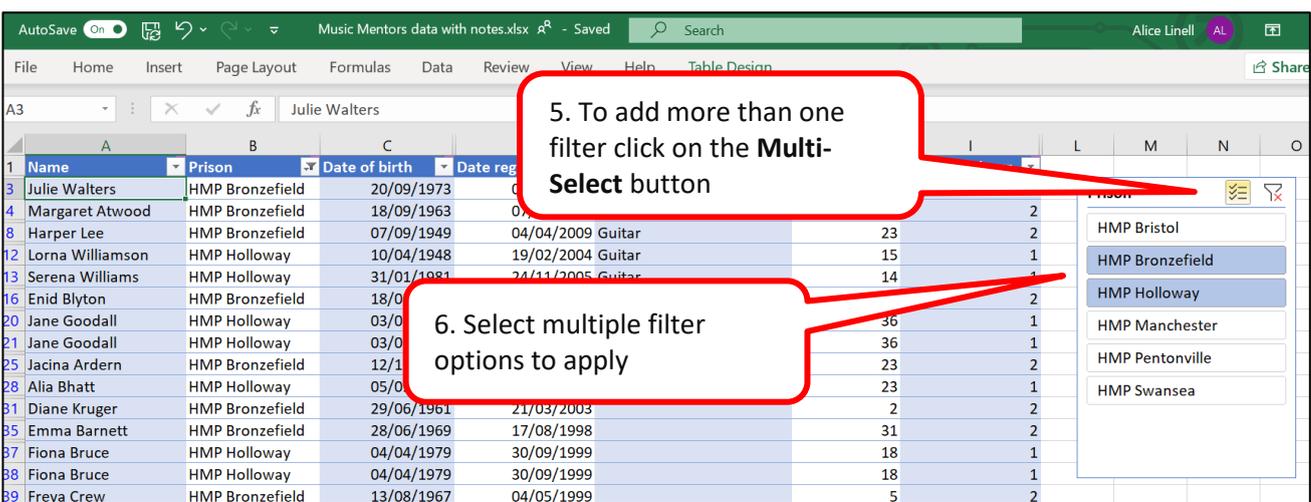
3. Drag and drop the slicer to the location you want

Name	Prison	Date of birth	Date registered	Instrument	Total hours	Points per hour
Wolfgang Puck	HMP Pentonville	11/10/1982				1
Julie Walters	HMP Bronzefield	20/09/1973				2
Margaret Atwood	HMP Bronzefield	18/09/1963				2
Usain Bolt	HMP Manchester	21/07/1994	05/05/2014	Drums		3
Alain Prost	HMP Manchester	14/06/1960	05/04/2003	Guitar		3
Andre Agassi	HMP Swansea	14/12/1975	21/03/2003	Guitar	29	2
Harper Lee	HMP Bronzefield	07/09/1949	04/04/2009	Guitar	23	2
Hone Heke	HMP Pentonville	27/04/1983	09/09/2016	Guitar	6	1
Jason Robinson	HMP Swansea	02/02/1950	04/05/1999	Guitar	11	2
Lionel Ritchie	HMP Bristol	08/12/1968	27/04/2007	Guitar	26	1
Lorna Williamson	HMP Holloway	10/04/1948	19/02/2004	Guitar	15	1
Serena Williams	HMP Holloway	31/01/1981	24/11/2005	Guitar	14	1
John Steinbeck	HMP Pentonville	16/02/1965	21/03/2003	Guitar, bass	6	1
John Steinbeck	HMP Pentonville	16/02/1965	21/03/2003	Guitar, bass	6	1



4. Select a single filter option to apply the filter

Name	Prison	Date of birth	Date registered	Instrument experience	Total hours	Points per hour
Usain Bolt	HMP Manchester	21/07/1994	05/05/2014	Drums	34	3
Alain Prost	HMP Manchester	14/06/1960	05/04/2003	Guitar	10	3
Jack Tate	HMP Manchester	14/10/1949	05/04/2003	Saxophone	12	3
Raj Kapoor	HMP Manchester	27/01/1997	25/05/2015	Violin, Guitar	7	3
Ben Okri	HMP Manchester	08/08/1998	09/09/2016		12	3
Robert Hall	HMP Manchester	20/05/1958	21/03/2003		5	3
Roger Federer	HMP Manchester				19	3
Steven Yeun	HMP Manchester				1	3
Tim Marks	HMP Manchester				24	3



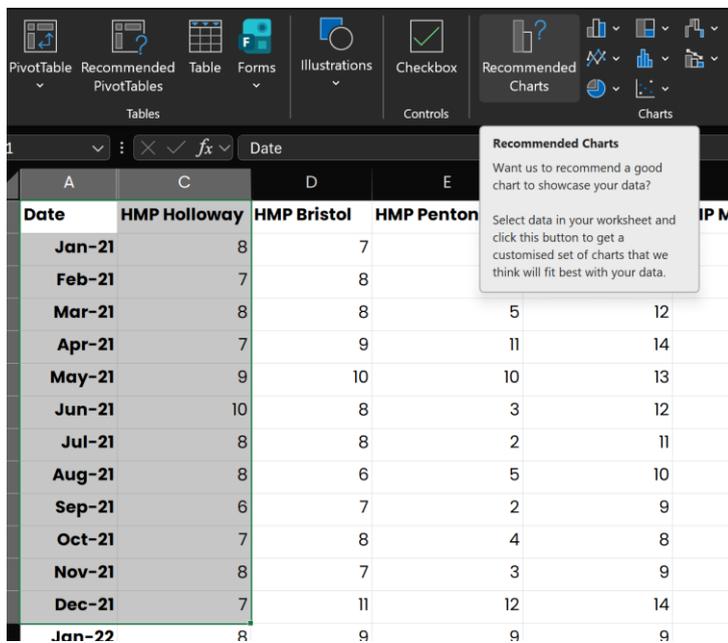
5. To add more than one filter click on the **Multi-Select** button

6. Select multiple filter options to apply

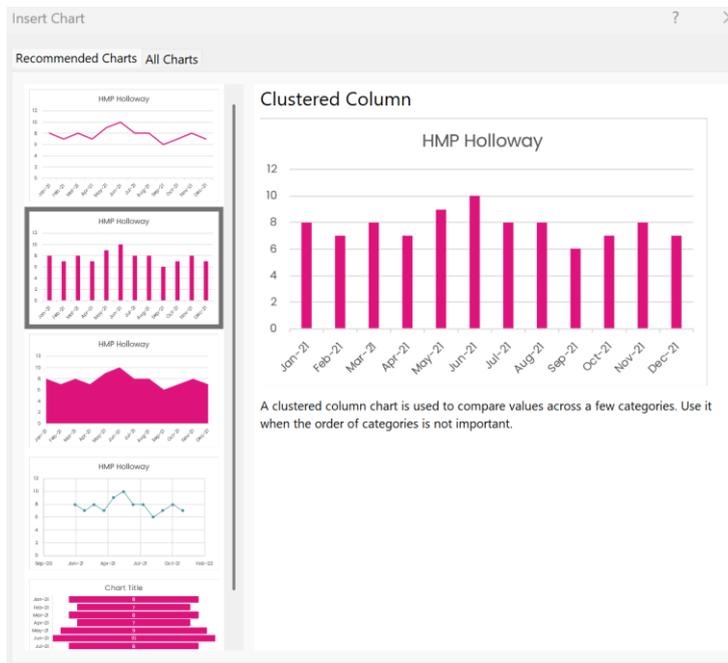
Name	Prison	Date of birth	Date registered	Instrument	Total hours	Points per hour
Julie Walters	HMP Bronzefield	20/09/1973				2
Margaret Atwood	HMP Bronzefield	18/09/1963				2
Harper Lee	HMP Bronzefield	07/09/1949	04/04/2009	Guitar	23	2
Lorna Williamson	HMP Holloway	10/04/1948	19/02/2004	Guitar	15	1
Serena Williams	HMP Holloway	31/01/1981	24/11/2005	Guitar	14	1
Enid Blyton	HMP Bronzefield	18/09/1967				2
Jane Goodall	HMP Holloway	03/09/1927			36	1
Jane Goodall	HMP Holloway	03/09/1927			36	1
Jacina Ardern	HMP Bronzefield	12/11/1994			23	2
Alia Bhatt	HMP Holloway	05/08/1995			23	1
Diane Kruger	HMP Bronzefield	29/06/1961	21/03/2003		2	2
Emma Barnett	HMP Bronzefield	28/06/1969	17/08/1998		31	2
Fiona Bruce	HMP Holloway	04/04/1979	30/09/1999		18	1
Fiona Bruce	HMP Holloway	04/04/1979	30/09/1999		18	1
Freya Crew	HMP Bronzefield	13/08/1967	04/05/1999		5	2

Charts & graphs

First highlight the data you want to visualise and then go to the Insert tab and select Recommended Charts



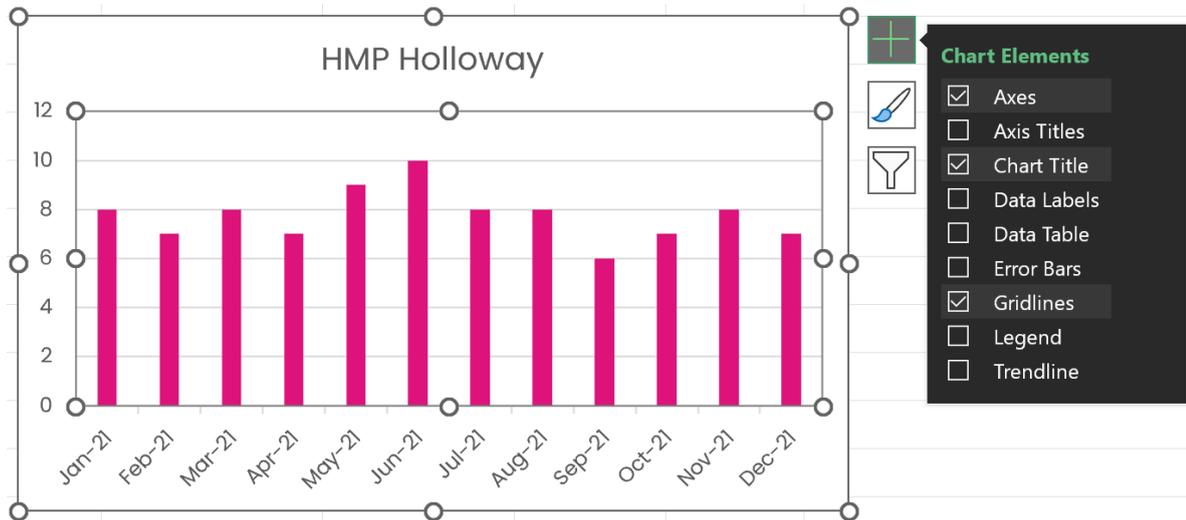
Select one of the Charts and click OK. Alternatively select All Charts and then choose one of the many types to suit your needs.



The Chart will then be added to your Worksheet. You can move it around to a position of your choosing and can also drag the corner to resize.

Click on the Chart and you should see a Plus, usually at the top right. Click on this to view options you can customize e.g. Axes values and titles, Data labels, Legend and show / hide Gridlines.

Hover over these options to see a right arrow indicating other choices – sometimes with a More options... so just explore to see what's possible in terms of customising your visual.



Similarly – clicking on the Paintbrush brings up choices relating to colour and design and the funnel icon enables you to filter the data. In the above example I could choose to only show Jan – June rather than the full year.