

# Introduction to Excel



# Superhighways

We're on a mission to help small charities and community groups gain essential digital and data skills, backed by the right tech, to achieve their goals.



# 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



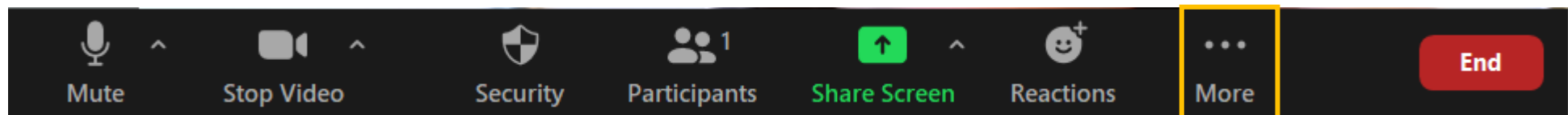
# Session flow

- ✓ Please watch me demo each whole topic so you don't miss anything – you'll have time to do each topic with the step-by-step reminders
- ✓ From Topic 2 – check answers to the questions in your exercise sheet in the 'Answers' tab of your Excel workbook
- ✓ Please type '**Done**' in chat when you've completed the exercises for each topic
- ✓ No question is a silly question – if you're thinking it, someone else is probably thinking it
- ✓ Please keep your video on if you can (much more friendly!)
- ✓ Do remind me if I haven't switched on the recording for the demos!



# Zoom controls

- ✓ Alt+Tab to toggle between Microsoft Excel, Word & Zoom
- ✓ Mute button & Unmute



# Intro: A quick Excel tour

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

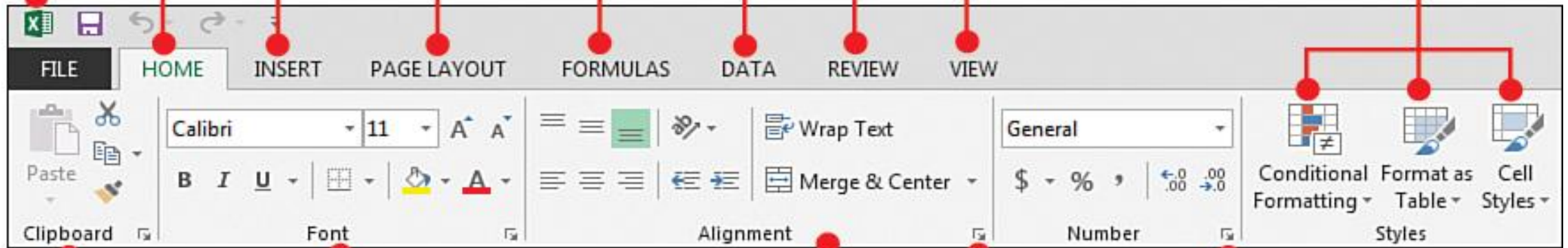


# Understanding the ribbon

Quick  
Access  
toolbar

Tabs

Command  
buttons



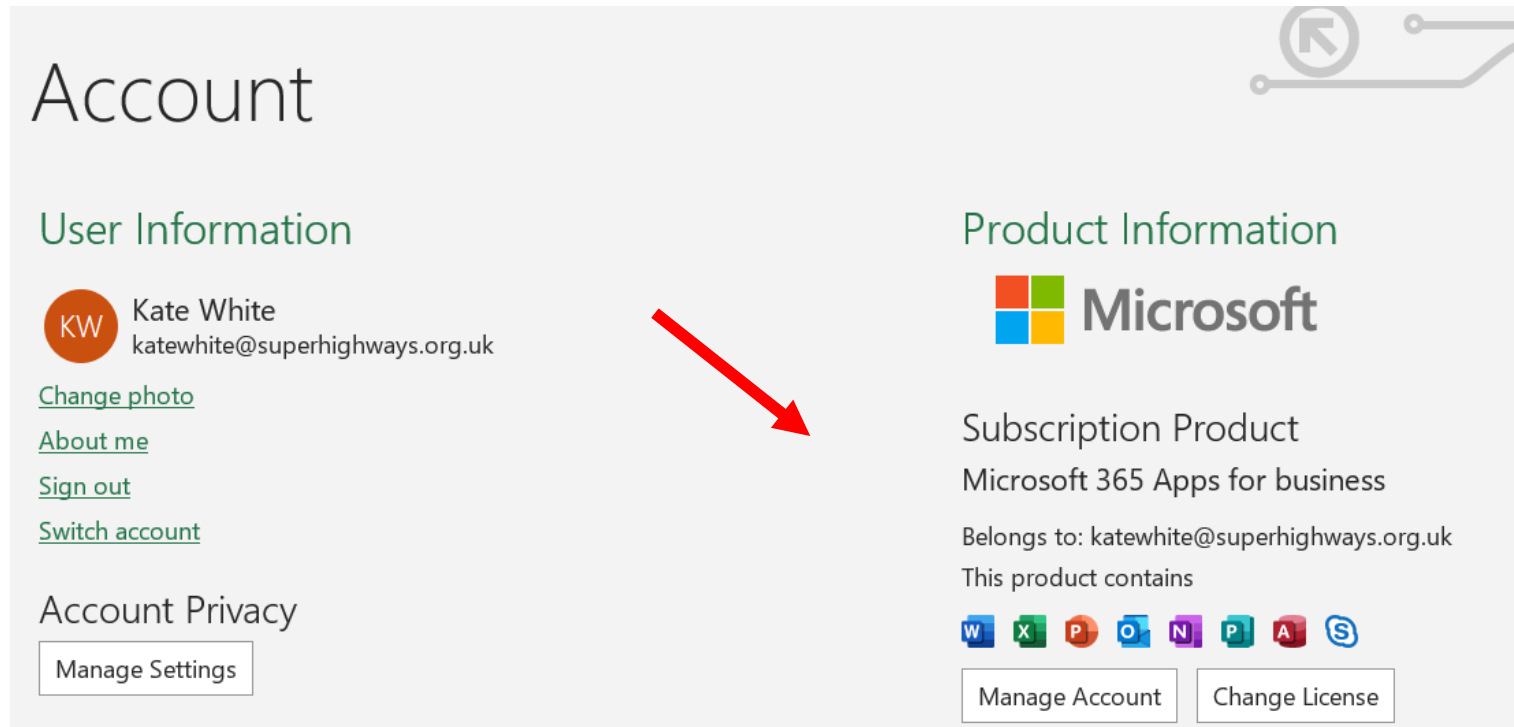
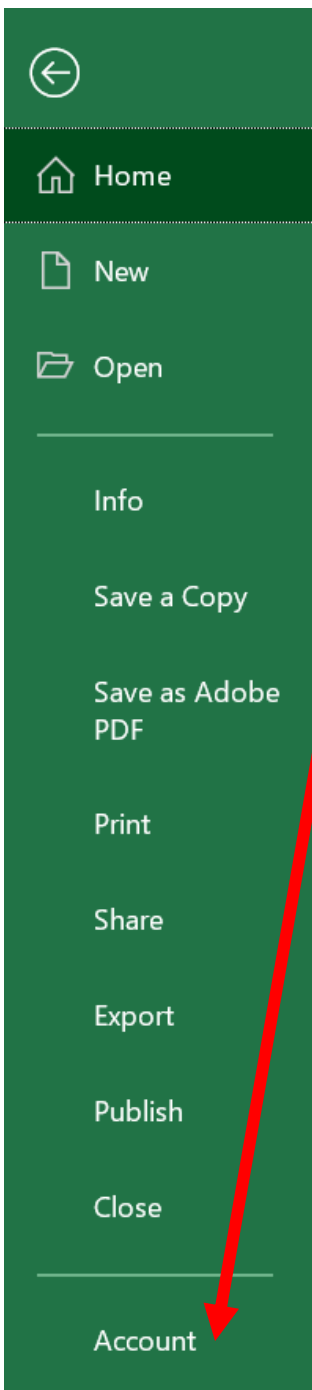
Groups

Dialog launchers



# What version do you have?

- ✓ Go to File and then Account (you may have to click on More)
- ✓ Here you can see what version you have installed



# Today's data

We are a **small charity** providing **free advice and counselling** to **women** in **South London**. Women can book an appointment at one of our Advice Centres where they are seen by our trained **volunteers**. They may also be referred for free counselling, a service also provided by trained volunteers.

The data we are using today is fictional data for a fictional charity which we have created for training purposes.



# 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&4: Introduction to formulae

- ✓ Auto sum
- ✓ Copying formula
- ✓ Average
- ✓ Adding a simple multiplication
- ✓ Using the currency cell format



# Topic 5: Printing

- ✓ 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 follow up support needed
- Book on related sessions - [see the current programme on our website here](#)

## 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 [Excel Bitesize 1 – 5 series](#) with videos & exercises



# 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



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