

Excel – next steps 1



Session flow

- ✓ Have you downloaded the Excel Workbook & Exercises?
- ✓ Demo & exercises for each topic
- ✓ Please watch me demo - there are prompts in your sheet
- ✓ Type '**Done**' in chat when you've completed exercises
- ✓ Check your answers in the Excel Workbook Answers sheet
- ✓ Please keep your camera on (if possible)
- ✓ & microphone off
- ✓ Any questions at any time? Unmute yourself and ask



Session agenda

- ✓ Recap
- ✓ Topic 1 – adding a table & total row
- ✓ Topic 2 – sorting, filtering & slicers (visual filters)
- ✓ Break in middle of Topic 2
- ✓ Topic 3 – conditional formatting
- ✓ Check out & feedback survey

Demo & exercises for each topic & answer sheet
Session Handbook & recording



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: Introduction to Tables

- ✓ Adding & naming a Table
- ✓ Formatting options
- ✓ Autosum
- ✓ Adding a total row – sum & average



Why use Tables?

- ✓ **Quick Styles** – Add colour, banded rows, and header styles with just one click to style your data.
- ✓ **Table Names** – Give a table a name to make it easier to reference in other formulas.
- ✓ **Auto Expand** – Add a new row or column to your data, and the Excel table automatically updates to include the new cells.
- ✓ **Filters & Subtotals** – Automatically add filter buttons and subtotals that adapt as you filter your data.
- ✓ **Calculated columns** – Enter a single formula in one cell, and then that formula will automatically expand to the rest of the column by itself.
- ✓ **Dynamic Pivot tables** – Using an Excel Table for the source data of your pivot table, the data range becomes "dynamic" so the pivot table will always be in sync with your data.



Topic 2: Filtering your data

- ✓ Simple filtering – single & multiple options
- ✓ Text filtering – simple and complex
- ✓ Adding a slicer



Topic 3: Conditional formatting

- ✓ Highlight cell values
- ✓ Duplicate values
- ✓ Remove duplicates
- ✓ Colour scales



Next steps

- Complete our feedback survey
- Excel Next Steps 2:
 - Splitting columns
 - Data validation
 - Pivot tables
 - Summary sheets

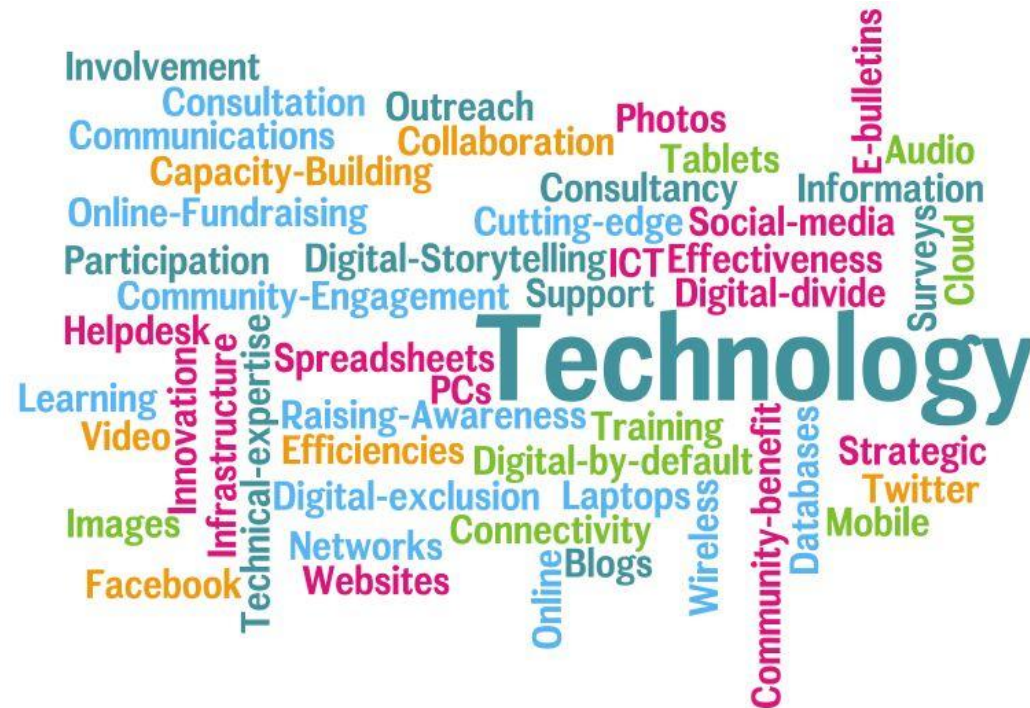
Find out more about our [Excel Bitesize 1 – 5 series](#) complete with videos & exercises



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