

Excel Essentials

Course Handbook

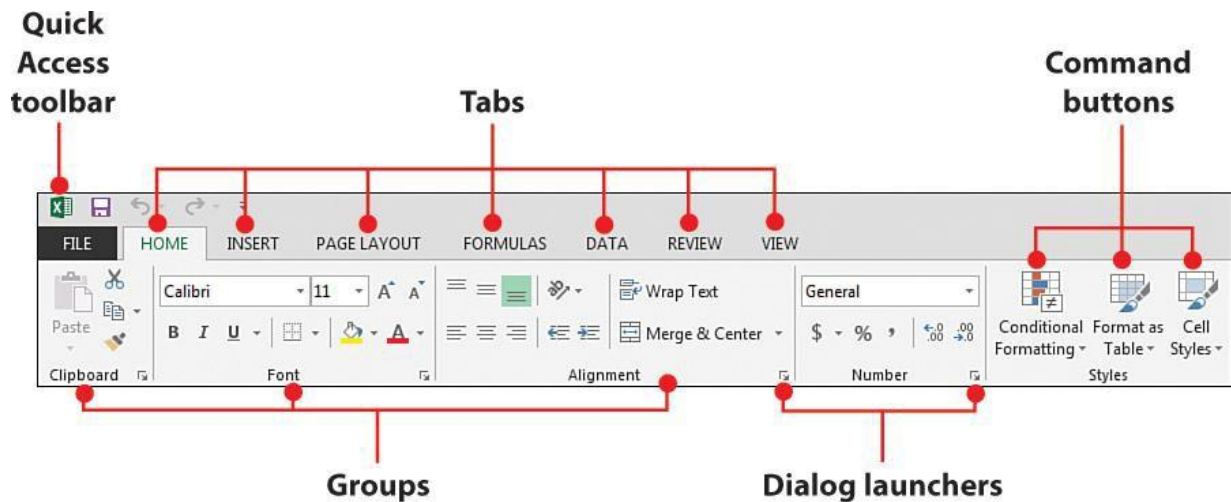
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Working with Excel

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.

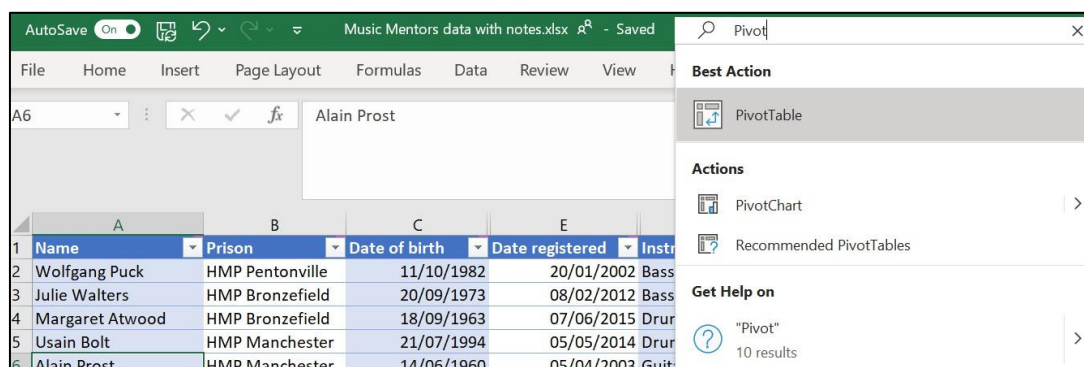


The Ribbon is made up of five basic components: the Quick Access Toolbar, tabs, groups, command buttons, and dialog launchers.

- 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.

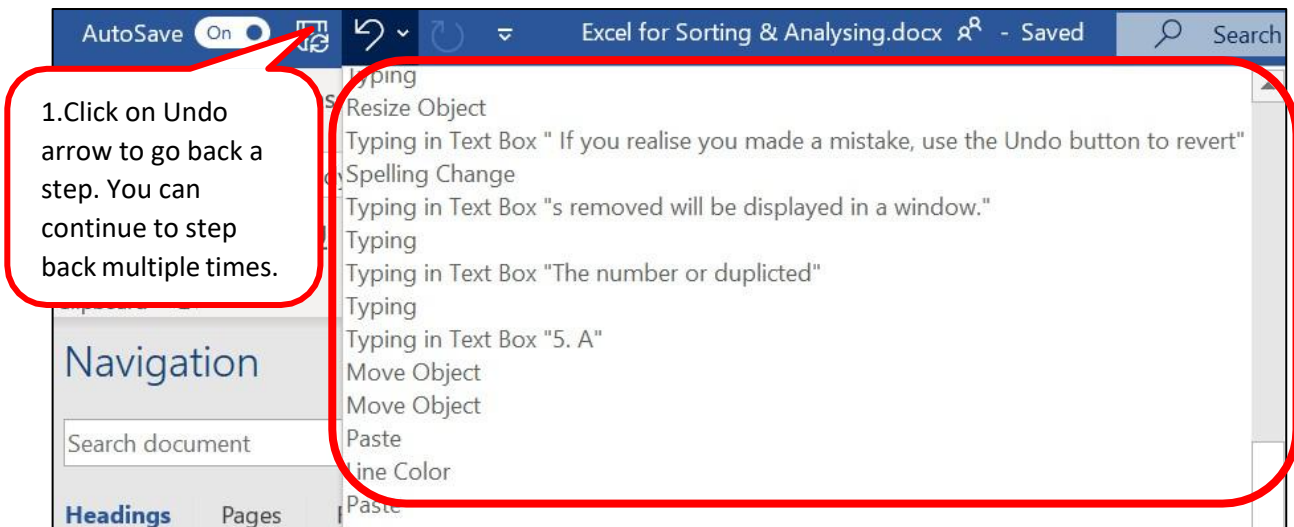
2. Getting help

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

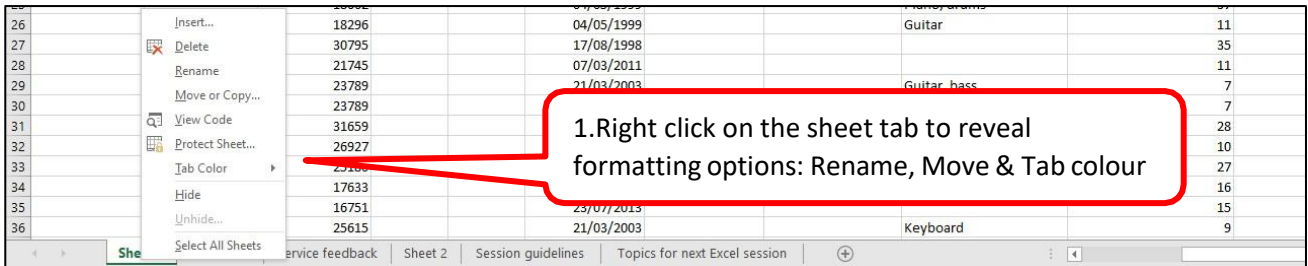
Previously you could buy a discounted licence if you are a registered charity from Charity Digital for £33 for Microsoft Office 2019. These products are no longer available, you would need to pay full price for a local standalone desk top option.

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

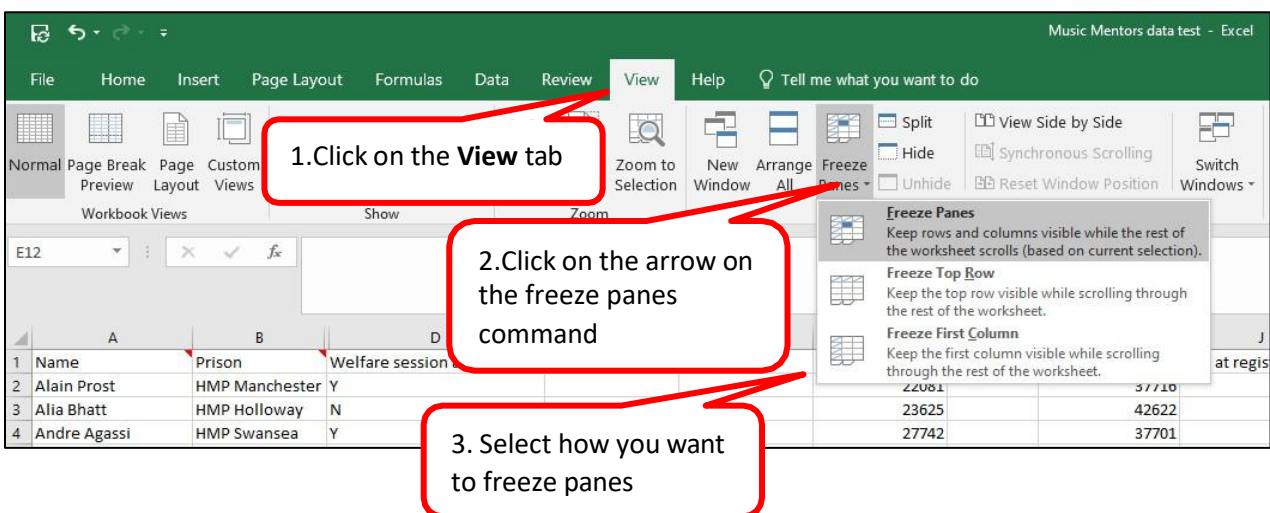
Working with workbooks with large amount of data in each sheet can be very unwieldy. Before starting it's worth getting your view sorted out so that you can easily move around between worksheets.

5. Format tabs

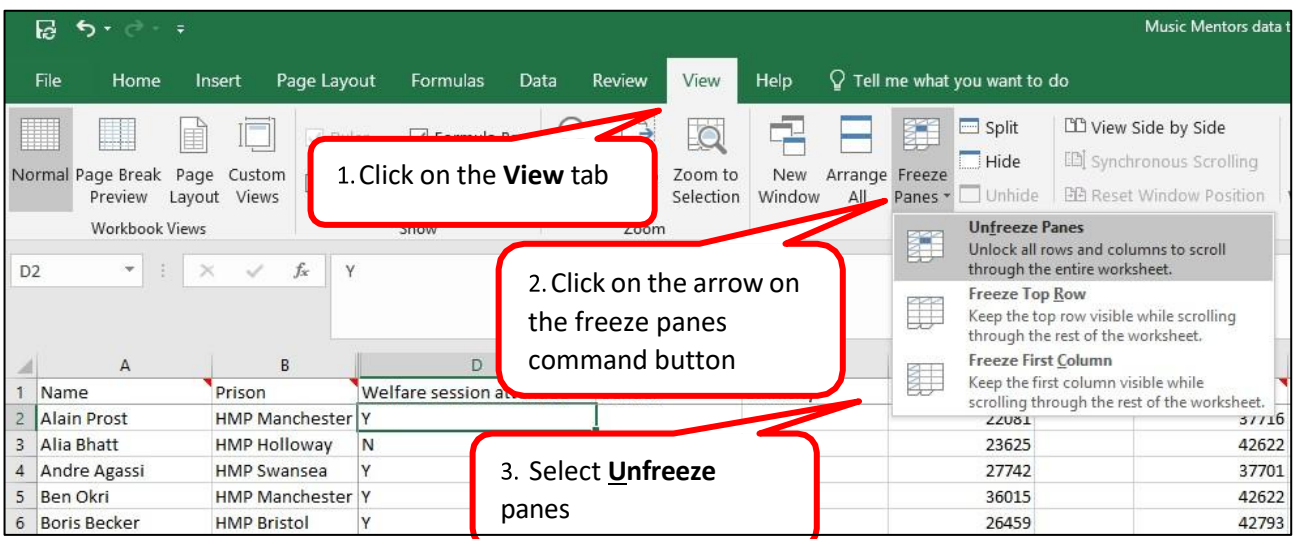


6. Freeze panes

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

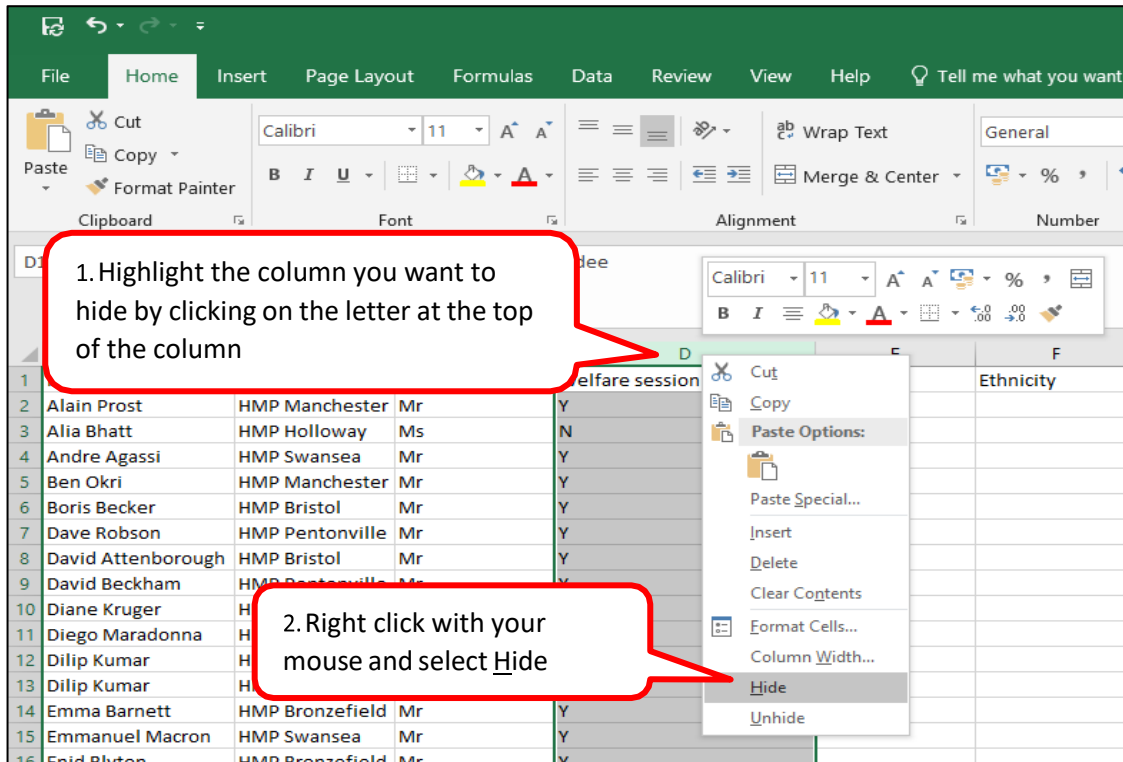


Unfreeze panes



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.

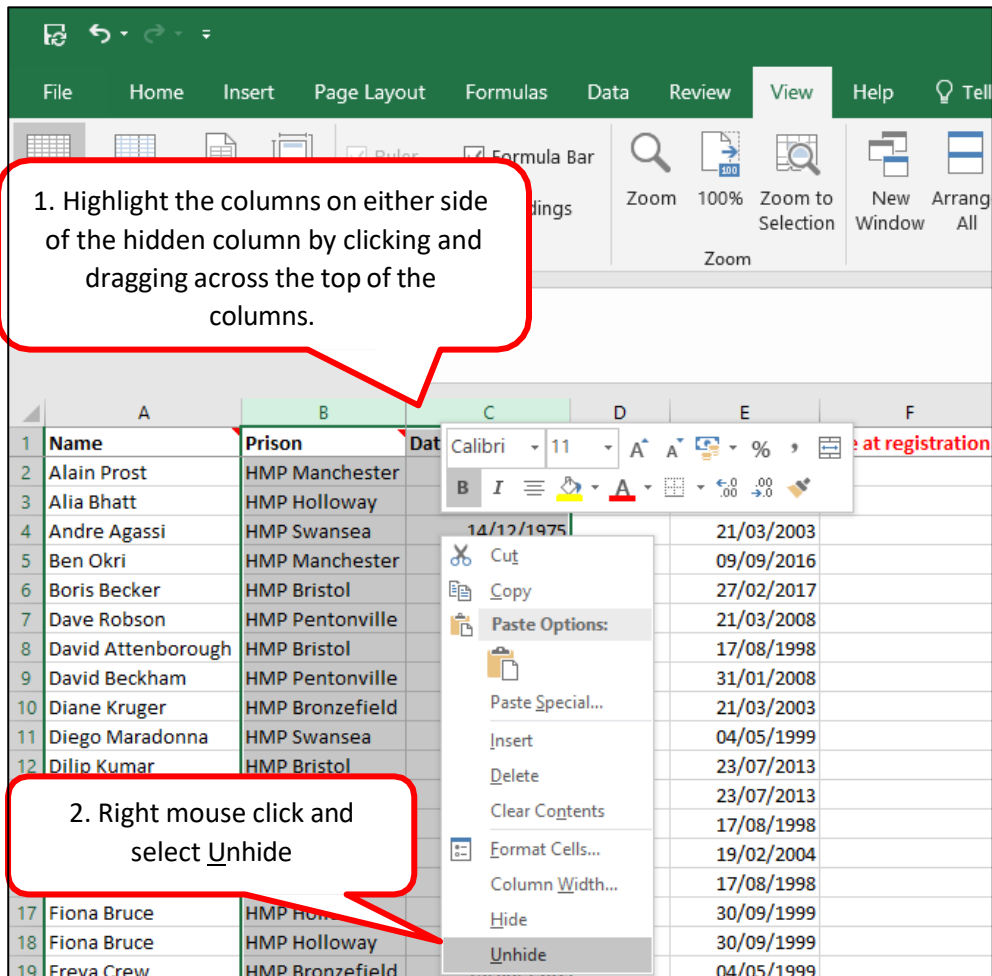


1. Highlight the column you want to hide by clicking on the letter at the top of the column

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 | Epid Bluton | HMP Bronzefield | Mr |

8. Unhide Columns

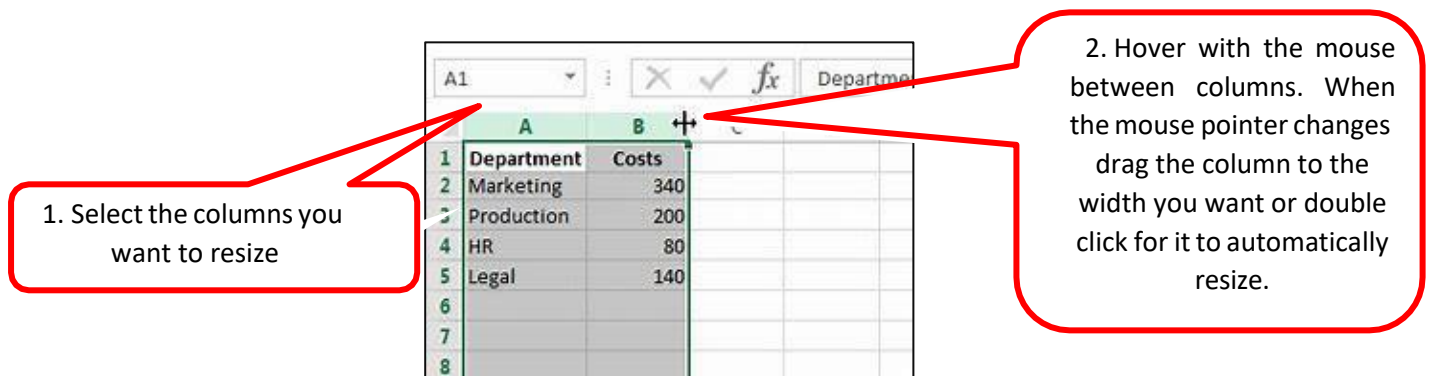


1. Highlight the columns on either side of the hidden column by clicking and dragging across the top of the columns.

2. Right mouse click and select Unhide

| Name | Prison | Date of registration |
|--------------------|-----------------|----------------------|
| Alain Prost | HMP Manchester | |
| Alia Bhatt | HMP Holloway | |
| Andre Agassi | HMP Swansea | |
| Ben Okri | HMP Manchester | |
| Boris Becker | HMP Bristol | |
| Dave Robson | HMP Pentonville | |
| David Attenborough | HMP Bristol | |
| David Beckham | HMP Pentonville | |
| Diane Kruger | HMP Bronzefield | |
| Diego Maradona | HMP Swansea | |
| Dilip Kumar | HMP Bristol | |
| Fiona Bruce | HMP Holloway | |
| Fiona Bruce | HMP Holloway | |
| Freya Crew | HMP Bronzefield | |

9. Resize columns



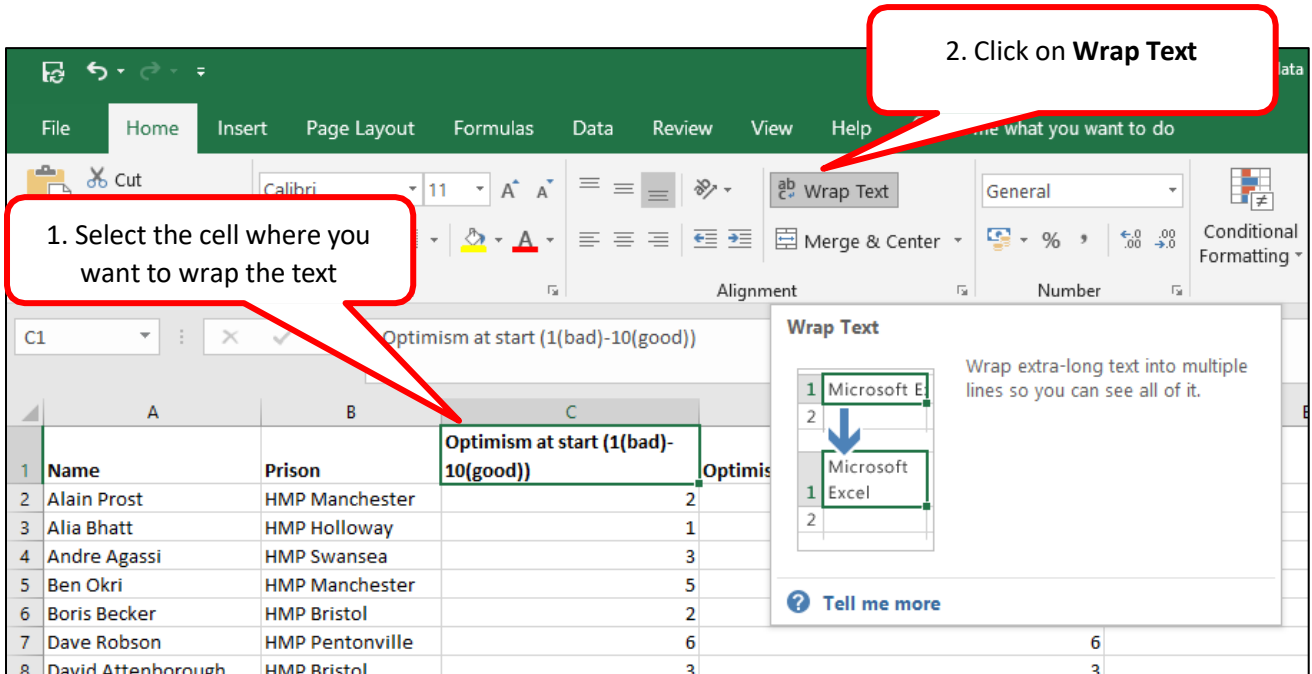
1. Select the columns you want to resize

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.

| Department | Costs |
|------------|-------|
| Marketing | 340 |
| Production | 200 |
| HR | 80 |
| Legal | 140 |

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.



2. Click on **Wrap Text**

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

| | A | B | C | |
|---|--------------------|-----------------|-------------------------------------|---------|
| 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.

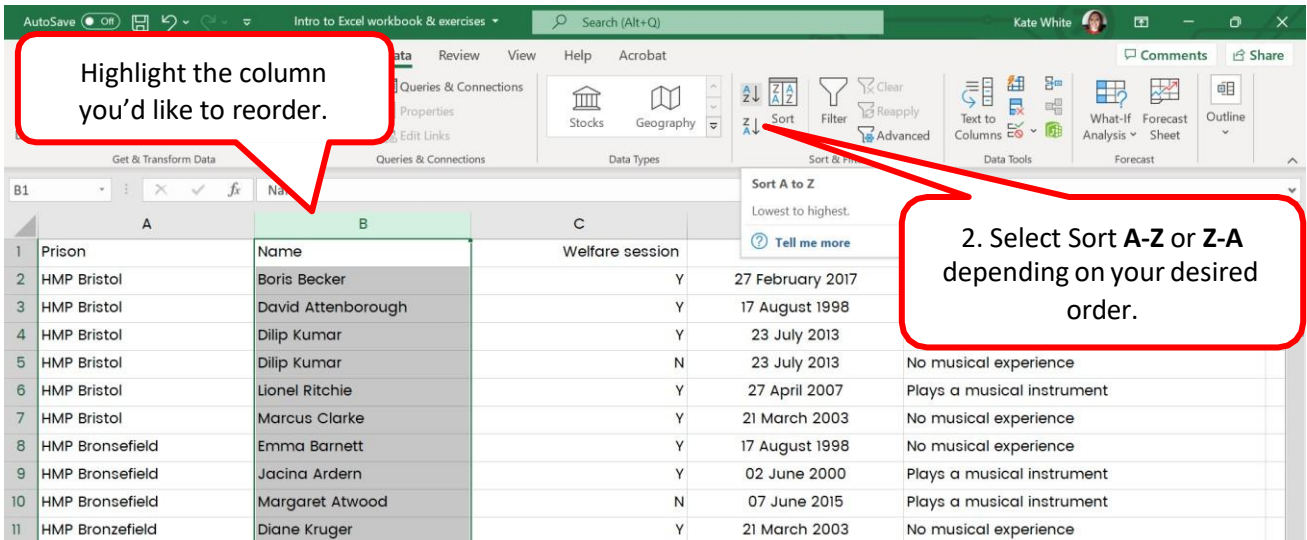
1 Microsoft E
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2 Excel

[? Tell me more](#)

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.

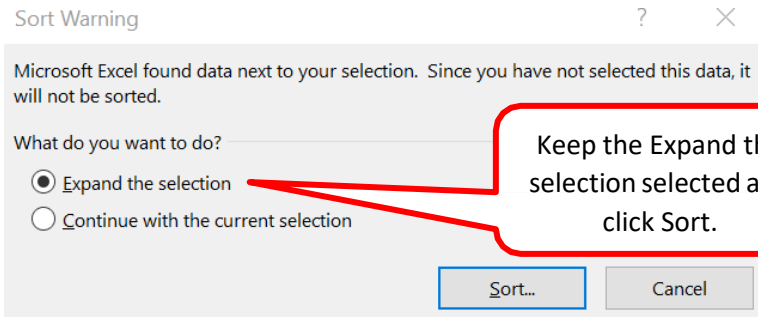


Highlight the column you'd like to reorder.

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

| | A | B | C | | |
|----|-----------------|--------------------|-----------------|------------------|----------------------------|
| 1 | Prison | Name | Welfare session | | |
| 2 | HMP Bristol | Boris Becker | Y | 27 February 2017 | |
| 3 | HMP Bristol | David Attenborough | Y | 17 August 1998 | |
| 4 | HMP Bristol | Dilip Kumar | Y | 23 July 2013 | |
| 5 | HMP Bristol | Dilip Kumar | N | 23 July 2013 | No musical experience |
| 6 | HMP Bristol | Lionel Ritchie | Y | 27 April 2007 | Plays a musical instrument |
| 7 | HMP Bristol | Marcus Clarke | Y | 21 March 2003 | No musical experience |
| 8 | HMP Bronsefield | Emma Barnett | Y | 17 August 1998 | No musical experience |
| 9 | HMP Bronsefield | Jacina Ardern | Y | 02 June 2000 | Plays a musical instrument |
| 10 | HMP Bronsefield | Margaret Atwood | N | 07 June 2015 | Plays a musical instrument |
| 11 | HMP Bronsefield | Diane Kruger | Y | 21 March 2003 | No musical experience |

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?

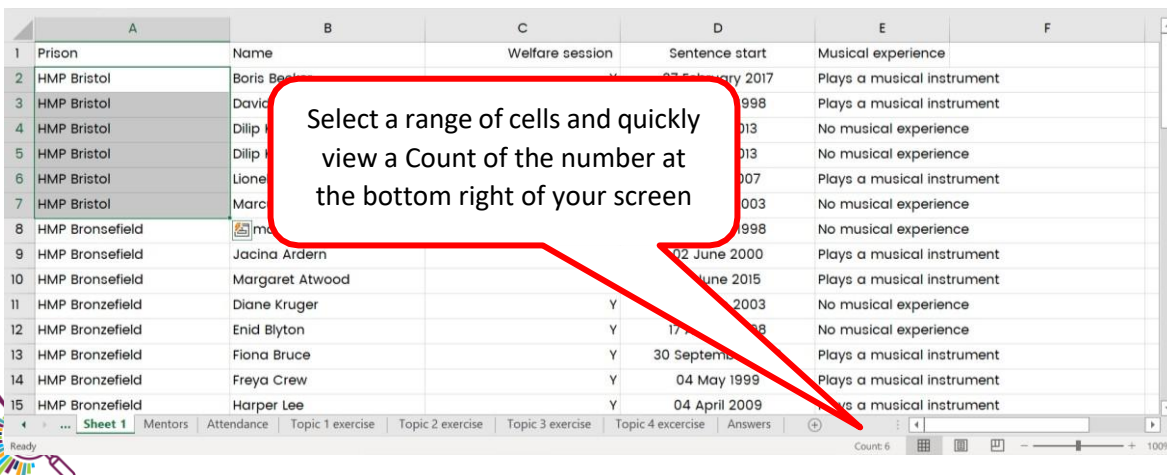
Expand the selection

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

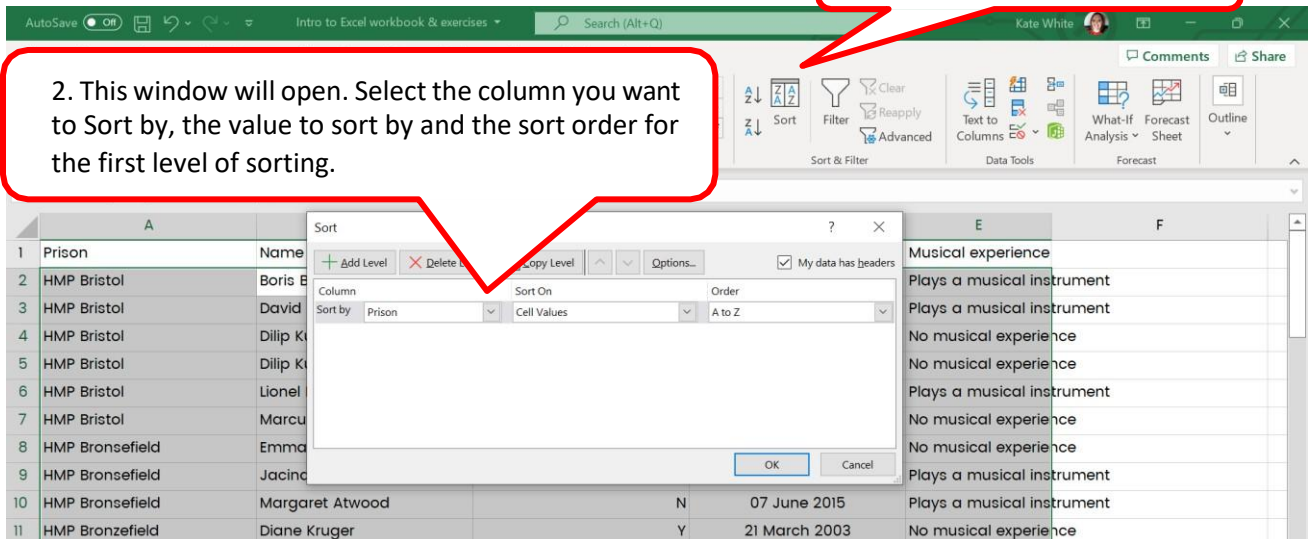
| | A | B | C | D | E | F |
|----|-----------------|--------------------|-----------------|-------------------|----------------------------|---|
| 1 | Prison | Name | Welfare session | Sentence start | Musical experience | |
| 2 | HMP Bristol | Boris Becker | Y | 27 February 2017 | Plays a musical instrument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

13. Sorting (Multi-level)

More complex sorting options are available via the Home tab

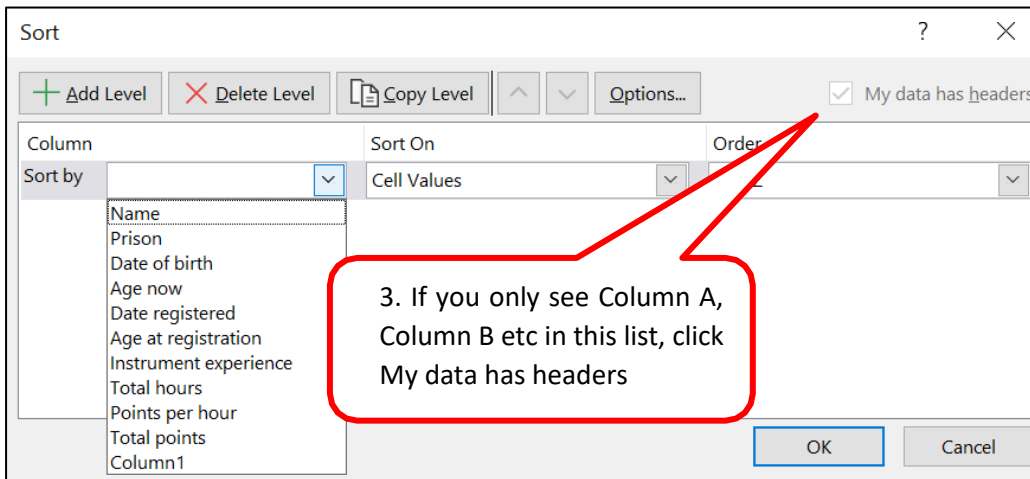
1. Click on the Sort option

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.

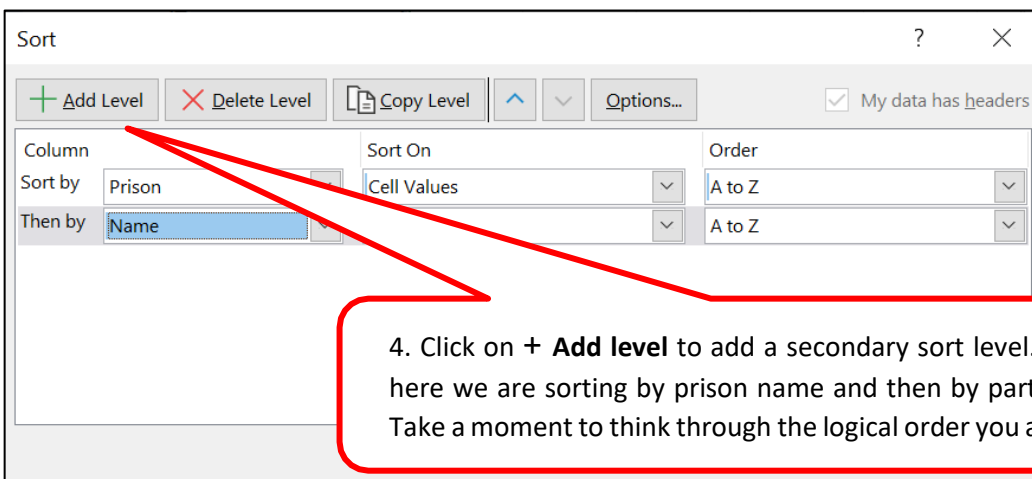


| | A | | E | F |
|----|-----------------|-----------------|----------------------------|-----------------|
| 1 | Prison | Name | | |
| 2 | HMP Bristol | Boris B | Musical experience | |
| 3 | HMP Bristol | David | Plays a musical instrument | |
| 4 | HMP Bristol | Dilip K | Plays a musical instrument | |
| 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



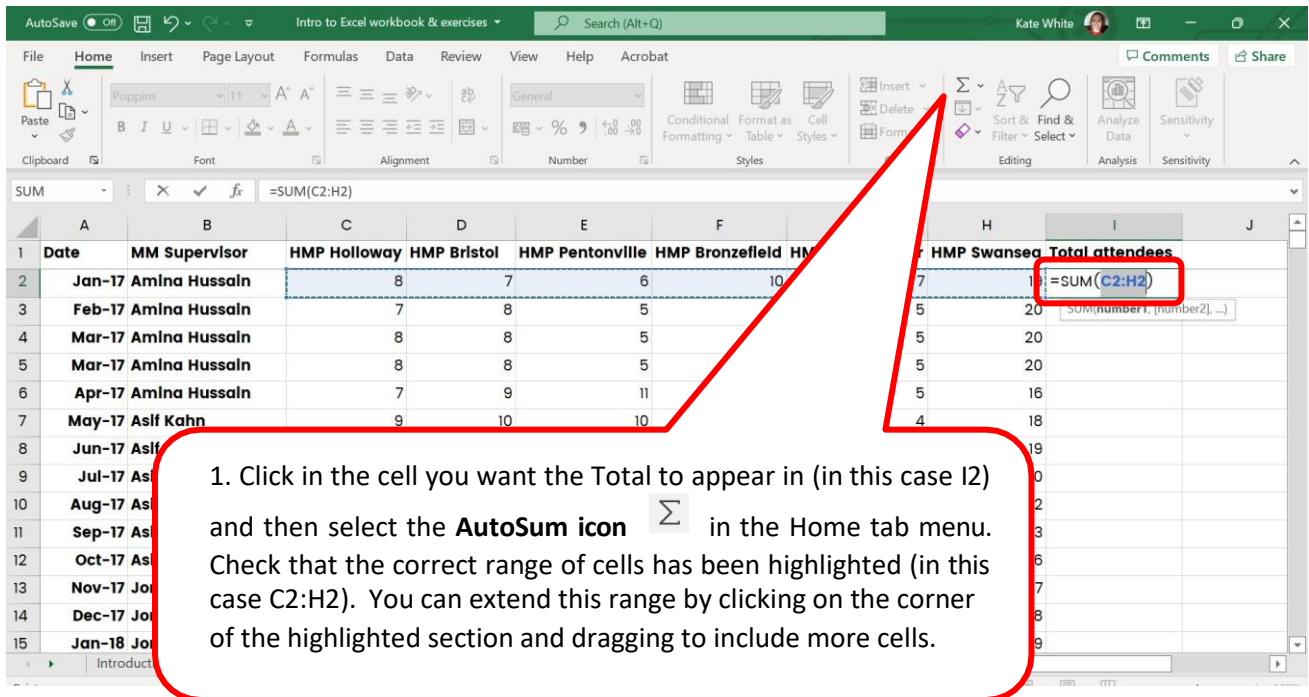
4. Click on + Add level to add a secondary sort level. For example, here we are sorting by prison name and then by participant name. Take a moment to think through the logical order you are sorting on.




Using Formula

14. Auto sum

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

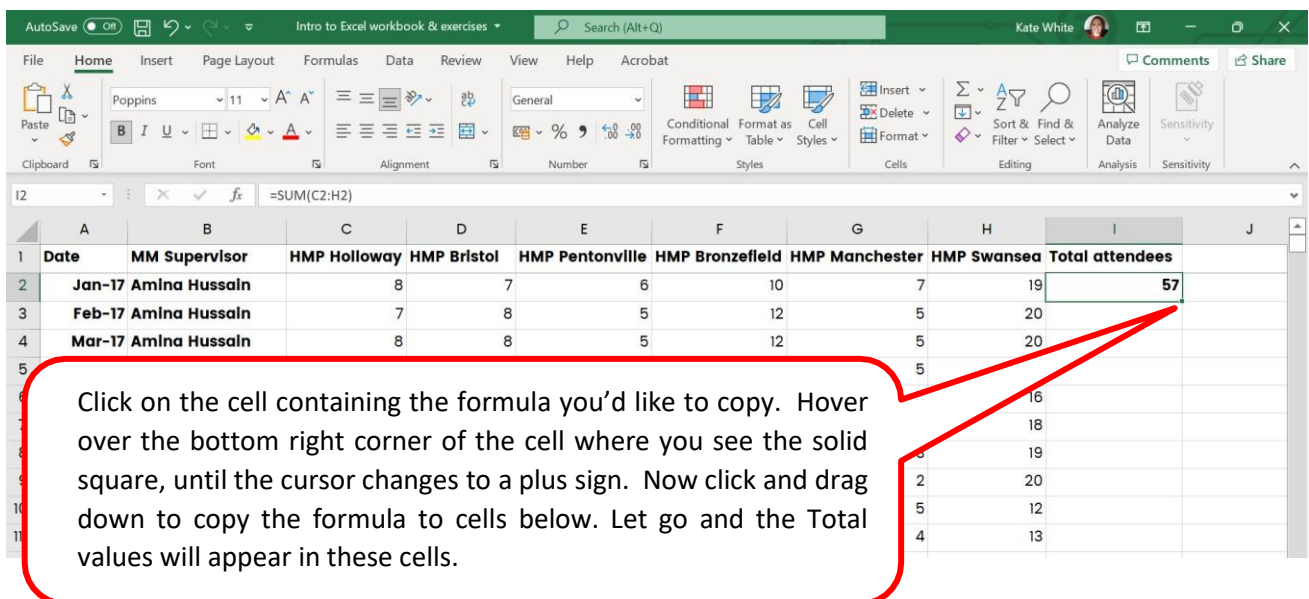


1. Click in the cell you want the Total to appear in (in this case I2) and then select the **AutoSum** icon Σ in the Home tab menu. Check that the correct range of cells has been highlighted (in this case C2:H2). You can extend this range by clicking on the corner of the highlighted section and dragging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

| 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 | =SUM(C2:H2) |
| 3 | Feb-17 | Amlna Hussaln | 7 | 8 | 5 | 12 | 5 | 20 | |
| 4 | Mar-17 | Amlna Hussaln | 8 | 8 | 5 | 12 | 5 | 20 | |
| 5 | Mar-17 | Amlna Hussaln | 8 | 8 | 5 | 12 | 5 | 20 | |
| 6 | Apr-17 | Amlna Hussaln | 7 | 9 | 11 | 12 | 5 | 16 | |
| 7 | May-17 | Asif Kahn | 9 | 10 | 10 | 12 | 4 | 18 | |

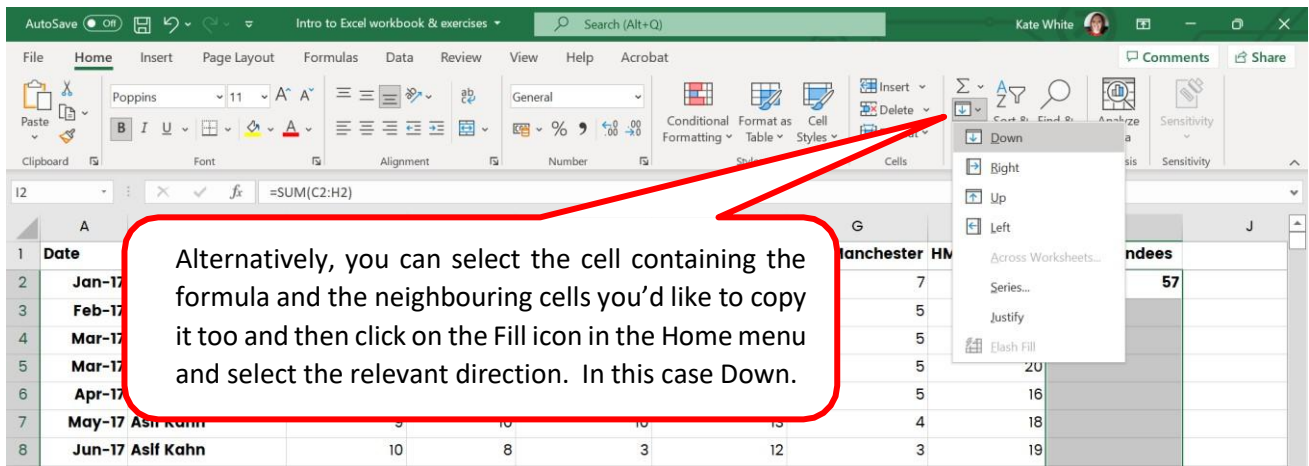
15. Copying formula

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.

| 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 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |

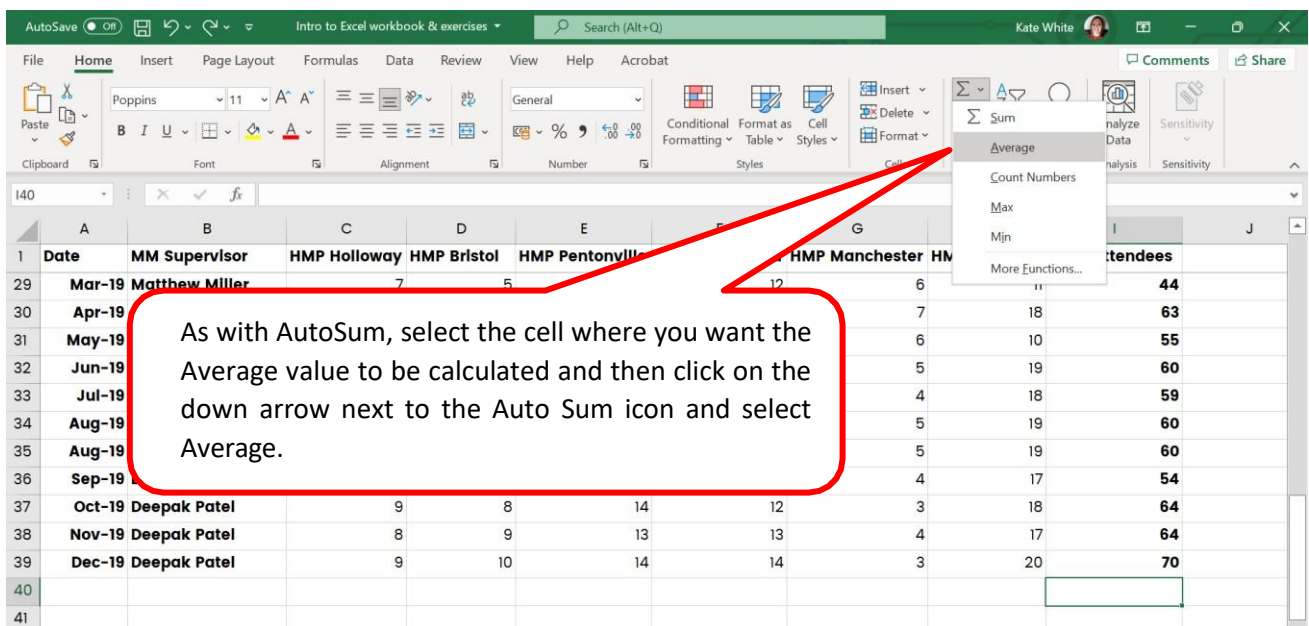


Alternatively, you can select the cell containing the formula and the neighbouring cells you'd like to copy it too and then click on the Fill icon in the Home menu and select the relevant direction. In this case Down.

| Date | MM Supervisor | HMP Holloway | HMP Bristol | HMP Pentonville | HMP Manchester HM | Attendees |
|--------|---------------|--------------|-------------|-----------------|-------------------|-----------|
| Jan-17 | | 7 | | | | |
| Feb-17 | | 5 | | | | |
| Mar-17 | | 5 | | | | |
| Apr-17 | | 5 | | | | |
| May-17 | Asif Kahn | 4 | | | | |
| Jun-17 | Asif Kahn | 10 | 8 | 3 | 12 | |

16. Average

Similar to AutoSum, the Average function will automatically calculate the average for a range of values.

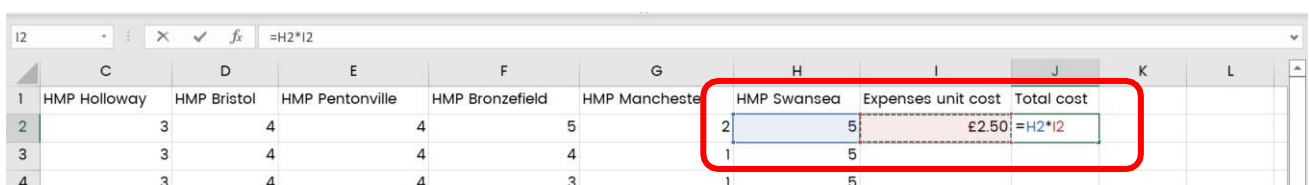


As with AutoSum, select the cell where you want the Average value to be calculated and then click on the down arrow next to the Auto Sum icon and select Average.

| Date | MM Supervisor | HMP Holloway | HMP Bristol | HMP Pentonville | HMP Manchester HM | Attendees |
|--------|----------------|--------------|-------------|-----------------|-------------------|-----------|
| Mar-19 | Matthew Miller | 7 | 5 | | 12 | 6 |
| Apr-19 | | | | | | 7 |
| May-19 | | | | | | 18 |
| Jun-19 | | | | | | 10 |
| Jul-19 | | | | | | 6 |
| Aug-19 | | | | | | 5 |
| Sep-19 | | | | | | 4 |
| Oct-19 | Deepak Patel | 9 | 8 | 14 | 12 | 3 |
| Nov-19 | Deepak Patel | | 8 | 9 | 13 | 4 |
| Dec-19 | Deepak Patel | | 9 | 10 | 14 | 3 |
| | | | | | | 20 |
| | | | | | | 44 |
| | | | | | | 63 |
| | | | | | | 55 |
| | | | | | | 60 |
| | | | | | | 59 |
| | | | | | | 60 |
| | | | | | | 60 |
| | | | | | | 54 |
| | | | | | | 64 |
| | | | | | | 64 |
| | | | | | | 70 |

17. Adding a simple multiplication

When adding a formula to calculate a multiplication, first enter the = equals sign. Then instead of typing in the values, select the cell containing the first value; add the * sign (Shift key and number 8 key), and then select the cell containing the second value. Then click Enter.

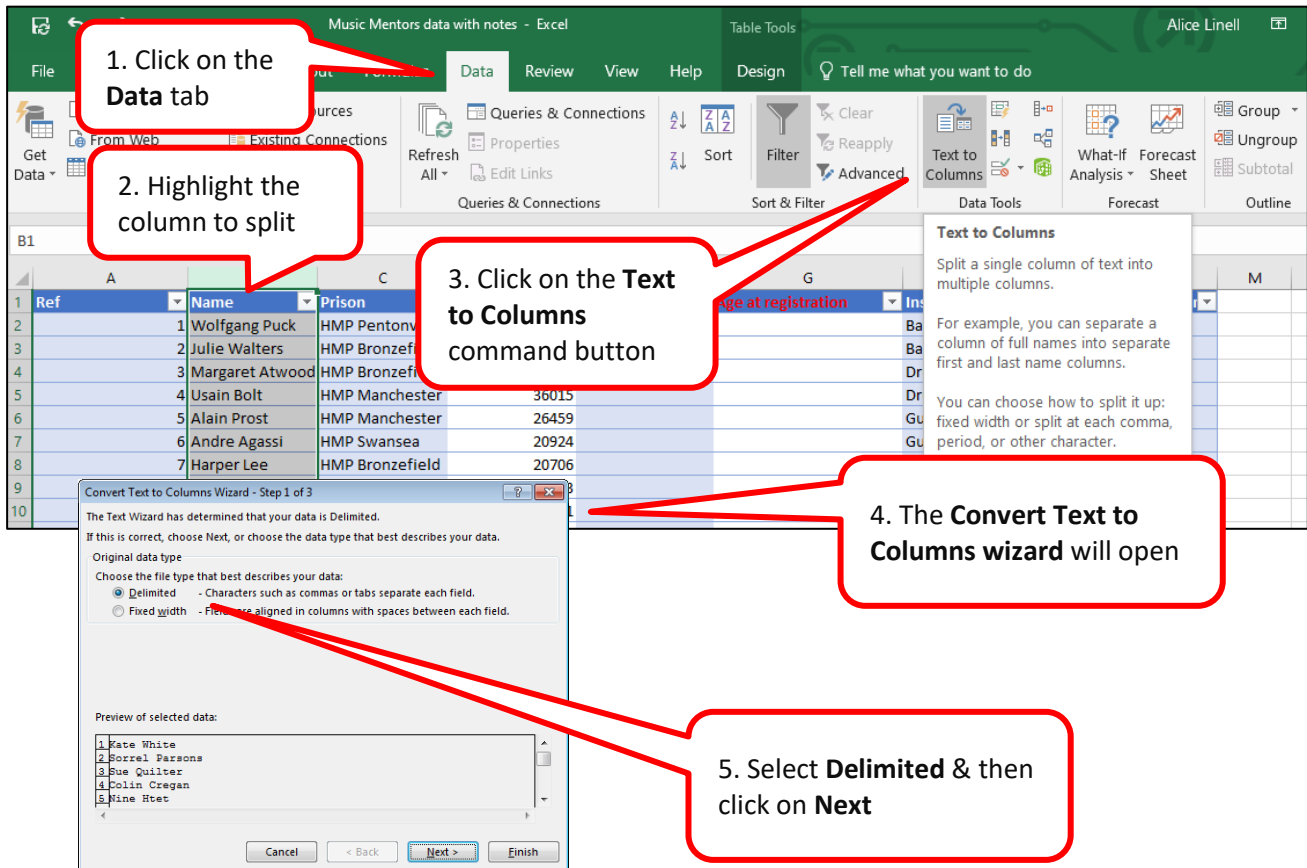


| | HMP Holloway | HMP Bristol | HMP Pentonville | HMP Bronzefield | HMP Manchester | HMP Swansea | Expenses unit cost | Total cost |
|---|--------------|-------------|-----------------|-----------------|----------------|-------------|--------------------|------------|
| 1 | | | | | | | | |
| 2 | 3 | 4 | 4 | 4 | 5 | 5 | £2.50 | =H2*I2 |
| 3 | 3 | 4 | 4 | 4 | 4 | 1 | 5 | |
| 4 | 3 | 4 | 4 | 4 | 3 | 1 | 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

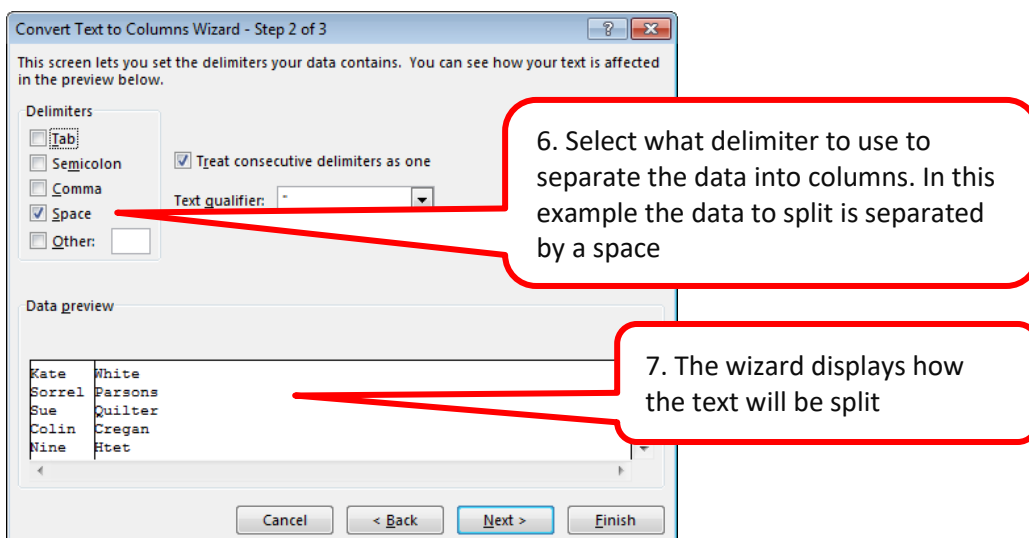
2. Highlight the column to split

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

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

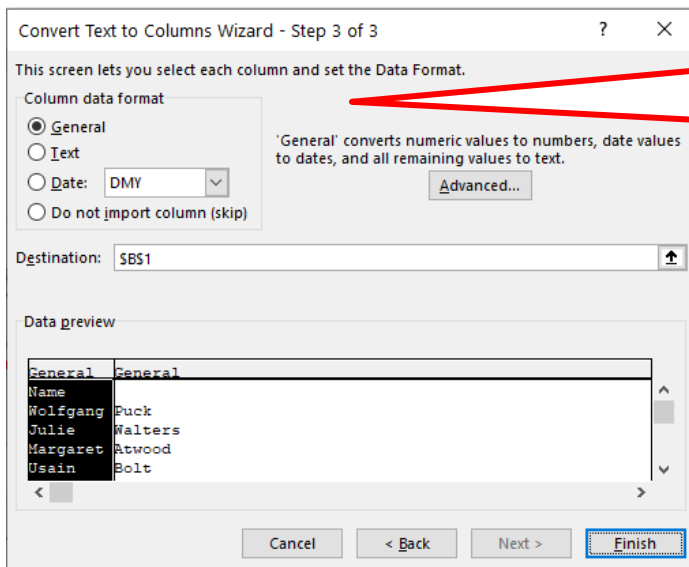
5. Select **Delimited** & then click on **Next**

(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



8. Select the data format for each column. **General** automatically converts the column to the most appropriate format. You can override that now or later after the split

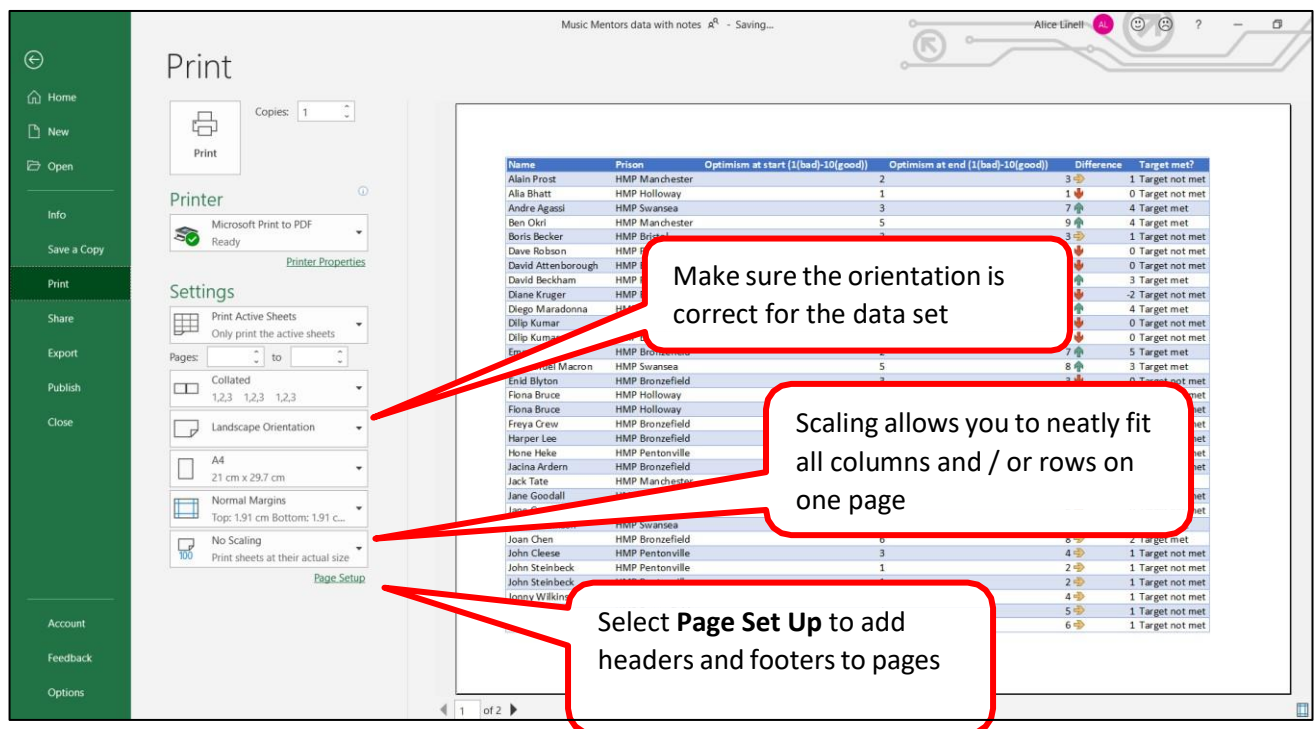
Joining columns

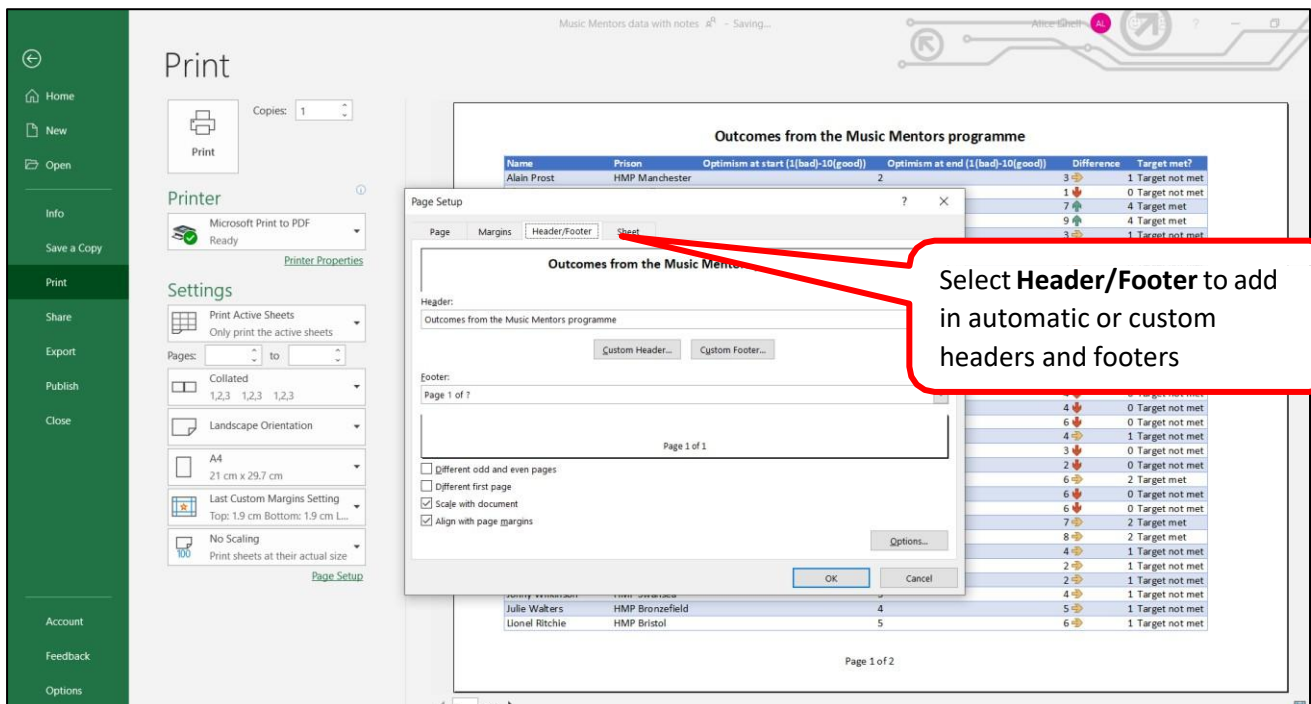
Sometimes you may want to join (or rejoin) columns. The formula to do this is called Concat. Create a new column and in the first row add the formula below:

=CONCAT(select cell 1, " ", select cell 2) and then copy the formula down to rows beneath.

Printing

In the print preview screen you can review your data before printing it.



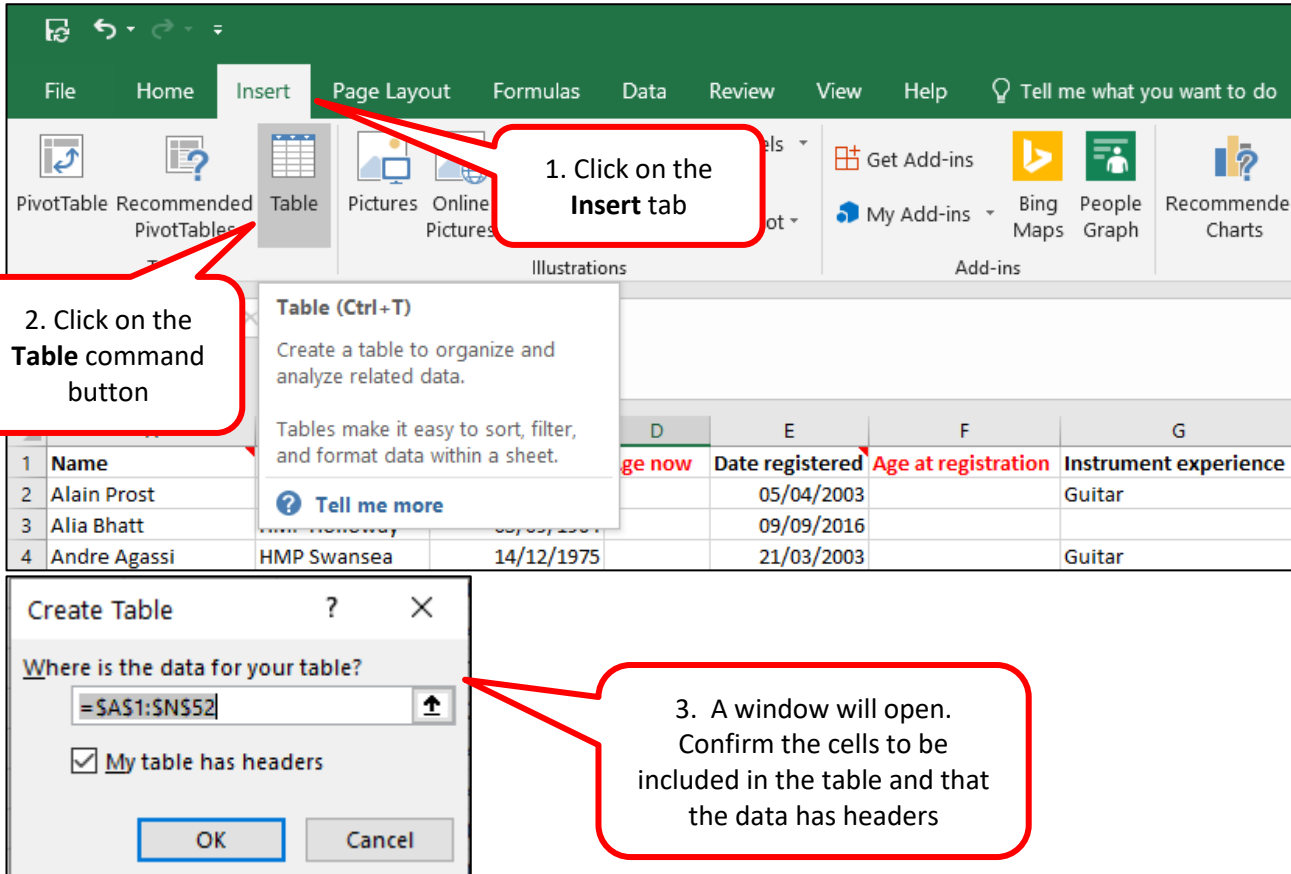


Managing data with tables

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

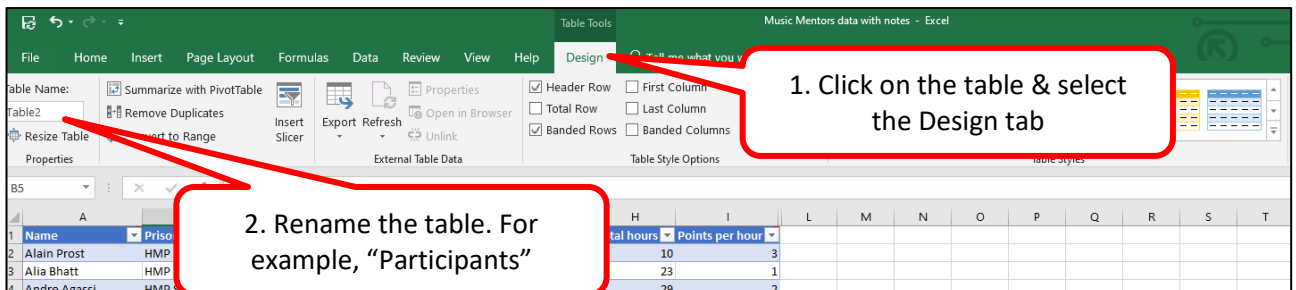
2. Click on the **Table** command button

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

| | 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 |

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.



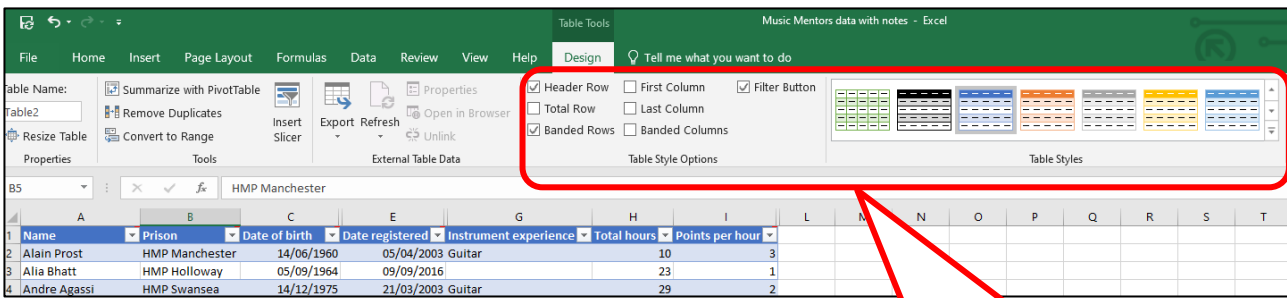
1. Click on the table & select the **Design** tab

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

| | H | I | L | M | N | O | P | Q | R | S | T |
|---|--------------|-----------------|---|---|---|---|---|---|---|---|---|
| 1 | Name | Points per hour | | | | | | | | | |
| 2 | Alain Prost | 10 | | | | | | | | | |
| 3 | Alia Bhatt | 23 | | | | | | | | | |
| 4 | Andre Agassi | 29 | | | | | | | | | |

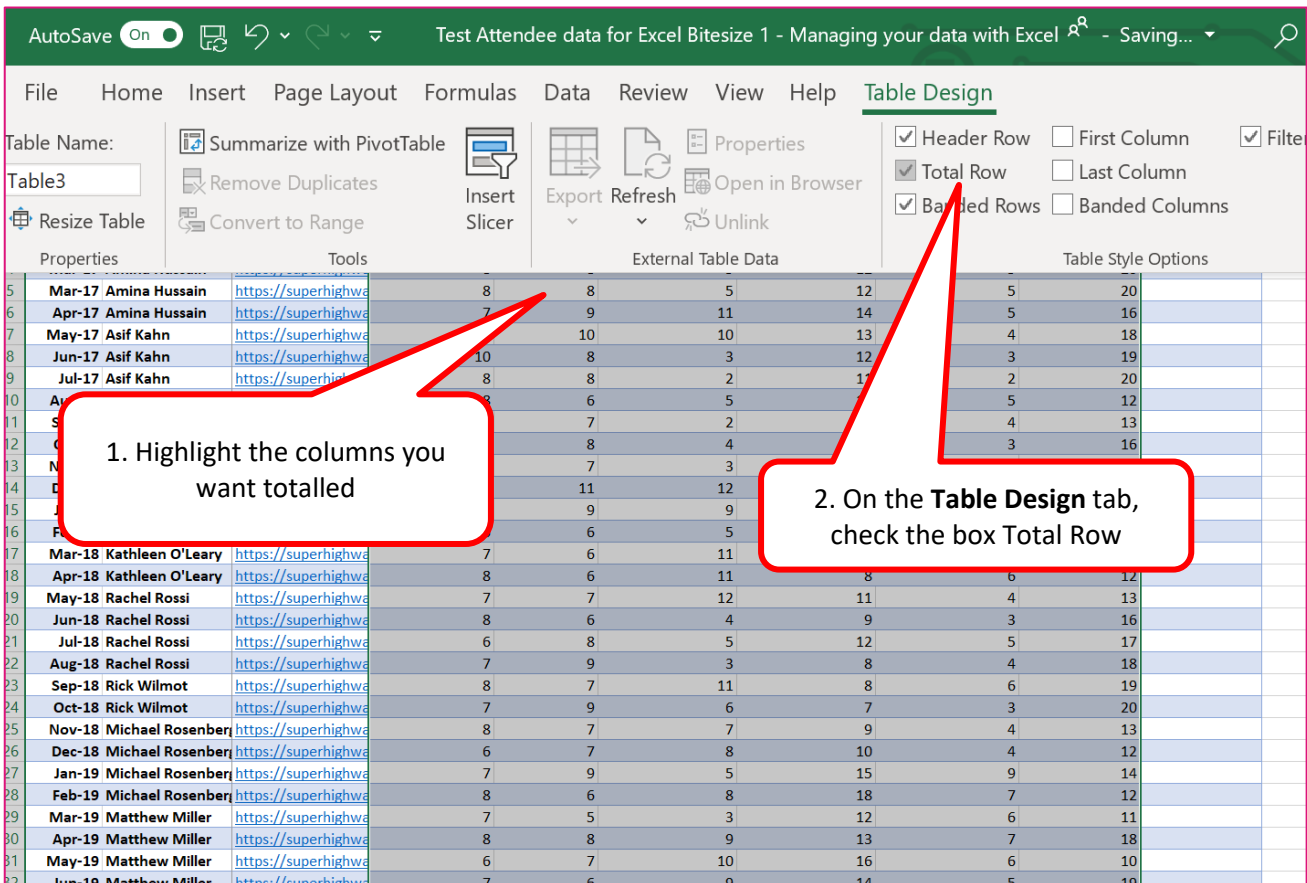
Formatting the table

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



1. Highlight the columns you want totalled

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

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

Header Row First Column Filter
 Total Row Last Column
 Banded Rows Banded Columns

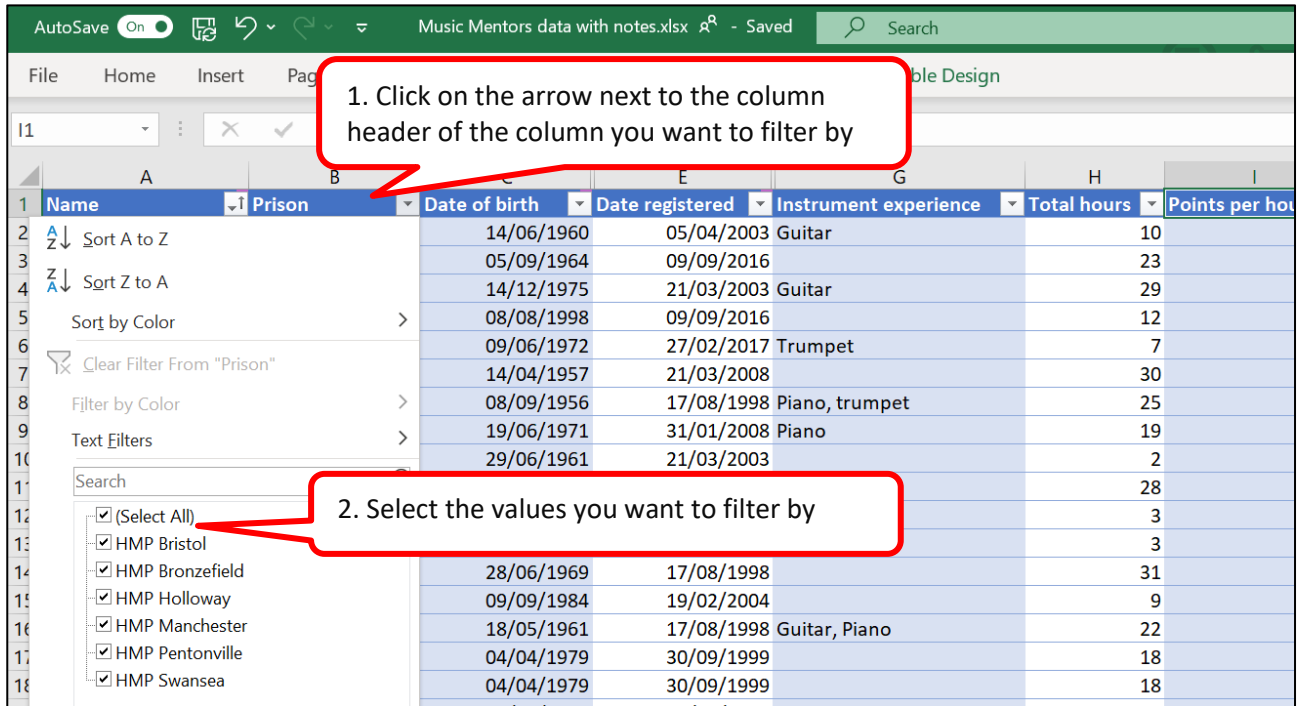
| | | | | | | | |
|----|-------------------------|---------------------|----|----|----|----|----|
| 5 | Mar-17 Amina Hussain | https://superhighwe | 8 | 8 | 5 | 5 | 20 |
| 6 | Apr-17 Amina Hussain | https://superhighwe | 7 | 9 | 11 | 5 | 16 |
| 7 | May-17 Asif Kahn | https://superhighwe | 9 | 10 | 10 | 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 | 10 | 4 |
| 27 | Jan-19 Michael Rosenber | https://superhighwe | 7 | 9 | 5 | 15 | 9 |
| 28 | Feb-19 Michael Rosenber | https://superhighwe | 8 | 6 | 8 | 18 | 7 |
| 29 | Mar-19 Matthew Miller | https://superhighwe | 7 | 5 | 3 | 12 | 6 |
| 30 | Apr-19 Matthew Miller | https://superhighwe | 8 | 8 | 9 | 13 | 7 |
| 31 | May-19 Matthew Miller | https://superhighwe | 6 | 7 | 10 | 16 | 6 |
| 32 | Jun-19 Matthew Miller | https://superhighwe | 7 | 6 | 6 | 14 | 5 |

1. Highlight the columns you want totalled

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

Filtering

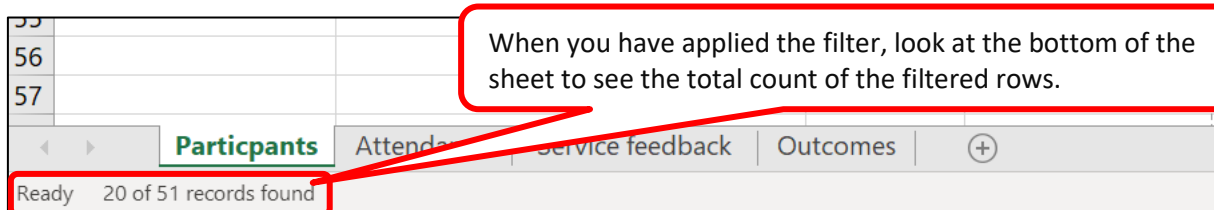
Filtering (Select & Deselect)



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 |

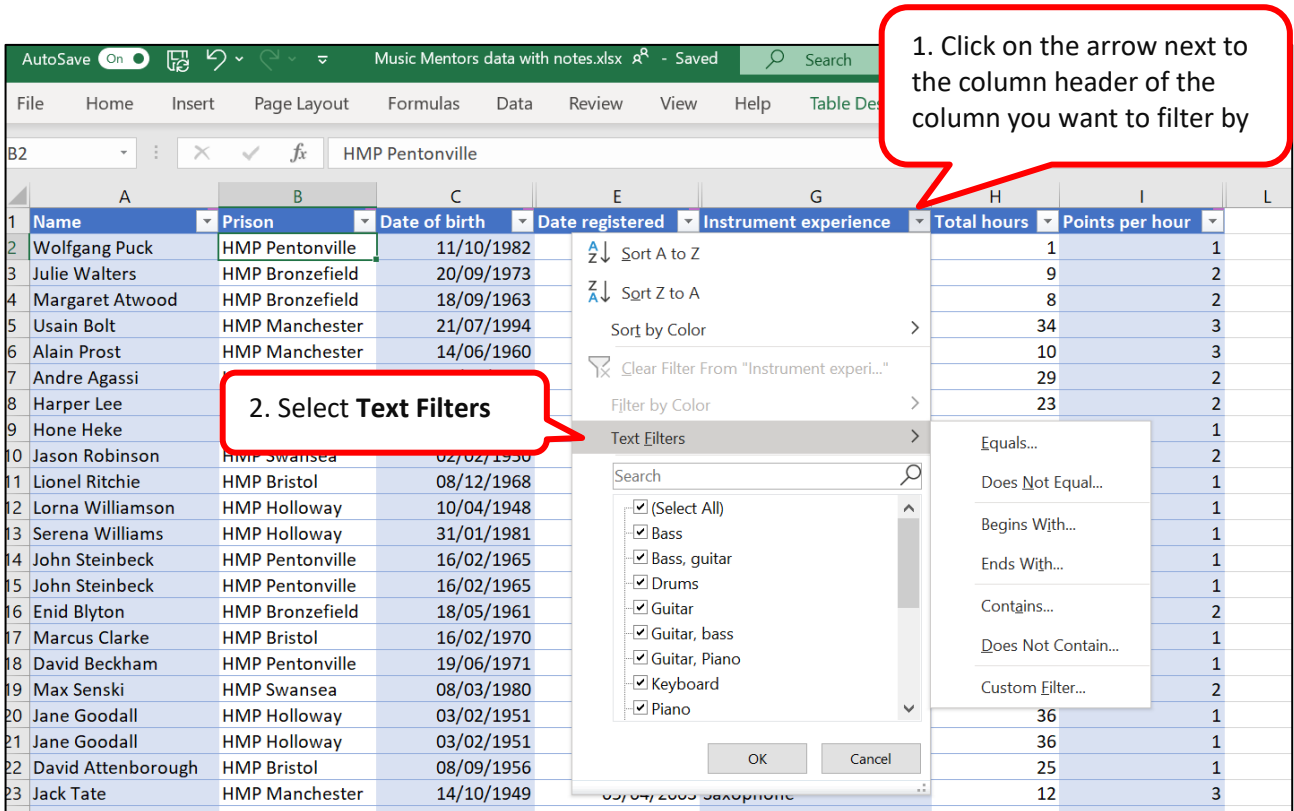


When you have applied the filter, look at the bottom of the sheet to see the total count of the filtered rows.

Ready 20 of 51 records found

Filtering (Text filters)

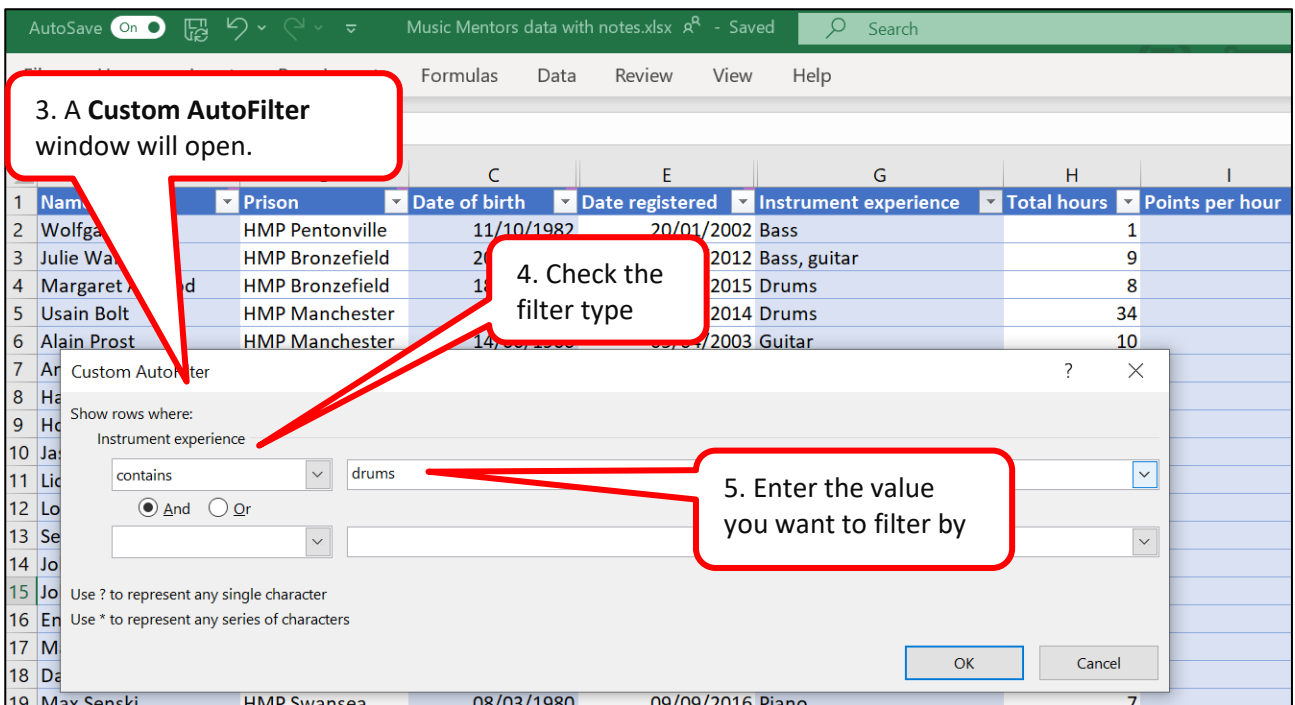
Excel has more advanced filtering options available via text filters:



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.

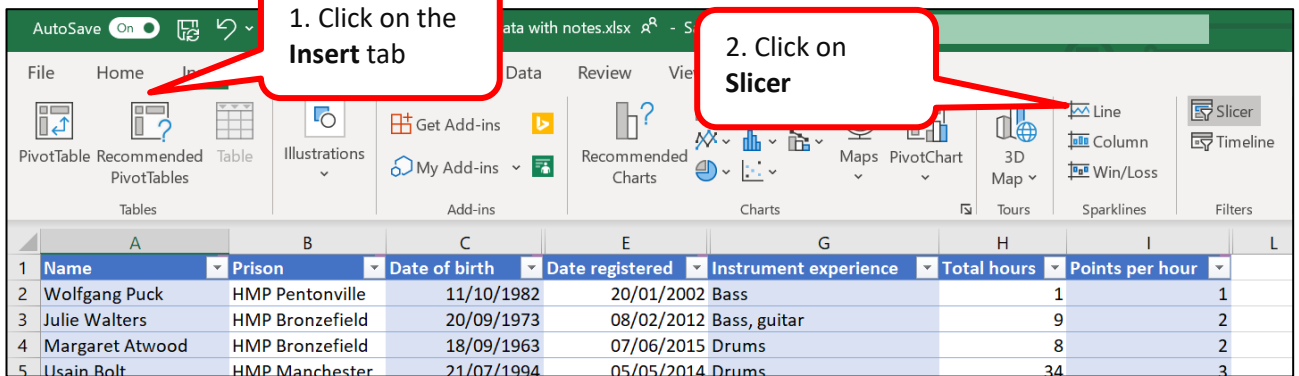
4. Check the filter type

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 | 09/09/2003 | Guitar | | 10 |
| Max Senski | HMP Swansea | 08/03/1980 | 09/09/2016 | Piano | | 7 |

Data Slicers

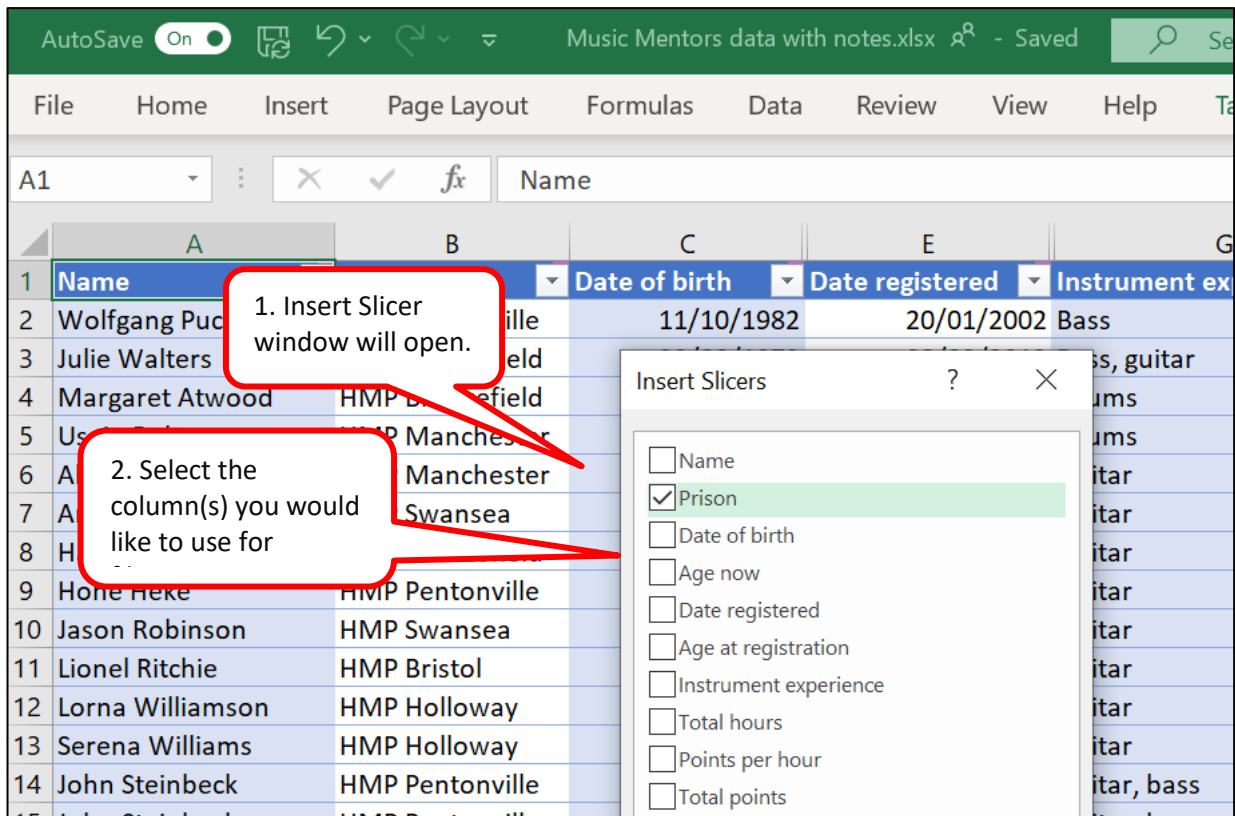
Slicers are visual filters. Using a slicer, you can filter your data (or pivot table or pivot chart) by clicking on the type of data you want.



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 |



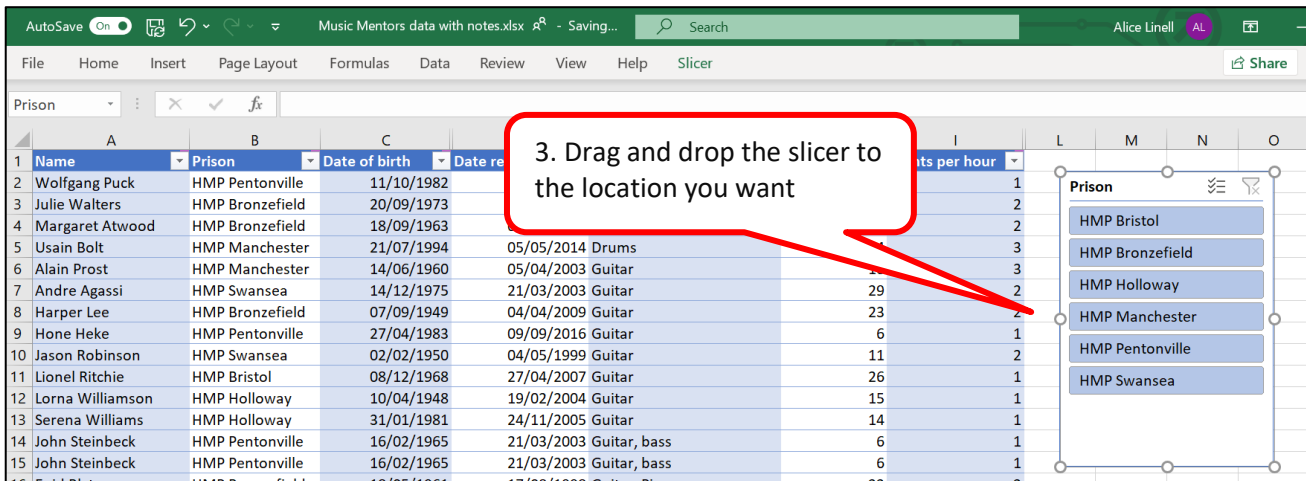
1. Insert Slicer window will open.

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

| | 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 |

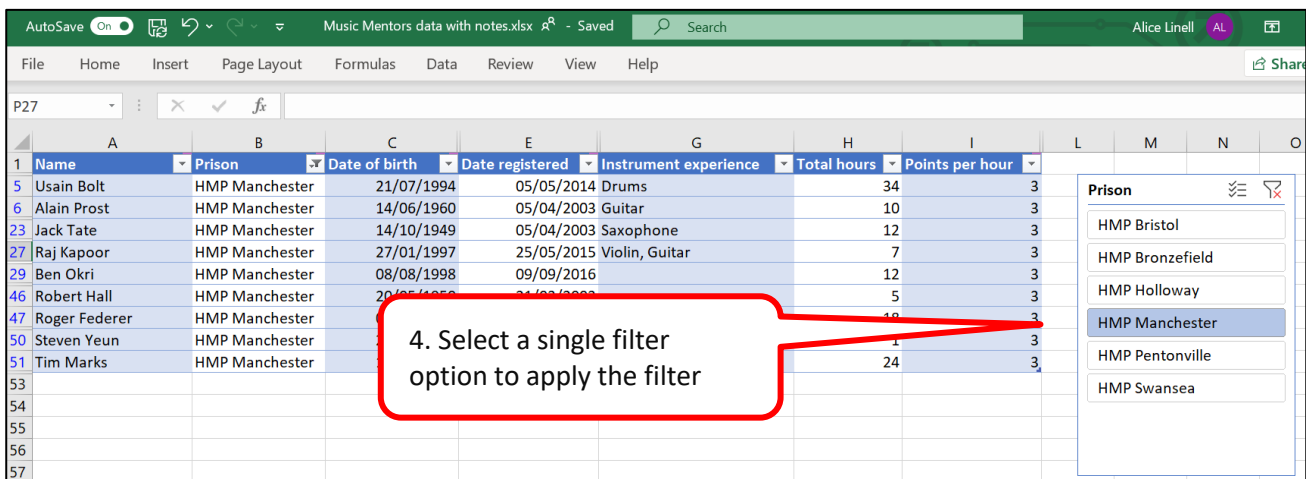
Insert Slicers

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



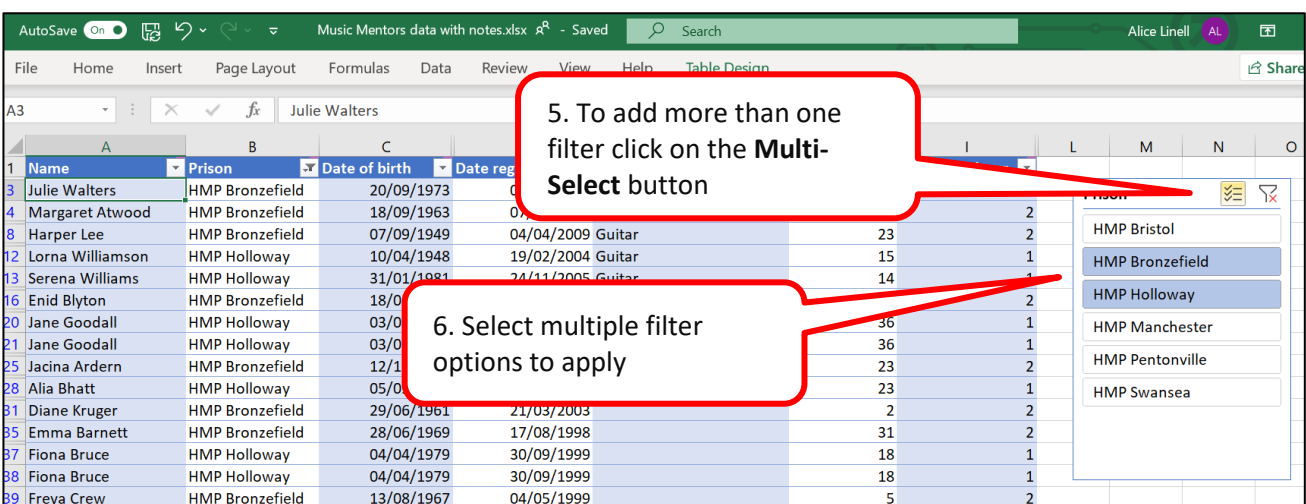
3. Drag and drop the slicer to the location you want

| 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 |



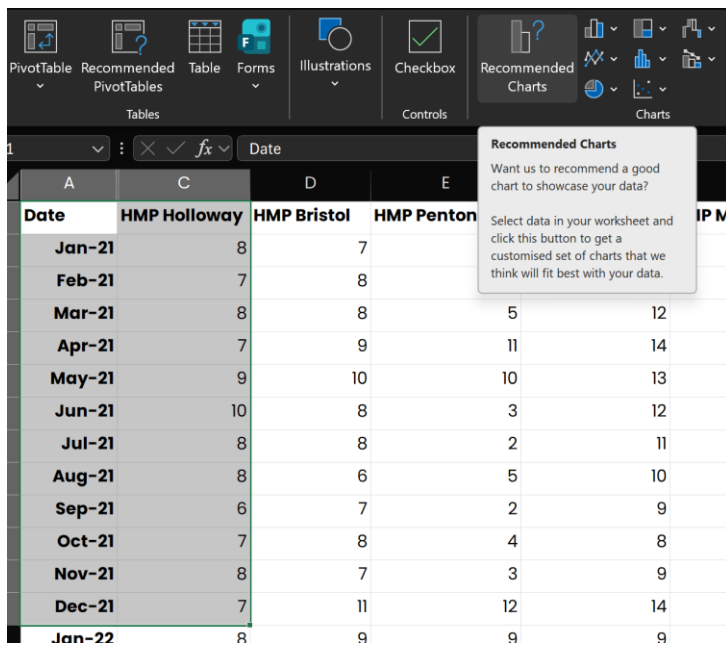
5. To add more than one filter click on the **Multi-Select** button

6. Select multiple filter options to apply

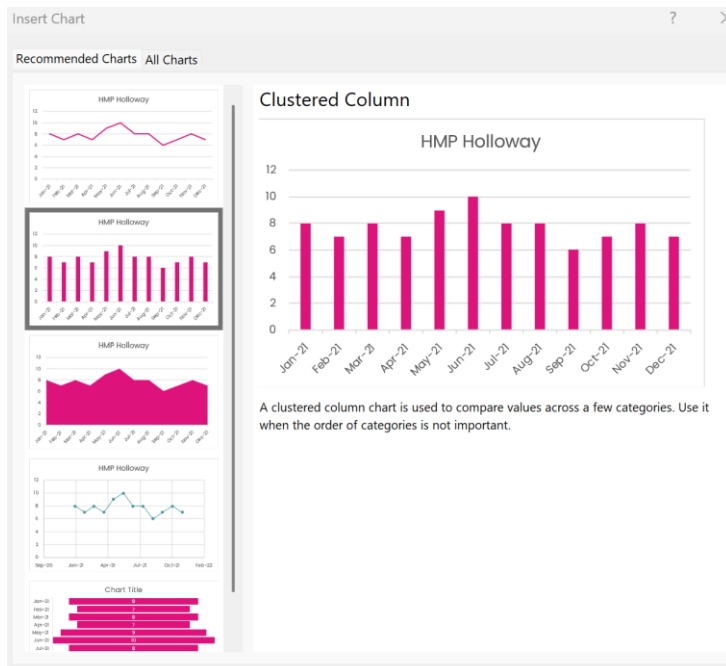
| Name | Prison | Date of birth | Date registered | Instrument | Total hours | Points per hour |
|------------------|-----------------|---------------|-----------------|------------|-------------|-----------------|
| Julie Walters | HMP Bronzefield | 20/09/1973 | | | | 2 |
| Margaret Atwood | HMP Bronzefield | 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 | 18/09/1963 | | | | 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



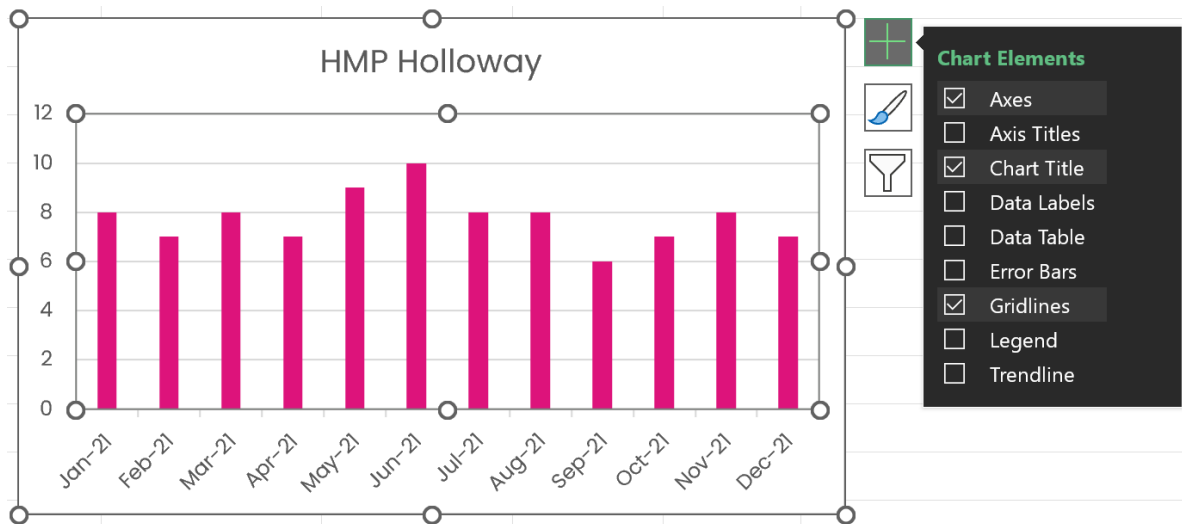
Select one of the Charts and click OK. Alternatively select All Charts and then choose one of the many types to suit your needs.



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.