

Excel – Next Steps 2



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.



Superhighways

Providing tech support to small local charities in London for 20 + years

- ✓ Tech Support
- ✓ Training
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ Impact Aloud
- ✓ Datawise London
- ✓ Websites



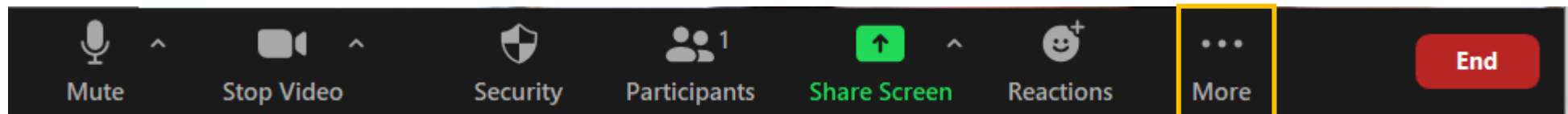
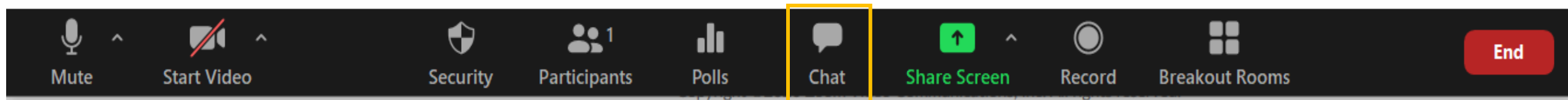
Don't forget to sign up to our monthly eNews

- ✓ Sign up <https://superhighways.org.uk/e-news/>



Zoom controls

✓ Alt+Tab to toggle between Microsoft Excel, Word & Zoom



Session agenda

- ✓ Topic 1 – splitting column data by delimiter and fixed width
- ✓ Topic 2 – data validation using date format and a list

Break

- ✓ Topic 3 – an introduction to pivot tables
- ✓ Topic 4 – summary sheets



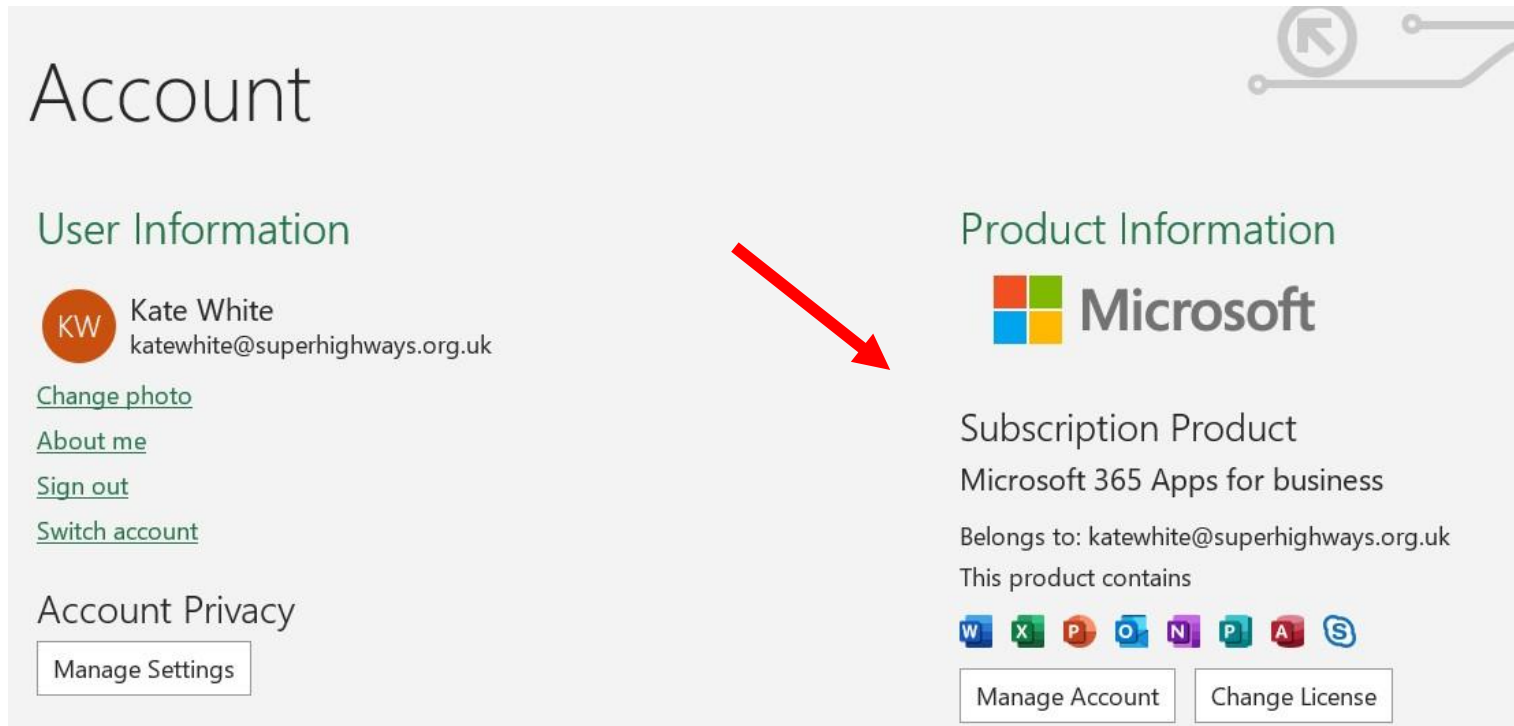
Session flow

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

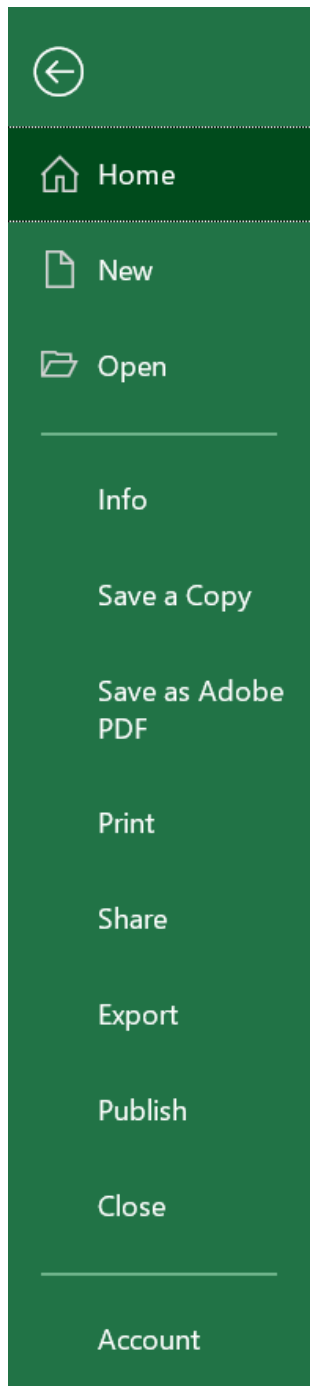


What version do you have?

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



The screenshot shows the Microsoft Account page. On the left, under 'User Information', it displays a profile picture with 'KW', the name 'Kate White', and the email 'katewhite@superhighways.org.uk'. Below this are links for 'Change photo', 'About me', 'Sign out', and 'Switch account'. At the bottom left is the 'Account Privacy' section with a 'Manage Settings' button. On the right, under 'Product Information', it shows the Microsoft logo, 'Subscription Product', 'Microsoft 365 Apps for business', and 'Belongs to: katewhite@superhighways.org.uk'. It also states 'This product contains' followed by icons for Word, Excel, PowerPoint, OneDrive, Teams, and Outlook. At the bottom right are buttons for 'Manage Account' and 'Change License'. A red arrow points from the 'Product Information' section towards the right side of the image.



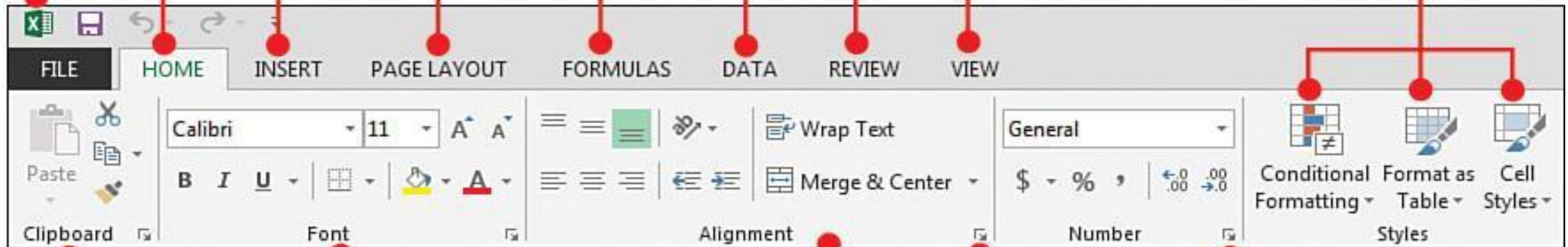
The screenshot shows the File menu in Microsoft Word. The menu is dark green with white text. It includes a back arrow icon at the top, followed by 'Home', 'New', and 'Open'. A horizontal line separates these from 'Info', 'Save a Copy', 'Save as Adobe PDF', 'Print', 'Share', 'Export', 'Publish', and 'Close'. Another horizontal line is below 'Close'. At the very bottom is the 'Account' option. A red arrow points from the 'Account' option in the menu towards the left side of the image.

Understanding the ribbon

Quick
Access
toolbar

Tabs

Command
buttons



Groups

Dialog launchers



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.



Next steps

- ❑ Complete our [feedback survey](#)
- ❑ Flag any further follow up support
- ❑ [Book on related sessions](#)
- ❑ Get in touch – clarechamberlain@superhighways.org.uk
- ❑ Find out more about our [Excel Bitesize 1 – 5 series](#) complete with videos & exercises

