



Excel Essentials for Charity Digital Academy (Sept 2026)

Exercise sheet

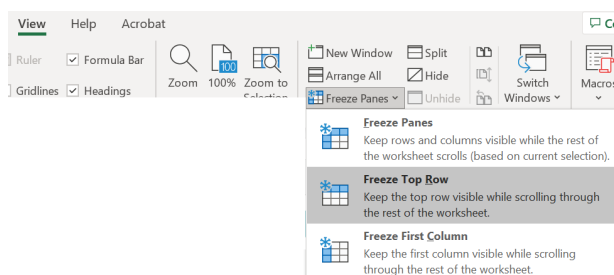
Topic 1 – Formatting

Part 1

1. Make the Introduction tab Red (*right click and select Tab colour*)
2. Rename Sheet 1 to Participants (*double click or right click, choose rename and then type in the new name*)
3. Move the Participants sheet to after the Mentors sheet (*click on the tab and drag to new position*)
4. In the Participants sheet, make the column headings bold (*select the top row and Bold in the Home tab*)
5. Align the Welfare session contents left (*highlight the column and choose left alignment in the Home tab*)

Part 2

6. Hide the Sentence start date column (*highlight the column, right click and select Hide*)
7. Wrap the text in the Musical experience column (*highlight the Musical experience column and click on the wrap text icon [abc with curved arrow] in the Home tab*)
8. Resize all the columns so that they are as wide as the column contents (*click on the triangle in the top left to select the whole sheet. Now double click on the boundary between two columns*)
9. Freeze the top row of the Participants sheet (*go to the View tab and select Freeze panes and top row*)



Topic 2 – Sorting

1. Still in the Participants sheet, sort the Welfare attendance column alphabetically A to Z (*highlight this column, go to the Data tab and Sort*)
2. How many participants are yet to have a Welfare session? (*click and drag to select cells containing N. Look at Status Bar – bottom right for Count Answer = 12*)

- Now sort your worksheet by Prison and then by Musical experience (first select Prison and then Add a level and select Musical experience)

Sort ? X

+ Add Level		X Delete Level		Copy Level		^ v		Options...		☒ My data has headers	
Column				Sort On				Order			
Sort by	Prison	v			Cell Values	v			A to Z	v	
Then by	Musical experience	v			Cell Values	v			A to Z	v	

- Which participant is in row number 4? (Answer = Marcus Clarke)
- How many participants in Pentonville prison have no prior musical experience? (Answer = 2)
- Now sort by Sentence start date **only** (delete existing Sort levels)
- Which prison has the participant with the most recent sentence start date? (Answer = HMP Holloway)

Topic 3 – Splitting columns

- In the Participants sheet, add a blank column to the right of the Name column (highlight the Welfare session column C, right click and Insert)
- Now split the Name column so the first and surnames are in separate columns (highlight column, go to Data tab, click on Text to Columns, choose Delimited, select Space then Finish)

Optional exercise – Sometimes you may want to join (or rejoin) columns. The formula to do this is called Concat. Create a new column to rejoin first name and surname 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.

Topic 4 – Auto formulae

Part 1

- In the Mentors sheet, switch on Freeze panes so the first row and first column don't scroll (Find Freeze panes in the View tab and select the top option)
- In the Total Mentors column, use Auto sum to calculate the total number of mentors in Jan 17 (Click in the cell and select the Auto sum icon  on the Home tab. Check the correct data range is highlighted. Press Enter on your keyboard)
- How many mentors in total participated in Jan 2021? (Answer = 23)
- Which month and year had the most mentors participating? (Copy the formula down to calculate for each row) (Answer = Jan 2023)
- Use the Average function in cell C38 to calculate the average number of volunteer mentors participating in HMP Holloway. What was the average number of volunteer mentors? (Answer = 3.7)

6. Copy the formula across to see the average for each prison.
7. Which prison has the highest average number of volunteer mentors participating in sessions? What is this number? *(Answer = HMP Swansea with 5.6)*

Topic 4 – Basic manual formulae

Part 2

1. Add a column with heading 'Expenses unit cost'. Add £3.50 into the first cell and change format type to Currency (*Check Currency is selected*  *from the drop-down list of options in the Home tab, Number grouping - towards the middle of your menu bar*)
Now copy down the contents to all rows beneath.
2. Now add another column with heading Expenses total. Add a formula to calculate this multiplying the unit cost by the number of mentors `=I2*J2` Now copy the formula down.
3. What are the expenses costs in Dec 2022? *(Answer = £108.50)*
4. What are the total expenses paid out across the 3 years - 2021, 2022 & 2023? (*Use Auto sum function in cell K38 to add up expenses for each month*) *(Answer = £3,272.50)*

Topic 5 – Printing tips (optional exercise)

1. On the Attendance sheet, use Auto sum to calculate the total number of participants in Jan 2021. Copy the formula down
2. Now select Print
3. Using the Scaling options at the bottom, select the Fit Sheet on One Page option
4. Now change the page orientation to be Landscape
5. Now click on the Page Setup link at the bottom (*underneath the Scaling options*)
6. Give your sheet a title *Music Mentors Attendance* by going to the Header/Footer tab and clicking on Custom Header. Add to the middle section.
7. Now go to the Sheet tab (*again after clicking on the Page Setup link*) and select to show Gridlines when printing.

Topic 6 – Tables

In the Attendance sheet

1. Make the data on the Attendance sheet into a table (*Insert tab, Table*)
2. Name the table 'Attendance' (*top left of your screen when in the Table design tab*)
3. Format the table to make it a different colour (*Table design tab, Table styles*)
4. Use Auto Sum to work out how many people attended in total each month (*Home tab*)
5. Add Total row to see total number of people who attended over the whole period (*Table design & tick Total row*) *(Answer = 1,981)*
6. How many attendees in total attended sessions at HMP Manchester? *(Answer = 173)*
7. How many attendees attended on average per session at HMP Bronzefield? *(Answer = just under 11)*

Topic 7 – Filtering

In the Participants sheet, first make the data into a table (*Insert tab, Table*)

Part 1

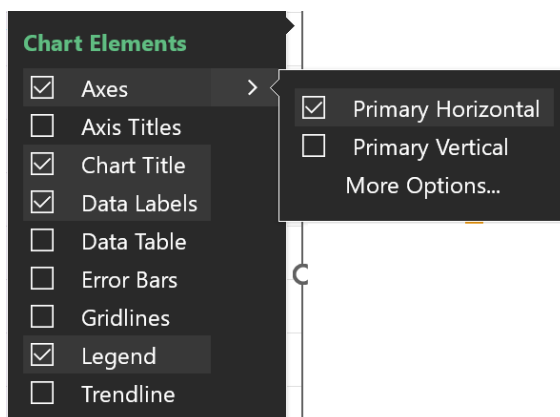
1. Sort by Prison (A-Z) & Name (A-Z) How many people attended from HMP Holloway? (*Answer = 10*)
2. Add a filter on the Enjoyed the sessions column to only show records where people 'Really enjoyed' the session
3. How many participants really enjoyed the sessions? (*Answer = 9*)
4. Now also filter on those who also 'Enjoyed' the sessions
5. How many people 'Really enjoyed' or 'Enjoyed' the sessions? (*Answer = 32*)

Part 2

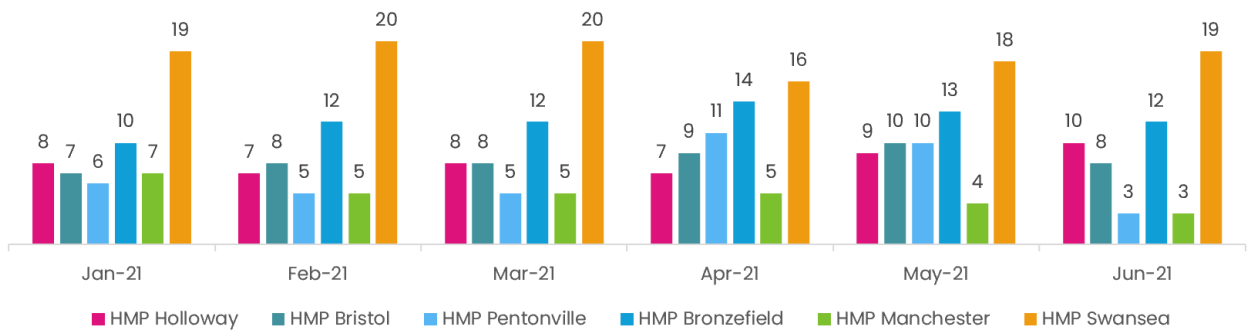
6. Use the search box to filter on the Instrument experience column so that only rows which contain the word "guitar" are displayed.
7. How many people have experience of playing the guitar? (*Answer = 13*)
8. Clear the filter
9. Add an advanced text filter on the Musical Instrument column so that rows which contain "guitar" or "bass" are shown (*remember to add Contains for your second option*)
10. How many people have experience of playing either the guitar or the bass? (*Answer = 15*)
11. Clear the filter
12. Add a slicer for Prison (*Table design tab and Insert slicer*)
13. How many people attended from HMP Holloway? (*Answer = 10*)

Topic 8 – Charts & graphs

1. Go to the Attendance sheet and Hide the MM Supervisor column
2. Create a Column chart showing the number of Mentors from Jan 2021 to Dec 2021 (highlight the corresponding cell range, go to Insert, Recommended Chart, All Charts)
3. Make the chart wider by dragging out to the right. Then customise the look to display values, remove gridlines and vertical axis and add a title (*click on the chart and then the + sign at the top right and follow the below options. Double click Chart title to add your own*)



Attendance by prison and month



Optional additional chart

Go to the Participants sheet and highlight the Enjoyed the sessions column and choose Insert tab / Recommended Chart and select OK to the Clustered bar chart.

Count of Enjoyed the sessions

