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**Excel Next Steps 2 – session exercises**

**Topic 1 – Splitting Columns**

Using the Participants sheet

***\* Tip:*** *When inserting a column, first highlight the column to the right of where you want it to be and right click – select Insert.*

1. Split the Name column into First Name & Surname *(Create a new column to the right of the Name column, highlight the column to split, go to your* ***Data*** *tab -* ***Data Tools*** *group -* ***Text to Columns*** *command. In the wizard - select* ***Delimited*** *and* ***Space****)*
2. Split the Post Code column *(Follow steps above)*

**Topic 2 – Data Validation**

Using the Participants Sheet

***\* Tip:*** *Click on Ctrl and the Space bar when in the first row of data to select the rest of the column*

1. Create a data validation list for the Ethnicity column
*(Select the column using the* ***\*Tip*** *above, go to the* ***Data Tools*** *group – select* ***Data Validation****, select* ***List*** *& click on* ***Source*** *and go to the* ***Validation Lists*** *sheet and then highlight the* ***Ethnicity*** *column, press* ***Enter*** *on your keyboard)*
2. Make a change to one of the Ethnicities listed and check that this updates in the drop-down arrow data entry list for cells in the Ethnicity column.
3. Add an Error message explaining that you need to select one of the options in the list *(****Data Tools*** *group – select* ***Data Validation****, select the* ***Error Alert*** *tab and type Error message)* Now try and add something else to check the error message works.
4. Validate the Date of Birth column so that only a date after 1/1/1962 can be entered *(Select the column, go to the* ***Data******Tools*** *group, select* ***Data Validation****, select* ***Date*** *&* ***Greater Than*** *and add the date)*

**Topic 3 – Pivot Tables**

Using the Survey Results sheet

**Part 1**

1. Insert a Pivot table *(****Insert*** *tab and select the* ***PivotTable*** *command)*
2. Name the Pivot Table ‘Enjoyment’ *(See top left of PivotTable Analyse Tab, or click down arrow under PivotTable Command)*
3. Select the following in the **PivotTable Fields** list on the far-right of your screen: Prison ID, Prison, Enjoyed the sessions *(If you don’t see these options, make sure you have clicked somewhere in the PivotTable on the left)*
4. Drag ‘Prison’ to Rows; drag ‘Prison ID’ to Values; drag ‘Enjoyed the sessions’ to Columns.

Check the Values is showing as ‘Count of Prison ID’.

**Part 2**

1. Now change the Value Field Settings to show as % of Row Total *(Click on the down arrow next to ‘Prison ID’ in the Values quadrant and choose % of Row Total from the ‘Show Values As’ tab)*
2. Remove the decimal places (Highlight the cells with % in them in the PivotTable, go to the **Home** Tab, **Number** Group, and select the **Decrease Decimal** command twice to remove decimal places (using the right arrow icon)
3. Rename the new Sheet to ‘Enjoyment Pivot’ *(Double click Sheet tab at the bottom to rename)*

**Topic 4 – Summary Sheets**

Using the Summary Sheet

**Part 1** – adding Enjoyment data to the Summary Sheet

1. Create a **Get Pivot Data** formula in the top cell of the **Enjoyment** Column *(for Belmarsh Prison)* by clicking in the cell and entering =
2. Then move to the **Enjoyment Pivot** Sheet *(see Sheet tabs at the bottom)* and click on the cell with the results for Belmarsh prison and ‘1 Really Enjoyed’. Now click on the + sign and click the cell with the results for Belmarsh prison and ‘2 Enjoyed’. Press Enter.
3. What is this percentage?

**Part 2** – copying this formula to remaining rows

1. Copy the formula down to the next cell and change the Prison Name to “HMP Birmingham” *(type this in, in the formula bar, overriding HMP Belmarsh in the 2 places it occurs in the formula)*
2. Copy the formula down to the next cell and this time remove the Prison name (including the speech marks - “ ”) and replace with the cell reference for the Prison name *(in the Prison column)* that you want to replace it with *(in this case HMP Brixton – cell A6)* Again, you will need to do this twice – for each instance that the Prison name occurs in the formula.
3. Copy the formula down to the rest of the rows.

**Additional exercises**

1. Repeat Topic 4 exercises but for the % of participants who built a relationship with their mentor *(refer to the* ***Survey Results*** *tab, in the* ***Insert*** *tab, create a* ***PivotTable*** *showing % of participants building a relationship with their mentors, and then ‘bring in’ the ‘Strongly Agree’ and ‘Agree’ figures into the* ***Summary Sheet***.)

What is the percentage for HMP Pentonville?

1. Have a go using the **CONCAT** formula to join the two Postcode columns into one. Create a new column to the right. Enter = followed by CONCAT in the first cell of the new column the select the open bracket (shift 9) and then select the cells you want to join together separated by ," ", to add a space in between the 2 parts and then close bracket (shift 0): =CONCAT([@tablecolumnname1]," ", [@tablecolumnname2])