



A fresh approach to IT support and expertise.

# Excel Excellence

Learn how to style and format like a pro



**Caroline Ellis**  
Head of Marketing

# Agenda

- Who we are
- Clean clear formatting
- Useful formulas and how to use them
- Lists are easy
- Joy of sparklines
- Recap
- Any questions



# IT Champion

A fresh approach to IT support and expertise.

## Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.



Modern Work

## Supporting all our users

Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area – handy guides and links to resources

[it-champion.co.uk/client-area](https://it-champion.co.uk/client-area)

# Excel run through – without the slides

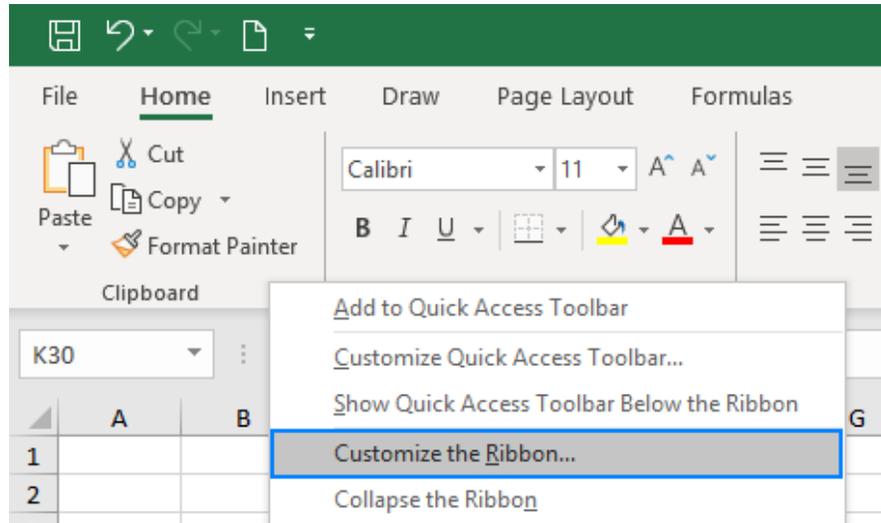
The image displays two side-by-side screenshots of Microsoft Excel spreadsheets. The left screenshot shows a large data table with columns for Numbering, First Name, Last Name, Street, Team, Postcode, Contact number, Donation, and Date. The right screenshot shows a summary table titled 'Sequential numbering' with columns for Numbering, First Name, Last Name, Street, Team, Postcode, Contact number, Donation, and Date, along with a 'Donations' summary table on the right.

Numbering	First Name	Last Name	Street	Team	Postcode	Contact number	Donation	Date	Donations
1	Edwin	Stain	123 Apple St	Newcastle	NE2 2BJ	013170747862	£842	27/12/1993	£842.00
2	Liam	Cook	456 Pear Ave	Donwinton	DT9 4AG	012333388303	£776	30/01/1990	£776.00
3	Neil	Hayden	789 Cherry Blvd	Abbotsford	AS7 7AB	015181528160	£202	08/04/1990	£202.00
4	Chloe	Le	321 Peach Dr	Newville	NE1 2BN	01490671718	£970	02/03/1990	£970.00
5	William	Petty	654 Plum Way	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
6	James	Murvals	987 Laurel Ln	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
7	Bernjamin	Hagen	135 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
8	Henry	Conrad	456 Berry Pkwy	Abbotsford	AS7 7AB	015181528160	£893	19/01/1990	£893.00
9	David	Hemily	139 Orange Pl	Newfield	NE1 2BN	01490671718	£970	02/03/1990	£970.00
10	Matthew	Vance	763 Lemon Sq	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
11	Andrew	Le	321 Peach Dr	Newville	NE1 2BN	01490671718	£970	02/03/1990	£970.00
12	Thomas	Rasmussen	246 Melon Ct	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
13	Joseph	Cook	864 Strawberry Ln	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
14	Samuel	Hayden	457 Pine St	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
15	Andrew	Le	321 Peach Dr	Newville	NE1 2BN	01490671718	£970	02/03/1990	£970.00
16	Christopher	Petty	654 Plum Way	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
17	Nicholas	Murvals	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
18	Anthony	Vance	763 Lemon Sq	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
19	Thomas	Rasmussen	246 Melon Ct	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
20	James	Rasmussen	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
21	Logan	Hemily	864 Strawberry Ln	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
22	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
23	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
24	Logan	Hemily	864 Strawberry Ln	Donwinton	DT9 4AG	012333388303	£808	14/02/1990	£808.00
25	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
26	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
27	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
28	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
29	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
30	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
31	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
32	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
33	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
34	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
35	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
36	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
37	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
38	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
39	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
40	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
41	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
42	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
43	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
44	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
45	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
46	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
47	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
48	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00
49	Carl	Arnyce	951 Walnut St	Abbotsford	AS7 7AB	015181528160	£893	22/02/1990	£893.00
50	Carl	Arnyce	139 Orange Rd	Newbury	NW9 1SR	01592476170	£837	03/03/1990	£837.00

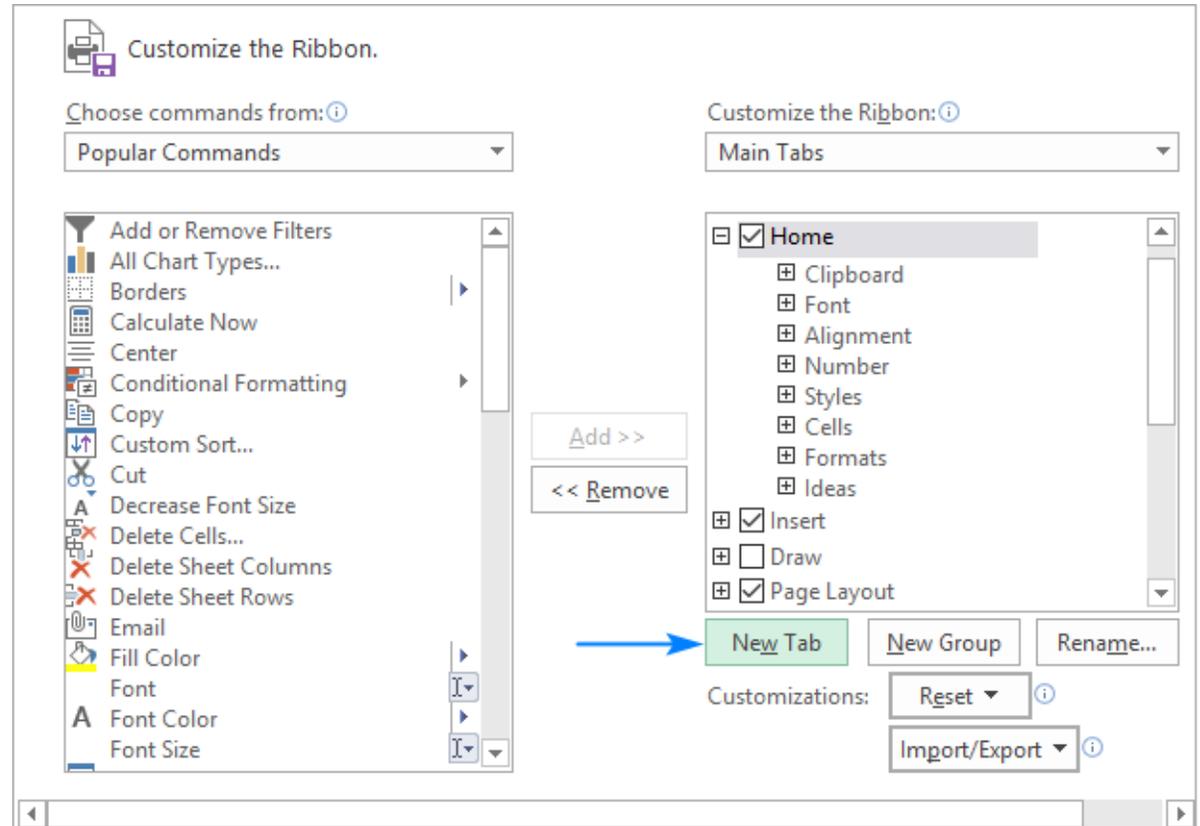
[Link to full run through in Excel](#)



# Edit/Customise toolbar



Go to *File > Options > Customize Ribbon*.  
Right-click on the ribbon and select **Customize the Ribbon...** from the context menu:



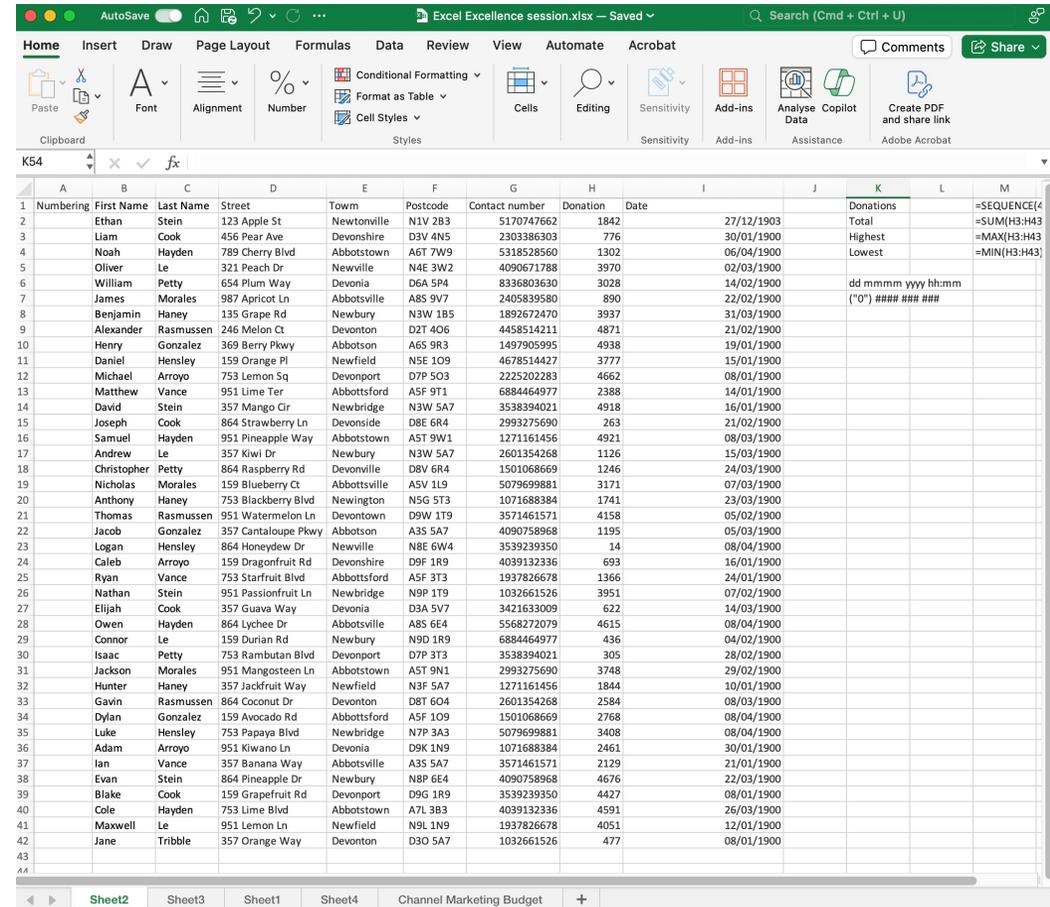
# Download the files used in the session

Link to the RAW data file

<https://bit.ly/ExcelExcellenceFile>

Link to the Final formatted file

<https://bit.ly/ExcelExcellenceFinal>



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Numbering	First Name	Last Name	Street	Town	Postcode	Contact number	Donation	Date		Donations		=SEQUENCE(4
2		Ethan	Stein	123 Apple St	Newtonville	N1V 2B3	5170747662	1842		27/12/1903	Total		=SUM(H3:H43
3		Liam	Cook	456 Pear Ave	Devonshire	D3V 4N5	2303386303	776		30/01/1900	Highest		=MAX(H3:H43
4		Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T 7W9	5318528560	1302		06/04/1900	Lowest		=MIN(H3:H43)
5		Oliver	Le	321 Peach Dr	Newville	N4E 3W2	4090671788	3970		02/03/1900			
6		William	Petty	654 Plum Way	Devonia	D6A 5P4	8336803630	3028		14/02/1900	dd mm mm yyyy hh:mm		
7		James	Morales	987 Apricot Ln	Abbotsville	A8S 9V7	2405839580	890		22/02/1900	("") #### ## ##		
8		Benjamin	Haney	135 Grape Rd	Newbury	N3W 1B5	1892672470	3937		31/03/1900			
9		Alexander	Rasmussen	246 Melon Ct	Devonton	D2T 4O6	4458514211	4871		21/02/1900			
10		Henry	Gonzalez	369 Berry Pkwy	Abbotson	A6S 9R3	1497905995	4938		19/01/1900			
11		Daniel	Hensley	159 Orange Pl	Newfield	N5E 1O9	4678514427	3777		15/01/1900			
12		Michael	Arroyo	753 Lemon Sq	Devonport	D7P 5O3	2225202283	4662		08/01/1900			
13		Matthew	Vance	951 Lime Ter	Abbottsford	A5F 9T1	6884464977	2388		14/01/1900			
14		David	Stein	357 Mango Gr	Newbridge	N3W 5A7	3538394021	4918		16/01/1900			
15		Joseph	Cook	864 Strawberry Ln	Devonside	D8E 6R4	2993275690	263		21/02/1900			
16		Samuel	Hayden	951 Pineapple Way	Abbotstown	A5T 9W1	1271161456	4921		08/03/1900			
17		Andrew	Le	357 Kiwi Dr	Newbury	N3W 5A7	2601354268	1126		15/03/1900			
18		Christopher	Petty	864 Raspberry Rd	Devonville	D8V 6R4	1501068669	1246		24/03/1900			
19		Nicholas	Morales	159 Blueberry Ct	Abbottsville	A5V 1L9	5079699881	3171		07/03/1900			
20		Anthony	Haney	753 Blackberry Blvd	Newington	N5G 5T3	1071688384	1741		23/03/1900			
21		Thomas	Rasmussen	951 Watermelon Ln	Devontown	D9W 1T9	3571461571	4158		05/02/1900			
22		Jacob	Gonzalez	357 Cantaloupe Pkwy	Abbotson	A3S 5A7	4090758968	1195		05/03/1900			
23		Logan	Hensley	864 Honeydew Dr	Newville	N8E 6W4	3539239350	14		08/04/1900			
24		Caleb	Arroyo	159 Dragonfruit Rd	Devonshire	D9F 1R9	4039132336	693		16/01/1900			
25		Ryan	Vance	753 Starfruit Blvd	Abbottsford	A5F 3T3	1937826678	1366		24/01/1900			
26		Nathan	Stein	951 Passionfruit Ln	Newbridge	N9P 1T9	1032661526	3951		07/02/1900			
27		Elijah	Cook	357 Guava Way	Devonia	D3A 5V7	3421633009	622		14/03/1900			
28		Owen	Hayden	864 Lychee Dr	Abbottsville	A8S 6E4	5568272079	4615		08/04/1900			
29		Connor	Le	159 Durian Rd	Newbury	N9D 1R9	6884464977	436		04/02/1900			
30		Isaac	Petty	753 Rambutan Blvd	Devonport	D7P 3T3	3538394021	305		28/02/1900			
31		Jackson	Morales	951 Mangosteen Ln	Abbotstown	A5T 9N1	2993275690	3748		29/02/1900			
32		Hunter	Haney	357 Jackfruit Way	Newfield	N3F 5A7	1271161456	1844		10/01/1900			
33		Gavin	Rasmussen	864 Coconut Dr	Devonton	D8T 6O4	2601354268	2584		08/03/1900			
34		Dylan	Gonzalez	159 Avocado Rd	Abbottsford	A5F 1O9	1501068669	2768		08/04/1900			
35		Luke	Hensley	753 Papaya Blvd	Newbridge	N7P 3A3	5079699881	3408		08/04/1900			
36		Adam	Arroyo	951 Kiwano Ln	Devonia	D9K 1N9	1071688384	2461		30/01/1900			
37		Ian	Vance	357 Banana Way	Abbottsville	A3S 5A7	3571461571	2129		21/01/1900			
38		Evan	Stein	864 Pineapple Dr	Newbury	N8P 6E4	4090758968	4676		22/03/1900			
39		Blake	Cook	159 Grapefruit Rd	Devonport	D9G 1R9	3539239350	4427		08/01/1900			
40		Cole	Hayden	753 Lime Blvd	Abbotstown	A7L 3B3	4039132336	4591		26/03/1900			
41		Maxwell	Le	951 Lemon Ln	Newfield	N9L 1N9	1937826678	4051		12/01/1900			
42		Jane	Tribble	357 Orange Way	Devonton	D3O 5A7	1032661526	477		08/01/1900			
43													
44													

# Clean clear formatting

How to style like a pro



# How to get a professional look and feel

## Foundations

- Properties
- Page settings
- Setting the right view

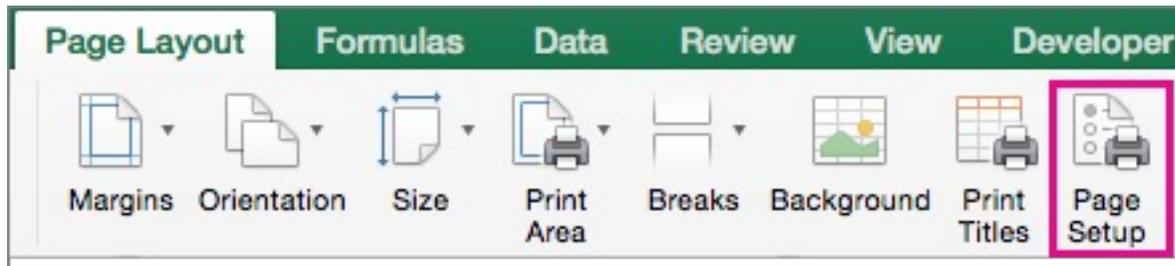
## Snazzy looks

- Tabbing great style
- Header and footer
- Optimal placement
- Colour therapy

### CHANNEL MARKETING BUDGET

	Rate	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Total
<b>ANTICIPATED SALES TOTAL \$(000)</b>		<b>750</b>	<b>200</b>	<b>500</b>	<b>1,500</b>	<b>1,200</b>	<b>1,500</b>	<b>1,500</b>	<b>1,800</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>16,950</b>
<b>PERSONNEL (% OF TOTAL SALES)</b>		<b>110%</b>	<b>85%</b>	<b>85%</b>	<b>85%</b>	<b>85%</b>								
Human Resources - Headcount	5	5	5	5	5	5	5	5	5	5	5	5	5	
Human Resources - Cost		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Commission	0.10%	0.75	0.20	0.50	1.50	1.20	1.50	1.50	1.80	2.00	2.00	2.00	2.00	16.95
<b>Personnel Total \$(000)</b>		<b>25.75</b>	<b>25.20</b>	<b>25.50</b>	<b>26.50</b>	<b>26.20</b>	<b>26.50</b>	<b>26.50</b>	<b>26.80</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>316.95</b>
<b>DIRECT MARKETING (% OF TOTAL SALES)</b>		<b>100%</b>	<b>100%</b>	<b>75%</b>	<b>40%</b>	<b>33%</b>	<b>25%</b>	<b>20%</b>	<b>10%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	<b>5%</b>	
Telemarketing (% of Direct Sales)		100%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	
Human Resources - Headcount	3	3	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	19.50
Infrastructure Support		25	10	25	10	25	10	25	10	25	10	25	10	210.00
Commission	0.10%	0.75	0.10	0.19	0.30	0.20	0.19	0.15	0.09	0.05	0.05	0.05	0.05	2.16
Training		25	10	25	10	25	10	25	10	25	10	25	10	210.00
<b>Telemarketing Total \$(000)</b>		<b>53.75</b>	<b>21.60</b>	<b>51.69</b>	<b>21.80</b>	<b>51.70</b>	<b>21.69</b>	<b>51.65</b>	<b>21.59</b>	<b>51.55</b>	<b>21.55</b>	<b>51.55</b>	<b>21.55</b>	<b>441.66</b>
Internet Marketing (% of Direct Sales)		25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%	
Human Resources - Headcount	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	3.00
Website Development (one-time cost)		500												500.00
Hosting		10	10	10	10	10	10	10	10	10	10	10	10	120.00
Support & Maintenance		25										25		50.00
<b>Internet Marketing Total \$(000)</b>		<b>535.25</b>	<b>10.25</b>	<b>35.25</b>	<b>10.25</b>	<b>673.00</b>								
Direct email (% of direct sales)														
Human Resources - Cost														0.00
Material		1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12,000.00
Postage		250	250	250	250	250	250	250	250	250	250	250	250	3,000.00
<b>Direct email total \$(000)</b>		<b>1,250.00</b>	<b>15,000.00</b>											
<b>Direct Marketing Total \$(000)</b>		<b>1,839.00</b>	<b>1,281.85</b>	<b>1,311.94</b>	<b>1,282.05</b>	<b>1,311.95</b>	<b>1,281.94</b>	<b>1,311.90</b>	<b>1,281.84</b>	<b>1,311.80</b>	<b>1,281.80</b>	<b>1,336.80</b>	<b>1,281.80</b>	<b>16,114.66</b>

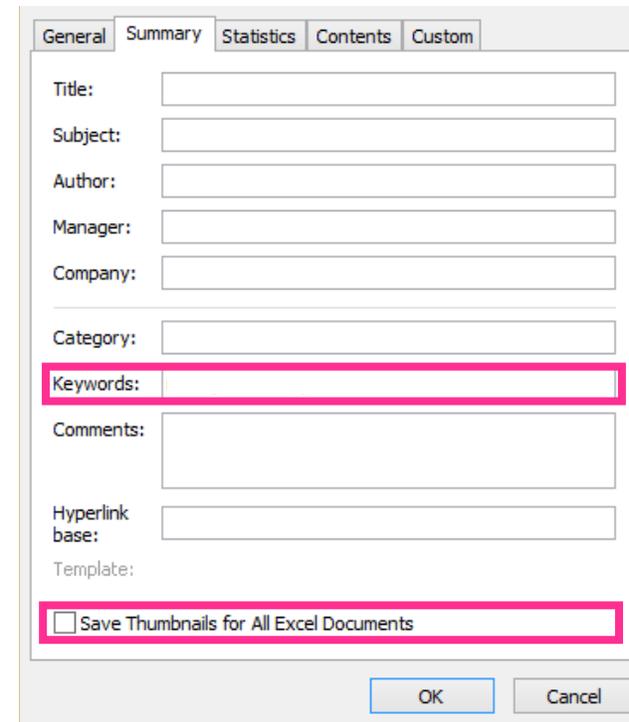
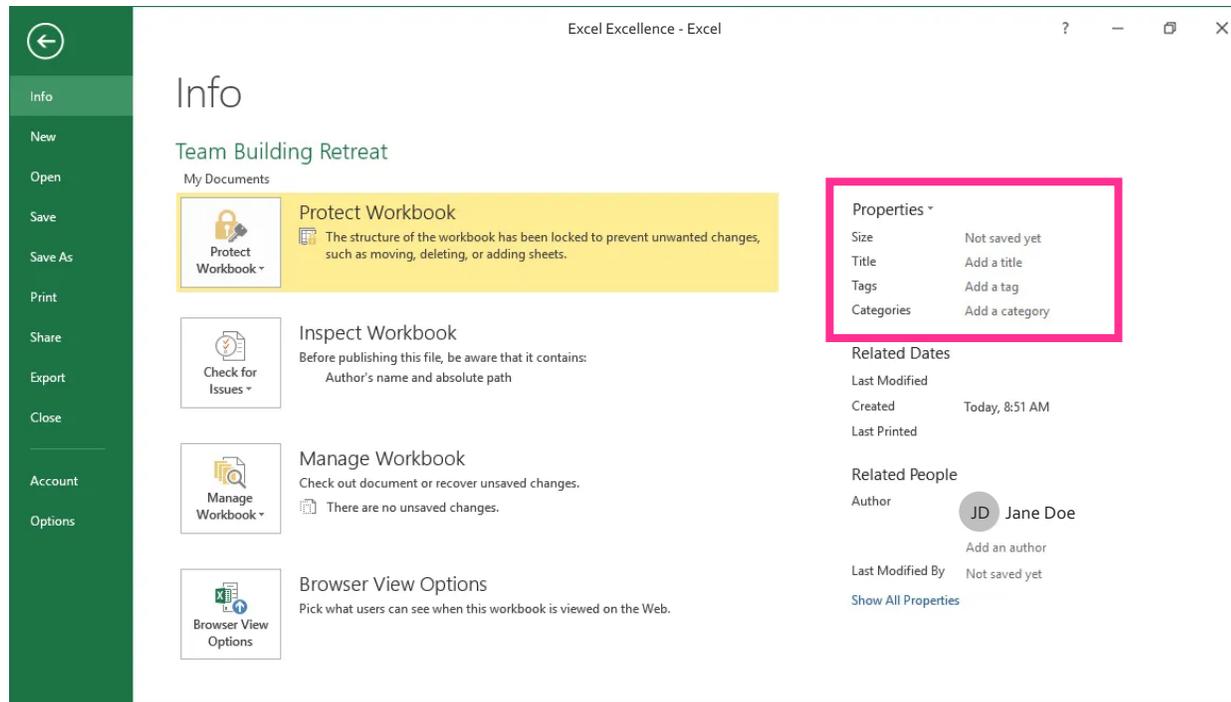
# Print headings or titles on every page



Under **Print Titles**, click in **Rows to repeat at top** or **Columns to repeat at left** and select the column or row that contains the titles you want to repeat.

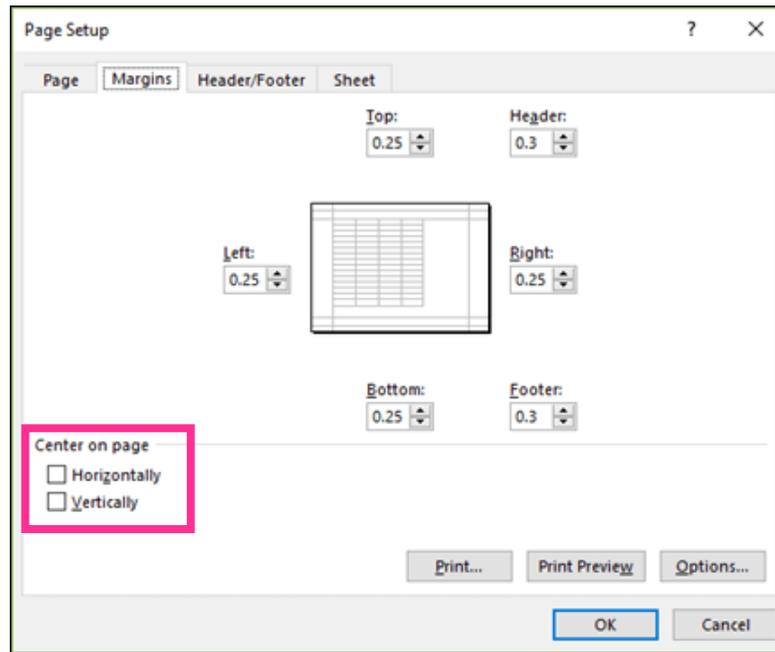
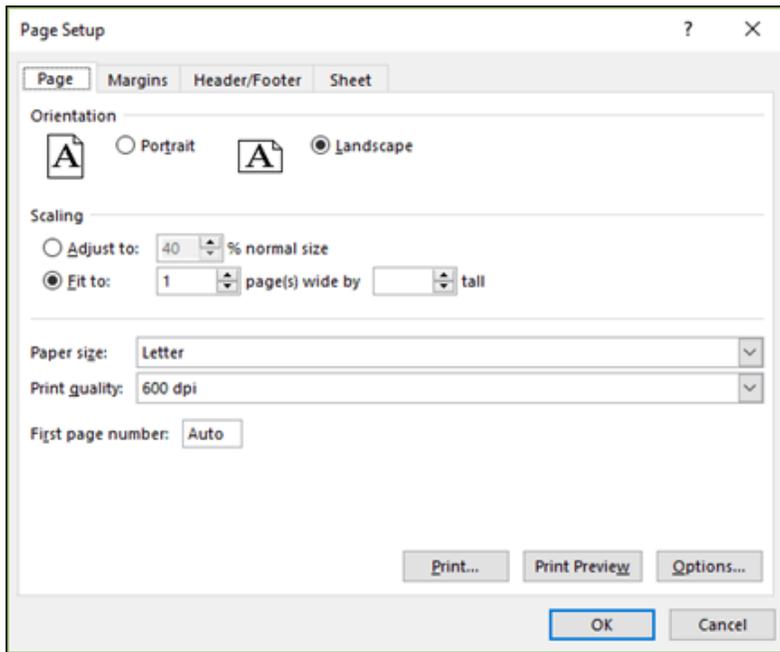
# Properties of a file

Enables the file to be located quickly when searching in OneDrive, SharePoint or Teams.



Separate keywords using a comma.

Saving a thumbnail for an image preview.



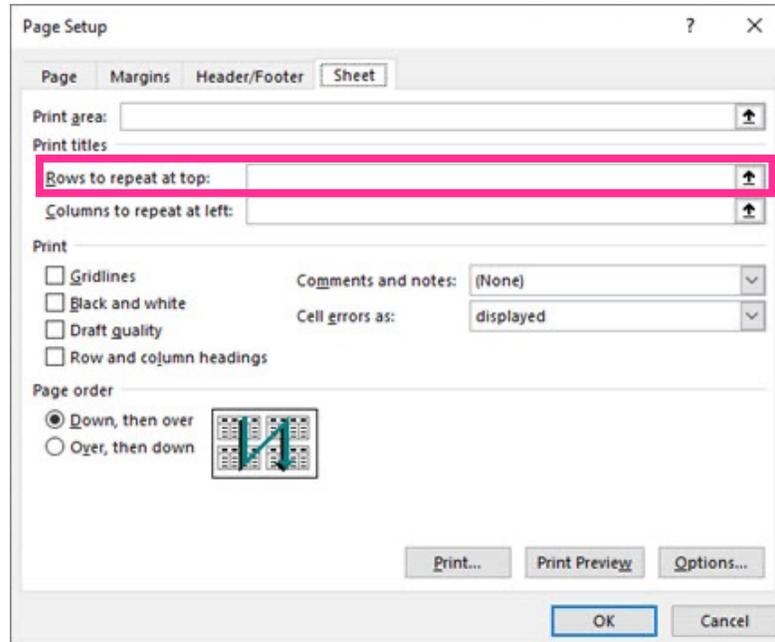
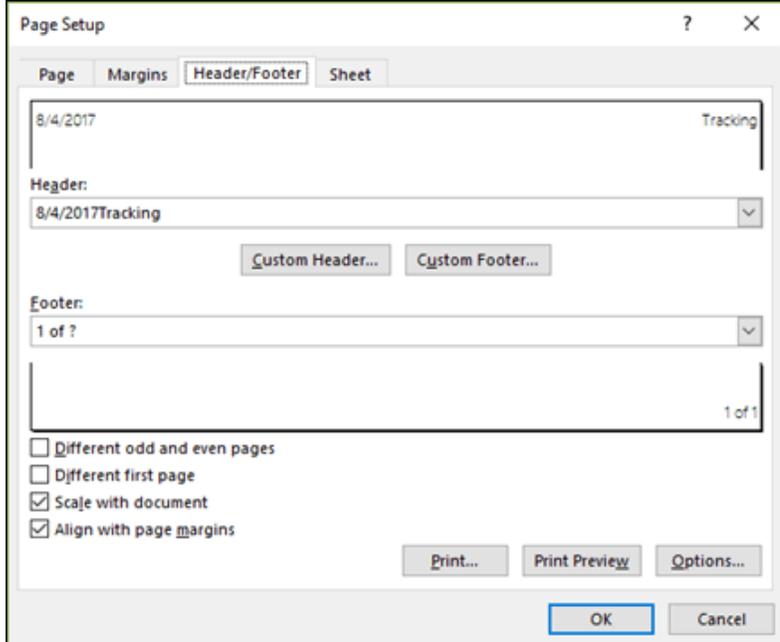
# Page setup

Can be used with more than one Tab/Sheet selected.

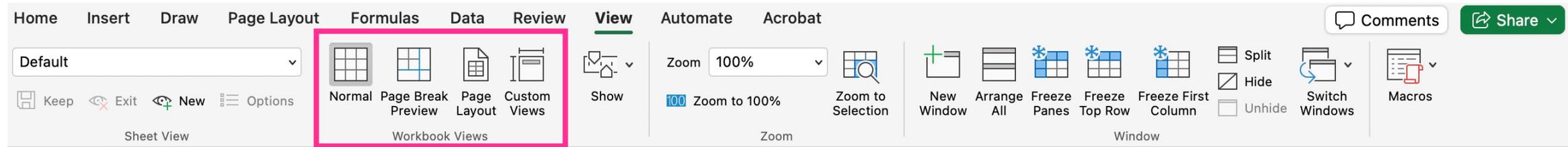
Change the page orientation, paper size, Margins select Horizontally and Vertically to have the data fix in the middle.

Add common elements to the Header/footer areas.

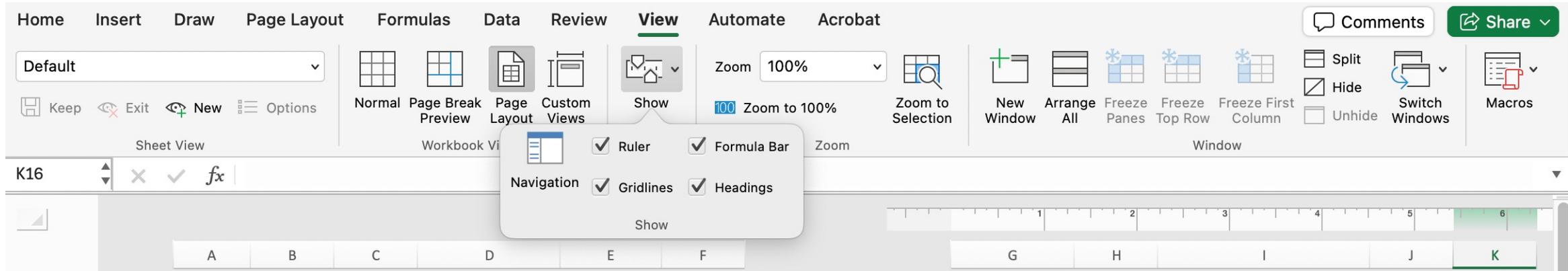
In Sheet tab select which rows to repeat at the top of each page.



# Page set up can also be found in 'View' toolbar



**Workbook Views:** to check on page layout and adjust page breaks



# Page Break view

Adjust using by selecting and dragging the blue lines.

## Before

	B	C	D	E	F	G	H	I	J	K	L	M	N
1	First Name	Last Name	Street	Town	Postcode	Contact number	Donation	Date		Donations			
2	Ethan	Stein	123 Apple St	Newtonville	N1V 2B3	5170747662	1842	27/12/1903		Total			=SEQUENCE(41)
3	Liam	Cook	456 Pear Ave	Devonshire	D3V 4N5	2303386303	776	30/01/1900		Highest			=SUM(H3:H43)
4	Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T 7W9	5318528560	1302	06/04/1900		Lowest			=MAX(H3:H43)
5	Oliver	Le	321 Peach Dr	Newville	N4E 3W2	4090601788	3970	02/03/1900					=MIN(H3:H43)
6	William	Petty	654 Plum Way	Devonia	D6A 5P4	8336803630	3028	14/02/1900		dd mmmm yyyy hh:mm			
7	James	Morales	987 Apricot Ln	Abbotsville	A8S 9V7	2405839580	890	22/02/1900		(*0) #####			
8	Benjamin	Haney	135 Grape Rd	Newbury	N3W 1B5	1892672470	3937	31/03/1900					
9	Alexander	Rasmussen	246 Melon Ct	Devonton	D2T 4O6	4458514211	4871	21/02/1900					
10	Henry	Gonzalez	369 Berry Pkwy	Abbotsdon	A6S 9R3	1497905995	4938	19/01/1900					
11	Daniel	Hensley	159 Orange Pl	Newfield	N5E 1O9	4678514427	3777	15/01/1900					
12	Michael	Aroyo	753 Lemon Sq	Devonport	D7P 5O3	2225202283	4662	08/01/1900					
13	Matthew	Vance	951 Lime Ter	Abbotsford	ASF 9T1	6884464977	2388	14/01/1900					
14	David	Stein	357 Mango Cir	Newbridge	N3W 5A7	3538394021	4918	16/01/1900					
15	Joseph	Cook	864 Strawberry Ln	Devonside	D8E 6R4	2993275690	263	21/02/1900					
16	Samuel	Hayden	951 Pineapple Way	Abbotstown	A5T 9W1	1271161456	4921	08/03/1900					
17	Andrew	Le	357 Kiwi Dr	Newbury	N3W 5A7	2601354268	1126	15/03/1900					
18	Christopher	Petty	864 Raspberry Rd	Devonville	D8V 6R4	1501068669	1246	24/03/1900					
19	Nicholas	Morales	159 Blueberry Ct	Abbotsville	ASV 1I9	5079969881	3171	07/03/1900					
20	Anthony	Haney	753 Blackberry Blvd	Newington	NSG 5T3	1071688384	1741	23/03/1900					
21	Thomas	Rasmussen	951 Watermelon Ln	Devontown	D9W 1T9	3571461571	4158	05/02/1900					
22	Jacob	Gonzalez	357 Cantaloupe Pkwy	Abbotson	A3S 5A7	4090758968	1195	05/03/1900					
23	Logan	Hensley	864 Honeydew Dr	Newville	N8E 6W4	3539239350	14	08/04/1900					
24	Caleb	Aroyo	159 Dragonfruit Rd	Devonshire	D9F 1R9	4039132336	693	16/01/1900					
25	Ryan	Vance	753 Starfruit Blvd	Abbotsford	ASF 3T3	1937826678	1366	24/01/1900					
26	Nathan	Stein	951 Passionfruit Ln	Newbridge	N9P 1T9	1032661526	3951	07/02/1900					
27	Elijah	Cook	357 Guava Way	Devonia	D3A 5V7	3421633009	622	14/03/1900					
28	Owen	Hayden	864 Lychee Dr	Abbotsville	A8S 6E4	5568272079	4615	08/04/1900					
29	Connor	Le	159 Durian Rd	Newbury	N9D 1R9	6884464977	436	04/02/1900					
30	Isaac	Petty	753 Rambutan Blvd	Devonport	D7P 3T3	3538394021	305	28/02/1900					
31	Jackson	Morales	951 Mangosteen Ln	Abbotstown	ASV 9N1	2993275690	3748	29/02/1900					
32	Hunter	Haney	357 Jackfruit Way	Newfield	N3F 5A7	1271161456	1844	10/01/1900					
33	Gavin	Rasmussen	864 Coconut Dr	Devonton	D8T 6O4	2601354268	2584	08/03/1900					
34	Dylan	Gonzalez	159 Avocado Rd	Abbotsford	ASF 1O9	1501068669	2768	08/04/1900					
35	Luke	Hensley	753 Papaya Blvd	Newbridge	N7P 3A3	5079969881	3408	08/04/1900					
36	Adam	Aroyo	951 Kiwano Ln	Devonia	D9K 1N9	1071688384	2461	30/01/1900					
37	Ian	Vance	357 Banana Way	Abbotsville	A3S 5A7	3571461571	2129	21/01/1900					
38	Evan	Stein	864 Pineapple Dr	Newbury	N8P 6E4	4090758968	4676	22/03/1900					
39	Blake	Cook	159 Grapefruit Rd	Devonport	D9G 1R9	3539239350	4427	08/01/1900					
40	Cole	Hayden	753 Lime Blvd	Abbotstown	A7L 3B3	4039132336	4591	26/03/1900					
41	Maxwell	Le	951 Lemon Ln	Newfield	N9L 1N9	1937826678	4051	12/01/1900					
42	Jane	Tribble	357 Orange Way	Devonton	D3O 5A7	1032661526	477	08/01/1900					

## After

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Number	First Name	Last Name	Street	Town	Postcode	Contact number	Donatio	Date					
3	Ethan	Stein	123 Apple St	Newtonville	N1V 2B3	(0)5170747662	£ 1,842.00	27 December 1903 07:45						
4	Liam	Cook	456 Pear Ave	Devonshire	D3V 4N5	(0)2303386303	£ 776.00	30 January 1900 22:56						
5	Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T 7W9	(0)5318528560	£ 1,302.00	06 April 1900 10:42						
6	Oliver	Le	321 Peach Dr	Newville	N4E 3W2	(0)4090671788	£ 3,970.00	02 March 1900 08:21						
7	William	Petty	654 Plum Way	Devonia	D6A 5P4	(0)8336803630	£ 3,028.00	14 February 1900 19:10						
8	James	Morales	987 Apricot Ln	Abbotsville	A8S 9V7	(0)2405839580	£ 890.00	22 February 1900 03:40						
9	Benjamin	Haney	135 Grape Rd	Newbury	N3W 1B5	(0)1892672470	£ 3,933.00	31 March 1900 04:35						
10	Alexander	Rasmussen	246 Melon Ct	Devonton	D2T 4O6	(0)4448514211	£ 4,871.00	21 February 1900 01:46						
11	Henry	Gonzalez	369 Berry Pkwy	Abbotsdon	A6S 9R3	(0)1497905995	£ 4,698.00	19 January 1900 16:46						
12	Daniel	Hensley	159 Orange Pl	Newfield	N5E 1O9	(0)4678514427	£ 3,777.00	15 January 1900 15:09						
13	Michael	Aroyo	753 Lemon Sq	Devonport	D7P 5O3	(0)2225202283	£ 4,662.00	08 January 1900 23:47						
14	Matthew	Vance	951 Lime Ter	Abbotsford	ASF 9T1	(0)6884464977	£ 2,388.00	14 January 1900 11:11						
15	David	Stein	357 Mango Cir	Newbridge	N3W 5A7	(0)3538394021	£ 4,918.00	16 January 1900 12:21						
16	Joseph	Cook	864 Strawberry Ln	Devonside	D8E 6R4	(0)2993275690	£ 263.00	21 February 1900 20:36						
17	Samuel	Hayden	951 Pineapple Way	Abbotstown	A5T 9W1	(0)1271161456	£ 4,921.00	08 March 1900 17:26						
18	Andrew	Le	357 Kiwi Dr	Newbury	N3W 5A7	(0)2601354268	£ 1,126.00	15 March 1900 04:03						
19	Christopher	Petty	864 Raspberry Rd	Devonville	D8V 6R4	(0)1501068669	£ 1,246.00	24 March 1900 15:53						
20	Nicholas	Morales	159 Blueberry Ct	Abbotsville	ASV 1I9	(0)5079969881	£ 3,171.00	07 March 1900 09:26						
21	Anthony	Haney	753 Blackberry Blvd	Newington	NSG 5T3	(0)1071688384	£ 1,741.00	23 March 1900 10:54						
22	Thomas	Rasmussen	951 Watermelon Ln	Devontown	D9W 1T9	(0)3571461571	£ 4,158.00	05 February 1900 22:16						
23	Jacob	Gonzalez	357 Cantaloupe Pkwy	Abbotson	A3S 5A7	(0)4090758968	£ 1,195.00	05 March 1900 23:41						
24	Logan	Hensley	864 Honeydew Dr	Newville	N8E 6W4	(0)3539239350	£ 14.00	08 April 1900 05:59						
25	Caleb	Aroyo	159 Dragonfruit Rd	Devonshire	D9F 1R9	(0)4039132336	£ 693.00	16 January 1900 00:00						
26	Ryan	Vance	753 Starfruit Blvd	Abbotsford	ASF 3T3	(0)1937826678	£ 1,366.00	24 January 1900 08:40						
27	Nathan	Stein	951 Passionfruit Ln	Newbridge	N9P 1T9	(0)1032661526	£ 3,951.00	07 February 1900 01:06						
28	Elijah	Cook	357 Guava Way	Devonia	D3A 5V7	(0)3421633009	£ 622.00	14 March 1900 01:45						
29	Owen	Hayden	864 Lychee Dr	Abbotsville	A8S 6E4	(0)5568272079	£ 4,615.00	08 April 1900 15:01						
30	Connor	Le	159 Durian Rd	Newbury	N9D 1R9	(0)6884464977	£ 436.00	04 February 1900 16:06						
31	Isaac	Petty	753 Rambutan Blvd	Devonport	D7P 3T3	(0)3538394021	£ 305.00	28 February 1900 11:53						
32	Jackson	Morales	951 Mangosteen Ln	Abbotstown	ASV 9N1	(0)2993275690	£ 3,748.00	29 February 1900 09:02						
33	Hunter	Haney	357 Jackfruit Way	Newfield	N3F 5A7	(0)1271161456	£ 1,844.00	10 January 1900 06:48						
34	Gavin	Rasmussen	864 Coconut Dr	Devonton	D8T 6O4	(0)2601354268	£ 2,584.00	05 March 1900 01:16						
35	Dylan	Gonzalez	159 Avocado Rd	Abbotsford	ASF 1O9	(0)1501068669	£ 2,768.00	08 April 1900 16:02						
36	Luke	Hensley	753 Papaya Blvd	Newbridge	N7P 3A3	(0)5079969881	£ 3,408.00	08 April 1900 10:34						
37	Adam	Aroyo	951 Kiwano Ln	Devonia	D9K 1N9	(0)1071688384	£ 2,461.00	30 January 1900 22:55						
38	Ian	Vance	357 Banana Way	Abbotsville	A3S 5A7	(0)3571461571	£ 2,129.00	21 January 1900 05:50						
39	Evan	Stein	864 Pineapple Dr	Newbury	N8P 6E4	(0)4090758968	£ 4,676.00	22 March 1900 07:42						
40	Blake	Cook	159 Grapefruit Rd	Devonport	D9G 1R9	(0)3539239350	£ 4,427.00	08 January 1900 16:42						
41	Cole	Hayden	753 Lime Blvd	Abbotstown	A7L 3B3	(0)4039132336	£ 4,591.00	26 March 1900 02:57						
42	Maxwell	Le	951 Lemon Ln	Newfield	N9L 1N9	(0)1937826678	£ 4,051.00	12 January 1900 22:18						
43	Jane	Tribble	357 Orange Way	Devonton	D3O 5A7	(0)1032661526	£ 477.00	08 January 1900 08:34						



# Adding an image to the header

Use the ruler area to drag the header margin to your desired height.

The screenshot shows the Microsoft Excel interface with the 'Header & Footer' ribbon selected. The 'Picture' and 'Format Picture' options are highlighted with a pink box. The spreadsheet below shows a header row with the IT Champion logo and a table with the following data:

Numbering	First Name	Last Name	Street	Towm	Postcode	Contact number	Donation	Date
3	Ethan	Stein	123 Apple St	Newtonville	N1V 2B3	5170747662	1842	#####
4	Liam	Cook	456 Pear Ave	Devonshire	D3V 4N5	2303386303	776	#####
5	Noah	Hayden	789 Cherry Blvd	Abbotstown	A6T 7W9	5318528560	1302	#####
6	Oliver	Le	321 Peach Dr	Newville	N4E 3W2	4090671788	3970	#####
7	William	Pettv	654 Plum Wav	Devonia	D6A 5P4	8336803630	3028	#####



# Useful formulas

Best to use day to day



# Formulas mostly start with a built-in Function

## Formula

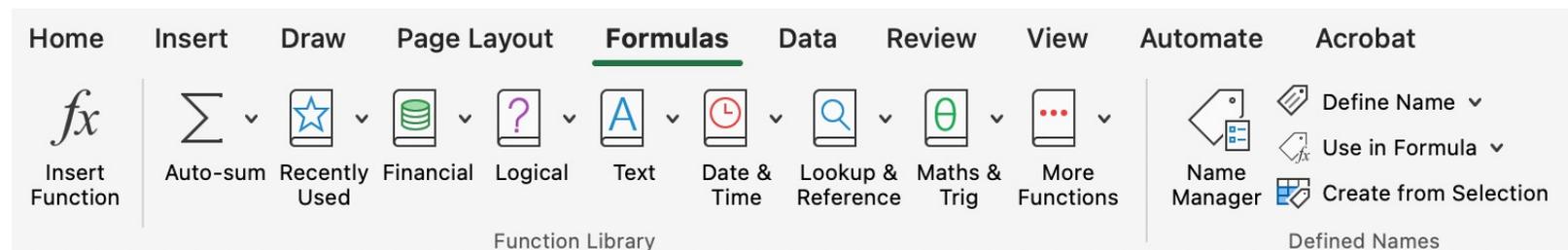
Starts with =

Includes: + - / \*

## Function

Starts with =

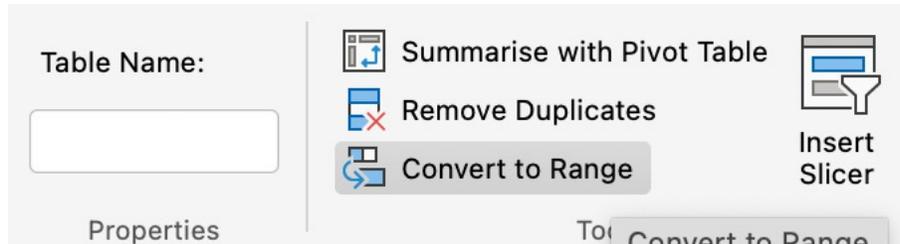
Includes a predefined action, a range, value, true/false outcome



# Top functions

Sum	add individual values, cell references or ranges or a mix of all three
Average	Calculates the average (arithmetic mean)
Count	get the number of entries in a number field that is in a range or array of numbers
CountTA	counts cells containing any type of information, including error values and empty text
Min	finds the lowest number in a range
Max	finds the highest number in a range
AverageIF	calculates the average of the numbers in a range that meet supplied criteria.
Sequence	allows you to generate a list of sequential numbers in an array

# Sequential numbers



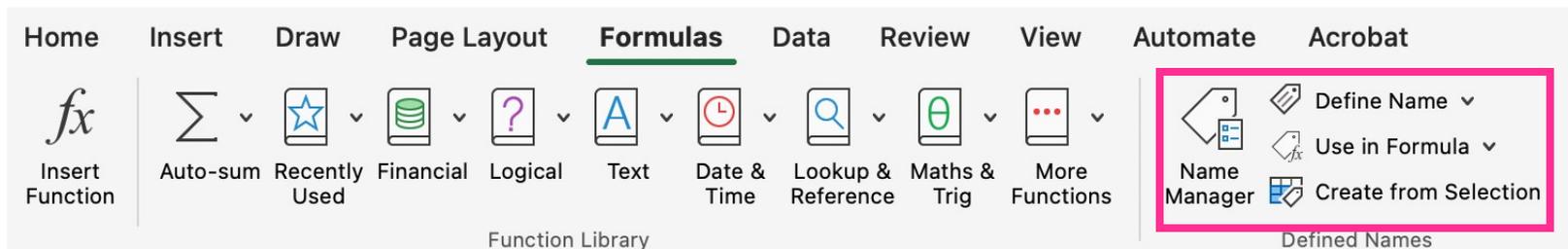
=SEQUENCE(#)

**Spilled** array formulas aren't supported in Excel tables.

Try moving your formula out of the table or converting the table to a range (select Table Design > Tools > Convert to range).

To use as a table, Copy range > Cut > Paste Special > Values > Select data > Convert to table.

# When you name tables and cells



You can check on the names for tables, cells and arrays using these tools

Example Type	Example, using ranges instead of names	Example, using names
Reference	=SUM(A16:A20)	=SUM(Sales)
Constant	=PRODUCT(A12,9.5%)	=PRODUCT(Price,KCTaxRate)
Formula	=TEXT(VLOOKUP(MAX(A16,A20),A16:B20,2,FALSE),"m/dd/yyyy")	=TEXT(VLOOKUP(MAX(Sales),SalesInfo,2,FALSE),"m/dd/yyyy")
Table	A22:B25	=PRODUCT(Price,Table1[@Tax Rate])

# \$ holds the reference

No roaming formula/function



# Relative, absolute and mixed references

=A1

	A	B
1	█	
2	█	=A1
3		=A2

**Relative** Always refer to relative cell

**F4** Adds \$ =A\$1

	A	B
1	█	
2		=A\$1
3		=A\$1

**Absolute** Always refer to this cell

=A\$1

	A	B	C
1	█	█	
2		=A\$1	
3			=B\$1

**Mixed** Absolute *row* reference

=A\$1

**Mixed** Absolute *column* reference

# Lists are easy

Two to choose from



# Two ways to create lists

Handy for common group of results

1	City
2	Austin
3	Boston
4	Chicago
5	Dallas
6	Jacksonville
7	Los Angeles
8	New York
9	Philadelphia

The screenshot shows the 'Data Validation' dialog box with the 'Settings' tab selected. The 'Allow' dropdown is set to 'List'. The 'Source' field contains the formula `=Cities!$A$2:$A$9`. The 'Ignore blank' and 'In-cell dropdown' checkboxes are checked. The 'OK' button is highlighted.

The screenshot shows the 'Data Validation' dialog box with the 'Settings' tab selected. The 'Allow' dropdown is set to 'List'. The 'Source' field contains the text `Yes,No,Not sure`. The 'Ignore blank' and 'In-cell dropdown' checkboxes are checked. The 'OK' button is highlighted.

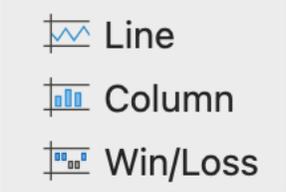
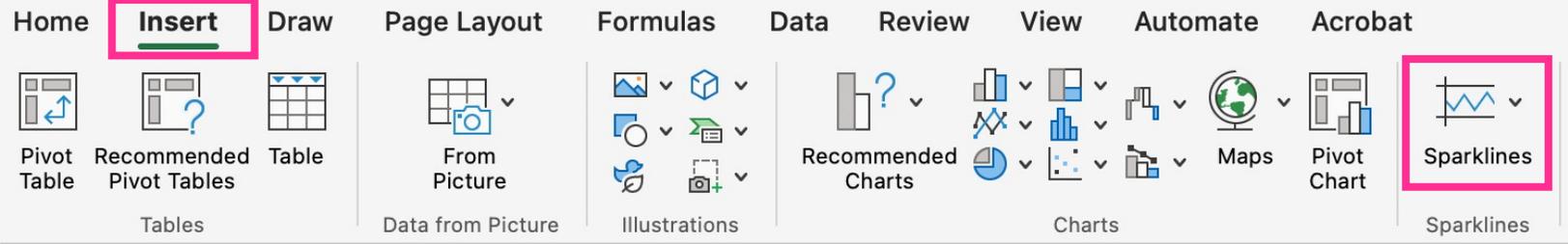
The screenshot shows a spreadsheet with a survey table. The 'List items' column contains the values 'Yes', 'No', 'May be', and 'Not sure'. A 'Data Validation' dialog box is open, showing the 'Settings' tab with the 'Source' field set to `=SE53:SE56`. The 'Ignore blank' and 'In-cell dropdown' checkboxes are checked. The 'OK' button is highlighted.

# Sparklines

Quick in cell chart



# A small chart you never knew you needed



Sparklines comes with lots of options, styles and levels of detail



# Resources

Become an Excel Master



# Getting started

[support.microsoft.com/en-us/excel](https://support.microsoft.com/en-us/excel)



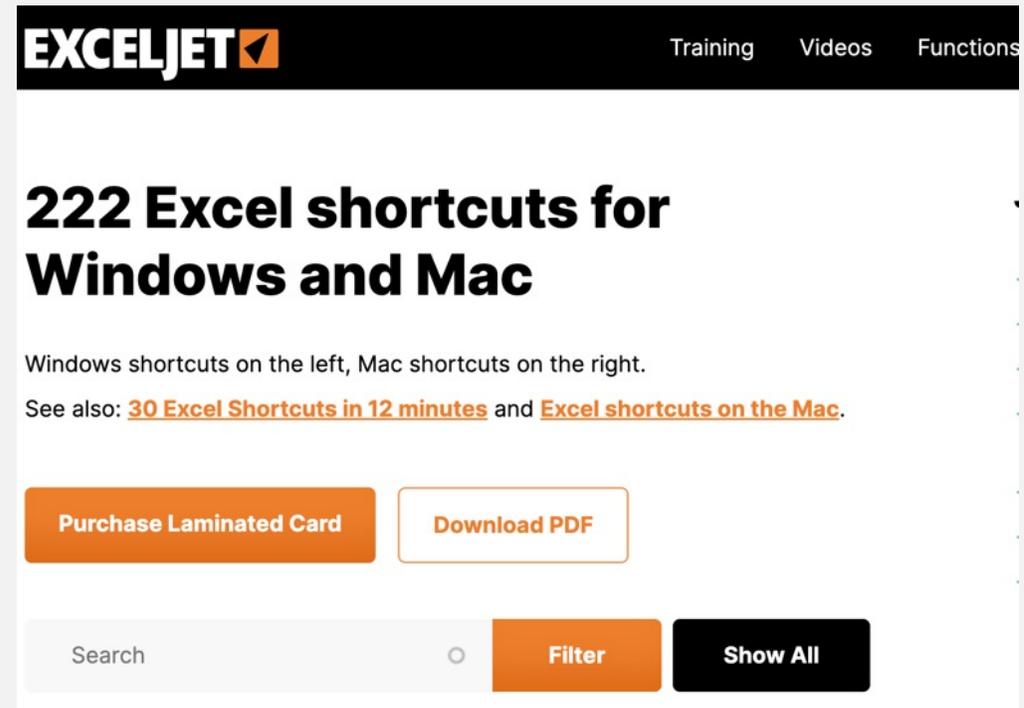
## Learn from live instructors

Microsoft offers live coaching to help you learn excel formulas, tip and r you time and to take your skills to the next level.

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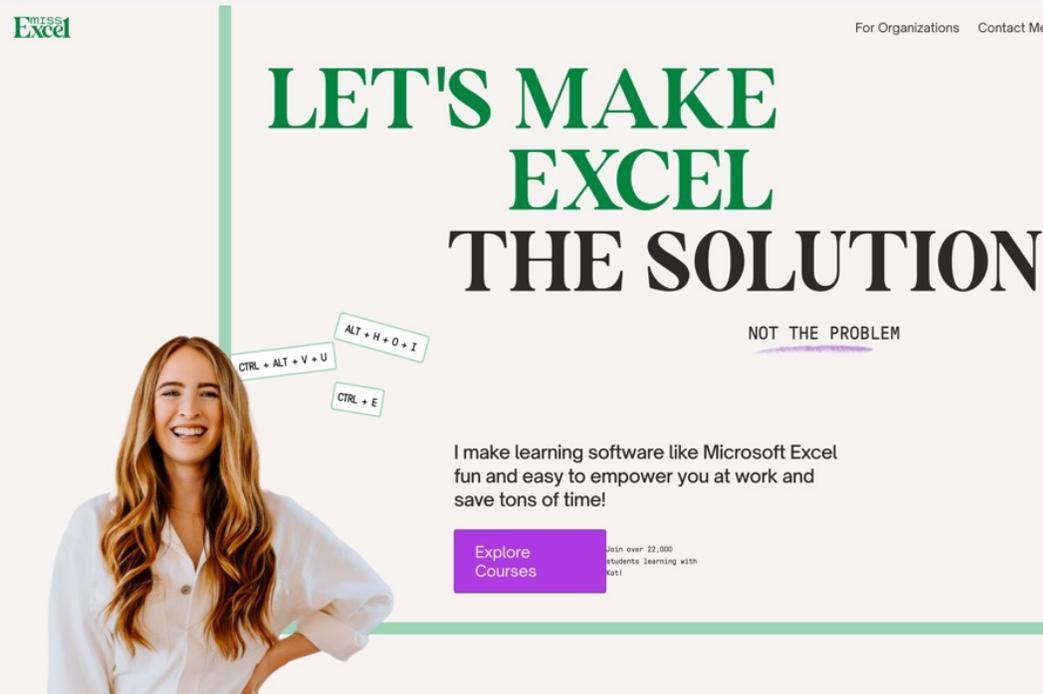
[Explore Excel](#)

[exceljet.net/shortcuts](https://exceljet.net/shortcuts)



# Deeper learning

miss-excel.com



miss Excel

For Organizations Contact Me

## LET'S MAKE EXCEL THE SOLUTION

NOT THE PROBLEM

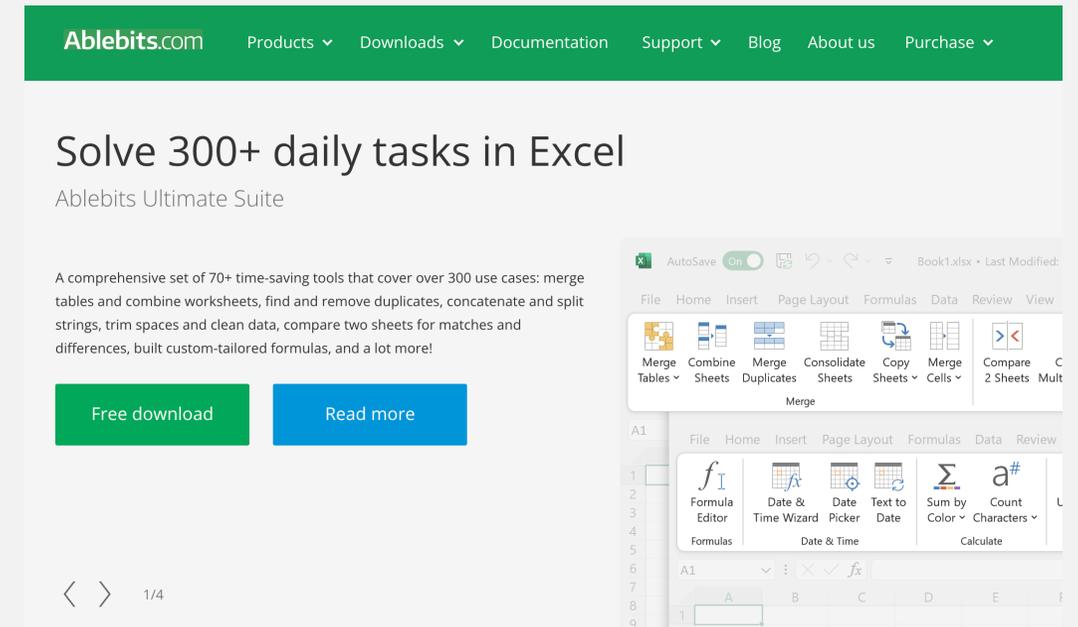
CTRL + ALT + V + U  
ALT + H + O + I  
CTRL + E

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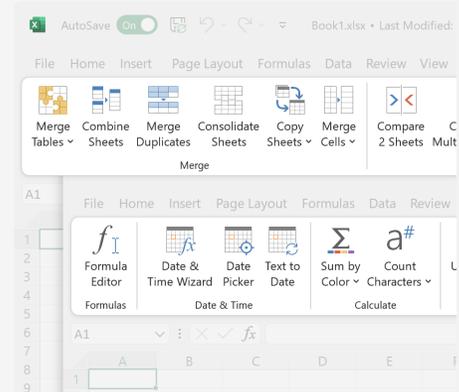
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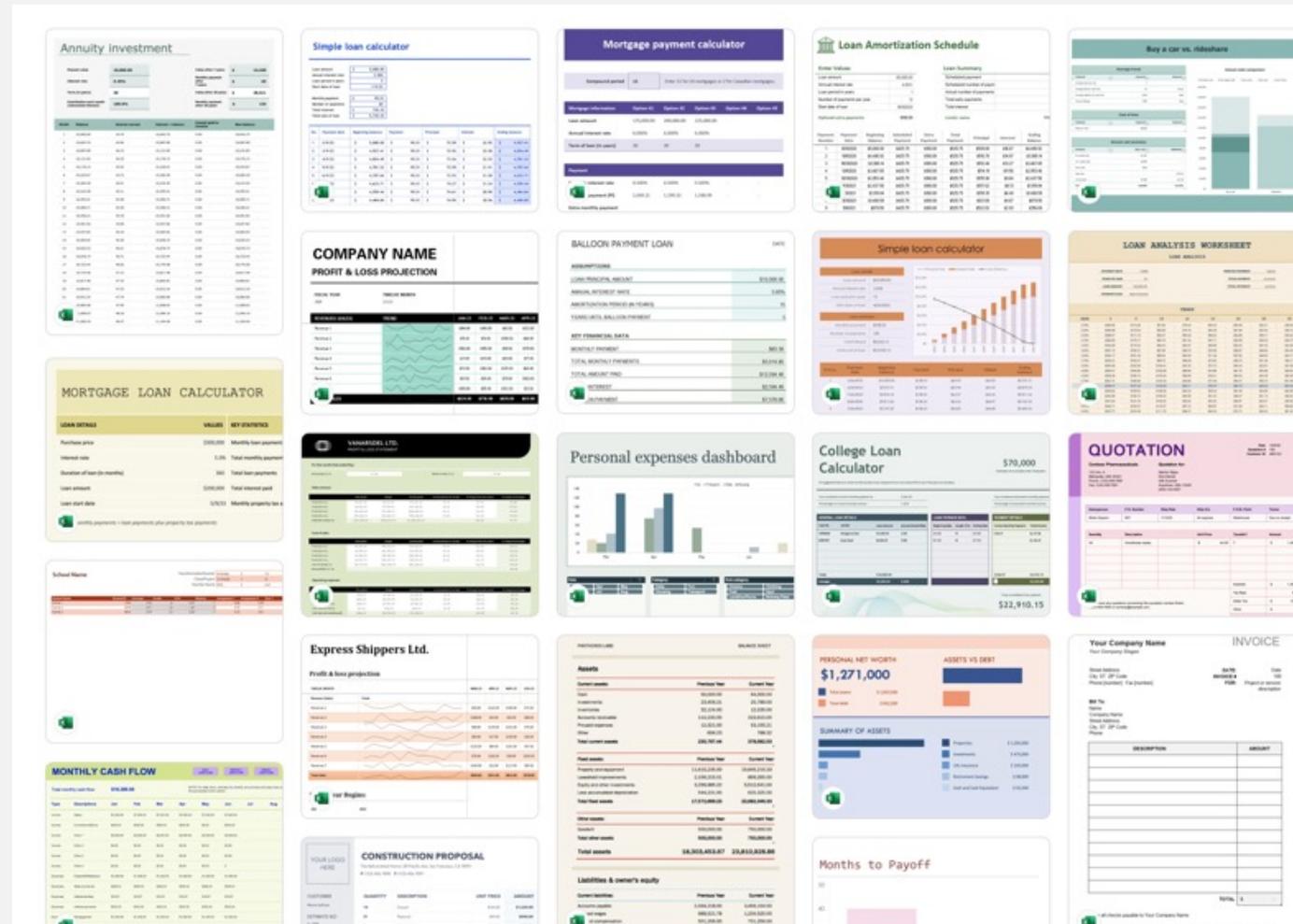
Merge Tables Combine Sheets Merge Duplicates Consolidate Sheets Copy Sheets Merge Cells Compare 2 Sheets Mult

Formula Editor Date & Time Wizard Date Picker Text to Date Sum by Color Count Characters Calculate

1/4

# Premade templates

create.microsoft.com



# Recap

- Speed up formatting by selecting all the tabs.
- Use Page Setup to arrange layout, positioning and repeating rows
- The power behind using the right function and formula – find the resources right for your area of business
- Naming tables, and cells and using tables can speed up functions, formulas and finding answers
- Sparklines are miniature charts
- Take a look at existing templates for inspiration





A fresh approach to IT support and expertise.

# Hope you enjoyed the session

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