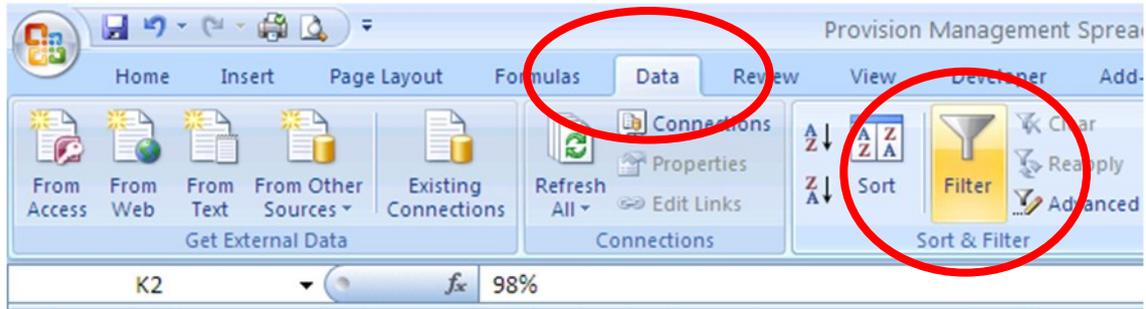


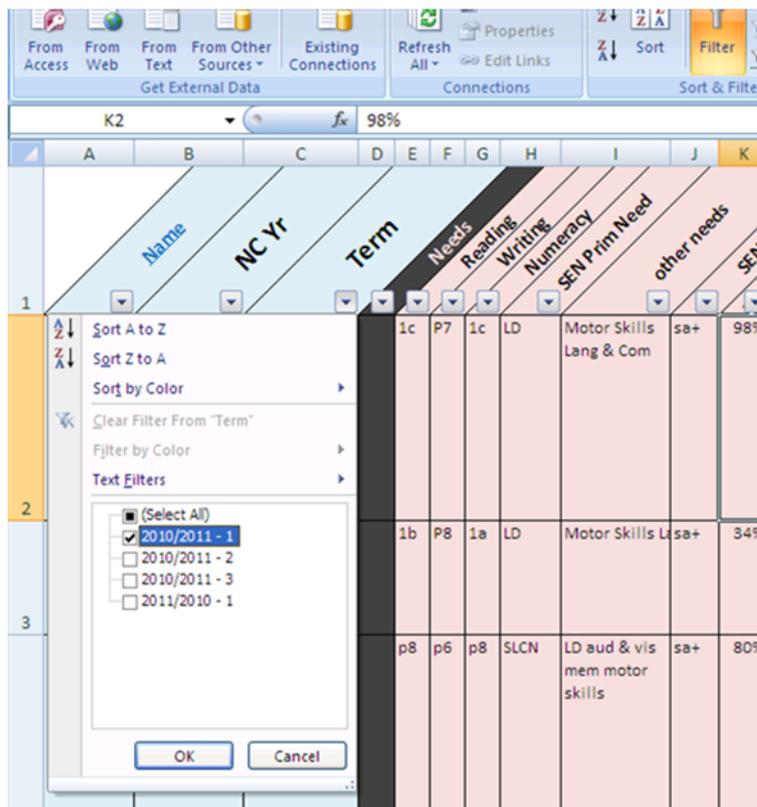
# How to get the best from your Provision Management Spreadsheet.

To filter columns...



When you have enabled your filter, you are able to select the records you want to view using the values in that column.

E.g. to view all the records for a particular term...



## Top Tip

Press the 'Home' key on your keyboard to quickly return to the top left of your spreadsheet.

## To freeze panes...

It's easy to become lost in your spreadsheet once the pupil name scrolls off the side of your monitor, you may find yourself going back to check more times than you wish.

Solution – use **Freeze Panes** to keep column and row headings in place....

The screenshot shows the Microsoft Excel interface with the 'View' ribbon selected. The 'Freeze Panes' button is highlighted in the ribbon. A yellow arrow points to it with the text '2. Click on freeze panes'. Another yellow arrow points to cell B2 with the text '1. Select this cell'. The spreadsheet data is as follows:

	Name	NC Yr	Term	Needs	Reading	Writing	Numeracy	SEN Prim Need	other needs	SEN Stage	Att term's attend
1	Imram K	1	2010/2011 - 1								
2	Imram K	1	2010/2011 - 2	1b	P8	1a	LD	Motor Skills Lasa+	sa+	98%	Basic skills, communication, social skills, motor skills,

**Top Tip**  
To zoom in and out quickly press CTL+ scroll your mouse wheel.

## To Group Columns...

If your spreadsheet is starting to wander off into the distance you can group columns together, then show or hide them.

2. Group the columns

1. Select these columns.

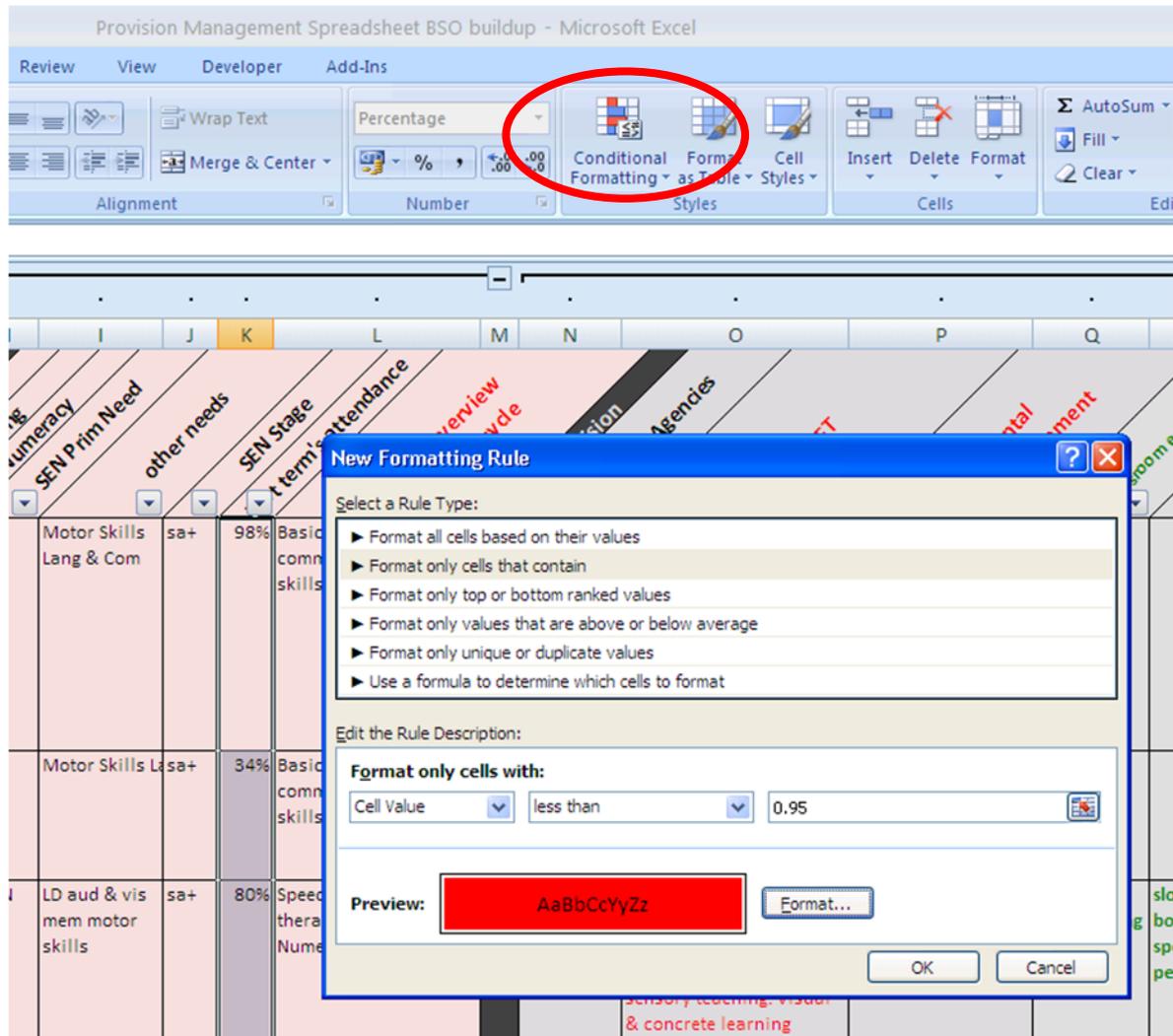
You can now group and ungroup easily by clicking on the minus or plus

Group

Ungroup

## Conditional formatting.

It may be useful to format the appearance of a cell according to its contents. For example if we have an attendance column, we can make all cells turn red automatically if their value is below 95%.



### Extension activity –

You can format the contents of one cell based on the contents of another. Use the lowest rule type 'Use a formula to determine which cells to format' and this formula to achieve this.

`=IF(G2="STMNT", TRUE, FALSE)`

## Mail Merge.

The information in your spreadsheet can be drawn out to construct individualised word documents using mail merge.

