[Insert organisation name/logo]

# FEEDBACK DATA COLLATION (MS EXCEL)

# USER GUIDE

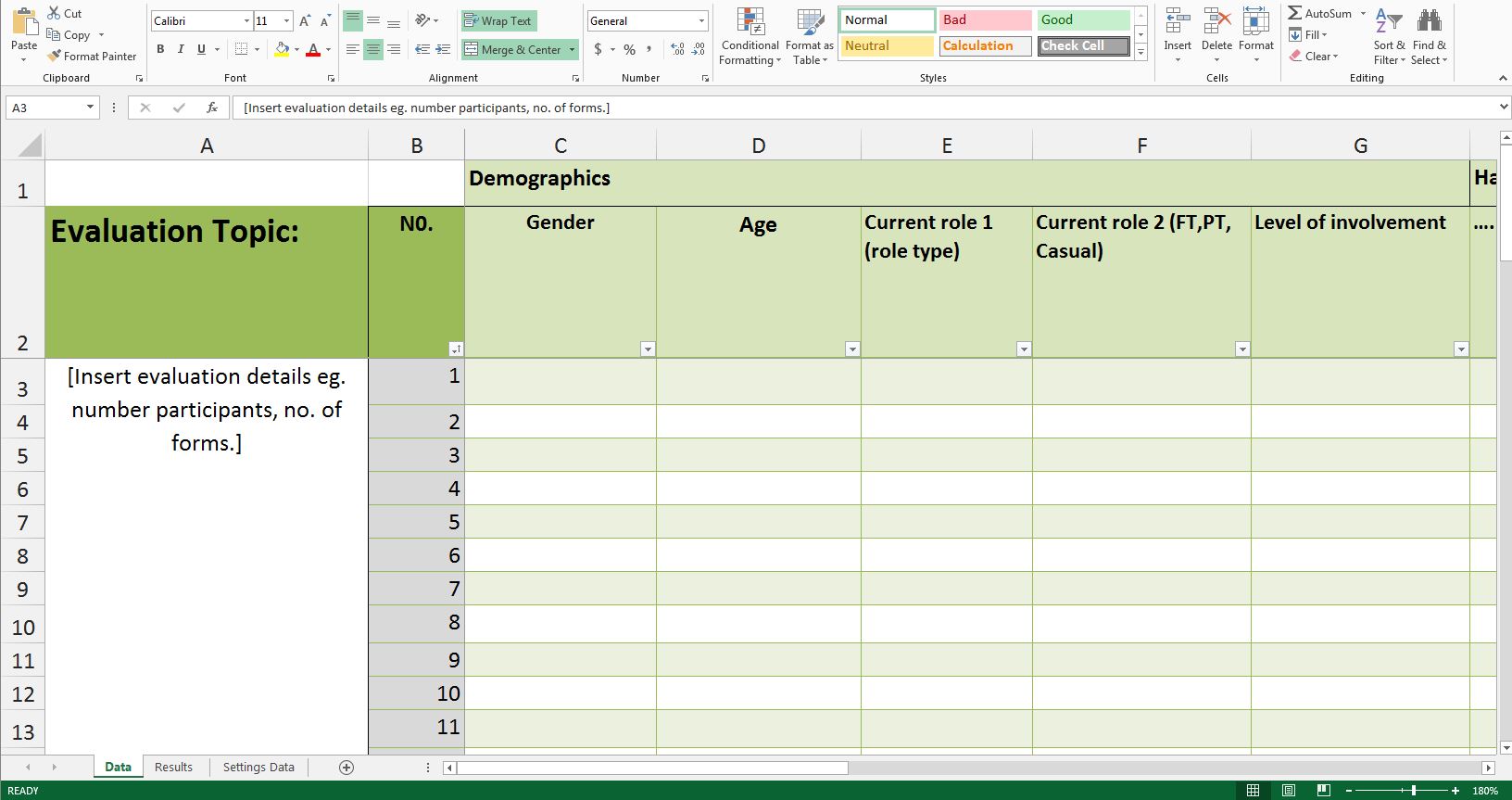
***🖌Note\****

*This guide is to be used with the Feedback Data Collation MS Excel Template and will support the correct input of data by all staff members.*

*It may be necessary to create different data collection sheets for each type of evaluation form that your organisation use, this in order to avoid changing the documents every time you evaluate a program. This format will also allow your organisation to collect data through time.*

*\*Please delete note before finalising this form.*

The **Feedback Data Collation MS Excel Template** includes three separate and interlinking data sheets/tabs (you can move between data sheets by clicking on the buttons at the bottom left hand of the excel page). You can move left to right across each data sheet by using the arrows at the bottom of the page.



Left and right / up and down the sheet

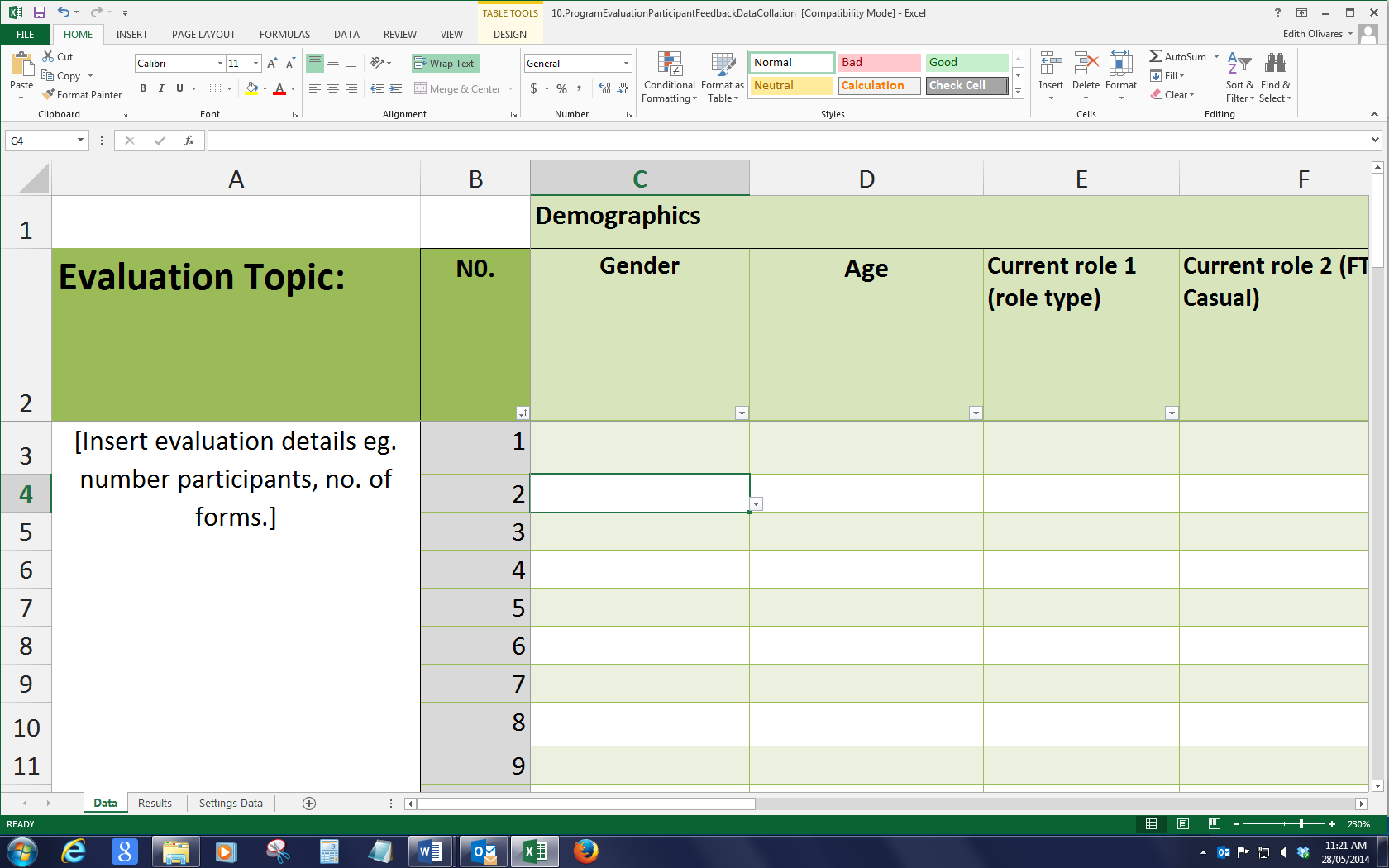
Data

Settings data

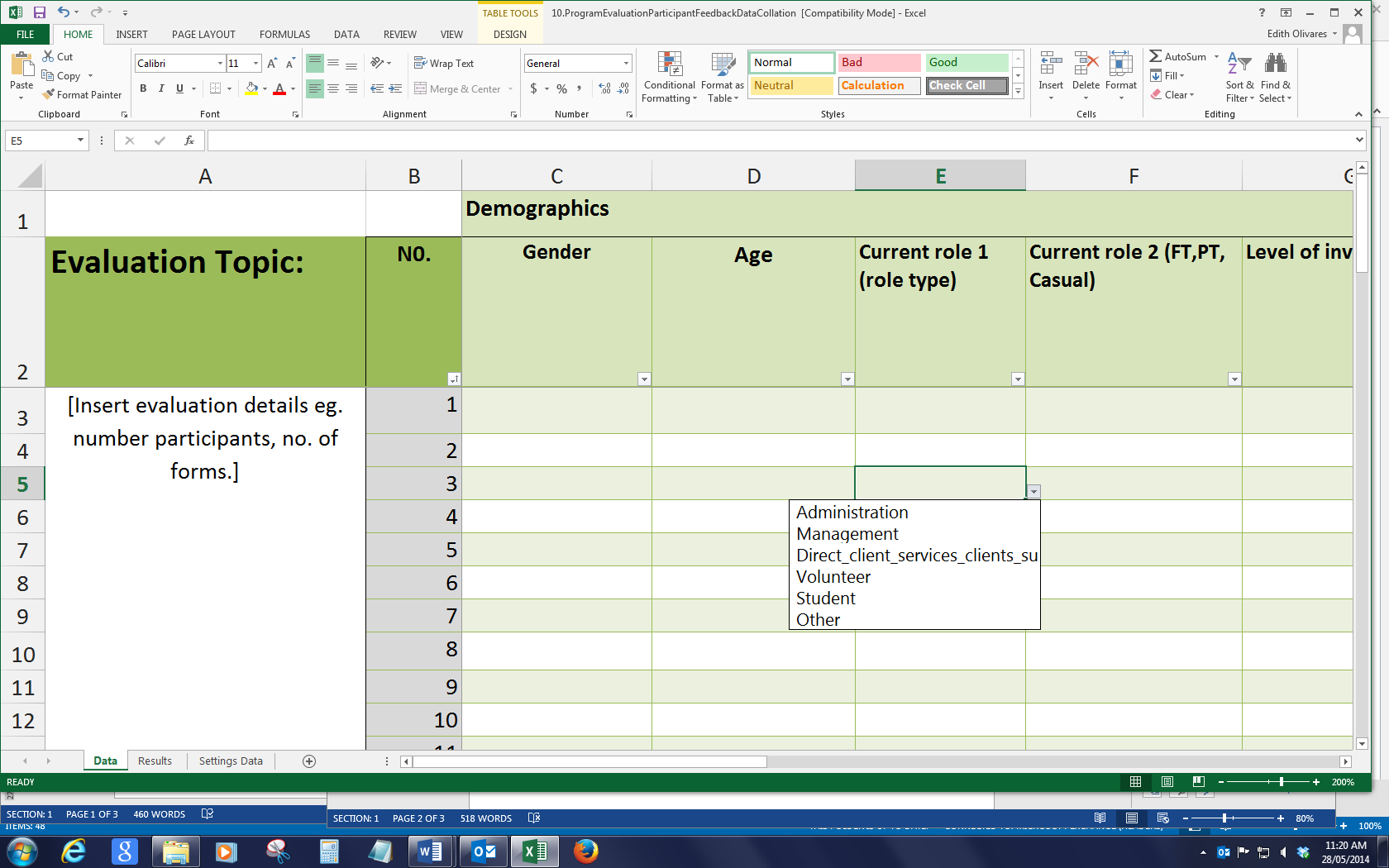
Results

## Sheet One - Data

This tab allows you to enter the raw data. Each column (with the exception of qualitative questions) has a pre-set drop down list of responses (e.g. yes, no) to select in line with the questions asked on the forms. Qualitative question responses should be added manually.



To view pre-set drop down lists click on the arrow of each cell



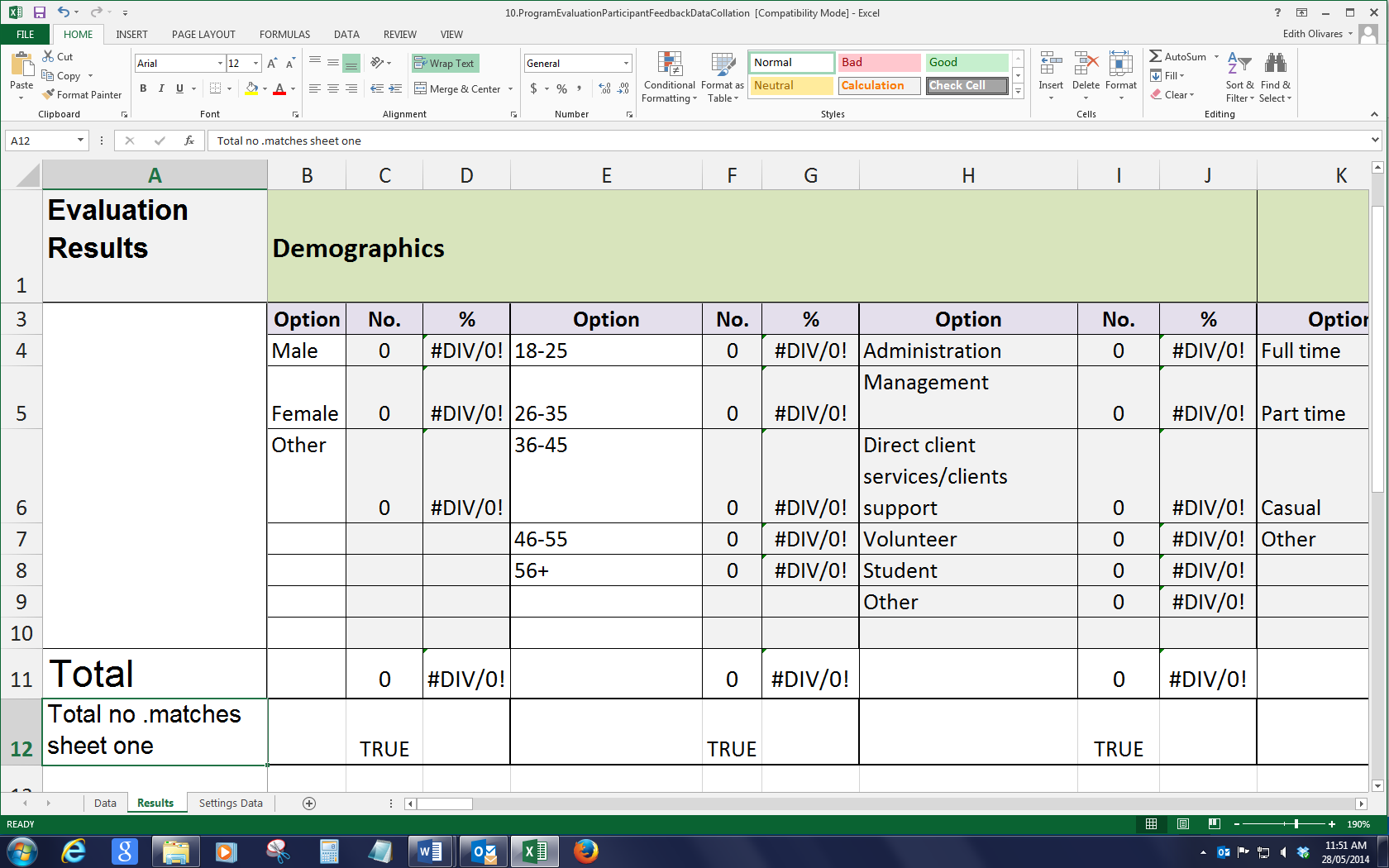
Select the correct information from drop-down lists

**Recommendations of use**

* Not all columns/ or data will be required so it is recommended that you select the column or row not required, right click and select hide or delete. This means you will only be able to view the relevant columns.
* Moving left to right across the excel sheet to enter the responses provided on the appropriate feedback form.
* To enter the data, click the relevant cell and an arrow will appear to the bottom right hand corner of the cell. Click on the arrow and the selection of responses offered in the form will appear and you can select the relevant option. (As per images above).
* Continue as above entering all responses from all forms.
* Once the data has been entered move to sheet 2 (Results). This sheet will include the collated numbers and percentages of responses by response type.

## Sheet Two - Results

This sheet/tab **automatically** collates the quantitative data from sheet one and calculates number and percentages of each questions. Although the document appears to have errors, once you insert data, the results will be calculated automatically.



**Recommendations of use**

* As with sheet one, in this tab not all columns will be required as well so it is recommended that you select the column or row not required, right click and select hide. This means you will only be able to view the relevant columns.
* This data can then be entered into a summary report or evaluation report to present to relevant audiences.
* In the row **“Total number matches sheet 1”** will be highlighted in red and states “FALSE” if the data differs between the two pages. This will indicate a problem with the formula which should be reviewed. This problem may be the result of the **=COUNTIF formula** being case sensitive.

**Please note:** If any lists have been changed or added, the formulas under columns labelled ‘No.’ may be affected. To check the formulas click on the relevant cell and ensure the formula reflects what you wish to collect. For e.g. =COUNTIF (Data!C3:C52,"Male") – this formula counts the number of times the word “Male” appears on sheet 1 (aka Data) in the cell ranges C3 – C52.

## Sheet three – Data settings

The data settings sheet contains the range of answers that can be selected on sheet one’s drop down lists. Lists can be added to, edited and deleted when required e.g. creating a new question with multiple answers otherwise this sheet should not be altered.

For details on how to manage drop down lists and other excel functions visit [office.microsoft.com](http://office.microsoft.com/en-au/) support section.

