**Further guidance on using Excel to complete the Refugees and IDPs tasks:**

**For Task 2:** To calculate the refugee numbers as a percentage of the total population, divide the refugee numbers by the total population and multiply by 100. Use an Excel function to do this calculation for you, though. Click on cell D10 (where D is the column and 10 is the row) and type the following **= B10/C10\*100** (the ‘=’tells Excel that it must perform the function rather than just show what you’ve typed in the cell). Hover your cursor over the small black square at the bottom right-hand corner of the cell so that the arrow turns into a small black cross. Either click and drag this down the remaining cells (to D19) or double click it to autofill the cells. As the function uses cell references rather than the numbers themselves, Excel updates them for each row. Copy one of the cells and paste it into D25 and repeat the autofill for Table 3.

**For Task 3**: if you select the whole table including the column headings, but NOT the table title, then Excel will automatically name the series in the legend. If you *just* choose the data then the legend will simply say Series 1 and Series 2. If your legend looks like this, there is a way to correct it but it is probably easier to start again – but include the column headings this time!

[This should now have been fixed but in case it’s still causing an issue…] **For Task 4:** depending on the type of graph you have chosen, Excel may plot both the year and the number of Arrivals by sea separately. To get round this:

* If you want to draw a **bar** or **line** **graph**, only select the data in the Arrivals by sea column. Once the graph has been drawn right click over the graph and choose Select data. On this window, click Edit on the Horizontal (Category) Axis labels (right-hand side) and when the next window appears, select the cells with the years in (i.e. cells A50 to A55). The years will then appear on the x axis.
* If you want to draw a **scattergraph**, then just select both columns (but not the headings) and it will draw it correctly.