How to navigate the LEP Register

*If you need help with any of this, it will be quicker to Google your question before being in touch by phone or e-mail. If that doesn’t work, please don’t hesitate to be in touch.*

1. First, you need to know how to sort. (I add the sort function – square box with two arrows – to my quick access toolbar. Otherwise, it’s under data.)
	* Select the whole document by clicking the square space in the top left of your spreadsheet (to the right of A and above 1) then click ‘sort’.
	* A dialogue box pops up. Ensure the box in the top right is ticked since the LEP register has headers.
	* Then sort by whichever column you need.
	* (If you want just to sort a selection of the data, play around with a copy of the spreadsheet until you are sure what you are doing.)
2. If you want to know which LEPs are in an Intermediate Body, sort by ‘Sponsoring Body’.
3. Sorting by each of the blue columns gives you those in that category.
4. Sorting by each of the green columns gives you the LEPs in which the different denominations are partners.
5. If you are looking for a specific LEP use the find function (ctrl f)
6. For more complex searching, it will help to know how to hide a column. Select the column you wish to hide, right click and select hide. You can see that a column is hidden because there’s a letter missing in the column headings. To unhide a column, select the two which have a letter missing in the middle, right click and click unhide.
7. If you want to know which LEPs are, for example, Methodist-URC, first sort by one church and then by the other. Scroll down and you’ll find that one list of ‘yes’ ends before the other. All above that are Methodist-URC. You’ll have a clearer view if you hide the columns in between the Churches you are sorting.
8. If you want to know which LEPs are Methodist-URC-Baptist, it will make life a lot easier to hide the columns in between. Assuming you’ve sorted as above, now sort by ‘Baptist’. Scroll down until one of the columns shows blank entries. Everything above that are the LEPs you want.
9. If you want to count the number of LEPs, be aware that you can’t just use the LEP number. Go to the bottom of the list and under the column you want to count, type a variant of: =COUNTIF(M2:M894,"YES") ‘M’ is the column name and you can substitute it for any other column. Ensure you count from row 2 to the very bottom.

In that example, you are counting from row 2 to row 894 in the M column. If you want to count a specific range, eg all the Methodist-URC LEPs, sort as detailed above and then alter the row numbers accordingly.

Important note – this gets complicated!

It is important that you keep the format of the Methodist Circuit number as text or Excel will turn it into a date for you or, more probably, into a series of numbers. If this happens to all your numbers, you’d probably do best to start again with a new copy of the register. There is a similar problem with the URC codes and the data in that column is not yet to be trusted. The URC handbook contains the accurate codes.

If you are curious and want to know how to rescue the sheet when numbers convert to a series of figures by accident:

* Click the cell, then the yellow alert and convert to number.
* On the home ribbon in the number tab, convert the format to short date.
* Remember what the day and month are.
* Select the cell above and the one you need to change and click ctrl d. Both cells will now be identical.
* Type the day and month in the correct format, eg 13.1.4 becomes 13/1.

If you do want to re-convert all the numbers to the 6/7 format, you have to:

* On the home ribbon in the number tab, convert the format to short date.
* Then custom format this to d/m
* Paste into Word.
* Paste back to Excel, retaining source formatting (I think).
* Ensure the column is formatted as text.

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