Brimbank Libraries
Imagine, Explore, Discover, Connect

Introduction to Excel

Sunshine Library	301 Hampshire Rd, Sunshine 3020
St Albans Library	71A Alfrieda St, St Albans 3021
Keilor Library	704B Old Calder Hwy, Keilor 3036
Sydenham Library	1 Station St, Taylors Lakes 3038
Deer Park Library	4 Neale Rd, Deer Park 3023

Contents

Class Objective 3
What is Microsoft Excel? 3
Excel Window 3
  Menu Bar 4
  Ribbon 4
  Formula Bar 4
  Worksheet Tabs 4
Cells 5
  Moving Between Cells 6
  Adjusting Cell Height and Width 6
Inserting Rows and Columns 7
Clearing Content 10
Making Calculations 11
The Formula Bar 11
 Entering a Formula in a Cell 11
Using Basic Formulas in Cells 14
  Basic Math Formulas 14
  Calculating Percentages 17
Using the Formula Bar to Create Functions 18
Common Functions 19
  SUM 19
  AUTOSUM 20
  Average 21
  MAX 22
  MIN 23
Formatting Your Worksheet 24
  Merging Cells 24
  Numbers 25
  Font 25
  Borders 26
  Cell Colour 27
Charts 28
Saving Your Workbook 29

Class Objective

By the end of this class, you will know how to:

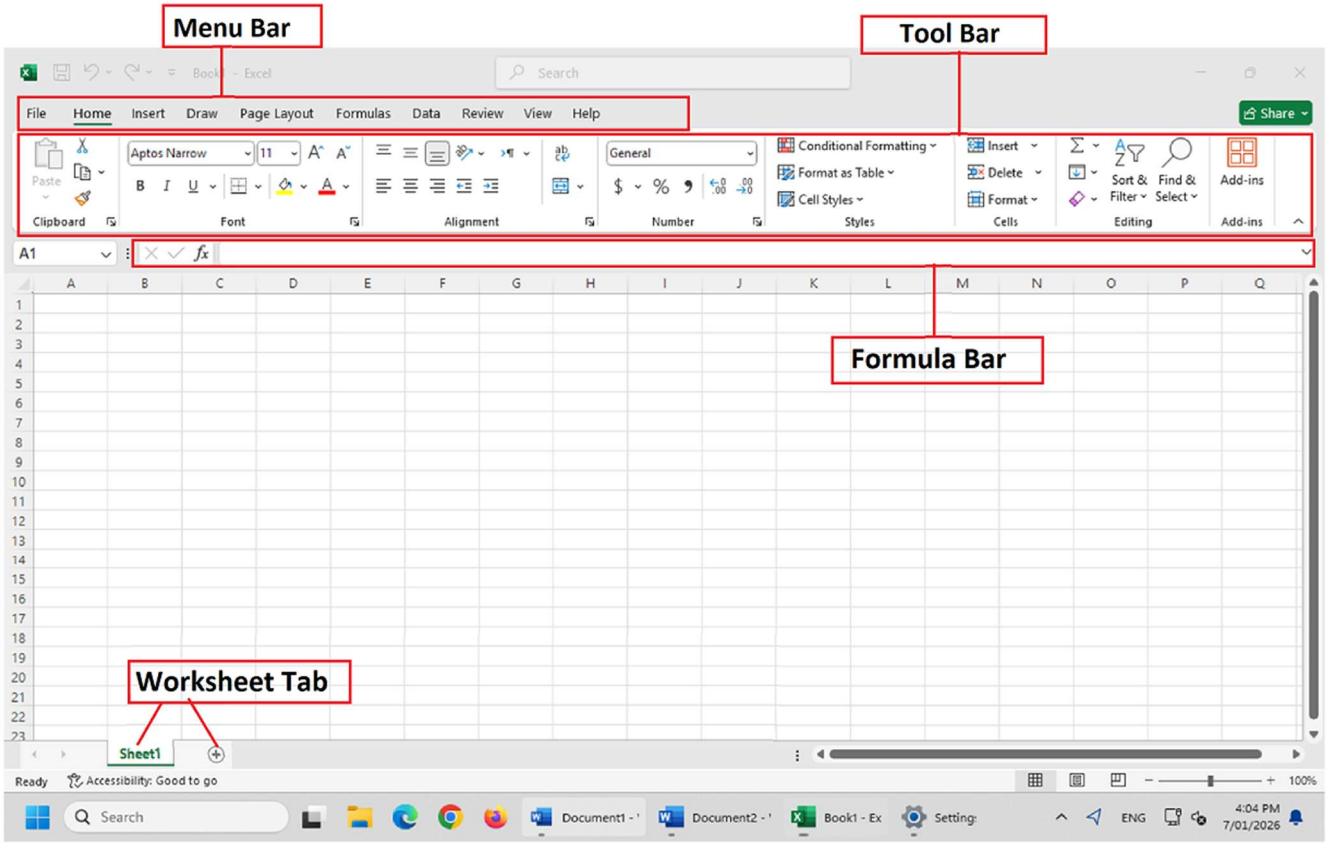
- Create a new worksheet
- Use basic formulas
- Format a worksheet
- Use graphs and charts
- Save a workbook

What is Microsoft Excel?

Microsoft Excel is a spreadsheet program that is used to record, process and present information and data. It is used to modify, filter, and process calculations on data to make it more usable and fit for purpose. Microsoft Excel lays information out in a grid format, where each grid ‘cell’ has a reference (like in a Mel-way; row number and column letter).

Excel Window

The Excel Window comprises of multiple components which are explained below.



Menu Bar

The menu bar runs along the top of the Excel window and gives you access to standard features such as ‘save’, ‘open’, and ‘exit’. More importantly, it contains tools that are unique to Microsoft Excel. Many of these tools and functions are found under the ‘’Formulas’ and ‘Data’ menus.

Ribbon

The ‘ribbon’ contains buttons that perform many common functions used in excel. These include formatting options and function options.

Formula Bar

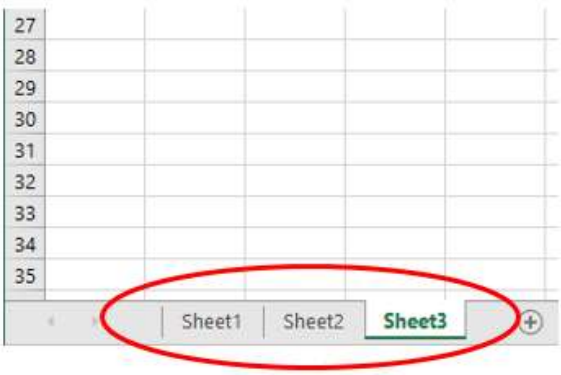
The ‘formula bar’ is used to view and edit formulas entered into each cell in the worksheet.

Worksheet

A ‘worksheet’ refers to the main area of the Excel window. It is made up of one big grid. Each column in the grid is referenced with a letter. Each row in the grid is labelled with a number. The intersecting points of each column and row are called cells where each cell is referenced by its own location in the grid, like a roadmap. Refer to the picture below.

Worksheet Tabs

Worksheet tabs allow you to toggle between different worksheets in the same window. You can have more than one worksheet of data in the one workbook. Worksheets are represented as tabs which are accessible along the bottom of the Excel window. You can click on the tabs to move between the different worksheets to work to view them



(Worksheet tabs are shown circled in red)

Cells

Cells are the individual boxes inside the excel grid. When a cell is selected, it will have a **bold** border around it. When a cell is selected, you can type data into it, this can be in text or number form. Each cell is referenced by its own location on the grid. In this section, we will practice using cells.

Learning Exercise: Cell references

Refer to the picture below. List the data in each cell according to the following cell references.

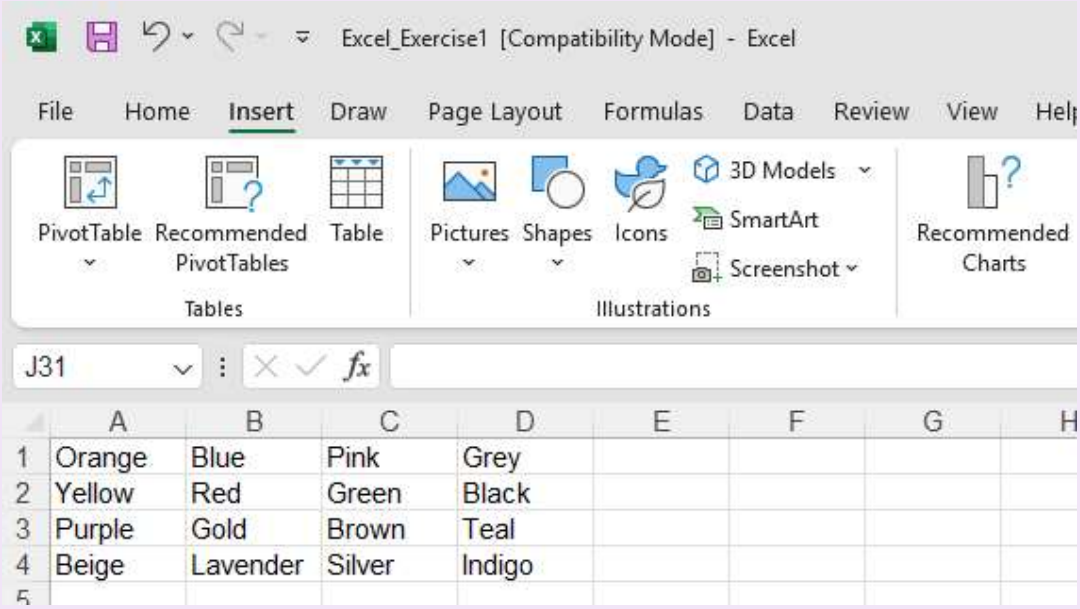
For example. **Cell B3 = Gold**

A1 =

D1 =

B2 =

C4 =



Moving Between Cells

There are various ways you can move between cells on an Excel worksheet. The various ways are:

- Use your mouse to click on another cell
- Using the arrow keys on the keyboard to move up, down, and across cells.
- Using the [TAB] key on the keyboard to move one cell to the right.
- Press the [ENTER] key on the keyboard to move one cell down.
- Press the [HOME] key on the keyboard takes you to the first column in the current row.
- Press the [CTRL] and [HOME] key on the keyboard will take you to cell A1.

Adjusting Cell Height and Width

You can adjust the height and width of each cell to be bigger or smaller as needed. To do this, just use the mouse to place the cursor on the edge of the selected cell's border. Hover until you see the cursor change to a double headed arrow. Click, hold and drag the cursor in the direction you want the cell to be modified. Once you are satisfied with the cell's new size, release the mouse click button.

Learning Exercise: Cells

1. Open a new Excel worksheet and practice moving between cells on the grid using the mouse and keyboard.

2. Type the data below into your cells.

	A	B	C	D
1	Monthly Expenses			
2				
3		January	February	
4	Gas	15	18	
5	Electricity	40	38	
6	Water	32	34	
7	Phone	38	43	
8	Rent	465	465	

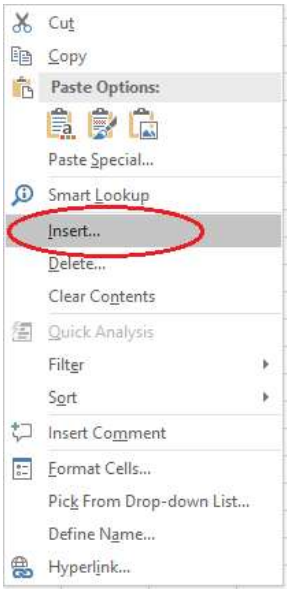
3. Widen the columns and rows as needed to fit the data into the cells.

Inserting Rows and Columns

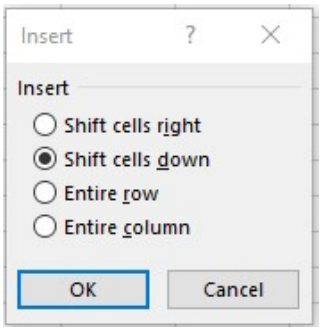
There may be times were you need to insert a row or a column in between your data. For example if you have a new set of data that needs to be added to your existing work. There are two ways you can insert rows and columns. They are:

Method 1:

1. Right click on the cell where you want to insert and row or columns next to.
2. Select ‘INSERT’ from the menu. A menu box will appear.



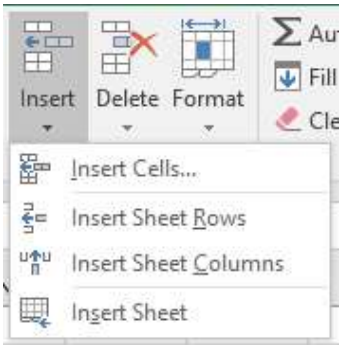
3. Select the option you wish to use from this menu box and press ‘OK’.



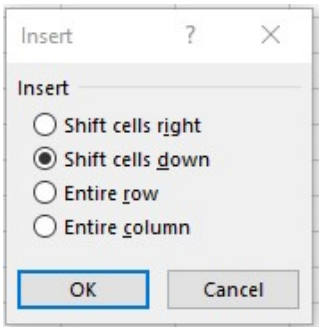
   a. To shift the cell selected one place to the right, select ‘Shift Cells Right’.
   b. To shift the cell selected one place down, select ‘Shift Cells Down’.
   c. To insert a new column, select “Entire Column”.
   d. To insert a new row, select “Entire Row”.

Method 2:

1. Click on a cell where you want the new row or column to be inserted in front of.
2. From the ‘home’ menu that runs along the top of the Excel window, select the ‘Insert’ tool.
3. Then select the insert option you want to use.



   a. **Insert Cells** … will bring up the same menu from the previous method. Select the insert option you need.



   b. **Insert Sheet Rows** … will insert an entire new ‘row’ to the worksheet.
   c. **Insert Sheet Columns** … will insert an entire new ‘column’ to the worksheet.
   d. **Insert Sheet** … will create a new worksheet in your workbook. The worksheet you were working on is still there and is accessible via the worksheet tabs at the bottom.

Learning Exercise: Inserting Rows

We will use the same Excel worksheet from the previous learning exercise.

1. Select cell **A7** that contains the word '**phone'.**

2. Choose any method to insert a new row on top.

3. Type "Internet" on top of phone because you now need to include internet costs into your monthly expenses. Type in '50' in cell **B7** and in **C7**

   Your Excel worksheet should now look like this:

	A	B	C
1	Monthy Expenses		
2			
3		January	February
4	Gas	15	18
5	Electricity	40	38
6	Water	32	34
7	Internet	50	50
8	Phone	38	43
9	Rent	465	465
10			

Learning Exercise: Inserting Columns

Using the same Excel worksheet,

1. Insert a new column after column A so you are shifting column B to column C and column C to column D.

2. In the newly inserted column which is now column B. Type the following data so your worksheet looks like this:

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Internet	50	50	50
8	Phone	37	38	43
9	Rent	465	465	465

Clearing Content

To remove any content from inside a cell – select the cell and press [DELETE] on the keyboard. You can also use the [backspace] key.

To remove content in larger areas, highlight the area you want to remove with the mouse and then press [DELETE] on the keyboard OR using the mouse, **right click → clear contents.**

To remove cells from the worksheet and shift the surrounding cells to fill the space do the following:

1. **Right-click** in a table cell, row, or column you want to delete
2. Select **Delete Cells**
3. To delete one cell, choose **Shift Cells Left** OR **Shift Cells Up**
4. To delete the whole row, select **Delete Entire Row**
5. To delete the whole column, select **Delete Entire Column**

Learning Exercise: Clearing Content

Using the same Excel worksheet from the previous learning exercise,

Your landlord decides to be generous and cover your internet bill so it no longer comes out of your monthly expenses. We will remove it from the worksheet

1. Select cell **A7** (the cell that has 'internet' in it)
2. Right click on the mouse and select **delete**
3. Then select **Entire row** from the menu

This will shift the entire row below up and remove the row that contains data on internet expenses. Your Excel worksheet should now look like this:

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465

Making Calculations

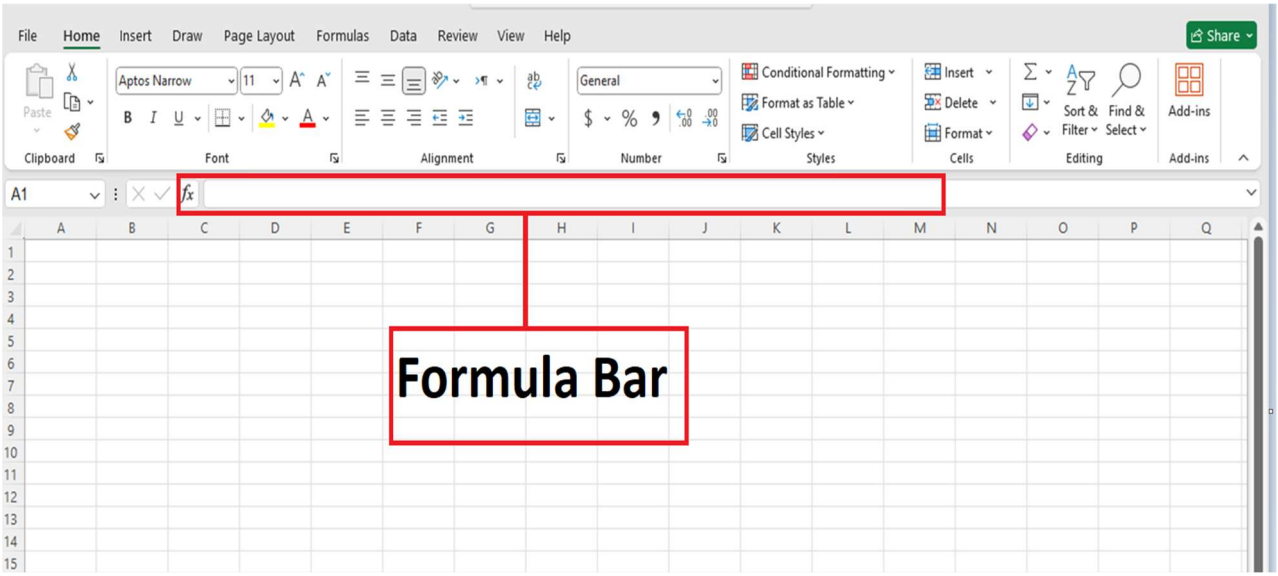
To make calculations in Excel, there are two main key words to remember.

Formula: is a set of commands to get a specific result, like a “recipe” that can be written by any user. It can be simple or complex, for example: = (a+b) * (c+d).

Function: is a type of formula which is pre-defined or ready-made by Excel. For example: SUM, AVERAGE, COUNT etc.

The Formula Bar

The formula bar is located at the top of the Excel worksheet and displays the formula of the selected cell. The cell displays the answer to the formula. You can also type and edit formulas directly in the formula bar.



When you click on a cell that has a formula, the cell will display the value (answer to the formula). The formula bar displays the formula used to get that value (like an equation). If you want to change the formula later on, you can click on the cell and then edit the formula / equation in the formula bar.

Entering a Formula in a Cell

To enter a formula into a cell, you need to type the equals sign [=] in front of the formula. This lets Excel know you are typing a formula and not typing in data.

For example: **=B4+B5.** This equation is telling Excel to add the data in cells B4 and B5 and generate an answer. If you want to modify this formula later on, you can do this by clicking on the cell that holds the formula and edit it in the 'formula' bar' at the top.

Lets' look at an example of how formulas in Excel work using the data below.

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465

Example 1:

If you need to calculate how much the expenses were for **gas** over the three months of Dec, Jan and Feb, in Excel you would type **=B4+C4+D4**. These are the cell references for the data held in the cells. B4 is 17, C4 is 15 and D4 is 18.

Example 2:

If you need to calculate how much the expenses were for the whole of **January**, you would type **=C4+C5+C6+C7+C8.** These are the cell references for the data in January where C4 is 15, C5 is 40, C6 is 36, C7 is 37 and C8 is 465.

Learning Exercise – Gas and Electricity

Using the same Excel worksheet from the previous learning exercise,

1. In cell **A10,** type "**Gas and Electricity**". (So we can calculate the total expenses for Gas and Electricity for each month.)

2. In cell **B10** type the formula: **=B4+B5.** You should see the Excel worksheet now look like this:

Continue on next page …

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9				
10	Gas and Electricity	=B4+B5		

3. Now select cell **C10**. In cell **C10** type the formula **=C4+C5.** Your Excel worksheet should look like this:

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9				
10	Gas and Electricity	57	=C4+C5	

4. Now select cell **D10** and type the formula **=D4+D5.** Your excel worksheet should look like this:

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9				
10	Gas and Electricity	57	55	=D4+D5

You should now see the total cost for Gas and Electricity for each month has been calculated and the answer is displayed in the new cells.

Using Basic Formulas in Cells

Like the previous learning exercise, you can use Excel like a calculator. Here are some more basic math formulas that you can perform.

Basic Math Formulas

Calculation Type	Symbol	Used for	Formula Example
Addition	+	Adding values	=A1+A2
Subtraction	-	Subtracting values	=A1-A2
Division	/	Dividing values	=A1/A2
Multiplication	*	Multiplying values	=A1*A2

Learning Exercise – Adding values to find total

We will continue to use the same Excel worksheet from the previous exercise to practice entering formulas into a cell.

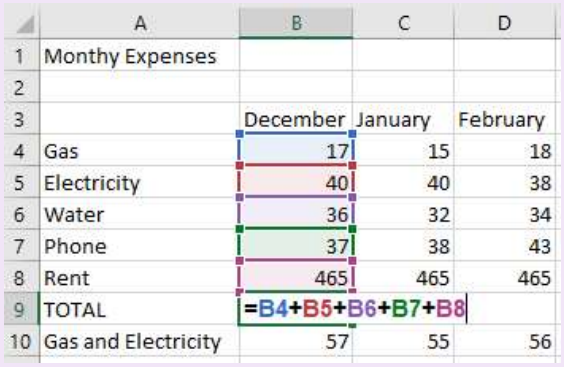
1. In cell **A9** type **TOTAL**. We want to find the total expenses per month.

2. In cell **B9**, type the following formula
   =B4+B5+B6+B7+B8

3. Then press [ENTER] on the keyboard to display the answer. The answer should be **595**.

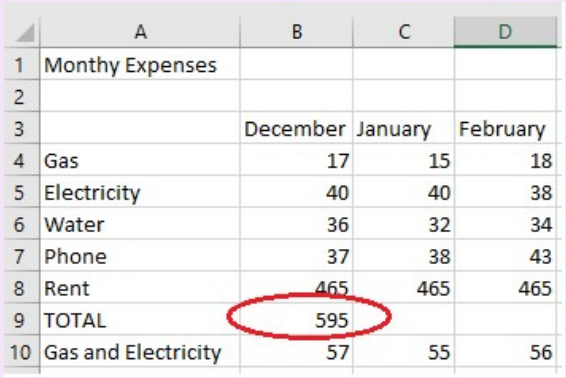
Continued …

The formula in your worksheet should look like below:



	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9	TOTAL	=B4+B5+B6+B7+B8		
10	Gas and Electricity	57	55	56

The answer should then appear like this after you press [ENTER]:



	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9	TOTAL	595		
10	Gas and Electricity	57	55	56

4. Continue to use addition to add the rent total for January and February in cells **C9** and **D9**.

   In cell **C9**, type **=C4+C5+C6+C7+C8**. Then press [ENTER]. The answer should show in the cell as **590**.

   In cell **D9**, type **=D4+D5+D6+D7+D8**. Then press [ENTER]. The answer should show in the cell as **598**.

*Note: if you change a data value in a cell that is used in a formula, the formula will automatically recognise this and update the formula cell to reflect the change and update the result/answer.

Learning Exercise – Subtracting

Continuing on with the same Excel worksheet and using the skills we have previously learnt.

1. Delete **row 10** which holds data for “Gas and Electricity”.

2. In the empty cell **A10,** type **“New Total”.**

3. In cell **B10** type: **=B9-B7.** In this formula we are telling Excel to subtract the phone cost from the total expenditure cost for the month of December. Your worksheet should look like this:

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9	TOTAL	595	590	598
10	New Total	=B9-B7		

4. Then press [ENTER] on the keyboard. The answer should be **558.**

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9	TOTAL	595	590	598
10	New Total	558		

5. Practice subtracting the phone cost from the monthly total from months January and February. In cell **C10** type **=C9-C7**. Then in cell **D10** type **=D9-D7**.

Calculating Percentages

One of the easiest ways to calculate percentage in Excel is dividing the total by the part and then displaying the result as a percentage. **Part/Total=Percentage.**

Using the same Excel worksheet we have been using to practice. Let's calculate the percentage of our expenses on rent for each month.

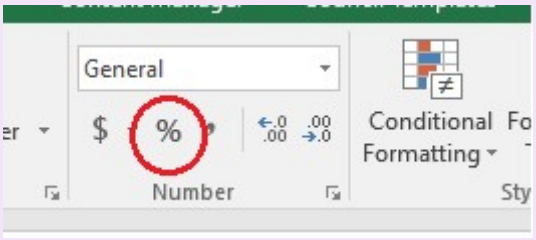
Learning Exercise – Calculating Percentages

1. In cell **A12**, type **Rent Percentage**

2. In cell **B12**, type **=B8/B9.** Then press [ENTER] to get the answer (0.781)

	A	B	C	D
1	Monthy Expenses			
2				
3		December	January	February
4	Gas	17	15	18
5	Electricity	40	40	38
6	Water	36	32	34
7	Phone	37	38	43
8	Rent	465	465	465
9	TOTAL	595	590	598
10	New Total	558	552	555
11				
12	Rent Percentage	=B8/B9		

3. Select cell **B12** to highlight it and click the Percentage Style [%] button found at the top in the ribbon menu under the number group.



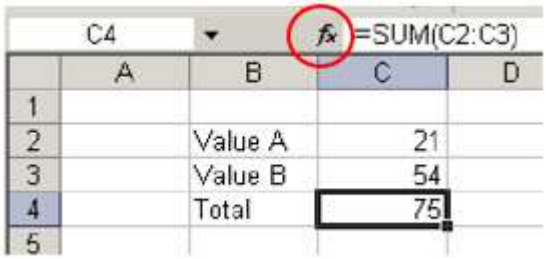
4. The answer in cell **B12** should change to percentage format and should display **78%**. This shows that 78% off all of December's expenditure was spent on rent.

5. Practice finding the rent percentage for months January and February.

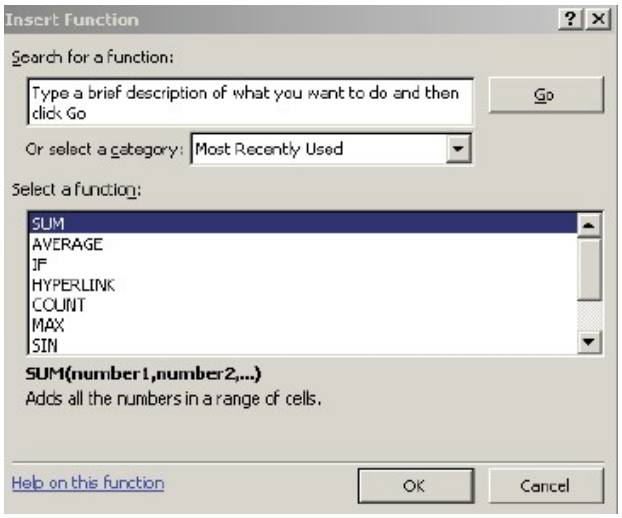
Using the Formula Bar to Create Functions

The formula bar can be used to choose pre-exiting functions and to help us create formulas quicker. To bring up a list of pre-set functions you need to:

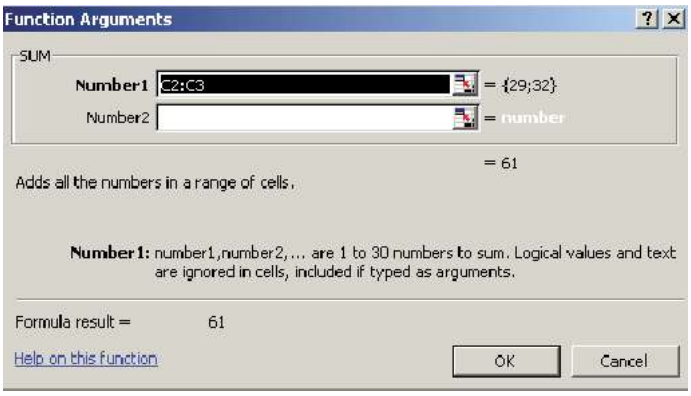
1. Select the cell you want to enter the formula in.
2. Click the **fx** button at the start of the formula bar.



3. The **Insert Function** window will open. Select the function you want to use and press **OK**.



4. Excel will give you the function variables which are called **arguments** and they are different for each function type. Enter the arguments you want and press **OK**.



Common Functions

In this section we will cover some common functions and examples of how they can be used. Before we begin, let's create a new Excel Worksheet with new data to practice with.

In a new Excel Worksheet – Type in the following exactly as below:

Brimbank Electrical
Monthly Sales

Items	Jan	Feb	Mar	Apr
Fridges	8563	6498	7654	9452
Washing Machines	4823	9642	7648	5365
DVD Players	5481	5598	3458	6487
TVs	15294	18352	15645	22598
Total				

SUM

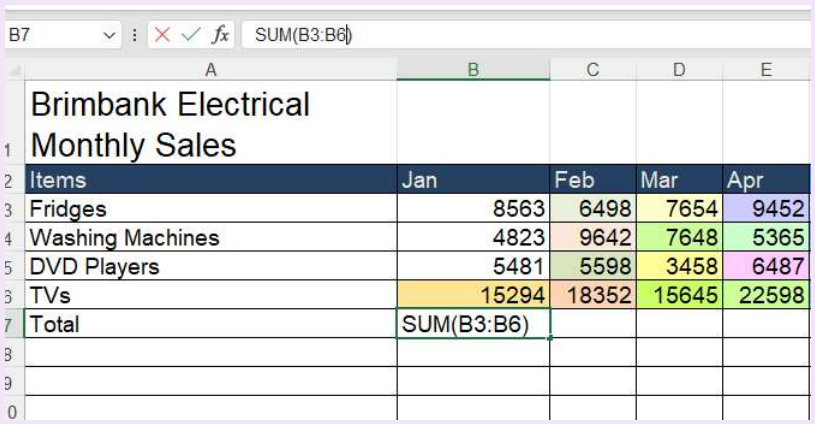
SUM calculates the total of cells within a specified **range** where, a **range** is a set in this format – **first cell in range: last cell in range (XX: XX).**

For example, to get the total sales on **Monday** you will need to follow the instructions on the previous page:

Practice Exercise - SUM

1. Click in cell **B7** and select **SUM** as the function

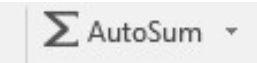
2. In the **Function Arguments** window, **the Number 1 argument** needs to be **B3:B6**. Once you click **OK**, the answer should show 34161



AUTOSUM

With AutoSum, you can select a range of cells and tell Excel to automatically add up or sum the total of the cells selected. It is similar to the SUM function where it automatically adds up selected cells. The difference is the AUTOSUM function can guess which cells you want to be added if you just click on one cell. For example if you click on the first cell in a column, it will guess that you want to automatically add all the values in the entire column.

The AutoSum button is in the ribbon at the top of the window and looks like this:



Practice Exercise - AUTOSUM

1. Click on cell **C10** and click on the **AUTOSUM** button.

2. You will see that Excel automatically selected the range of cells to add up. Your worksheet should look like below:

Brimbank Electrical
Monthly Sales

Items	Jan	Feb	Mar	Apr
Fridges	8563	6498	7654	9452
Washing Machines	4823	9642	7648	5365
DVD Players	5481	5598	3458	6487
TVs	15294	(6498;9642;5598;18352)		22598
Total	34161	=SUM(C3:C6)		

3. Press **Enter** on the keyboard. You will see that the total sum is **40090** in cell C7.

4. Practice using the **AUTOSUM** button to find the total sale of items sold in Mar, Apr.

Brimbank Electrical
Monthly Sales

Items	Jan	Feb	Mar	Apr
Fridges	8563	6498	7654	9452
Washing Machines	4823	9642	7648	5365
DVD Players	5481	5598	3458	6487
TVs	15294	18352	15645	22598
Total	34161	40090	34405	43902

Average

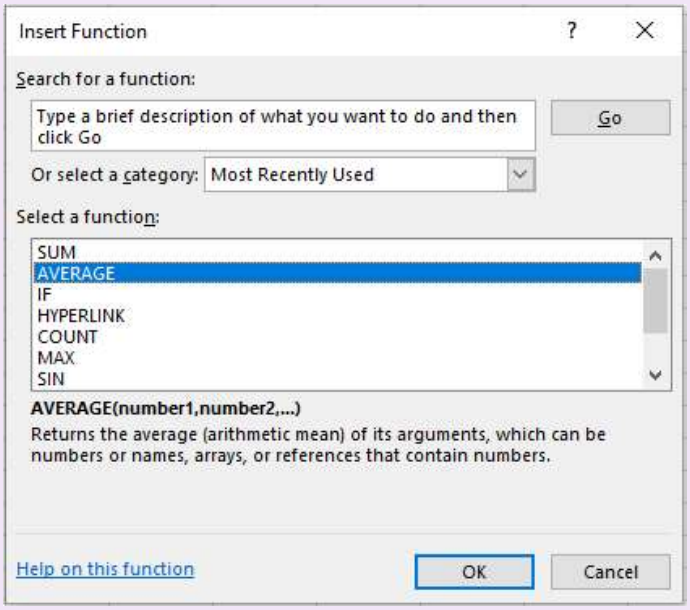
The average function calculates the average value of cells in a specified range.

Practice Exercise - AVERAGE

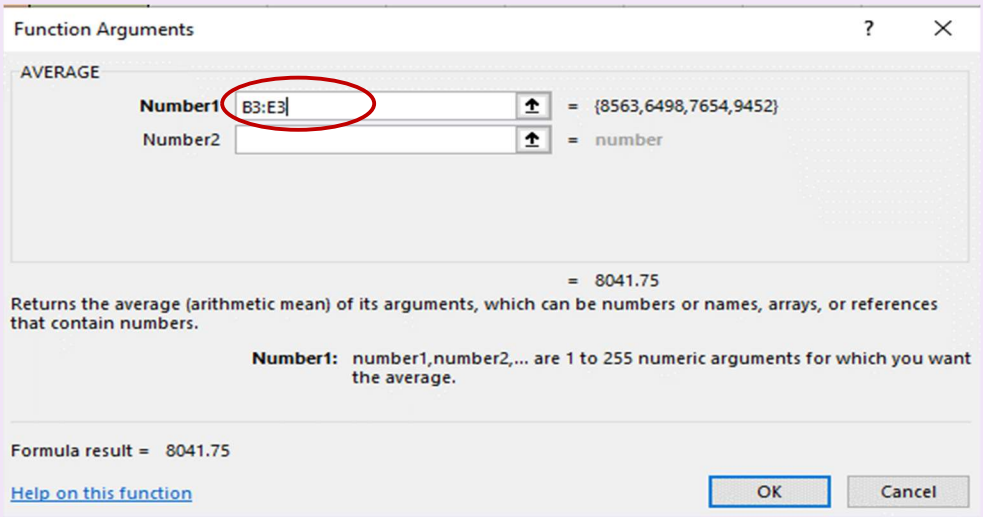
Using the same Excel Worksheet;

1. Click on cell **G2** and type "**Average"**

2. Click on cell **G3** then click on the **Fx** button and choose the **AVERAGE** function.



3. The **Number 1** function should auto pre-fill as **B3:E3.** Press **OK.**



4. The average of the fridges for the four months should be 8041.8**.** Practice finding the average sale for Washing Machine, Dvd player and Television.

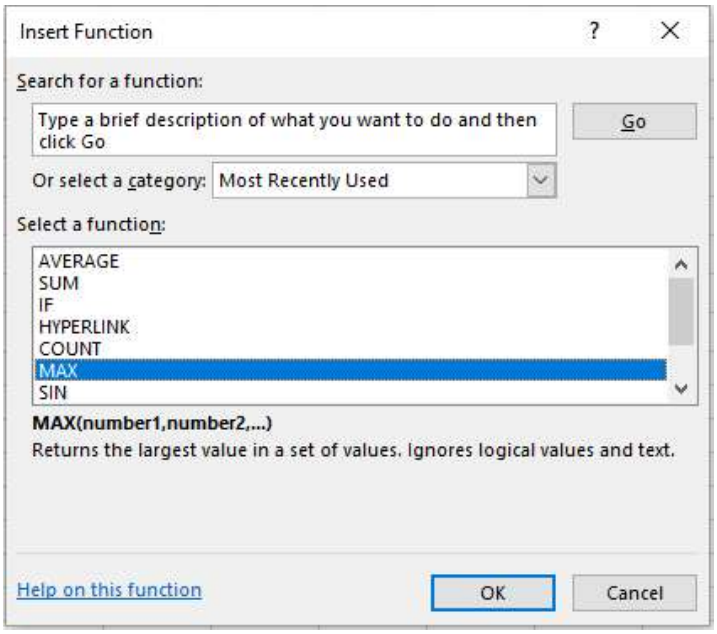
Brimbank Electrical Monthly Sales

Items	Jan	Feb	Mar	Apr	Average
Fridges	8563	6498	7654	9452	8041.8
Washing Machines	4823	9642	7648	5365	6869.5
DVD Players	5481	5598	3458	6487	5256
TVs	15294	18352	15645	22598	17972

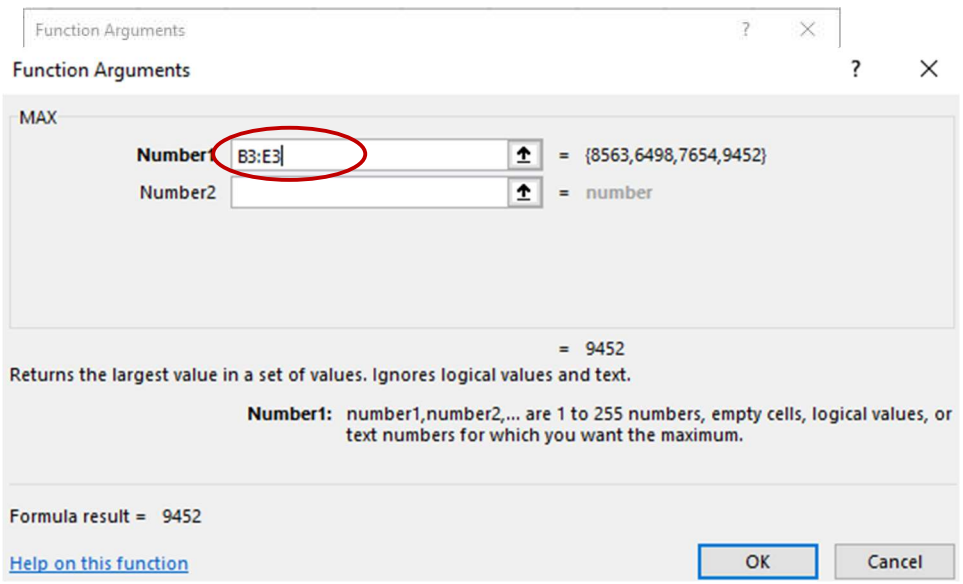
MAX

The MAX functions gives you the highest number from the specified range. For example if you had 100 numbers in a column in no particular order. The max function will find the highest number for you. To use the **MAX** functions:

1. Select on the cell you want the **MAX** number to be returned.
2. Select the **MAX** function from the function bar and press **OK**.



3. Enter the range of cells you want the **MAX** function to sort in the Number1 function box. **(XX:XX)** then press OK.

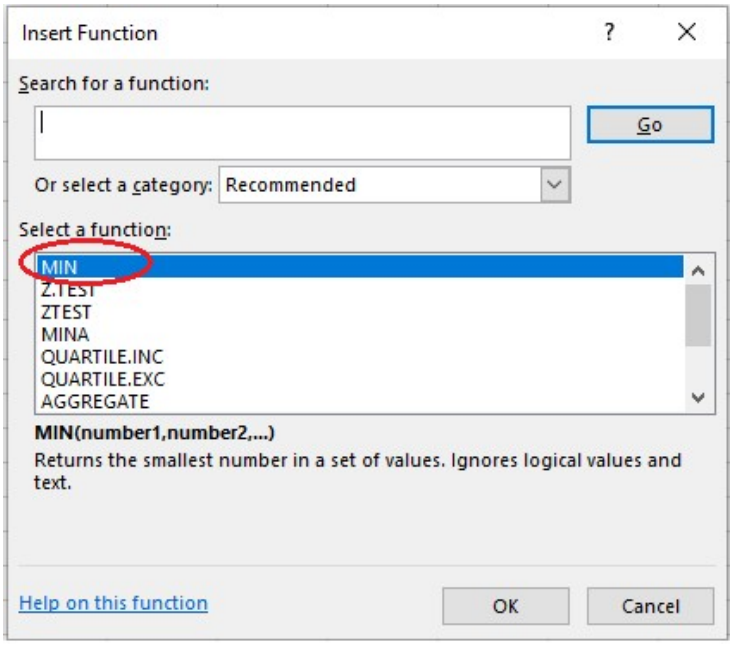


Brimbank Electrical Monthly Sales					
Items	Jan	Feb	Mar	Apr	Max
Fridges	8563	6498	7654	9452	9452
Washing Machines	4823	9642	7648	5365	9642
DVD Players	5481	5598	3458	6487	6487
TVs	15294	18352	15645	22598	22598

MIN

The MIN function gives you the lowest number from a specified range. Similar to the MAX function, the MIN function will sort the range of cells specified to find the lowest number. To find the MIN:

1. Select an empty cell where you want the MIN number to be displayed.
2. Select the MIN function from the function bar. (If you cannot find it in the list, search for “MIN” in the search bar).



3. Enter the range of cells you want the **MIN** function to sort in the Number1 function box. **(XX:XX)** then press OK.

Brimbank Electrical Monthly Sales					
Items	Jan	Feb	Mar	Apr	Min
Fridges	8563	6498	7654	9452	6498
Washing Machines	4823	9642	7648	5365	4823
DVD Players	5481	5598	3458	6487	3458
TVs	15294	18352	15645	22598	15294

Formatting Your Worksheet

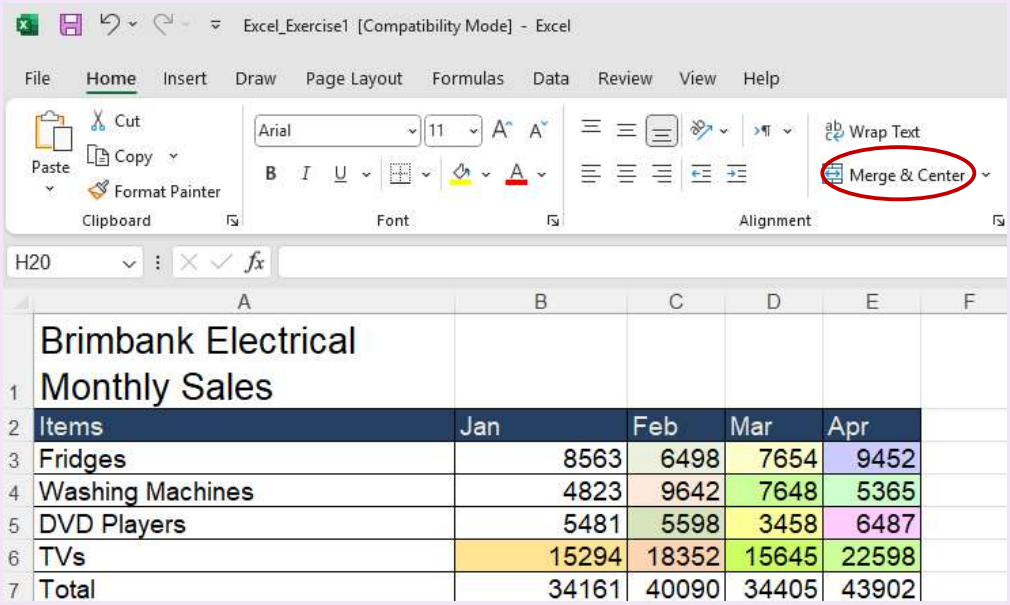
Merging Cells

Sometimes you may want the contents of one cell to span over several columns, such as the title. You can do this by merging two or more cells together.

Practice Exercise – Merging Cells

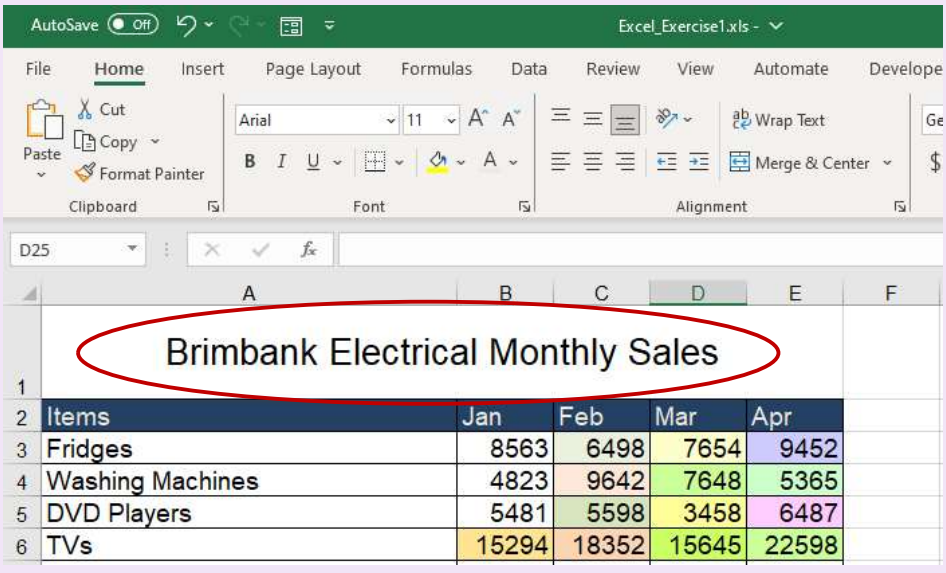
1. Click and drag your mouse to select cells from **A1 to E1**

2. Click on the **Merge & Centre** button in the ribbon at the top of the window.



	A	B	C	D	E
1	Brimbank Electrical Monthly Sales				
2	Items	Jan	Feb	Mar	Apr
3	Fridges	8563	6498	7654	9452
4	Washing Machines	4823	9642	7648	5365
5	DVD Players	5481	5598	3458	6487
6	TVs	15294	18352	15645	22598
7	Total	34161	40090	34405	43902

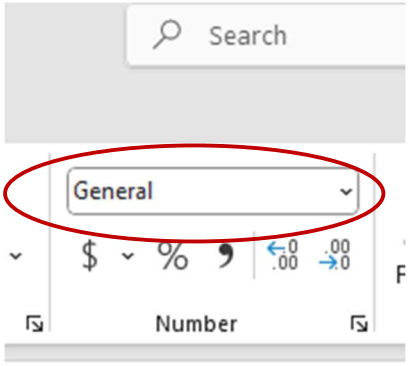
3. You should see that the title **"Brimbank Electrical Monthly Sales"** has merged into cells **from A1 to E**1 and is now centred.



	A	B	C	D	E
1	Brimbank Electrical Monthly Sales				
2	Items	Jan	Feb	Mar	Apr
3	Fridges	8563	6498	7654	9452
4	Washing Machines	4823	9642	7648	5365
5	DVD Players	5481	5598	3458	6487
6	TVs	15294	18352	15645	22598

Numbers

You can change the way numbers are displayed in a cell using the **Cell Format** options. The easiest way to do this is to use the Cell Format options on the ribbon. Simply click the number cell which you want to format and click the drop down menu in the ribbon to select the format you want to use.

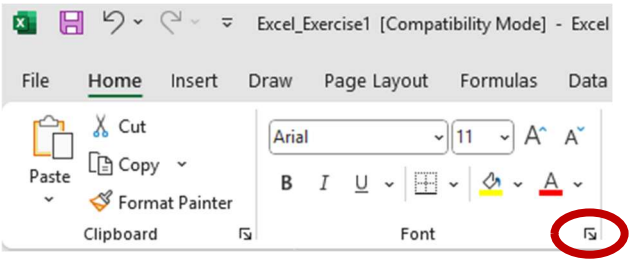


Button	Original Cell Contents	New Cell Contents
$	1234.56	$1,234.56
%	1234.56	123456%
,	1234.56	1,234.56

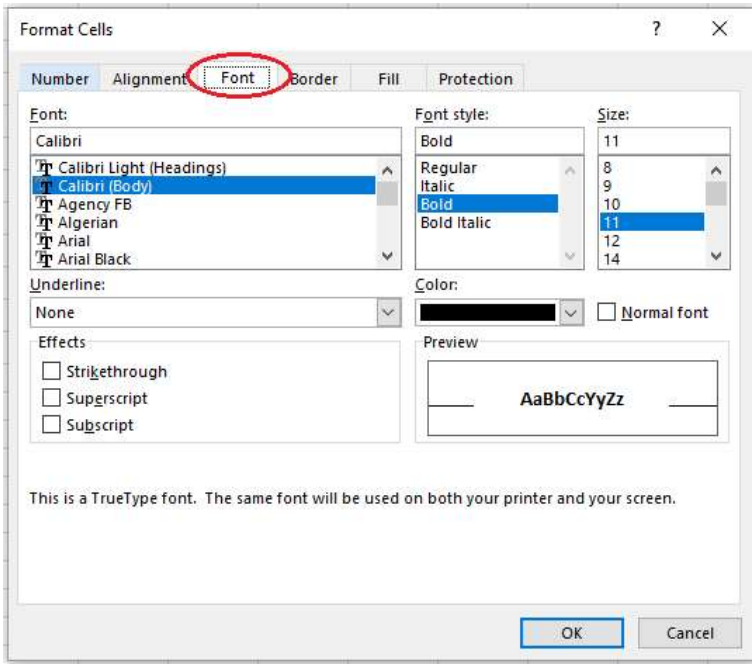
Font

You can change the font in cells by using the formatting options in the ribbon or:

1. Select the cell/s that you want to change the font.
2. From the **Home** menu at the top, under **Font**, click the expand button.



3. The **Format Cells** window will open. Select the **Font** tab then select the font options you want and click **OK**.

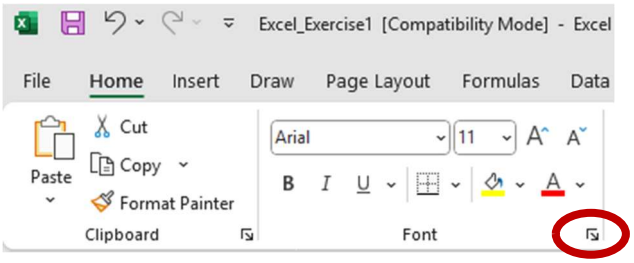


Borders

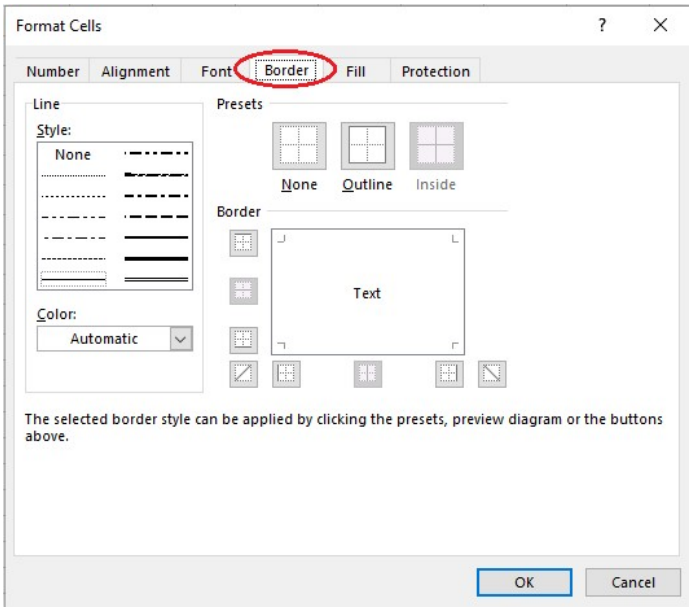
You can place borders around individual cells or multiple cells to make the layout of your Excel spreadsheet clearer when it is printed. To add a border:

1. Select the cell/s that you want to add the border to.

2. From the **Home** menu at the top, under **Font**, click the expand button.



3. The format cells window will open. Select the **Border** tab.



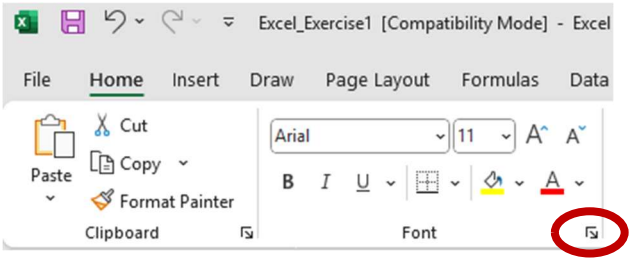
4. Make your border changes and click **OK**.

Cell Colour

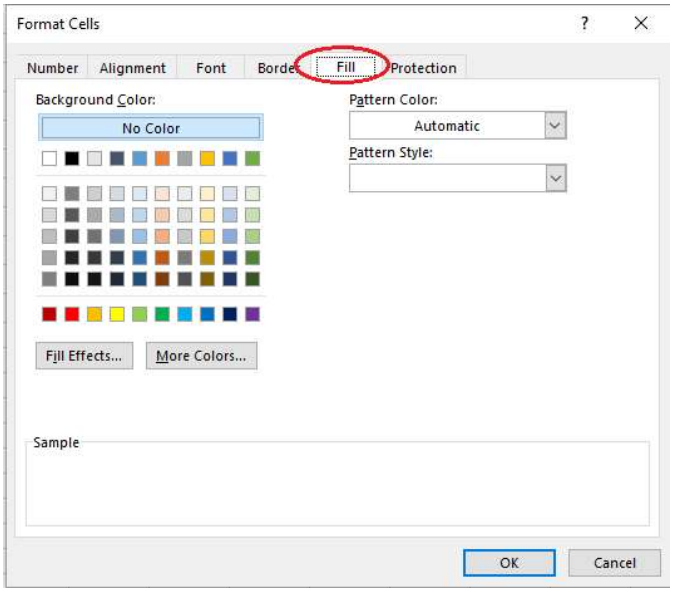
You can change the colour of one or more cells, as well as the pattern that appears inside the cell. This is useful to block out cells, highlight cells and differentiate cells on spreadsheets. To do this:

1. Select the cells you want change colour/s.

2. From the Home menu at the top of the screen, under Fill, click the expand button.



3. The **Format Cells** window will open. Select the **FILL** tab then select the cell fill options you want and click **OK.**



Learning Exercise – Formatting Tables

On same Excel Worksheet, use the steps above to:

1. Practice changing the **font style** of the text in the table.

2. Practice adding borders around some cells to make the table look clearer.

3. Practice filling in some cells with colour

Be creative, you can style your table any way you like!

Charts

Graphs and charts can be used in Excel to represent data. This is useful for presentations and reports and allows you to understand data quickly. We will create a new worksheet to practice using charts in Excel.

Learning Exercise – Charts

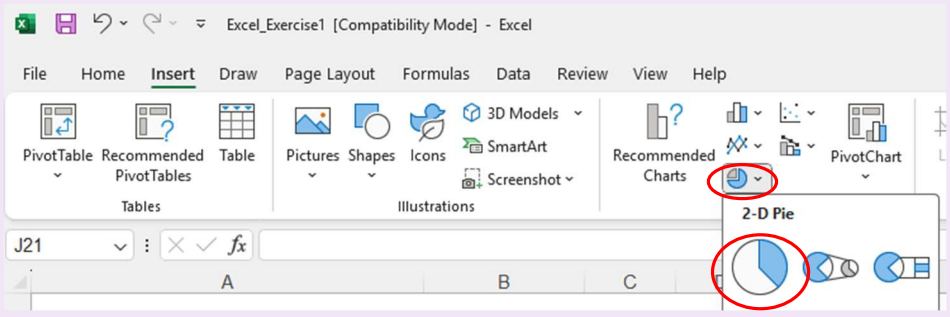
1. Create a new worksheet in your workbook by clicking on a new tab at the bottom of the workbook. Name is **Chart Data**.

2. Type in the following to create a new spreadsheet.

	A	B	C
1	Hours Per Week on PC		
2			
3	Name	Hours	
4	John	3	
5	Joanne	28	
6	David	15	
7	Sarah	11	
8			

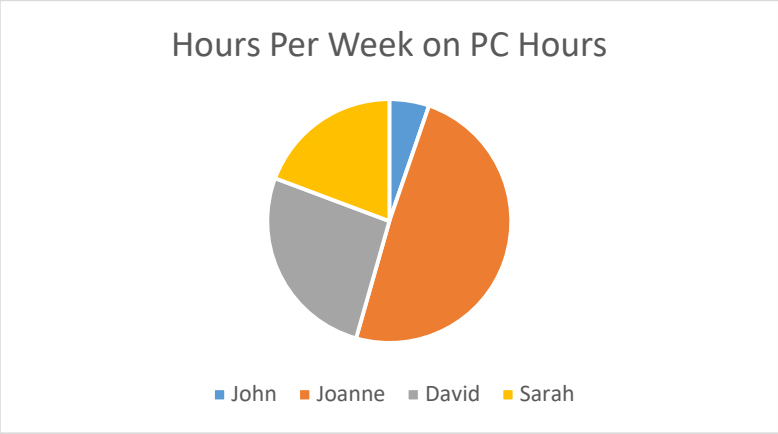
3. Select the cells you want to represent in a chart by **clicking and dragging** the mouse cursor to select cells **A3 to B7** (the whole data set).

4. In the Insert Ribbon, click on the **Pie** button and select **2D Pie.**



5. You will see that the data you just typed is now represented in a pie chart format and looks like chart on the next page.

Learning Exercise – Formatting Tables continued

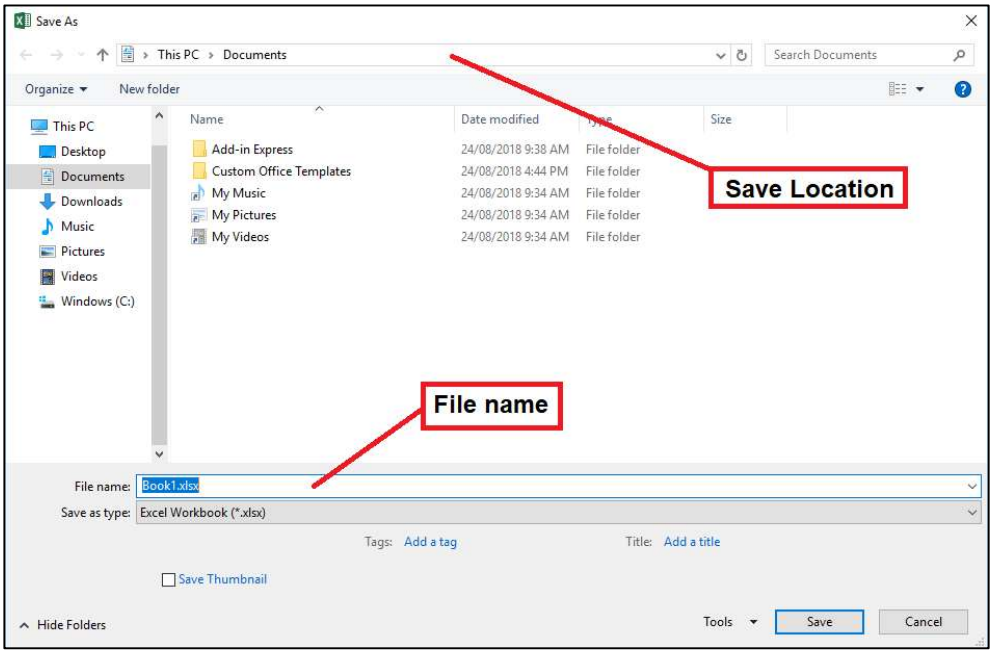


6. You can change the title of the graph as well as the colours of each pie segment by right clicking on the graph and selecting "**Format Data Series"** to bring up the format options.

Saving Your Workbook

1. From the **File** menu, select **Save As**, then select **Browse**.

2. The Save As window will open. Select where you want to save your worksheet and give it a file name before clicking **SAVE.**



Brimbank **Libraries**
Imagine, Explore, Discover, Connect

Brimbank City Council

Help us make our programs the best possible

Which library do you visit the most? Deer Park ☐ Keilor ☐ St Albans ☐ Sunshine ☐ Sydenham ☐

What language/s do you speak at home? .....

What program did you attend today? .....

What did you think of today's program?

☐ Could be better

☐ Okay

☐ Liked it

☐ Loved it

Why? What did you like? What can we do better?

.....

.....

Did you learn something new from your visit? ☐ Yes ☐ No

Did you make a new connection today? ☐ Yes ☐ No

What else did you do at the library today?

☐ Borrow items ☐ Use WIFI, Computers or Print ☐ Other .....

☐ Return items ☐ Become a library member .....

How can we BEST tell you about future programs?

☐ Library Brochure /Posters ☐ Social Media ☐ Library Email Newsletter

☐ Other .....

☐ Yes, please email me the library newsletter

My email: .....

Brimbank **Libraries**
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Help us make our programs the best possible

Is there anything else you want to tell us about the libraries?

Privacy Statement

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https://www.brimbank.vic.gov.au/plans-policies-and-strategies/policies/information-privacy-and-health-records-policy