

Overview

Tech box

Please make sure you are using Microsoft Excel to open the document. Apple Numbers is not supported. How do I get Excel?

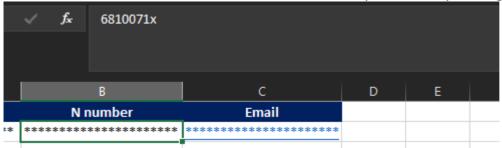
You will have been given a spreadsheet (freshers-obscure.xlsx). This document has protection applied so that the user cannot see entered information.

Name	N number	Email
*************	************	*******

This is automatic when the user presses **Return**

Individual unlock

You will be able to see the enter information on a cell by cell basis by looking here



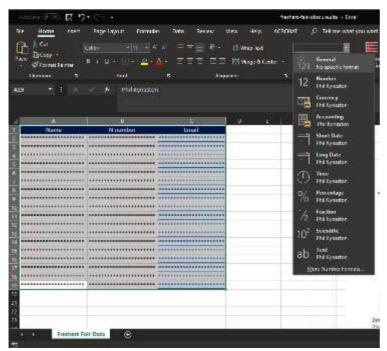






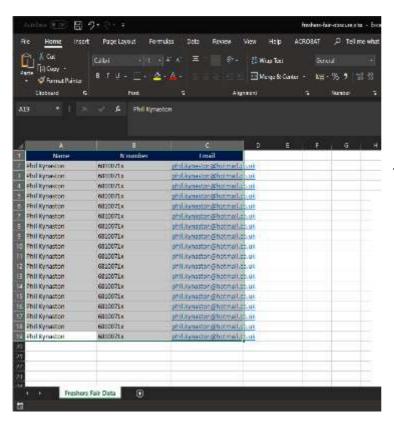
Batch unlock

To temporarily reveal the information on lots of cells



Highlight the cells in question Click general in the referenced box This is required if you need to copy the information.

Please use the information responsibly



To rehide simply press Ctrl (Cmd on macOS) + Z



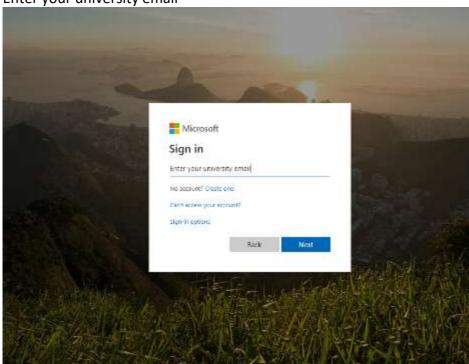


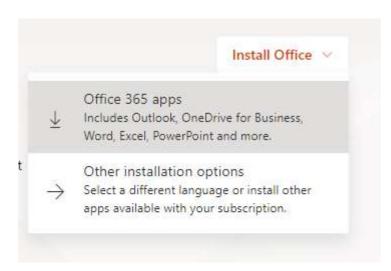


How to get Microsoft Office for FREE

Go to https://portal.office.com

Enter your university email





Click the following option in the top right-hand corner.

Load the downloaded file.
Follow the on-screen instructions



