

Making Excel Work for Your Tribal Community

Introduction



Capacity Building
CENTER FOR TRIBES

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MAKING EXCEL WORK FOR YOUR TRIBAL COMMUNITY

Introduction

At the Center for Tribes, some common questions we hear from Tribal welfare staff include:

- How can we manage our data more easily and efficiently?
- How can we spend less time on reporting?
- How can we use data to learn about and improve our work?

The answers to these questions are as individual as each Tribe, but for many programs, Excel has been a very useful tool for improving data management. In particular, programs storing data in paper records or individual spreadsheets may face particular challenges, like:

- Data can be inconsistent.
- Staff in different areas keep their own separate data and do things their own way (like CPS, foster care, etc.).
- Gathering data for reporting is time consuming.
- Applying for funding is harder without accessible and reliable data.

If you currently use paper files to collect and store your program data, an Excel spreadsheet can make data more accessible, organized, and useful for sharing with your tribal leadership, community partners, and current or potential funders. Enhancing spreadsheets with time-saving features like drop-down boxes and formulas can make reporting faster and easier and help ensure that data is consistently entered by all staff. Displaying data in a graph or chart can make it easier to understand and share with others.

If this sounds like something that might help your program, then we invite you to walk with us through this series of simple, step-by-step videos and guides.

[**VIEW THE INTRODUCTION VIDEO**](#)