

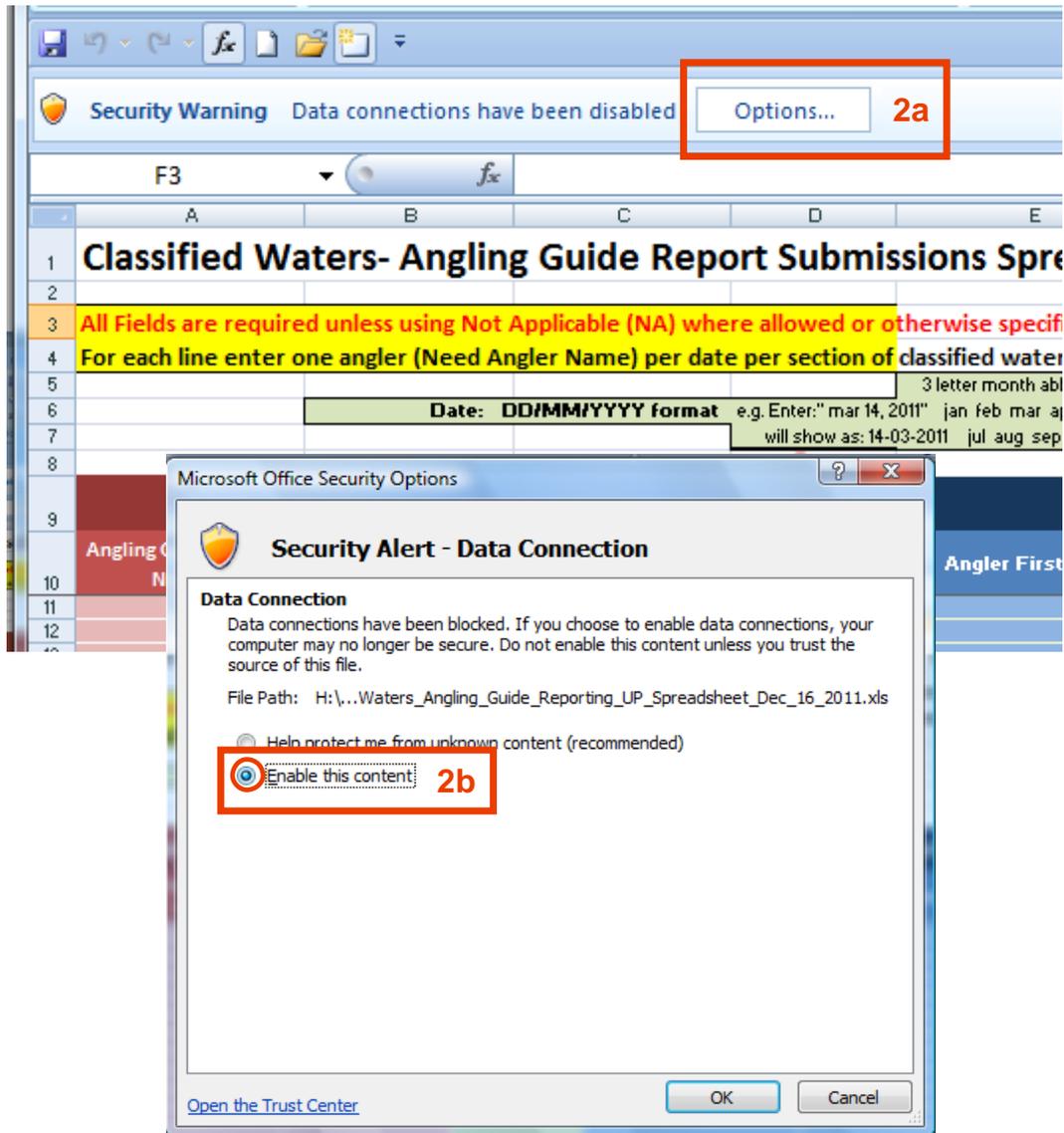
Working with the Microsoft Excel File

[1] Open the Excel file and Rename it, surname_first name_year_water type. Use the underscore key (found on the minus key) between file name segments. This helps for loading your file on the F & W Branch data base. e.g. Scott_Jim_2011_2012_Unclassified_Waters rpt.

[2] Enable Spreadsheet content (macros, lists, web links).

[2a] Click on the Security [Options] button

[2b] Click on the radio button to enable content



Basic Excel Spreadsheet Skills and Functions

Given the various Microsoft Office Versions of Excel being used, this help file will provide the common **Menu Bar** and **Computer Mouse** actions and **Commands** needed to work with spreadsheets. The text keys and number keys are used to fill in names and values. There are also some simple **Keyboard Shortcut** key combinations that will speed up your work. See the **Introduction to Excel 2007 pdf** for more in depth description of the Excel Basics information to the following.

If you require more information than listed below or for other versions of Excel, there are many good introductory tutorials on the Internet.

MENUE BAR (on screen)

On the Menu Bar the main functions are:

Open (open a file), **Save** icon (usually looks like blue floppy disc), **Paste** icon (looks like a clipboard) and the **Undo** (curved arrow)

MOUSE

Depending on the type of mouse you have, it may have more useful functions than the basics needed to work with the spreadsheet. Following is a list actions and commands you complete using the mouse.

- 1) All of the functions are done using either the main **LEFT** or **RIGHT** mouse buttons.
- 2) You will have to experiment with the mouse to see what happens when you left click (& hold down button) on a cell and then drag the mouse across cells or down columns you will quickly learn how to **Highlight** complete lines or blocks of data.
- 3) **LEFT button Selecting a cell or function** on the spreadsheet is done by a **LEFT** Click. A range of cells in a row or column or across both can be selected by holding down the left button and moving the cursor over the cells you wish to copy. This is useful when you want to copy a group cells to many lines. e.g. License #, First & Last Name....
- 4) **Right button** is used to **open** a Command menu, copy, paste and other.
- 5) Dragging a Cell can create a **Fill** of successive changes e.g. dates can be changed. Left click a date cell, see how the cursor Icon changes shape when you hover over the cell. When you

move the mouse over the bottom right corner of a cell the cursor will change to +, left click (& hold down button) on the corner and drag it down the column, successive dates will appear.

6) You can also change part of a date cell by clicking on it and then editing the day in the **Current Cell Reference Box** at the top of the sheet, just above the column headers.

KEYBOARD SHORTCUTS

The main Shortcuts used are the Copy, Paste and UnDo functions.

To activate the **Copy** command hold down both the “**Ctrl**” key (bottom left) and the letter “**C**”

To activate the **Paste** command hold down both the “**Ctrl**” key (bottom left) and the letter “**V**”

To activate the **UnDo** command hold down both the “**Alt**” key (bottom left) and the **Backspace**

Dealing with Redundant Information

Excel is a very good program for doing redundant processes like creating daily entries in your Classified Waters sheet for your clients. After the initial entry of your clients information on the first day, all of the clients can be copied to create the next day using two copy / paste functions.

-First you will have to experiment with the mouse to see what happens when you left click (& hold down button) on a cell then drag the mouse across cells or down columns you will quickly learn how to **Highlight** a cell, complete lines or blocks of data.

-Second you can use the **Copy** function by clicking the right mouse button.

-Third you then select a starting point (top left cell where you want to paste the info you just copied and right click on that cell and select **Paste**.

-You can also select a group of non-consecutive cells or lines by holding down the **Ctrl** key on the key board while selecting the lines you wish to copy. Find where you want to paste the data and paste, the new lines of data are pasted consecutively.

For more Help with Microsoft Excel see the “Introduction to Excel 2007. [PDF] “ or [Google](#) other versions of Excel Tutorials on the internet.