

Lead Format—Basic Excel Help!

Basic terminology:

Cell: each square you see on the worksheet

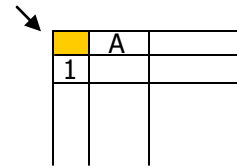
Column: vertical (Alphabetical)

Row: Horizontal (numbered)

Highlight Entire Document

Click on the top left cell on the worksheet that is neither a column or cell.

This will highlight the entire document and will enable you to edit it.



Expand Cells

First: you will need to **Expand your cells** to see everything in each cell


Highlight the entire document. Carefully move your cursor over the column line until your cursor changes to:  DOUBLE CLICK.

Wrap Text

This will allow you to determine the length of the column and the text in the cell will “wrap” around and using additional rows. (This will be useful if you plan to print your document as all columns may not fit on one sheet)


- Click on the letter of the column you would like to wrap
- Right click and a drop box will appear—click on Format Cell
- Click on the Alignment Tab at the top
- Check the wrap text box (make sure it is a check mark and not a solid box—it will turn solid if you click twice in the box)

Adjust Column Length

Now that your text is wrapped, you can adjust the length of your column. Highlight the entire document move your cursor of any column line until the cursor changes to  Double click

Expand Line Width

Now that your text is wrapped you may not be able to view all of the text because of your line width.

- Highlight the entire document (see above)
- Move your cursor over the row line and until it changes to: 
- Double click and your line width will adjust to the necessary width to view all of the information in the row.

Hide & Unhide Column

The ability to Hide and Unhide Columns may be helpful to once again if you plan to print your leads:

Hide Column:

- Right Click on the letter of the column you would like to hide. A drop down box will appear—click **Hide**

Unhide Column

- Since your column is hidden, you will need to highlight the column before and after by dragging your mouse across all the columns—right click and **Unhide**.

Sort Data:

You now have the ability to sort your leads by whatever column best fits your style. (i.e. Address, County, Zip). This function is different depending on the version of Excel you have. If you are unable to follow these instructions give me a call and we will review your version.

- Highlight the entire document (see above) VERY IMPORTANT!
- Click on the Data tab at the very top of the page on your tool bar.
- On the dropdown box, click on **Sort**

This box will give you up to three different sorts. You can use 1, 2 or all 3 sorts Examples:

- One: Sort by County
- Two: Sort by County, then by Zip
- Three: Sort by County, then by Zip, then by City

REMEMBER THE “UNDO” BUTTON !!!
and call us if you need help!

