

## **Excel Tips**

### **Saving a CSV File to an Excel File**

1. Open CSV file
2. Select File > Save as
3. Select location to save file
4. Save as Type: Change file to Excel Workbook (\*.xlsx) (at top of list)
5. File Name: Name file
6. Select Save

### **Turn on Filter**

1. Select "Data"
2. Select Filter icon

### **Choosing Your School(s) and Saving to a Separate Sheet**

1. Deselect "Select All"
2. Select School
3. Select Ok
4. Place cursor to the left of Column A and above Row 1 (on the triangle)
5. Right click and select Copy or Ctrl C
6. Select + at the bottom of the spreadsheet (this opens a new sheet – ie: Sheet1)
7. Click in cell A1
8. Right click and select Paste or Ctrl V
9. Right click on the tab at the bottom of the sheet (ie: Sheet1)
10. Select Rename
11. Rename sheet as the school's name

\*Complete **Choosing Your School(s) and Saving to a Separate Sheet** for the rest of your schools

**Complete the following for all of the sheets that were created.**

### **Highlight the document**

1. Place cursor to the left of Column A and above Row 1 (on the triangle)

### **Resize the Columns**

1. Place cursor between columns A and B
2. When black plus sign appears, double click

### **Freeze Top Row**

1. Select "View"
2. Select "Freeze Panes"
3. Select "Freeze Top Row"

### **Turn on Filter**

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