

## Mail Merge

Used to print labels and envelopes from a database, requires MS Word and Excel

A basic database is made of two parts

NAME	ADDRESS	CITY	ST	ZIPCODE
A & M BOOKS	103 FLINT ST	PAWTUCKET	RI	02861
BOOKSTORE & GIFT	791 CENTRAL AVE	PAWTUCKET	RI	02861
ANNEX	314 BROADWAY	NEWPORT	RI	02840

Field Names

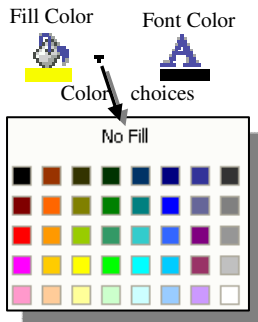
Records

## Basic Formatting

*Note: Not only can you click on a cell but you can click on a cell or row to change the format of the entire selection*

Click on a cell or highlight cells

Then click on **fill color** or **font color** to change it



**B** **I** **U**  
Click on a cell or highlight cells

Then click on **Bold**, **Italic**, **underline** to change it

Left Center Right

Click on a cell or highlight cells  
Then click an alignment



To copy formats from one section to another, use Format Painter.

Click on the format you like the click on format painter then click where you want it copied

## Other Options

Selecting every cell in a spreadsheet

Making everything fit  
Select every cell  
Found on the Home Ribbon.  
Choose Autofit column width

**Freeze Panes** to stop a certain areas from moving while searching through the worksheet

	A	B	C
1	StoreID	NAME	ADDRESS
2	1	A & M BOOKS	103 FLINT ST

Click the cell to the **right** and/or **below** where you want to the worksheet frozen.

Found under the View Ribbon and choose from the freeze pull down

## Organizing Options

**Multiple field sort**

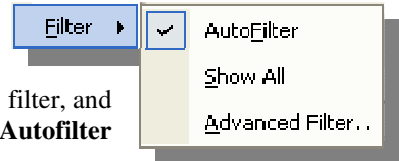
Click the menu data and choose sort

Choose how many times you want sorted

**Beware!**  
These buttons easily cause problems by organizing one column and not others

**Filtering data using Auto filter**

Click in a cell



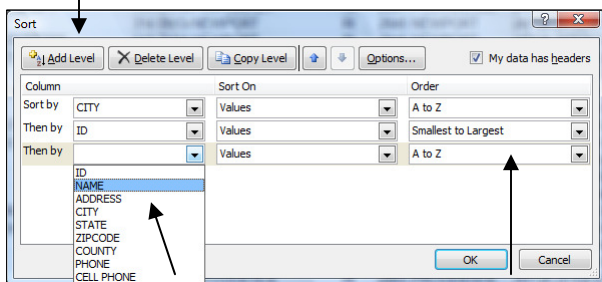
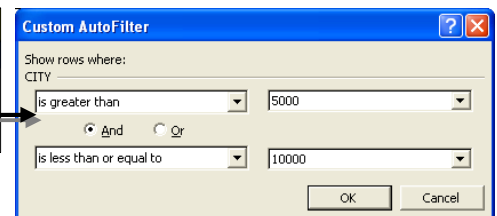
Click the menu Data, filter, and choose **Autofilter**

Arrows appear next to each column heading



Click on the arrow to select a filter

Using custom allows for advanced filters



Choose what is sorted

Choose the way you want it sorted

## Advanced Formats

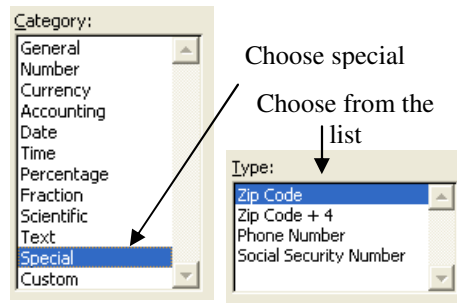
Certain items in a cell will not look correct unless the formatting is changed

**Note:** you can change the formatting before or after the data is there

### Zip Codes

2906 → 02906

Click on the cell or column that will hold the Zip code  
Found under the Number a ribbon. Choose “more number formats.”

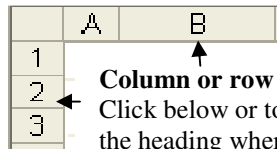


### Phone Numbers

4015556565 → (401) 555-8000

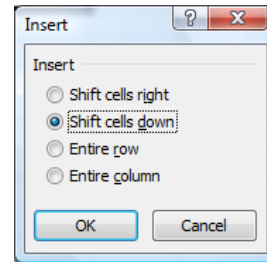
Click on the cell or column that will hold the Phone number

## Insert a column, row or cell



**Column or row**  
Click below or to the right of the heading where you want the new row or column  
Then choose **insert menu** and select **row** or **column**

**To insert a cell**  
Click below or to the right of the cell where you want the new cell  
Then right click and chose **insert**



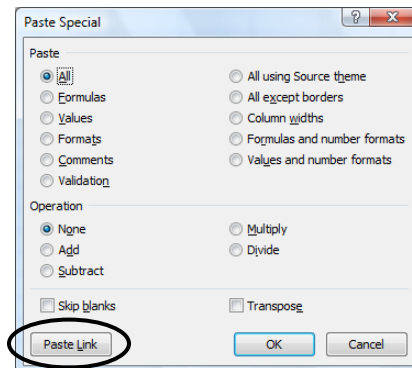
Decide whether you want the cells to be pushed down or right  
Click **OK**

## Paste link

Allows information to be automatically copied from one cell to another

1. Click the original cell
2. Choose **copy**
3. Click in the new cell or area for the copied cell to be placed
4. Choose **paste special**
5. Choose **paste link**

**Note** this can be done to paste cells in word as well



This menu allows all sorts of different pasting in to cells

### Comments


Click on the cell you would like to leave a comment  
Click the review ribbon and choose comment  
Type in a comment, and click anywhere else to make it disappear  
A red mark will appear



WASHINGTON

## Merge and center

Taking two or more cells and squishing them together to cut down on clutter

1. Select the cells to merge by clicking and holding down and dragging over other cells
2. Click the Merge and Center button 

2 Cells		→	1 Cell	
<b>Cost</b>			<b>Cost</b>	
\$25.00	\$48.00		\$25.00	\$48.00