

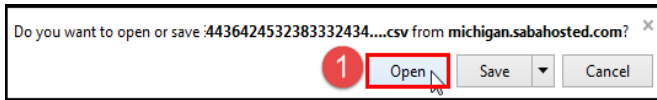
## Export a File

1. Click the Export hyperlink in the Search Results

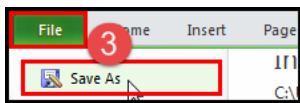


Note: The "Export" option may be in a drop down box, or found elsewhere, depending on the page.

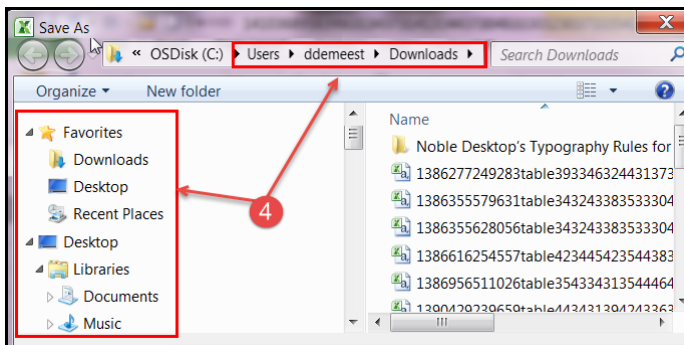
2. Click Open to open the file (opens as a .csv file)



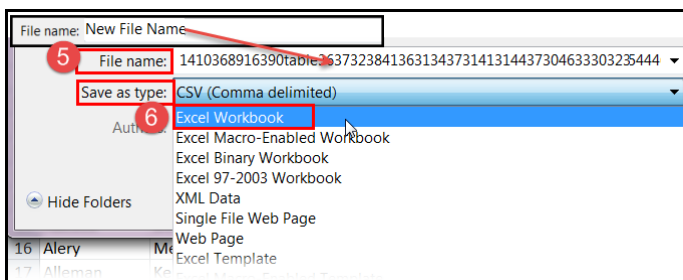
3. Click the File tab then Save As to open the "Save As" pop-up box



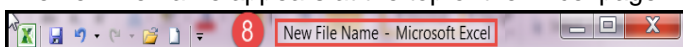
4. Find the folder (to hold the document) in the left hand column of the pop up box or make note of where the computer is placing the document (see top line)



5. Change the file name
6. Click "Save as type" and select "Excel Workbook" to change the spreadsheet to an .xlsx document.



7. Click Save.
8. The new file name appears at the top of the Excel page



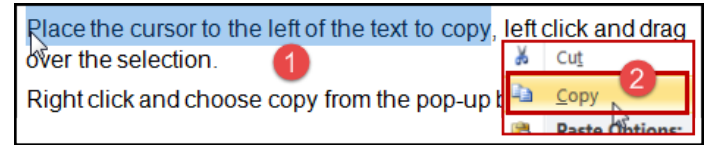
## Next Page

- Delete or Add Column(s) or Row(s)
- Sort by Column Contents

## Copy Text and Paste into a Spreadsheet Cell

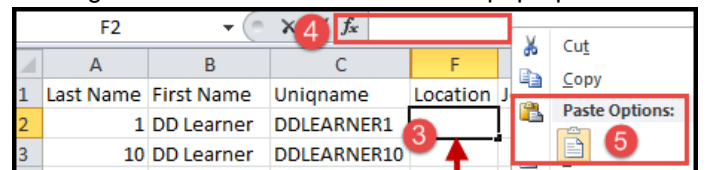
### I. Copy the text (two steps):

1. Place the cursor to the left of the text to copy, left click and drag over the selection.
2. Right click and choose copy from the pop-up box.

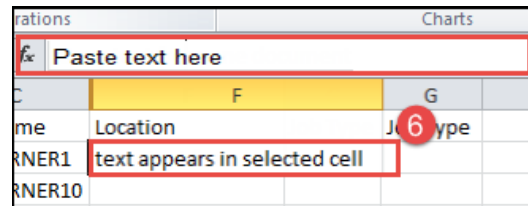


### II. Paste the text into the cell (three steps):

3. Click the chosen cell
4. Move the cursor to the function bar (fx) at the top of the spreadsheet.
5. Right click and choose Paste in the pop-up box.



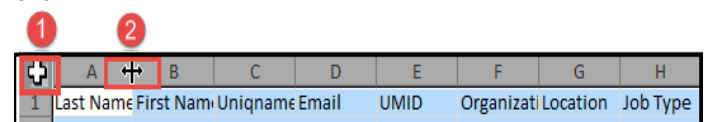
6. The text appears in the selected cell.



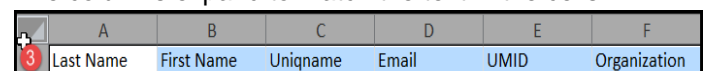
**Note:** pasting into the fx box rather than directly into the cell eliminates the possibility of pasting copied web coding into the cell.

### Expand ALL Columns and Rows in Spreadsheet:

1. Place the cursor in the top left box of the spreadsheet and click to highlight the entire spreadsheet.
2. Move the cursor in between the cells A & B and double click.



3. The columns expand to match the text in the cells.



## Delete or Add Column(s) or Row(s):

1. Click on the letter of the column(s), or number of the row(s), to select (highlight) it.
2. **To Delete:** Right click with mouse on the selected area and choose **Delete** from the pop-up box.

A	B	C	D	E
Last Name	First Name	Uniqname	UMID	Organization
1	DD Learner	DDLEARNER1	8694866212	DD Instructor Org
3	10 DD Learner	DDLEARNER10	9836167158	DD Instructor Org
4		LEARNER2	2846493288	DD Instructor Org
10		LEARNER8	5207878294	DD Instructor Org
11		LEARNER9	8746485880	DD Instructor Org
12	Mana	MANAGER	1066112647	DD Instructor Org

The selected column(s) or row(s) disappears.

3. **To Add:** Right click with mouse and choose **Insert** from the pop-up box.

A	B	C	D	E
Last Name	First Name	Uniqname	UMID	Organization
1	DD Learner	DDLEARNER1	8694866212	DD Instructor Org
3	10 DD Learner	DDLEARNER10	9836167158	DD Instructor Org
4		LEARNER2	2846493288	DD Instructor Org
10		LEARNER8	5207878294	DD Instructor Org
11		LEARNER9	8746485880	DD Instructor Org
12	Mana	MANAGER	1066112647	DD Instructor Org

An additional column(s) or row(s) appears.

## Sort by Column Contents:

1. Click the **A-Z Sort and Filter** button at the top of the screen
2. Select **Filter** (places filter dropdowns in header row)
3. Place cursor on the desired column to sort and select the dropdown arrow
4. Click the preferred sort. Excel sorts based on this command.

NOTE: Choose to expand across all columns if prompted by Excel.

## Wrap Text:

1. **To confine text** into a specific cell, select the cell where the text originates
2. Click **Wrap Text** button at the top of the screen. The text wraps within the cell.

From this:

Learning Program	ILT	Date	Time	Lo
Nurse Standard - MiChart Inpatient Learning Program-1 MCLP-1014-1				
Nurse Standard - MiChart Inpatient Learning Program-1 MCLP-1014-1				

To this:

W	X	Y	Z
Learning Program	ILT	Date	Time L
Nurse Standard - MiChart Inpatient Learning Program-1 MCLP-1014-1			

Note:

- To wrap text in a complete column or row, use the first step in **Delete or Add Column(s) or Row(s)** then complete the second step in **Wrap Text**.
- To wrap text on an entire spreadsheet, use the first step in **Expand ALL Columns and Rows in Spreadsheet** then complete the second step in **Wrap Text**.

## Expand one Column or one Row:

1. Use the cursor to select the column or row to expand.

A	B	C	D	E	F	G
Last Name	First Name	Uniqname	UMID	Organizati	Location	Job
Unicorn	Uriah	Test6	####	314305 UN	University	Hospital

2. Place the cursor on the line between the selected column and the cell to the right (or below the selected row).

A	B	C	D	E	F	G
Last Name	First Name	Uniqname	UMID	Organizati	Location	Job
Unicorn	Uriah	Test6	####	314305 UN	University	Hospital

3. Click and drag the cursor to the right (or down for a row) to expand the column or row.

A	B	C	D	E	F	G
Last Name	First Name	Uniqname	UMID	Organizati	Location	Job
Unicorn	Uriah	Test6	51860698	314305 UN	University	Hospital

NOTE: To make a column or row smaller, follow the same steps but drag to the left for a column or up for a row.