

EXCEL: CREATE A SIMPLE SPREADSHEET

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Open Excel

Your column headings go in row 1.

In row 1, type:

LastName [tab] FirstName [tab] Address 1 [tab] *Address2* [tab] City [tab] State [tab] Zip [enter]

In all the rows underneath, type in your spreadsheet information under the column headings.

Address2 is optional. If you don't have any second lines to the address, you don't need to have a column for it. If just one or two of your recipients have a second line for the address, just leave Address2 blank for all the others.

Press the [tab] key between each cell – and [enter] at the end of the line.

To make the columns wider, place your cursor on the VERY TOP of your columns (it's a letter: A, B, C, etc.). If you place your cursor on the lines between the cells, the cursor changes to a vertical line with two side arrows – when it does that, simply drag the column to whatever width you desire. If you can't read all the information in a cell, no worries – just make the cell wider and your information will still be there.

If you need to **edit any entry**, select the cell that needs to be edited, but type up above the columns in the formula bar.

	A	B	C	D	E	F	G	H
1	LastName	FirstName	Address1	Address2	City	State	Zip	
2			Highlight the cell -- b					
3								

ADDING COLUMNS AND ROWS

Now then, if you find that you need to **add a column** after you have entered some of your data, that's not hard, either. Simply RIGHT click the VERY top of your columns (it's a letter: A, B, C, etc.), and choose "Insert." A new empty column will be inserted before the column you highlighted.

If you need to **add a row** in between two rows, RIGHT click on the number of the row and choose "Insert." A new row will be inserted above the row you highlighted.