Using Excel for E 45 Reports

Part I:

Preparing Tables:

1. Open Excel

2. Fill in cells with the pertinent information

3. Adjust the cell height and width to make sure the table has a nice “look”
   Use the adjustment + on the edges of the cells to change the size (see below)
4. Make sure you outline the cells in the table (see below)
Highlight the cells you want included in your table
Use the “Borders” button on the toolbar to see your options

5. Highlight the area that you want to put in your report
6. Use the “copy” command (ctrl C) and the highlighted region should be surrounded by a flashing border

7. Return to your report document and “paste” (ctrl V) the table wherever you want it to go. Use tabs or spaces to achieve the placement you desire.