

Word/Excel Training

Word

1. Home
2. Insert
3. Page Layout
4. Review
5. View
6. Editing Reports

Excel

1. Home
2. Page Layout
3. Data
4. View
5. Importing Reports

Microsoft Word

Home

Clipboard

Paste – Short cut keys Ctrl + v

Cut – Short cut keys Ctrl + x

Copy – Short cut keys Ctrl + c

Font

Types

Size

Bold – Short cut keys Ctrl + b

Italic – Short cut keys Ctrl + i

Underline – Short cut keys Ctrl + u

Color

Paragraph

Alignments (left, center, right, justify)

Editing

Find

Replace

Select

Insert

Pages

Cover Page

Blank Page

Page Break

Illustrations

Picture

Clip Art

Header & Footer

Header

Footer

Page Number

Page Layout

Page Setup

Margins

Orientation

Size

Review

Proofing

Spelling & Grammar

Protect

Protect Document

View

Document Views

Print Layout

Full Screen Reading

Show/Hide

Ruler

Gridlines

Zoom

Zoom

100%

Window

New Window

Switch Windows

Editing Reports from Workflows

View your Workflows report

Change the margins to at least Narrow

Click on Page Layout

Click on Margins

Click on Narrow. If you want to make the margins smaller, Click on Custom Margins at the bottom.

Now remove the report title and the date the report was run.

Click on Home

Highlight the Title

Copy the highlighted text

Click Replace

Paste in the Find what:

At the end of the text line put in a paragraph mark (^p)

Leave Replace with: blank

Click on Replace All

Remove the blank line next

Highlight the blank line that is between the title and the date

Copy the blank line

Click Replace

Paste in the Find what:

At the end of the blank line put in a paragraph mark (^p)

Leave Replace with: blank

Click on Replace All

Remove the date of the report next

Highlight the Date of the report

Copy the highlighted text

Click Replace

Paste in the Find what:

At the end of the text line put in a paragraph mark (^p)

Leave Replace with: blank

Click on Replace All

Remove extra blank lines

Click on Replace

In the Find what: field type 2 or 3 paragraph marks (^p^p)

In the Replace with: field type 1 or 2 paragraph marks (^p)

Click on Replace All, Repeat the Replace All until you only have one or two lines being replaced.

Now your report should be a little easier to read and you can finish editing it manually.

If you plan on importing your report into Excel you will need to save the report as a txt file.

Click on the Microsoft symbol in the upper left corner

Mouse over Save As

Click on Other Formats

Save as type: change to Plain Text (*.txt)

Microsoft Excel

Home

Clipboard

Paste – Short cut keys Ctrl + v

Cut – Short cut keys Ctrl + x

Copy – Short cut keys Ctrl + c

Font

Types

Size

Bold – Short cut keys Ctrl + b

Italic – Short cut keys Ctrl + i

Underline – Short cut keys Ctrl + u

Borders

Fill

Color

Wrap Text

Cells

Insert

Delete

Format

Editing

AutoSum

Sort & Filter

Find & Select

Page Layout

Page Setup

Margins

Orientation

Size

Sheet Options

Gridlines

Headings

Data

Get External Data

From Text

From Other Sources

Sort & Filter

Sort

Filter

Data Tools

Text to Columns

View

Workbook Views

Normal

Page Layout

Page Break Preview

Full Screen

Show/Hide
Gridlines

Formula Bar

Headings

Zoom
Zoom

100%

Zoom to Selection

Window

New Window

Freeze Panes

Hide

Switch Windows

Importing Reports

Click on Data

Click on from Text

Navigate to where you saved your report

Highlight the report

Click on Import

Choose either Delimited or Fixed width (Delimited is defaulted)

Click Next

If you Chose Delimited you need to select what you want to use as the Delimiter

Click Next

Highlight each column and choose the Data Format

Click Finish

Where do you want to put the data? The default will be the cell you are in, if you are in the first cell and that is where you want to put the data click OK otherwise type the cell you want the data to go in.

Now you can edit, sort and manipulate the data.

ADDITIONAL
EXCEL INFORMATION