

Using Excel for the Redesigned Resource List

Summary of Topics:

1. Two Tabs
2. Deleting Information
3. Rearranging Columns
4. Sorting by Columns
5. Printing

1. Two Tabs

You'll notice two tabs in the bottom left corner of our Resource List spreadsheet (labeled Chart 1 and Chart 2) denoting two different worksheets within the overall Resource List.

1. Chart 1 lists our core recommended resources (these we sell on The Bookshelf) and all in print.
2. Chart 2 lists our alternative or extra resources, some of which may be out of print.

2. Deleting Information

We've posted the Resource List in such a way that you can edit and sort it in the manner that most suits your specific homeschooling needs. This feature means you can use the Resource List over and over in any one of hundreds of combinations. For example, if you have only one student in one learning level, then you can feel free to delete any other information pertaining to the other learning levels in order to simplify finding resources within the list. If you want to print only a list of what you'll use next week, delete the rest, and print. Next time you bring up the spreadsheet, all the information you need for a different use will still be available!

To delete information you no longer need:

1. Save a copy of the List to your computer.
2. Select any row or column.
3. Right click.
4. Hit "Delete."
(Note: we do **not** recommend deleting individual cells as the information could get shifted and then be inaccurate.)
5. If you must delete information from a specific cell, use the backspace key to clear that individual cell.

3. Rearranging Columns

Note: Column labels run across the top. i.e. 10-digit ISBN, Title, Author, Copyright, etc.; thus, columns are up and down. Rows are horizontal divisions.

If you'd like to rearrange the columns in order to view the Resource List in a specific order – for example, if you're going to the library and you'd really like to have the Author column listed first for quick reference – follow the instructions below:

1. Using your mouse, select the column you'd like to rearrange.
2. Right click.
3. Hit "Cut."
4. Use your mouse to select the column you'd like to move your previously selected column in front of.
5. Right click.
6. Hit "Insert Cut Cells."

The column should be posted to the left of the originally first column. Duplicate these steps as many times as needed to rearrange the order of the columns to fit your preference.

4. Sorting By Columns

Perhaps you'd like to **sort** the Resource List information listed in a certain column – for example, by learning level – so that you can have the books rearranged in the chart such that all D-level books are shown first, then all LG books, etc.

Suggestion: You might want to be careful to sort within each Unit's books and not sort the entire spreadsheet so that you still can refer back to which book is in which Unit. If this doesn't matter to you, then skip the first step below and just select all.

1. Use your mouse to select only Unit 1 information by clicking on the "Unit 1" cell and dragging your cursor over the Unit 1 info.
2. On the main toolbar, go to "Data."
3. On the menu that pops down, you should be able to click "Sort."
4. A "Sort by" box should pop up.
5. Double check that the column you want to sort the spreadsheet by is selected.
6. Click "OK."

The Unit 1 section of the spreadsheet should sort by what you selected. You can apply these steps to any one section of the spreadsheet.

5. Printing

There are a number of printing options for the Resource List.

General printing:

1. Use your mouse to select all the information, being careful not to select cells, rows, or columns that don't contain information (any outside the area of the Resource List).
2. On the main toolbar, go to "File."
3. On the menu that pops down, you should be able to click "Print Area."
4. On the menu that pops out, click "Set Print Area."

This should set the print area and will allow you to print the entire Resource List.

Specific printing:

1. Use your mouse to select the specific columns, changes to the spreadsheet that you have saved, rows, etc. that you would like to print.
2. On the main toolbar, go to "File."
3. On the menu that pops down, you should be able to click "Print Area."
4. On the menu that pops out, click "Set Print Area."

This should set that specific print area and print that specific information only.

Page breaks:

You might also want to double check that the page breaks are set correctly.

1. On the main toolbar, go to "View."
2. On the menu that pops down, you should be able to click "Page Break Preview."
3. Use your mouse to adjust the page breaks so that all the info you want to print is included in the white space.