

MFNZ spreadsheets “Tips and Tricks”

When the MFNZ Access database creates your membership spreadsheets it can't apply formatting to the spreadsheet. I've included some tips that will allow you to make the spreadsheet more readable using either Microsoft Excel or most of the open source office products like LibreOffice Calc. Note: Also Google Sheets works fine with these spreadsheets. (it's online and free!)

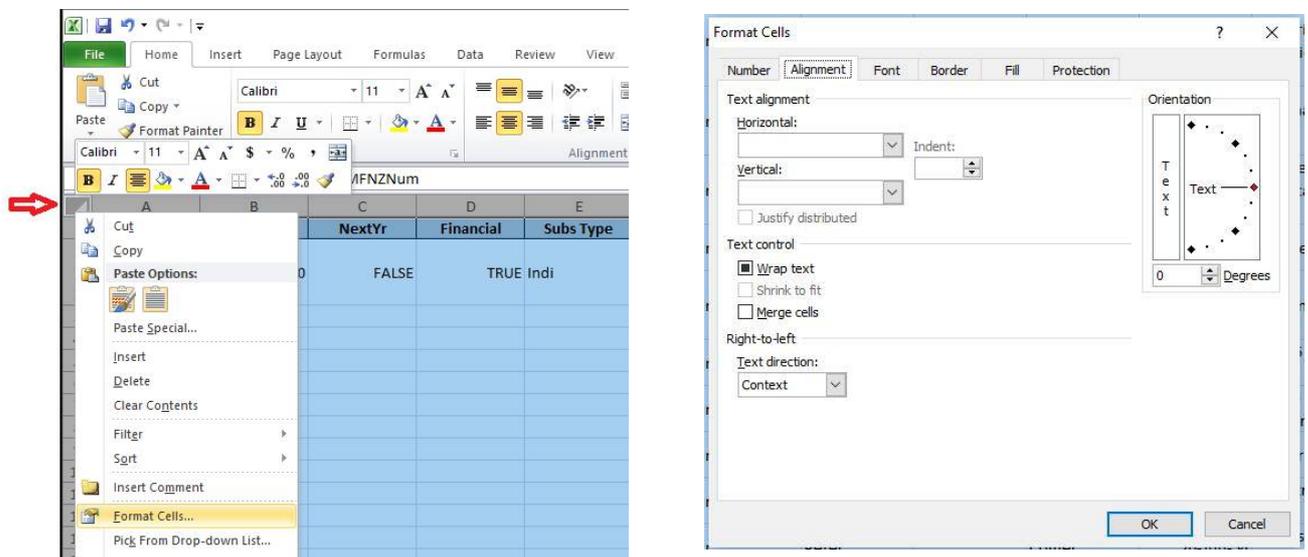
The screen shots are created with Excel 2010 but the menus are very similar with most of the current spreadsheet programs

Remove Wrap Text and AutoFit Column Width

By default Wrap text is turned on. This allows Excel to wrap the text to multiple lines when the text is too long to fit in a standard cell. You'll notice this in the Address columns. They will look like this. Note that the cell is now much taller

L	M	N	O
Address1	Address2	Address3	City
2223 Mornington Drive road	Fowville		Tennessee

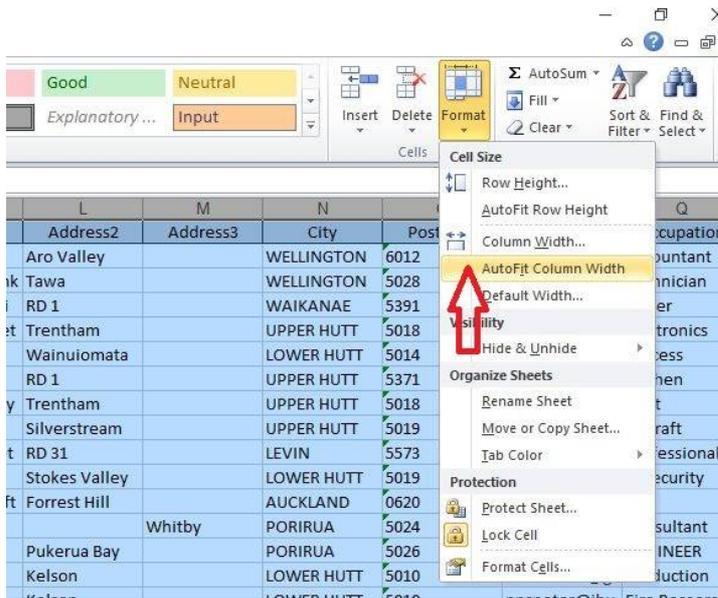
To resolve this right click the top, right button in the spread sheet. This will select all cells.



This will select all cell and bring up a pop-up menu. Select Format Cells from the popup menu.

In the Format Cells popup box, select the Alignment tab and remove the check from Wrap text. (You may have to click this twice to get the box to clear)

To AutoFit Column Width select Format from the Home tab, then AutoFit Column Width. This will set the width of each column to the maximum size of the entries in the column.



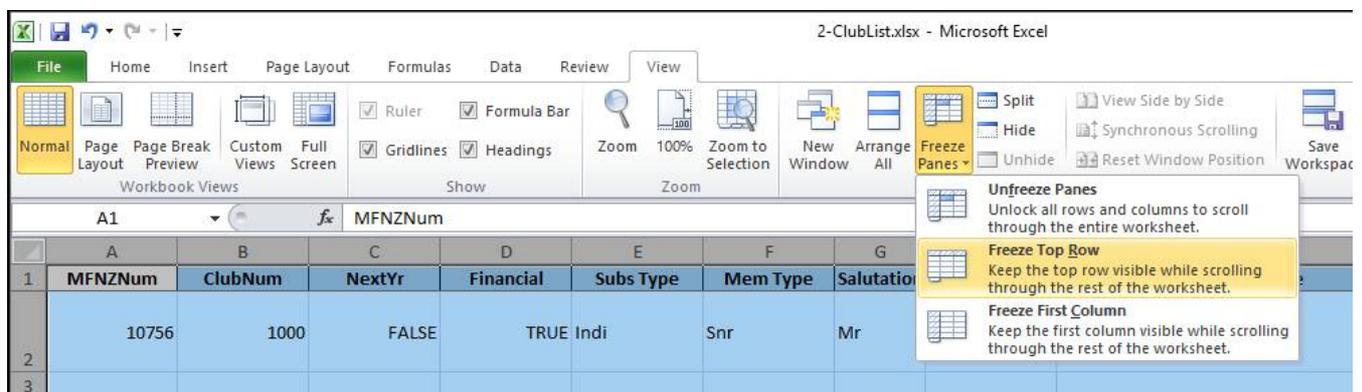
The text from the previous example will now be formatted like this... you can now fit more rows on your screen and the text is easier to read and edit

L	M	N	O
Address1	Address2	Address3	City
2223 Mornington Drive road	Fowville		Tennessee

Save your changes!

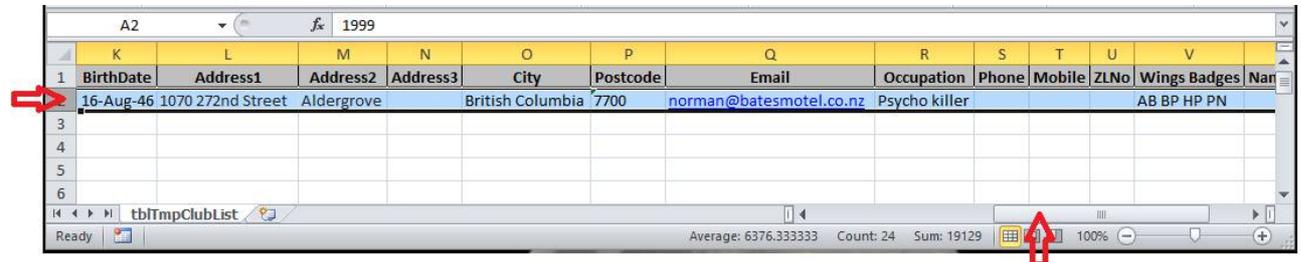
Freeze Top Row

Freezing the top row allows you to scroll up and down the list of members, while the column titles remains at the top of the screen. Handy for working out what column you want to edit



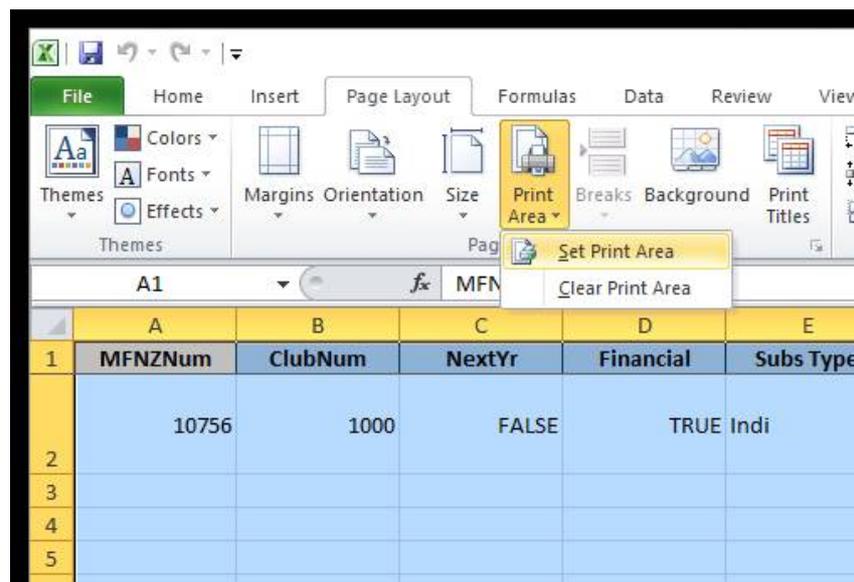
Highlight a club members details

You can highlight a club members details by selecting the row number on the far left of the spreadsheet. Then use the scroll bar at the bottom of the spreadsheet to move left and right with the member you have selected remaining highlighted!.



Set Print Area

To print out a section of the spreadsheet you can create a custom print area so that you don't have to print out all the spreadsheet. A typical application of this will be to print a list of names and MFNZ numbers. Select the top left cell you want to print by clicking and holding the left mouse button. Now drag the mouse to the lower right cell that you wish to print and release the mouse button. Select Page Layout from the top tabs and then select Set Print Area from the drop down list.

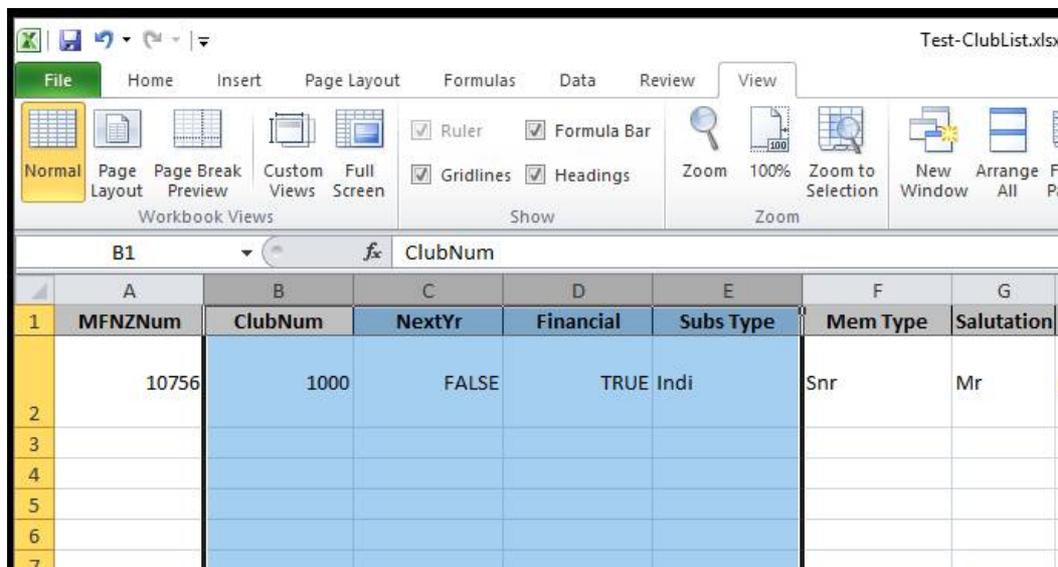


Clear Print Area removes any set print area allowing the complete spreadsheet to print. This technique can be used in conjunction with the following tip to hide unwanted columns.

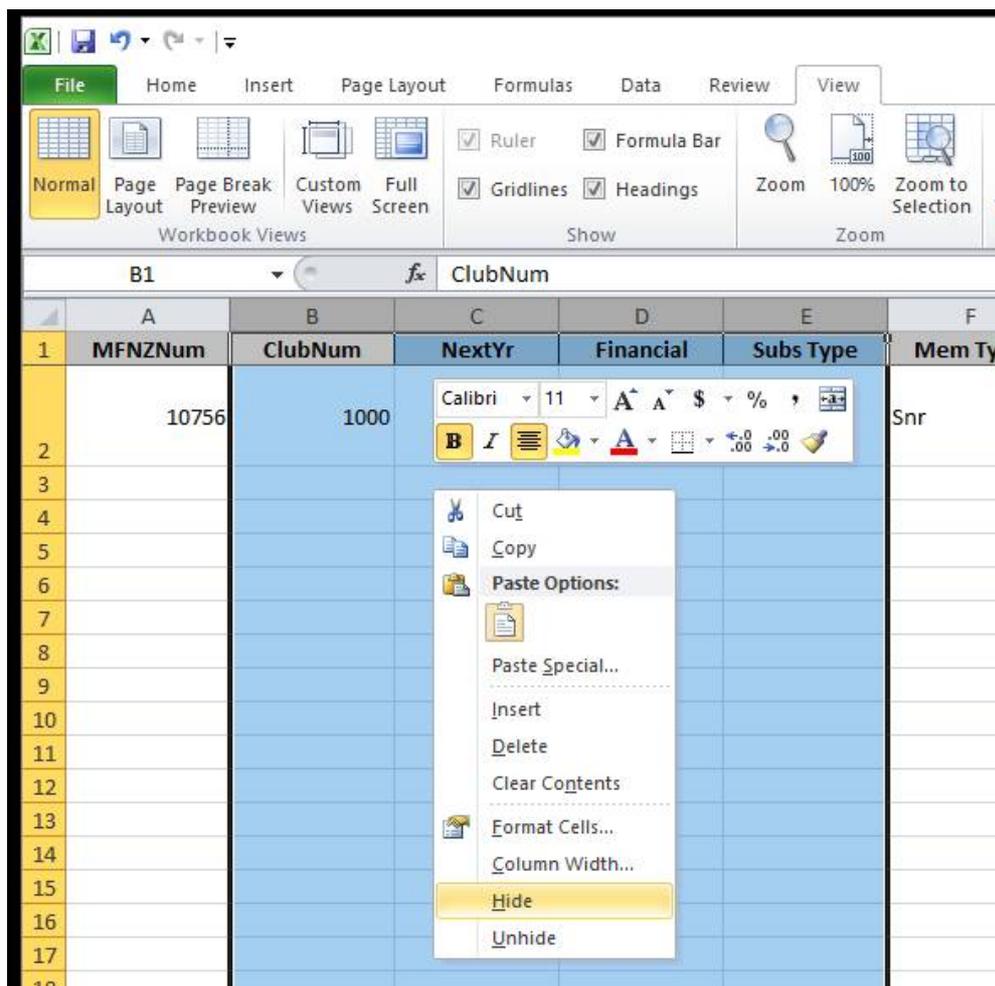
Hide Unwanted Columns

Select a column that you want to hide by hovering over the top cell of the column (usually A, B, C etc). Note that your mouse cursor now turns into a small arrow pointing down the column and the cell is highlighted. Now Right Click the column (without moving the mouse cursor) and Select Hide from the popup menu.

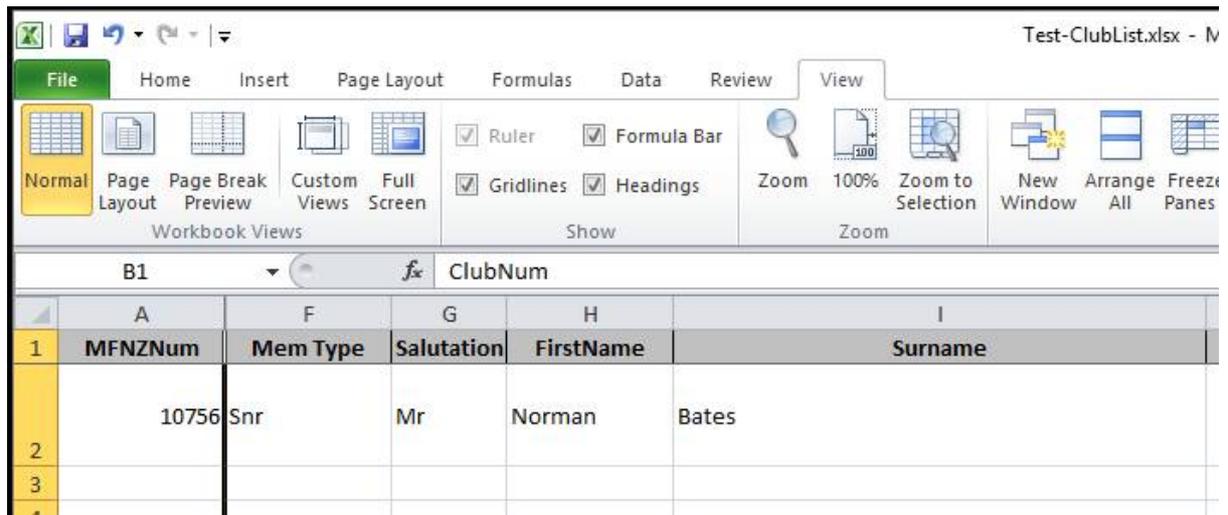
To Hide multiple columns, hover over the top cell of the column of the first column and hold down the left mouse button, Whilst holding onto the button move the cursor sideways over a selection of columns and release the mouse button once you've completed the selection.



Now right click the mouse in the selected columns and again select Hide from the popup menu.



Your spreadsheet will now look like this



Note that hiding columns will not affect the MFNZ membership programme!

Unhide Columns

If you want to view columns that you have hidden, using the case we've just done, select the A and F column. Right click to bring up the popup menu and select Unhide...