

COMPUTER BASICS

CREATING A FOLDER IN WINDOWS

- Open the File Explorer
- Click the New Folder icon at the top of the window, or right-click and select New/Folder from the menu that appears
- Type the desired name of the folder
- If you miss naming the folder, you can right-click on the folder and click Rename from the menu.

CREATING A COPY OF A FILE

- Click File
- From the File menu, select **Save As**
- Navigate to the folder where you want to save the file and Rename the file as desired. **When naming the file you will send to GSRW, please include the name of your club and region number. We recommend a file name that also includes the report number and date. EXAMPLE: Redlands-R7 PCR-01 2022-01.**

INTRODUCTION TO EXCEL

GSRW Club Membership Reports are created using the Microsoft Excel program. Versions of Excel are available for PC and Apple systems. At first glance, the program can seem a little intimidating, but after going through GSRW training and with a little practice, you should be able to master the process.

EXCEL is a spreadsheet program that allows you to organize data (information) using numbers and text. Your job is to enter the information on a spreadsheet that has already been created for you and to submit that spreadsheet to the GSRW Data Center. To help you do this, we will begin by defining some terms used in the EXCEL program.

TERMS:

- **WORKBOOK:** You are probably familiar with programs that do word processing. These programs create documents. When you use EXCEL, you create a Workbook. A Workbook is like a notebook. It can be made up of multiple spreadsheets referred to as worksheets.
- **WORKSHEETS:** A Workbook can have many worksheets. Each worksheet has a grid made up of Columns and Rows. The columns are identified by letter and the rows are identified by numbers.
- **CELLS:** Each box on the grid is called a CELL. Each cell has a name that includes the Column Letter and Row Number. The active cell is the one in which you are entering data. The active cell shows a dark border. The active cell reference (i.e., A1, B3) displays in the Name box above Column A and the content appears in the Formula Bar, which is located just above the Column letters.

MOVING AROUND THE WORKSHEET:

To move from cell to cell, you can click on the cell you want to edit, press tab to move to the right, or use the arrow keys to move left, right, up or down. Of course, you can also move by clicking your mouse into a specific cell.

COPY AND PASTE FROM ONE EXCEL FILE TO ANOTHER

To copy and paste from one file to another you must open both files. Follow the instructions below for selecting and copying the information from File 1 and pasting it into File 2.

1. How to Select, Copy, and Paste One Row at a time.

- Click on the row number to highlight the row.
- Hold down the Control Key (CTRL) and press C to copy all of the information in the row. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Go to File 2.
- Locate the row where you will paste the information.
- Select the row by clicking on the row number.
- Hold down the Control Key (CTRL) and press V. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- The information from the row in File 1 will appear in the Row in File 2.

2. How to Select, Copy, and Paste Multiple Consecutive Rows

- Go to File 1
- Click the row number for the first row you want to copy.
- Hold down the Shift Key and press the number of the last row that you want to copy.
- This will highlight every row you selected.
- Hold down the Control Key (CTRL) and press C to copy these rows. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Go to File 2.
- Click on the first cell of the first row where you want your information to be copied.
- Hold down the Control Key (CTRL) and press V to paste the information into File 2. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- All of the rows that you selected in File 1 will appear in File 2 .

3. How to Select, Copy, and Paste Multiple Non-Consecutive Rows

- Go to File 1
- Click on the number of the first row you would like to select
- Hold the Control Key (CTRL) down and click on the number of each row you want to select.
- Once you have selected each row, hold down the Control Key (CTRL) and press C to copy the information. *Note: You can also right-click on the row number, then click Copy on the menu that appears.*
- Each of the rows you selected should appear highlighted.
- Go to File 2
- Click on the first cell of the first row where you want to paste the information.
- Hold down the Control Key (CTRL) and press V to paste the information into File 2. *Note: You can also right-click on the row number, then click Paste on the menu that appears.*
- Each of the rows you selected from File 1 should now appear together in File 2.