

BUILDING BETTER SPREADSHEETS

How To Build Better Lists with Spreadsheets

Spreadsheets are a powerful tool that can be used for a variety of tasks, from tracking finances to managing projects. However, if they are not built correctly, they can be a source of frustration and errors. This presentation will discuss some tips for building better spreadsheets.

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- Database designer and programmer since 1979



OVERVIEW

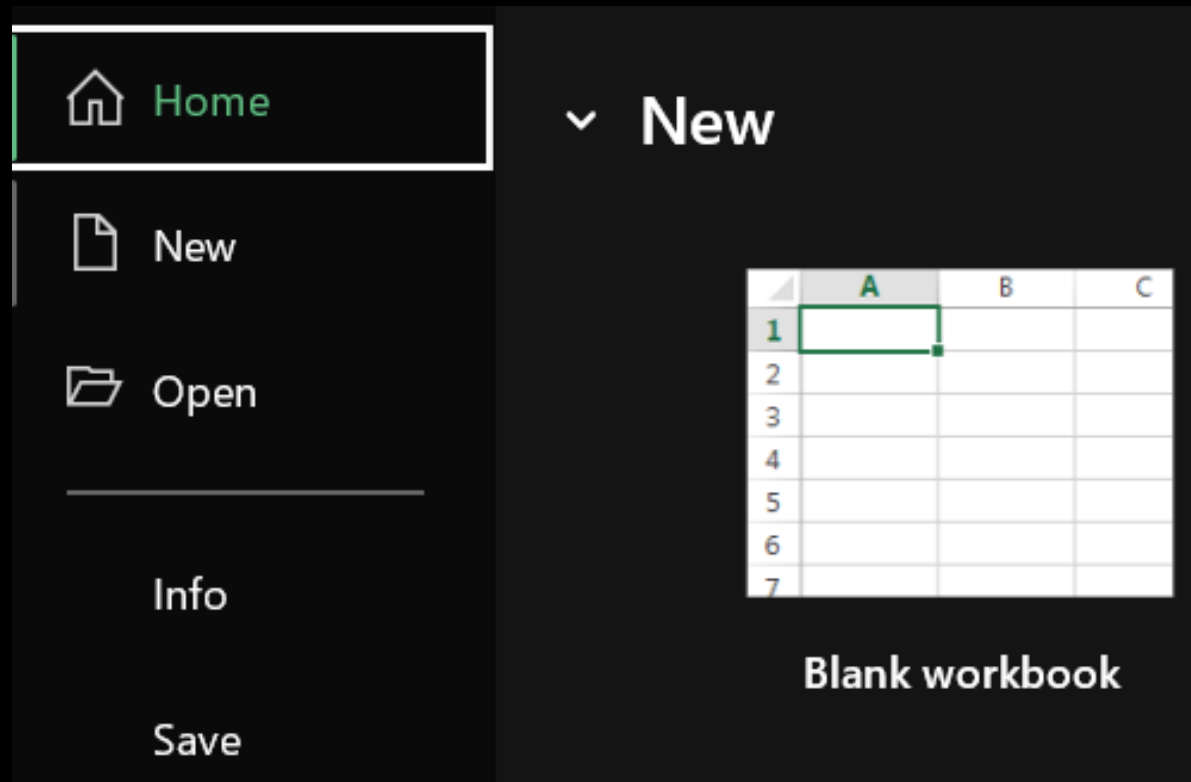
- We are going to build a spreadsheet. Later I'll show you some templates, but I want you to understand the basics.
- After the spreadsheet I will explain many considerations and “Rules” to help with new and existing spreadsheets.



NEW SPREADSHEET – COLUMN HEADINGS

STEP 1

Open Excel > File > New > Blank workbook



NEW SPREADSHEET – COLUMN HEADINGS

STEP 2

In Row 1, add headings Date, Item, Price, and Notes

	A	B	C	D
1	Date	Item	Price	Notes
2				
3				
4				

NEW SPREADSHEET – COLUMN HEADINGS

STEP 3

Add today's date to row 2.

	A	B	C	D
1	Date	Item	Price	Notes
2	29-Apr			
3				
4				

STEP 4

On “View” tab, Window Section, click “Freeze Panes”
> “Freeze Top Row”

The screenshot shows the Microsoft Excel ribbon with the **View** tab selected. The **Window** section is expanded, showing the **Freeze Panes** dropdown menu. The dropdown menu is open, displaying two options: **Freeze Panes** and **Freeze Top Row**. The **Freeze Top Row** option is highlighted. The background shows a portion of the Excel worksheet with columns G through L visible.

View Automate Developer Add-ins Help Inquire

Ruler Formula Bar Gridlines Headings

Zoom 100% Zoom to Selection

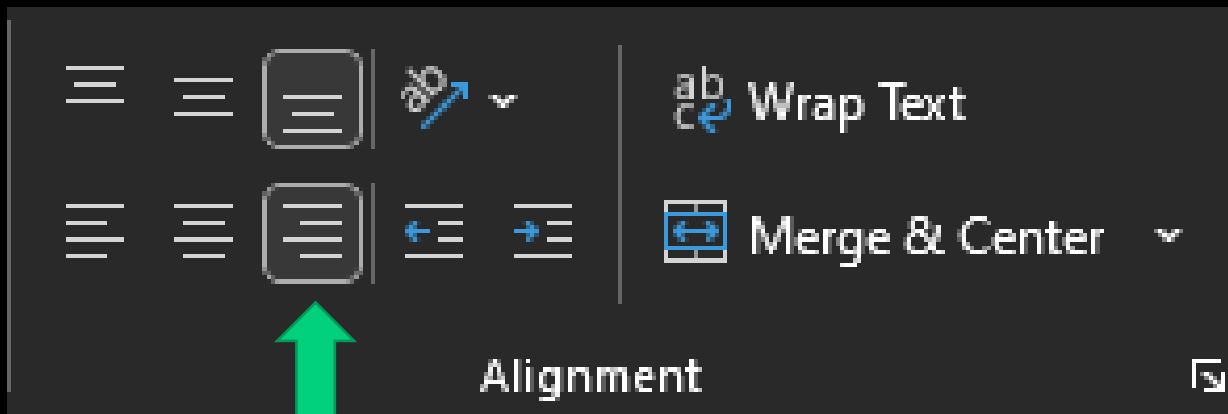
New Window Arrange All Freeze Panes Switch Windows Macros

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 1

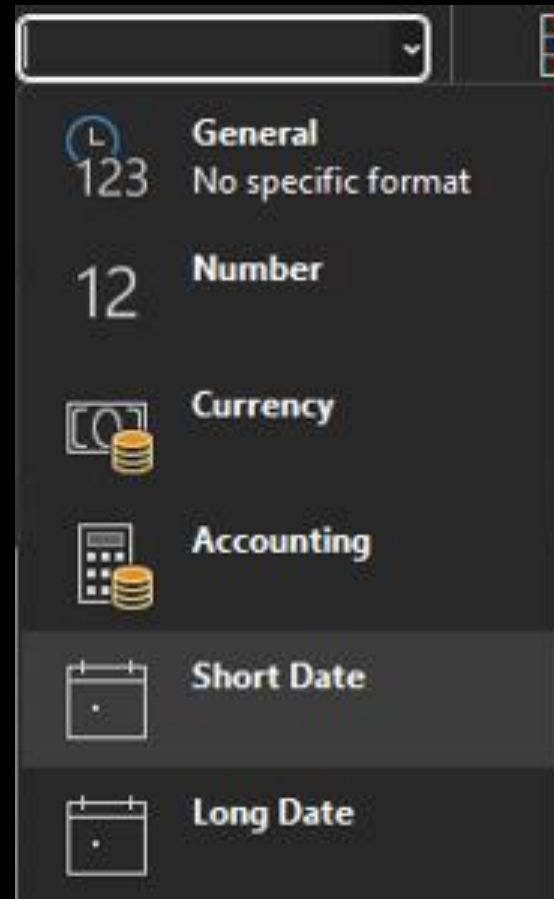
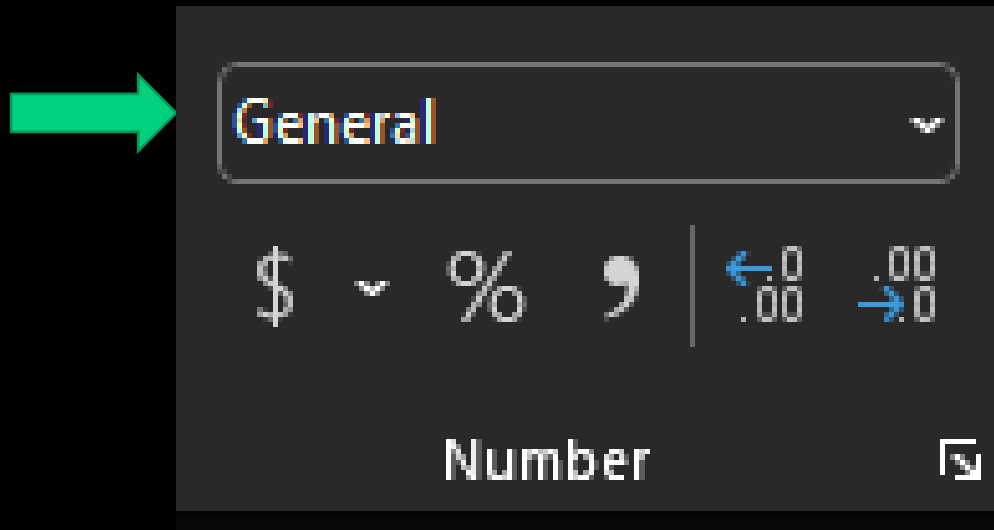
Click Date Heading, Home > Alignment Section > Align Right



	A	B	C	D
1	Date	Item	Price	Notes
2	4/29/2023		4.9	
3				
4				

NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 2

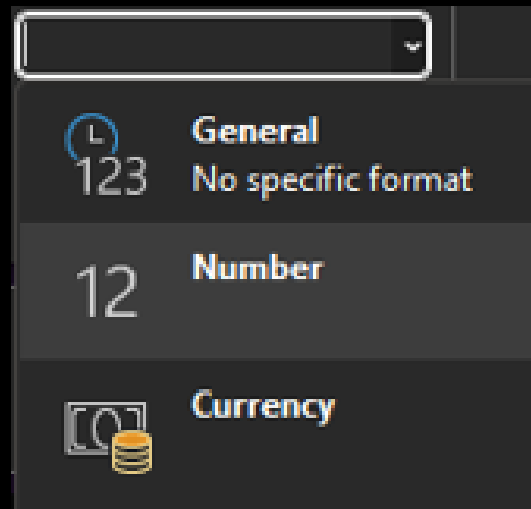
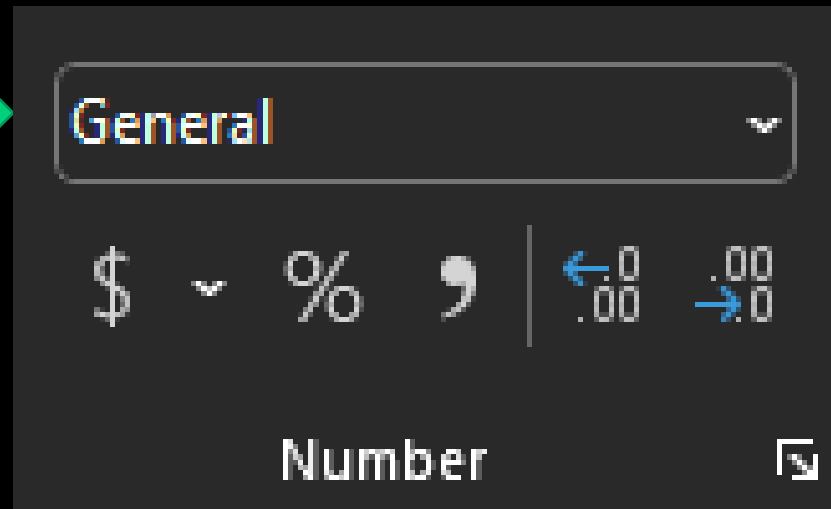
Highlight the “Date” column by clicking the “A” column. Then go to Home > Number and change the “General” dropdown to “Short Date”



	A
1	Date
2	4/29/2023
3	
4	

NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 3

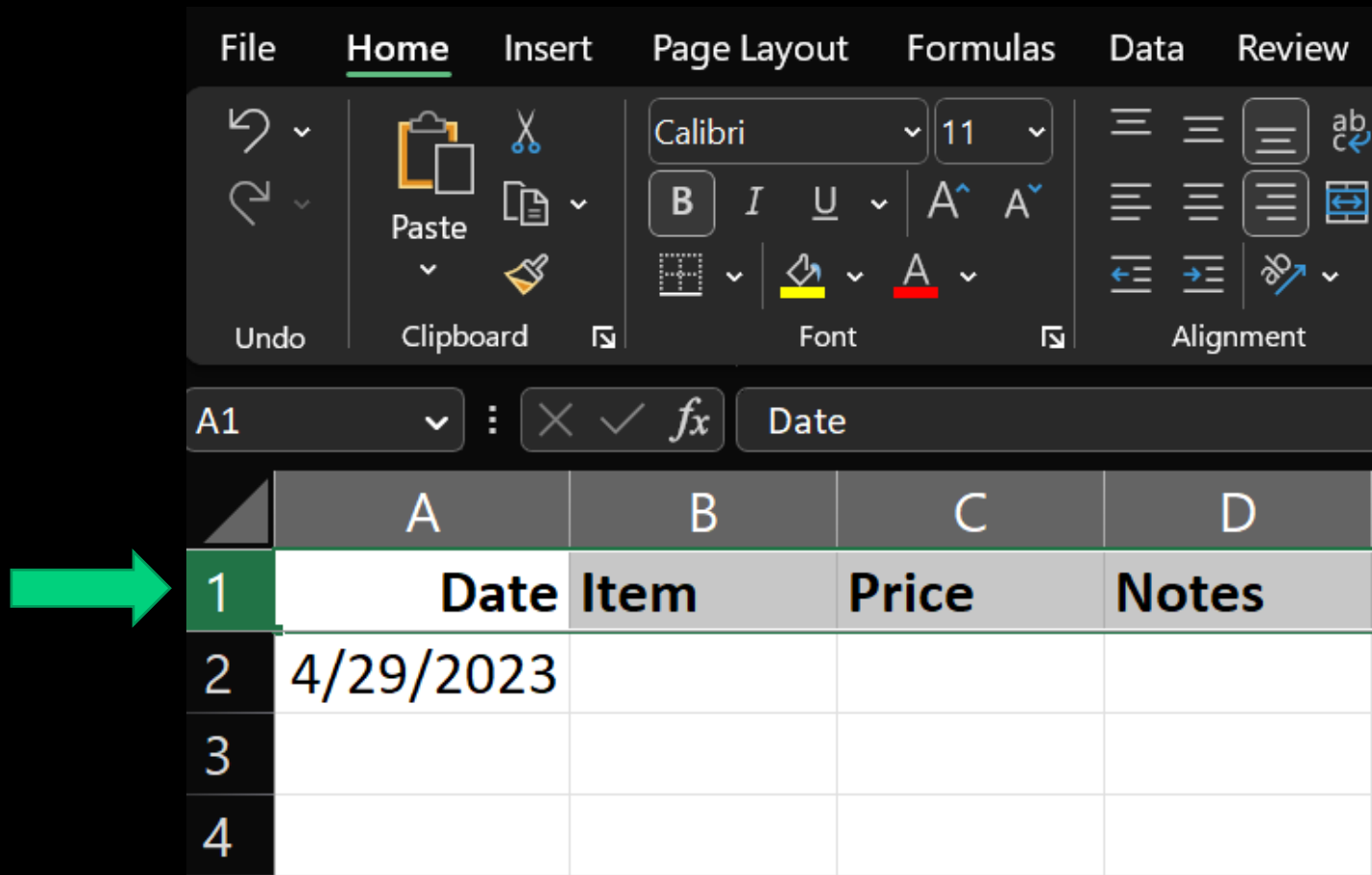
Highlight the “Price” column by clicking the “C” column and then go to Home > Number and change the “General” dropdown to “Number”



	A	B	C	D
1	Date	Item	Price	Notes
2	4/29/2023		4.90	
3				
4				

NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 4

Highlight row 1 by clicking the “1” row



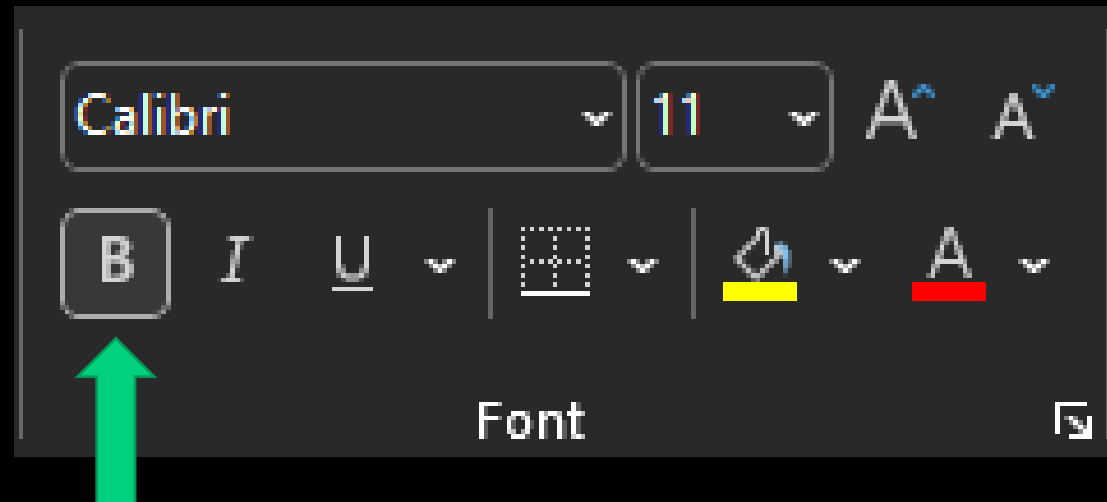
The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Home', showing the 'Font' and 'Alignment' groups. The spreadsheet below has the following data:

	A	B	C	D
1	Date	Item	Price	Notes
2	4/29/2023			
3				
4				

A green arrow points to the row number '1' in the row header, indicating that row 1 is selected.

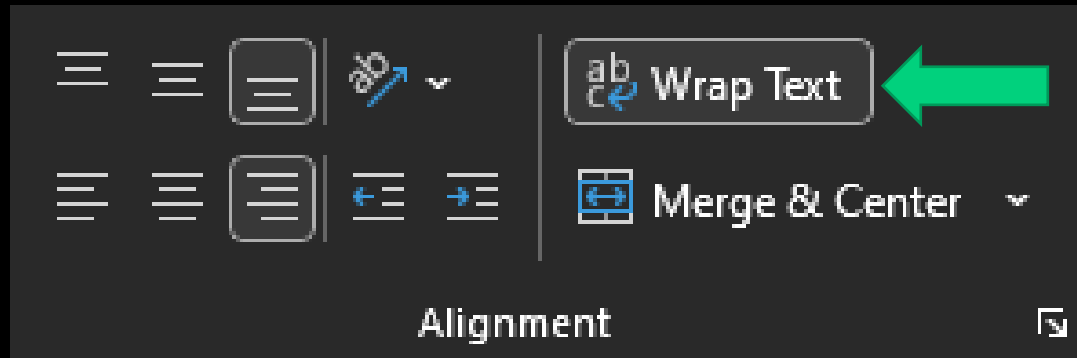
NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 5

In Home > Font click “B” icon to bold your headings. Can also use Ctrl + B



NEW SPREADSHEET: FORMATTING COLUMN HEADINGS – STEP 6

In Home > Font click “B” icon to bold your headings. Can also use Ctrl + B



	A	B	C	D	E
					Price Increase in 2023 Year
1	Date	Item	Price	Notes	
2	4/29/2023		4.90		
3					
4					

LIST BASED SPREADSHEET

Good Example. Useful, clean and easy to read.

	A	B	C	D	E	F	G	H
1	Date	Credit Card Used	Purchased From	Qty	Dollars	Extended	Shipped	Description
2	4/6/2023	Chase	Amazon	16	79.98	1279.68	AWT	2TB Crucial NVME PCIE 4.0 drives
3	4/3/2023	Chase	Amazon	1	89.90	89.90	AWT	Mid-Tower Case Pure Base 600 Silver
4	4/3/2023	Chase	Amazon	3	79.98	239.94	AWT	2TB Crucial NVME PCIE 4.0 drives
5	4/3/2023	n/a	AWT	1	1200.00	1200.00	OPI	PC for OPITest
6	4/3/2023	Fidelity	Zix	1	106.68	106.68	OPI	Office Charges
7	4/2/2023	Chase	Amazon	1	29.97	29.97	AWT	Video Camera Stand
8	4/2/2023	Chase	Amazon	1	468.99	468.99	AWT	Motherboard and CPU
9	3/23/2023	Fidelity	Ebay	1	64.50	64.50	OPI	Brother Laster Printer Toner
10	3/23/2023	Fidelity	ChecksforLe	1	185.69	185.69	OPI	1000 checks and 500 envelopes
11	3/27/2023	Chase	Amazon	1	99.99	99.99	OPI	6 TB drive for OPI, for Test PC.

FREEZE TOP ROW EXAMPLE

	A	B	C	D	E	F	G	
1	Date	Credit Card Used	Purchased From	Qty	Dollars	Extended	Shipped	Description
35	12/7/2022	Chase	Amazon	1	41.28	41.28	ACLLC	Westinghouse Lighting
36	12/5/2022	Chase	Amazon	1	53.19	53.19	ACLLC	1/4-20 Hex Button He
37	7/16/2022	Chase	Amazon	1	98.35	98.35	OPI	Fiber optic tester
38	7/16/2022	Chase	Amazon	1	42.12	42.12	ACLLC	10 pack 1.5 ft patch ca
39	7/16/2022	Chase	Amazon	1	212.12	212.12	ACLLC	Mouse, AirTags, Label
40	7/13/2022	Chase	Amazon	1	98.15	98.15	ACLLC	Power Wire Loom, NP
41	7/13/2022	Chase	Amazon	1	26.59	26.59	ACLLC	Ratchet Screwdriver, C
42	7/13/2022	Fidelity	AppRiver	2	69.42	138.84	OPI	Office 365
43	7/11/2022	Chase	Amazon	1	41.85	41.85	ACLLC	Hubbell Raco Retro-Br
44	7/8/2022	Chase	Amazon	1	96.14	96.14	ACLLC	40ft high-speed 8K HD
45	6/17/2022	Chase	Amazon	1	25.79	25.79	ACLLC	Replacement UPS batt
46	6/17/2022	Chase	Amazon	1	42.99	42.99	ACLLC	Monoprice 12/24 Scre
47	6/16/2022	Chase	Amazon	4	7.46	29.84	ACLLC	GBIC for Netgear
48	6/15/2022	chase	Amazon	1	15.99	15.99	OPI	4 hard drives, eSATA B
49	6/13/2022	Chase	Amazon	1	693.96	693.96	OPI	Home Automation Tes
50	6/13/2022	Chase	Amazon	1	50.50	50.50	ACLLC	x2, Fantom 4TB eSATA
51	6/11/2022	Chase	Amazon	1	129.85	129.85	OPI	4 SAS drives for serve
52	6/9/2022	Chase	Amazon	1	62.00	62.00	OPI	UPS for OPI 1500 VA, c
53	6/7/2022	Chase	Amazon	1	480.00	480.00	OPI	x5, 10ft nema cords
54	6/7/2022	Chase	Amazon	1	4.89	4.89	OPI	2 SAS drives for serve
55	6/7/2022	Chase	Amazon	1	65.00	65.00	OPI	Home Automation Tes

	A	B	C	D	E	F	G	
35	12/7/2022	Chase	Amazon	1	41.28	41.28	ACLLC	Westinghouse Lightin
36	12/5/2022	Chase	Amazon	1	53.19	53.19	ACLLC	1/4-20 Hex Button He
37	7/16/2022	Chase	Amazon	1	98.35	98.35	OPI	Fiber optic tester
38	7/16/2022	Chase	Amazon	1	42.12	42.12	ACLLC	10 pack 1.5 ft patch ca
39	7/16/2022	Chase	Amazon	1	212.12	212.12	ACLLC	Mouse, AirTags, Label
40	7/13/2022	Chase	Amazon	1	98.15	98.15	ACLLC	Power Wire Loom, NP
41	7/13/2022	Chase	Amazon	1	26.59	26.59	ACLLC	Ratchet Screwdriver, C
42	7/13/2022	Fidelity	AppRiver	2	69.42	138.84	OPI	Office 365
43	7/11/2022	Chase	Amazon	1	41.85	41.85	ACLLC	Hubbell Raco Retro-Br
44	7/8/2022	Chase	Amazon	1	96.14	96.14	ACLLC	40ft high-speed 8K HD
45	6/17/2022	Chase	Amazon	1	25.79	25.79	ACLLC	Replacement UPS batt
46	6/17/2022	Chase	Amazon	1	42.99	42.99	ACLLC	Monoprice 12/24 Scre
47	6/16/2022	Chase	Amazon	4	7.46	29.84	ACLLC	GBIC for Netgear
48	6/15/2022	chase	Amazon	1	15.99	15.99	OPI	4 hard drives, eSATA B
49	6/13/2022	Chase	Amazon	1	693.96	693.96	OPI	Home Automation Tes
50	6/13/2022	Chase	Amazon	1	50.50	50.50	ACLLC	x2, Fantom 4TB eSATA
51	6/11/2022	Chase	Amazon	1	129.85	129.85	OPI	4 SAS drives for serve
52	6/9/2022	Chase	Amazon	1	62.00	62.00	OPI	UPS for OPI 1500 VA, c
53	6/7/2022	Chase	Amazon	1	480.00	480.00	OPI	x5, 10ft nema cords
54	6/7/2022	Chase	Amazon	1	4.89	4.89	OPI	2 SAS drives for serve
55	6/7/2022	Chase	Amazon	1	65.00	65.00	OPI	Home Automation Tes
56	6/1/2022	Chase	Amazon	2	63.87	127.74	GHT	Thermaltake Toughpc
57	6/1/2022	Chase	Amazon	1	120.99	120.99	GHT	Corsair Vengeance DDr



RULES FOR LIST BASED SPREADSHEETS

Column headings go across the top of the spreadsheet.

Only ONE ROW OF COLUMN HEADINGS!

Do not skip columns and do not skip rows.

Pick Excel first over Word. Very easy to convert back to Word.

Do not use colors to convey information. Create a new column and filter using it.

BENEFITS OF LIVING BY THE RULES



Sorting – One click away.



Filtering: Data > Sort and Filter > Filter Icon



Outline View – Visually see groups and sub-groups of data: Data > Outline



Formatting: Home > Styles > Format as Table)



Totals and Subtotals - like =SUM(D2:D4814), use the “Sum Button”

ORDER OF COLUMNS MATTERS

- Put skinnier data on the left like Date, Manufacturer, Item#, Qty, and Price
- Put Wider data on the right, like descriptions and notes
- If you put Description first it takes up too much space plus data will get cut off
- Format Dates as “Short Date”
- If you split the screen later the skinnier data identifies the row

	B	C	D	E	F	G	H	I	J	K	L
1	Source	Manufacturer	Mfg Item Number	Item Number	UPC Number	Qty	Price	Extension	Description	Notes	
2	Lowes	Granger	Ofc365	AWT Office 365	11000-31321	1	53.19	53.19	1/4-20 Hex Button Head Cap	These are available	
3	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	98.35	98.35	Fiber optic tester	Important item. Be	
4	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	42.12	42.12	10 pack 1.5 ft patch cables, 1	Good Buy. Used by	
5	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	212.12	212.12	Mouse, AirTags, Label Tapes	Much needed. Can	
6	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	98.15	98.15	Power Wire Loom, NPOT Ada	Rarely used. But go	
7	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	26.59	26.59	Ratchet Screwdriver, Compac	Excellent value, get	
8	Microsoft	Microlsoft	Ofc365	AWT Office 365	11000-31321	2	69.42	138.84	Office 365	There are free alter	
9	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	41.85	41.85	Hubbell Raco Retro-Brace, 3	Needed for produc	
10	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	96.14	96.14	40ft high-speed 8K HDMI Cab	Will work in storage	
11	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	25.79	25.79	Replacement UPS batteries.	Durable batteries. T	
12	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	1	42.99	42.99	Monoprice 12/24 Screw for F	Check other source	
13	Amazon	Gigabyte	Ofc365	AWT Office 365	11000-31321	4	7.46	29.84	GBIC for Netgear	Works well with Fib	

SORTING AND FILTERING

By following the rules this is what we are looking for!

Do two things first:

- Make a backup of your spreadsheet
- Add a Sequence column (explained later)

Do two things first:

- Make a backup of your spreadsheet
- Add a Sequence column

SORTING

	A	B	C	D	E	F	G	H	I
	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
1	1	3/2/2021	industrysitedesign	TRUE	0.00	12000	900		PRA
2	2	2/26/2021	webdesigninc	TRUE	500.00	8000	900		PRA
3	3	2/26/2021	websitemanufacturing	TRUE	0.00		900		PRA
4	4	2/26/2021	websitemachinery	TRUE	0.00		400		PRA
5	5	3/2/2021	industrywebsitedesign	TRUE	0.00	12000	900		PRA
6	6	2/26/2021	industrysites	TRUE	4999.00		800		PRA
7	7	2/23/2021	technicalwebdesign	TRUE	0.00		600		DCA
8	8	2/26/2021	webservice	TRUE	250000.00		600		PRA
9	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
10	10	9/22/2020	primewebdesign	FALSE	0.00		500	1	PRA
11	11	9/22/2020	lighthousewebdesign	TRUE	2495.00		500		PRA
12	12	2/26/2021	webdesigncorp	FALSE	0.00		500		PRA
13	13	2/26/2021	webdesigner	TRUE	0.00		500		PRA

PATRICK'S RANK

	A	B	C	D	E	F	G	H	I
1	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
2	48	3/2/2021	industrysiteregistry	TRUE	0.00	13000	100		PRA
3	49	3/2/2021	industrywebsiteregistry	TRUE	0.00	13000	100		PRA
4	1	3/2/2021	industrysitedesign	TRUE	0.00	12000	900		PRA
5	5	3/2/2021	industrywebsitedesign	TRUE	0.00	12000	900		PRA
6	50	3/2/2021	industryweblist	TRUE	0.00	12000	100		PRA
7	51	3/2/2021	industrysitelist	TRUE	0.00	12000	100		PRA
8	18	2/26/2021	webitesforindustry	TRUE	0.00	10000	400		PRA
9	32	2/26/2021	sitesforindustry	TRUE	0.00	10000	200		PRA
10	33	2/26/2021	paragonwebdesign	TRUE	1330.00	10000	200		PRA
11	52	3/2/2021	industryregistry	TRUE	4888.00	9000	100		PRA
12	2	2/26/2021	webdesigninc	TRUE	500.00	8000	900		PRA
13	34	3/2/2021	industry2020	TRUE	0.00	8000	200		PRA
14	53	2/26/2021	copperwebsites	TRUE	0.00	7000	100		PRA

DEBORAH'S RANK

	A	B	C	D	E	F	G	H	I
1	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
2	1	3/2/2021	industrysitedesign	TRUE	0.00	12000	900		PRA
3	5	3/2/2021	industrywebsitedesign	TRUE	0.00	12000	900		PRA
4	2	2/26/2021	webdesigninc	TRUE	500.00	8000	900		PRA
5	3	2/26/2021	websitemanufacturing	TRUE	0.00		900		PRA
6	6	2/26/2021	industrysites	TRUE	4999.00		800		PRA
7	7	2/23/2021	technicalwebdesign	TRUE	0.00		600		DCA
8	8	2/26/2021	webservice	TRUE	250000.00		600		PRA
9	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
10	10	9/22/2020	primewebdesign	FALSE	0.00		500	1	PRA
11	11	9/22/2020	lighthousewebdesign	TRUE	2495.00		500		PRA
12	12	2/26/2021	webdesigncorp	FALSE	0.00		500		PRA
13	13	2/26/2021	webdesigner	TRUE	0.00		500		PRA
14	14	2/26/2021	squarewebdesign	TRUE	2395.00		500		PRA

ALPHABETIZED

	A	B	C	D	E	F	G	H	I
1	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
2	87	2/26/2021	4industry	TRUE	25000.00		0		PRA
3	43	2/26/2021	commercialwebdesign	TRUE	2999.00		200	1	PRA
4	16	2/26/2021	copperdesigns	FALSE	0.00		500		PRA
5	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
6	46	2/26/2021	copperwebs	FALSE	0.00		200		PRA
7	53	2/26/2021	copperwebsites	TRUE	0.00	7000	100		PRA
8	69	2/26/2021	crownindustry	FALSE	0.00		100		PRA
9	61	2/26/2021	diamonddesign	FALSE	0.00		100		PRA
10	44	2/26/2021	diamondsites	FALSE	0.00		200		PRA
11	72	2/26/2021	elemental	FALSE	0.00		100		PRA
12	15	2/26/2021	enterprisedesign	FALSE	0.00		500	1	PRA
13	66	2/26/2021	goindustry	FALSE	0.00		100		PRA
14	17	3/2/2021	homepageindustry	TRUE	0.00		400		PRA

ENTERED BY

	A	B	C	D	E	F	G	H	I
1	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
2	7	2/23/2021	technicalwebdesign	TRUE	0.00		600		DCA
3	21	2/23/2021	technicalwebdesigns	TRUE	0.00		400		DCA
4	40	2/23/2021	webdesignpowerify	TRUE	0.00		200		DCA
5	57	2/23/2021	webpowerify	TRUE	0.00		100		DCA
6	87	2/26/2021	4industry	TRUE	25000.00		0		PRA
7	43	2/26/2021	commercialwebdesign	TRUE	2999.00		200	1	PRA
8	16	2/26/2021	copperdesigns	FALSE	0.00		500		PRA
9	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
10	46	2/26/2021	copperwebs	FALSE	0.00		200		PRA
11	53	2/26/2021	copperwebsites	TRUE	0.00	7000	100		PRA
12	69	2/26/2021	crownindustry	FALSE	0.00		100		PRA
13	61	2/26/2021	diamonddesign	FALSE	0.00		100		PRA
14	44	2/26/2021	diamondsites	FALSE	0.00		200		PRA

BACK TO THE ORIGINAL LIST

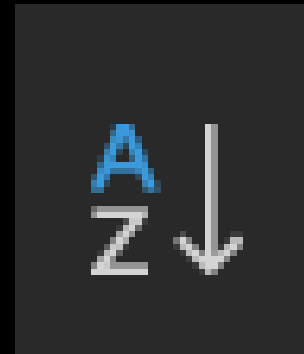
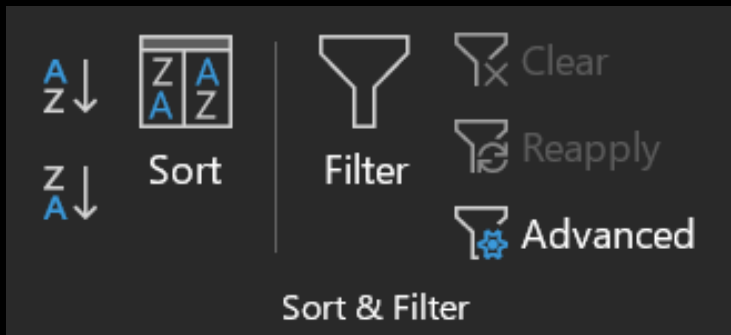
	A	B	C	D	E	F	G	H	I
1	Sequ ence	Date	URL	Available	Charge for availability	PRA Rank	DCA Rank	Not Actively in Use	Entered by
2	1	3/2/2021	industrysitedesign	TRUE	0.00	12000	900		PRA
3	2	2/26/2021	webdesigninc	TRUE	500.00	8000	900		PRA
4	3	2/26/2021	websitemanufacturing	TRUE	0.00		900		PRA
5	4	2/26/2021	websitemachinery	TRUE	0.00		400		PRA
6	5	3/2/2021	industrywebsitedesign	TRUE	0.00	12000	900		PRA
7	6	2/26/2021	industrysites	TRUE	4999.00		800		PRA
8	7	2/23/2021	technicalwebdesign	TRUE	0.00		600		DCA
9	8	2/26/2021	webservice	TRUE	250000.00		600		PRA
10	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
11	10	9/22/2020	primewebdesign	FALSE	0.00		500	1	PRA
12	11	9/22/2020	lighthousewebdesign	TRUE	2495.00		500		PRA
13	12	2/26/2021	webdesigncorp	FALSE	0.00		500		PRA
14	13	2/26/2021	webdesigner	TRUE	0.00		500		PRA

STEPS TO SORT

- Make sure you have backed up and added a sequence column!
- Place the cursor on the heading of the column you want to sort.
- Click the Data tab, In Sort and Filter click the AZ Arrow Button.
- ONLY highlight one cell, not the whole column.
- You can sort ascending or descending.
- Click the ZA-AZ button to sort by more than column.

E	F	G
Charge for availability	PRA Rank	DCA Rank
0.00	12000	900
500.00	8000	900
0.00		900

Home Insert Page Layout Formulas Data Review

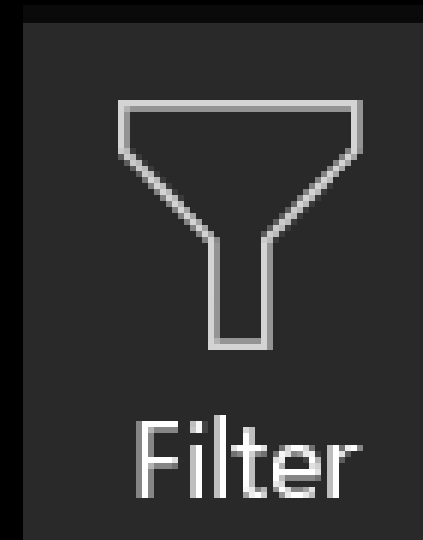
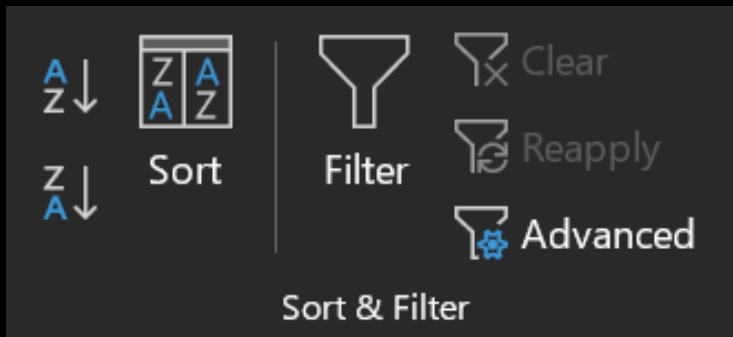


STEPS TO FILTER

- Place in the cell A1 (upper left cell), not selecting any other cells.
- ONLY highlight one cell, not the whole column.
- Click the Data tab. In Sort and Filter click the filter funnel button.
- All your columns now have a down arrow.
- Date filtering is slick, it will break it down by months if you want.

	A	B	C
	Sequ		
1	ence	Date	URL
3	2	2/26/2021	webdesigninc
4	3	2/26/2021	websitemanufacturing
5	4	2/26/2021	websitemachinery

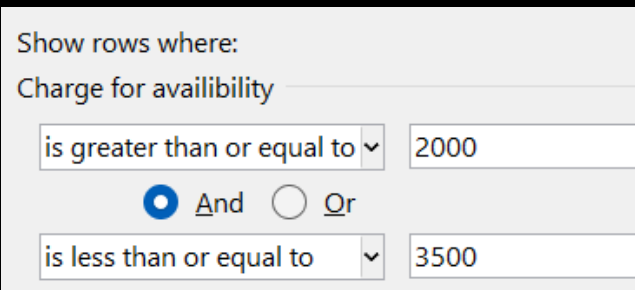
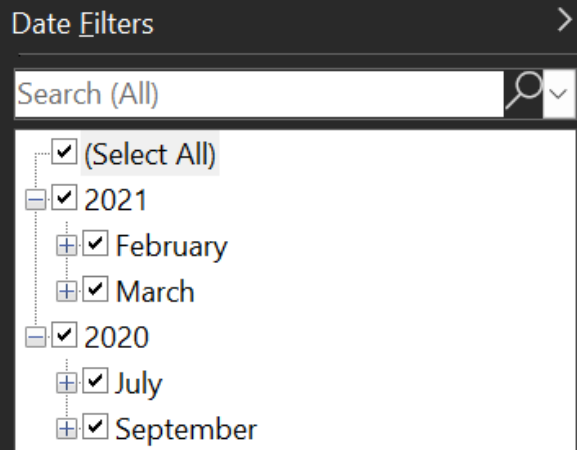
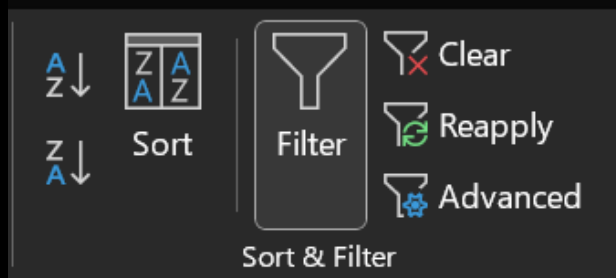
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FILTERING INITIAL VIEW

	A	B	C	D	E	F	G	H	I
	Sequ				Charge for			Not	Entered
1	enc	Dat	URL	Availabl	availibilit	PRA Ran'	DCA Ran'	in Use	by
3	2	2/26/2021	webdesigninc	TRUE	500.00	8000	900		PRA
4	3	2/26/2021	websitemanufacturing	TRUE	0.00		900		PRA
5	4	2/26/2021	websitemachinery	TRUE	0.00		400		PRA
6	5	3/2/2021	industrywebsitedesign	TRUE	0.00	12000	900		PRA
7	6	2/26/2021	industrysites	TRUE	4999.00		800		PRA
8	7	2/23/2021	technicalwebdesign	TRUE	0.00		600		DCA
9	8	2/26/2021	webservice	TRUE	250000.00		600		PRA
10	9	2/26/2021	copperwebdesign	FALSE	0.00		600		PRA
11	10	9/22/2020	primewebdesign	FALSE	0.00		500	1	PRA
12	11	9/22/2020	lighthousewebdesign	TRUE	2495.00		500		PRA
13	12	2/26/2021	webdesigncorp	FALSE	0.00		500		PRA
14	13	2/26/2021	webdesigner	TRUE	0.00		500		PRA
15	14	2/26/2021	squarewebdesign	TRUE	2395.00		500		PRA

OTHER VIEWS OF FILTERING



- Clear filters with one button on the “Sort and Filter” section.
- Select years or months.
- Choose ranges for numbers and dates.
- Explore numerous other options for filtering.
- Easily turn off filtering by clicking the filtering funnel.

CREATING A SEQUENCE NUMBER COLUMN

- Right click column A and click insert.
- Add column heading, "Sequence#".
- Put a 1 in Row 2 and a 2 in Row 3.
- Highlight the 1 and 2.
- Point at the little dot in the bottom right and double click when your cursor changes to a plus sign.
- Best to wait until you have several rows of data as you have to redo it.



SPEAKER SCHEDULES
(ADD THIS TO
EXAMPLE TEMPLATES.)



MEMBER LISTS WITH
SKILLS LISTS



MAIL MERGE

CLUB LISTS



SOCIAL EVENT
ATTENDEE LISTS, MEAL
CHOICES



PUBLIC ATTENDEE LISTS
FOR EVENTS

WHERE TO GET TEMPLATES

URL for Templates is

<https://arehart.com/spreadsheets>

More will be added

There will be a way to sort and filter to find templates you want

POPULAR LISTS



Grocery/Shopping Lists



Invitation Lists



Menus for Dinner Parties, Dinners



Inventory



Gift Lists



Passwords



Names and addresses for Book Club, Neighborhood, Optimists, Friends

BUILDING BETTER SPREADSHEETS

- Patrick Arehart
- Centerville Noon Optimist Club
- Ohio District Webmaster 2022-2024
- pra@arehart.com 937-681-1902
- Centerville Ohio (Just South of Dayton)

QUESTIONS?

