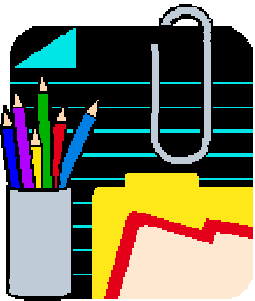
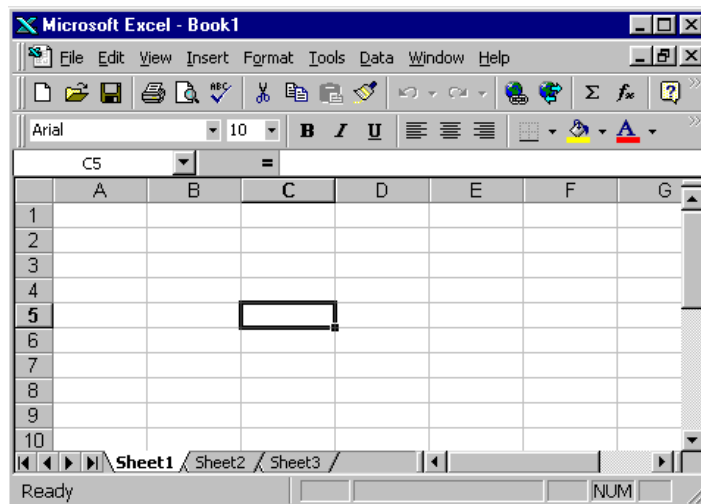


Creating an Address List in Microsoft Excel

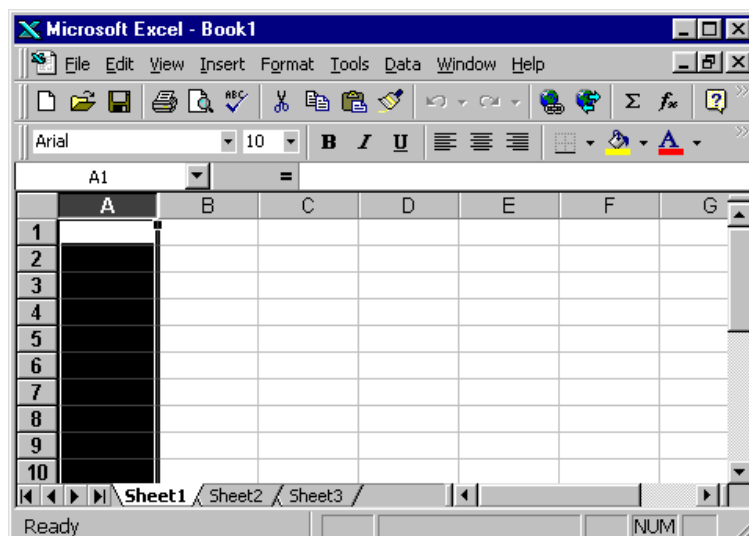


Spreadsheets were created to make financial records easier to keep and calculate (think Accounting), but they are also great for making an address list that can be merged with MS Word to create individually addressed letters, mailing labels, envelopes, and a host of other common jobs.

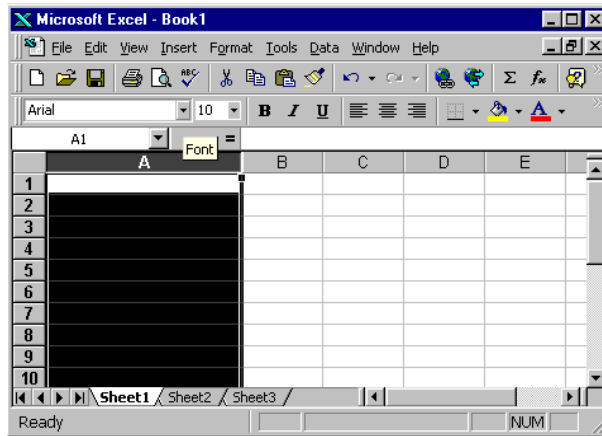
1. From your Program Files, click on **Microsoft Excel**. If you do not have Microsoft Excel, ask a computer club instructor to load it for you.
2. Microsoft Excel should open, and you should see something on your screen that resembles a word processor window, except it has a grid. Each little box on the grid is called a **CELL**. **COLUMNS** are vertical (think of porch *columns*), and **ROWS** are horizontal (think of stadium *rows*). Each column has a letter and each row has a number, therefore each cell has a label such as C5. Click on the cell that is the intersection of Column C and Row 5.



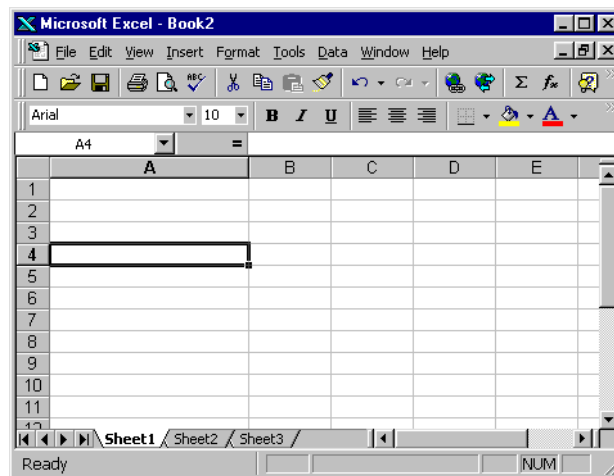
3. Click on the letter **A** (top of row A) and you will notice that all of Column A is selected.



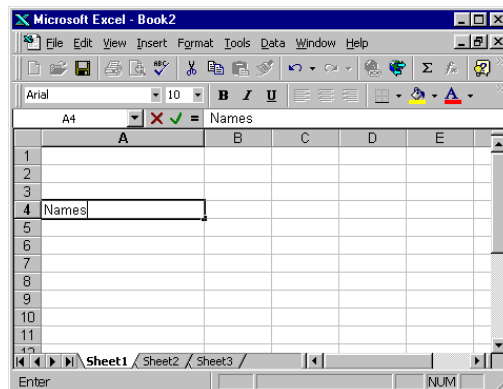
4. Move your mouse so it is on the line in between the letter A and B. You should notice that the mouse changes shape to a line with two arrows. If you see this, click and drag your mouse a little to the right. This will make column A wider so that we can fit some last names in each of the cells below it.



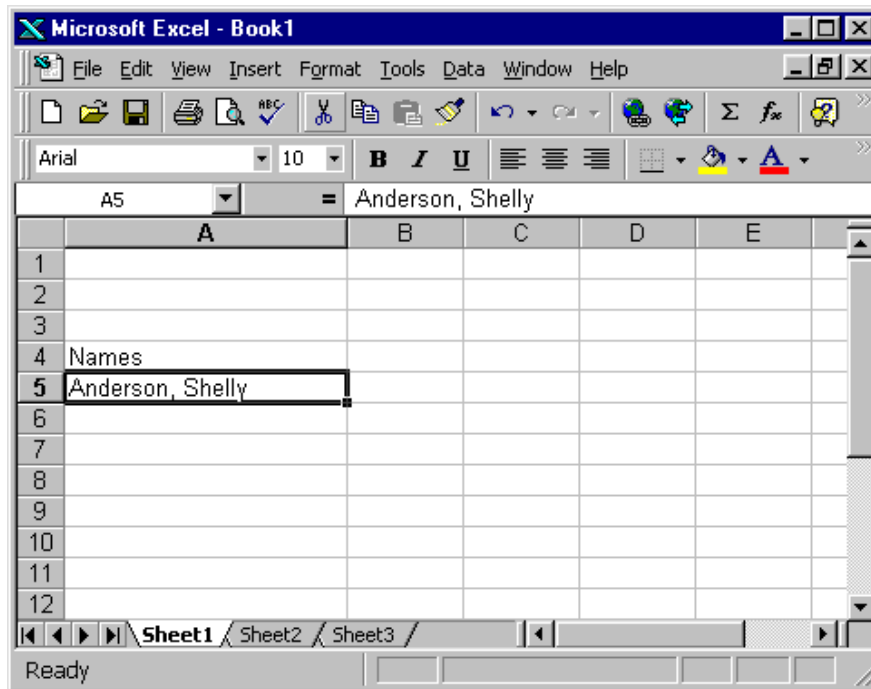
5. Now, click on cell A1.



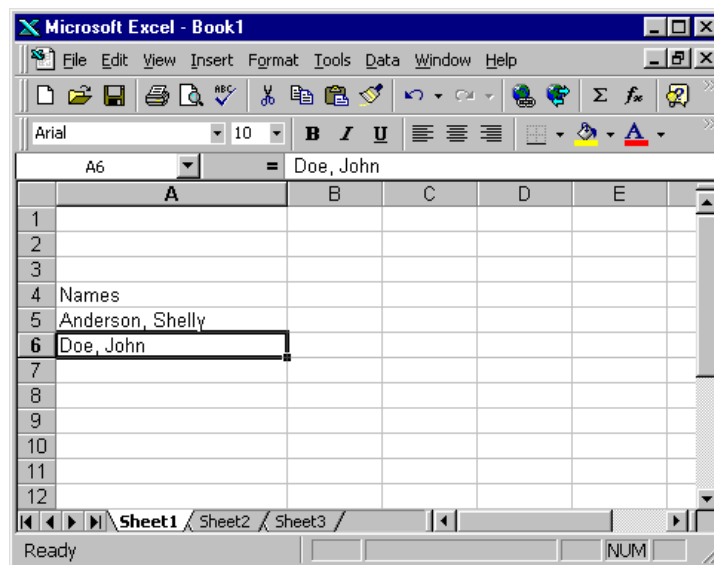
6. Type "Last Names." Notice that "Last Names" appears in the cell and in the white bar near the top. **This white bar is for editing the contents of a cell.**



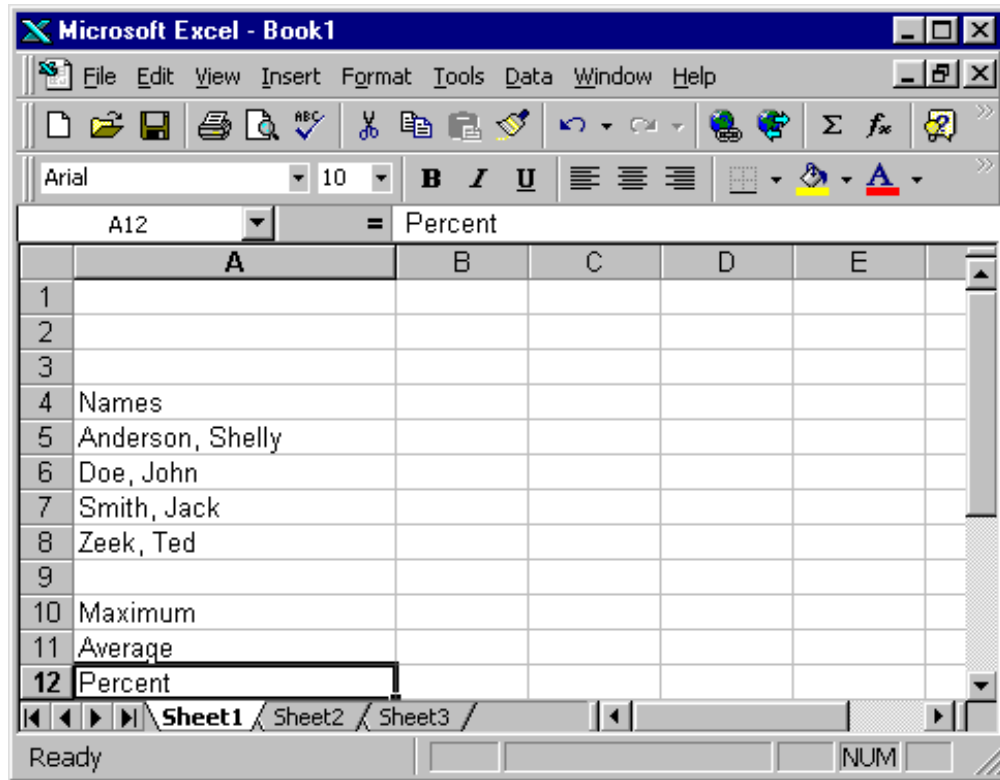
- Click on the cell underneath (cell **A5**) and type the last name of the first person on your Christmas card or correspondence list.



- Underneath that, type the name of the next person on your list. There is no need to type the names in alphabetical order. At any time, you can easily select the "Last Name" column and then click on the Sort tool to sort the names alphabetically, or to sort any column numerically.



In Cell B4, type First Name(s), then in Cells B5 and B6, enter the first names that go with the last names you have already entered. If the last name is a family, you can enter joint names, such as “Dan and Dorothy” if you wish in the “First Names” column.



9. At this point you should save your work. Save this sheet as **Name and Address List** so that you can always refer back to this file whenever you need to send cards or correspondence.
10. In Cell C4, you should type “Address,” and then in Cell D4, you should type “City, State, and ZIP Code.” Other useful columns would be “Birthday” and “Anniversary” and possibly “Phone Number”
11. Continue filling in the last names, first names, addresses, and other information in the appropriate cells until you have the list completed. Remember to **SAVE** your work every three or four names (in case our FV electric goes out suddenly).

12. Once the list is completed, you can sort the names alphabetically by clicking on the first name in Column B (Cell B5). Then click on the Sort Tool on your toolbar. All rows will be sorted by first names. Step two is to sort on Column A. Click on the first name in Column A (Cell A5) and then click on the Sort Tool on your toolbar. Voila! All your names are sorted by last name first, then by first names. Notice that row information stays together as you sort.

13. If you wish a chronological birthday list so you can remember to send cards, just save your file under a different name and sort on the Birthday column. Click on the File Menu, "Save As" and type in a different file name such as "Birthday List." Click on the first date in the "Birthday" column, then click on the Sort Tool and choose "Chronological Sort"

14. You can merge your spreadsheet information with MS Word in order to create mailing labels, letters, and/or envelopes. Just click on File, "New," and choose the appropriate choice.