Excel Tips for Working with an Analytics Export
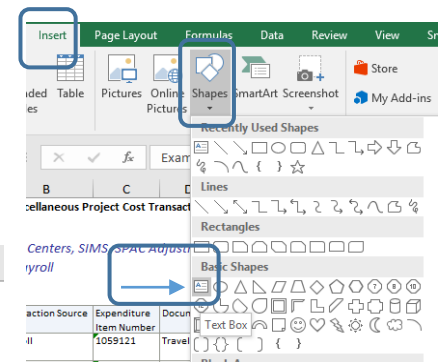
1) Insert a completely blank row above the row with the column names (column header). [This will enable the Filter to be positioned optimally]

   a. Point at the row number (e.g., 3), right click and choose Insert.

   b. **OR** - Click on any header cell and choose the Insert button from the Home Ribbon, Cells group. Select "Insert Sheet Rows".

2) Re-label the sheet tabs (double click on the sheet tab).

3) Insert a text box and type or copy/paste the criteria used to generate the report
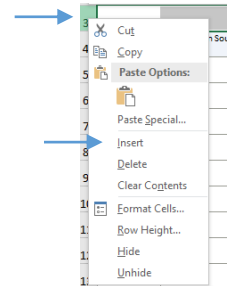
   Click the Insert Tab and select the Shapes button.
   Select the Text Box tool. Move your mouse into the dataset.
   While holding down the left mouse button, drag the mouse down and to the right to draw a box. Now you can enter text, resize and relocate the text box.

4) Change the format of cells to be numbers, not text. All numbers in the download from Analytics download as text, not numbers. The best way is to select the cells (*not the columns*) and change the format using the Caution symbol.

   a. Click on the first cell that has a text formatted number. Then scroll to the view the very last numeric value in the table. Hold the Shift key down and then click the mouse button *on the last numeric looking cell*. This will highlight all cells within that selected range. (Shift + Click selects a range. Control + Click selects nonadjacent cells or ranges)

   b. Use the scrollbar and scroll up to view the first cells in the selected range to view the caution button.

   c. Click the caution button to view the choices, and select "Convert to Number" from the list.

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