

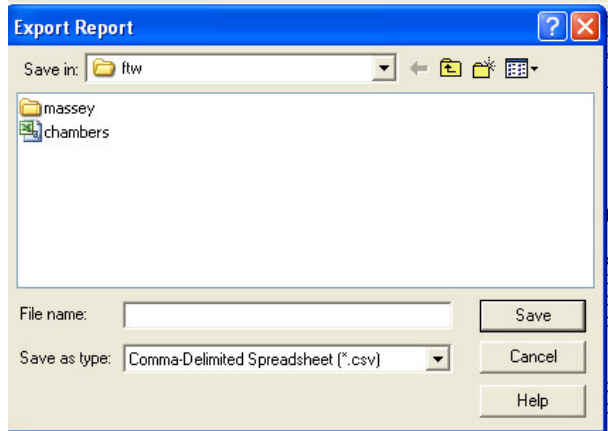
FTM Custom Reports to Excel

In custom reports, select almost all the different items that you would use in a report
Make the name format, **Last name, first name**

Go to the file menu, export reports, to spreadsheet



The following window will open for you to name the file and save it.



*******Remember what you named the file and where you saved it*******

Open your spreadsheet software (Excel)

From the file menu select open, change file type to all, locate the file where you saved it and select it and click open

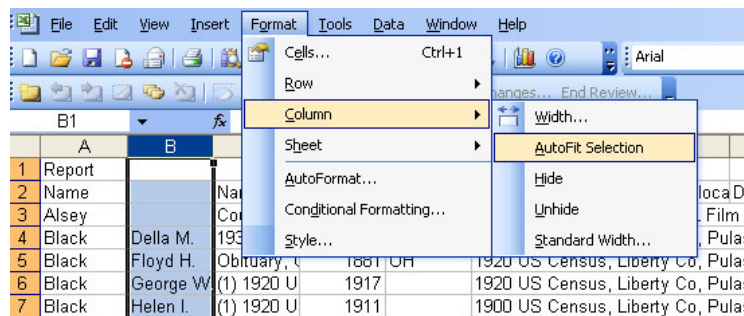
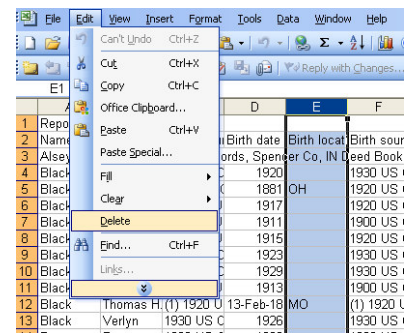
Note that the name of the file becomes the worksheet name

Note that the items selected are the headings, which you can bold.


You can now sort by any of the fields selected.

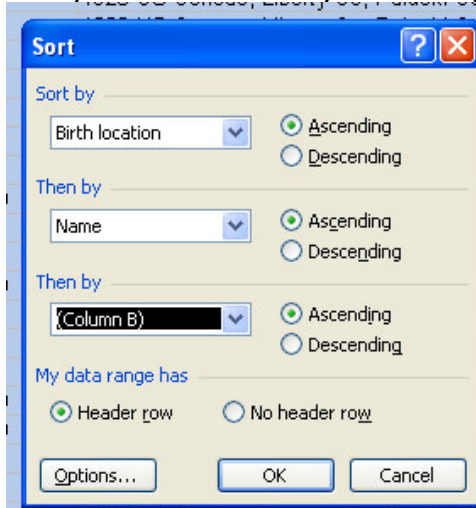
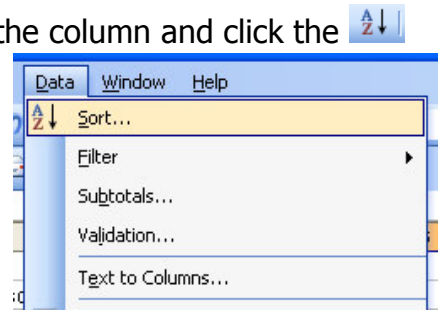
Excel Tips

- Editing from Menu bar to delete
 - Rows or columns select the entire space by clicking on either the number at the left of the row or the letter at the head of the column
- Format from the Menu bar to see everything in a column
 - Select the column you want formatted by clicking on the letter at the head of the column and then from the format menu select column then autofit selection

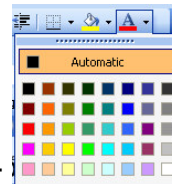


- Sorting the information

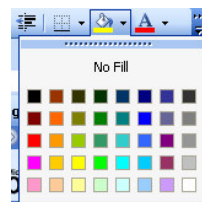
- To sort only one column of information you can select the column and click the 
- To sort by up to three different columns select only a cell, click on Data from the menu bar and select sort
- A dialog box will open for you to make selections from. Chose my data has a header row and pick the columns (up to three) that you want your data sorted by. You can sort by ascending or descending order.



- To help see things better you can change font color



or the cell color



the cell borders

