

Making Changes to the Master Class Schedule Spreadsheet

The master class schedule spreadsheet is created as a shared document. This will allow schedule changes to be electronically merged into one file. It is VERY important that you work with the most recent spreadsheet that you receive via email.

1. Receive the schedule as an email attachment

You will receive an email containing an attachment, the master class schedule spreadsheet. This is an Excel file.

Example: fall 2006.xls

Note: File name should include current semester & year

2. Save the schedule

Save the attachment from the email by right clicking on the attachment and choosing **Save As...**

- Save In:

Choose a place on your computer to save the file. This should be a place you can easily remember. You will need to attach the revised file to an email later to submit your changes.

- File Name:

Type your program name in front of the file name.

Example: CIS fall 2006.xls

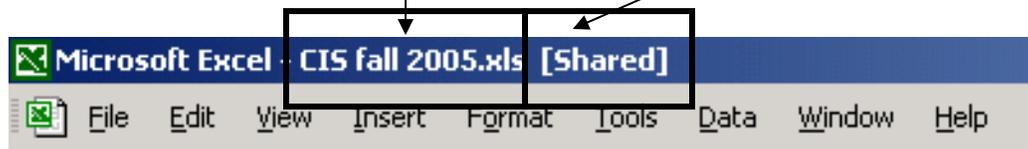
Note: File name should include current semester & year

3. Open the schedule [shared] - Very Important!

When you open the spreadsheet you should notice that the file is **[shared]**

Title bar

File name



4. Make changes to the schedule

ONLY make changes to your program's classes. Make sure you have enough space for all your classes to fit in the spreadsheet. You may insert rows into the spreadsheet if you need to.

Reminder: Add a blank row between classes.

- **Insert a single row**

Click in any cell of the row **below** where you want to add the new row.

OR

- **Insert multiple rows**

Decide how many rows you need. Select that number of rows **below** where you want the new rows.

THEN

- Go to the **Insert** menu and choose **Rows**.

Note: You do not need to change any formatting: column width, row height, font, or font color.

5. Highlight your changes

When you are finished making your changes, highlight the row containing any changes that you made.

- Select multiple cells

Click, hold down, and drag until you've selected all the cells you want to highlight

- On the Formatting Toolbar, click on the drop down arrow just to the right of the highlighter and choose yellow

- The cells you selected should now be highlighted yellow

Note: Do not highlight the blank rows that contain no class information.

6. Save your changes.

7. Submit your changes

Reply to the original email and attach your revised file.