



Phylicia Ross

Member Engagement and Chapter Support Manager

pross@agohq.org 212-870-2311 ext. 4321



Today we'll cover:

- Navigation
- Changing cell size
- How to sort and filter data
- Printing and saving as a pdf

Excel



Home



New



Open

Account

Feedback

Options

Account

User Information

 Phylicia Ross
pross@agohq.org

[Change photo](#)[About me](#)[Sign out](#)[Switch account](#)

Account Privacy

[Manage Settings](#)


Office Background:


Clouds

Office Theme:

Colorful

Connected Services:

 OneDrive - American Guild of Organists
pross@agohq.org

 Sites - American Guild of Organists
pross@agohq.org

[Add a service](#)

Product Information



Subscription Product for pross@agohq.org

Microsoft 365 Apps for business

This product contains

[Manage Account](#)[Switch License](#)[Update License](#)

Microsoft 365 and Office Updates

Updates are automatically downloaded and installed.



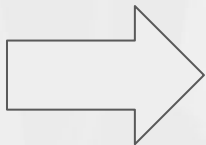
About Excel

Learn more about Excel, Support, Product ID, and Copyright information.
Version 2306 (Build 16529.20182 Click-to-Run)
Current Channel



What's New

See the most recently installed updates.




Navigation



25					
26					
27					
28					
29					
30					
31					
32					
33					
34					

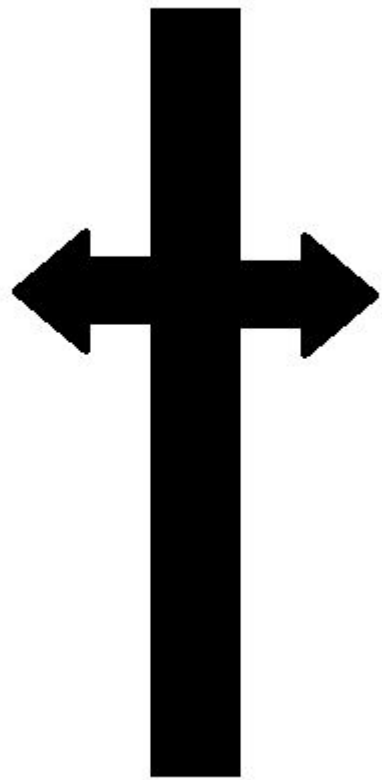
Navigation icons: left arrow, right arrow (circled in red), **Chapter1**, Chapter2, Chapter3, Sheet1, Sheet2

Ready  Accessibility: Good to go

Changing Cell Size



	A	B	C	D	E	F
1	status_id	unique_id	next_bill	expiration	member_name	ind_last
2	7536	100389	#####	####	Mr. Andrew Addington	Addington
3	98523	72584	#####	####	Ms. Jill Clark	Clark
4	789654	84106	#####	####	Dr. Bob Barker	Barker
5	9874	105685	#####	####	Mr. Cliff Dune	Dune
6						
7						
8						
9						



Sort and Filter





Sort &
Filter ▾