

# Dominating the Spreadsheet

## Adjusting Column Headers

Place cursor/cross on arrow next to column A.

Click once, this will highlight the entire spreadsheet

Place cursor/cross on the line between A and B until you see the crosshair symbol

Click and Drag the line over to the right

The screenshot shows a Microsoft Excel spreadsheet titled "Wilder.xlsx". The spreadsheet has a green header bar with various tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and a search bar. The main content area has columns labeled A through H. Rows 1 through 8 contain general header information. Rows 9 through 29 contain detailed data for fuel applicants. Two specific rows, row 9 and row 17, are highlighted with large blue rectangular boxes. Inside these boxes, the word "Confidential" is written in white. The rest of the spreadsheet is visible, showing vendor names, addresses, email addresses, and other details for each applicant.

VENDOR NBR	VENDOR NAME	VENDOR ADDRESS	VENDOR EMAIL	LOG ID	FUEL APPLICANT	ACCT NAME	ACCT #	ADDRESS	ADDR TYPE	# BEDROOMS	HOUSING TYPE
11000070010	BARRONS AND FISHER OIL CO	PO BOX 496B RATTLEBORO 05302	KLG1985@HOTMAIL.COM					32634 100	SICAL	3	SINGLE
2283 VIGNEAU		ON	3395D	2283 VIGNEAU				22 M	SICAL	6	SINGLE
4908 ROBINSON		R/36480		4908 ROBINSON				2 RE	SICAL	2	MOBILE
6879 TUDOR		TER	3088K	6879 TUDOR				65 H	SICAL	2	SINGLE
7167 BYWATER		T	4098T	7167 BYWATER				73 R	SICAL	2	MOBILE
24245 RINFRET				24245 RINFRET				1 ED	SICAL	3	MOBILE
24615 HARRIS				24615 HARRIS				2547	SICAL	2	SINGLE
25154 LAVALLEY				25154 LAVALLEY				103 I	SICAL	3	SINGLE
25563 JUAIRE				25563 JUAIRE				56571 42 B	SICAL	2	SINGLE
25569 ONEAL				25569 ONEAL				4 RE	SICAL	2	MOBILE
25833 BELLVILLE				25833 BELLVILLE				329 S	SICAL	3	SINGLE
26034 LAVALLEY				26034 LAVALLEY				1038	SICAL	2	SINGLE
26246 CHASE				26246 CHASE				4006A	SICAL	3	SINGLE
26538 BROWN				26538 BROWN				47 M	SICAL	3	SINGLE
27435 WASICKI				27435 WASICKI				3676W	SICAL	3	SINGLE
28876 BAKER				28876 BAKER				1725-X	SICAL	2	MOBILE
31536 COUGHLIN				31536 COUGHLIN				34485 431 S	SICAL	3	SINGLE
38324 DOYLE				38324 DOYLE				602U	SICAL	2	MOBILE
45106 MERRICK				45106 MERRICK					SICAL	1	MULTI UNIT
52187 BELL				52187 BELL				1743J	SICAL	3	SINGLE
80245 ECKELS				80245 ECKELS				1743J	SICAL	2	MOBILE
90681 RAYNO				90681 RAYNO				8097	SICAL	2	MOBILE
								50005	SICAL	2	MOBILE

The sheet remains highlighted.

Place the cursor on the line between A and B until the cross symbol appears.

Double click and each column will automatically adjust to the appropriate width

Wilder.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Cut Copy Format Painter Paste

Font Alignment Number Styles

Conditional Format as Table

Normal Bad Good Neutral Calculation Check Cell

AutoSum Insert Delete Format Fill Clear Sort & Filter Select

A1

	A	B	C	D	E	F	G
1							
2							
3	DO NOT REPLY TO THIS EMAIL						
4	EMAIL QUESTIONS AND ISSUES TO:						
5	AHS.DCFESDFUELMGMT@STATE.VT.US						
6	VENDOR NBR	VENDOR NAME	VENDOR ADDRESS	VENDOR EMAIL			
7	11000070010	BARROWS AND FISHER OIL CO	PO BOX 496B RATTLEBORO 05302	KLG1985@HOTMAIL.COM			
8	LOG ID	FUEL APPLICANT	ACCT NAME	ACCT #	ADDRESS	ADDR TYPE	# BEDROOMS
9	2283	VIGNEAU	N	32634	100 BELMONT AV	PHYSICAL	3 SINGI
10	4908	ROBINSON	N	3395D	22 MORELAND AV	PHYSICAL	6 SINGI
11	6879	TUDOR	R	36480	2 RECORD DRIVE	PHYSICAL	2 MOBI
12	7167	BYWATE	R	3088K	65 HI-LO BIDDY F	PHYSICAL	2 SINGI
13	24245	RINFRET	R	4098T	73 RINFRET DRIV	PHYSICAL	2 MOBI
14	24615	HARRIS	RIS		1 EDGEWOOD DR	PHYSICAL	3 MOBI
15	25154	LAVALLE	021H		2547 CREAMERY	PHYSICAL	2 SINGI
16	25563	JUAIRE			103 MAIN STPUT	PHYSICAL	3 SINGI
17	25569	ONEAL			56571 42 BRIGGS ROAD	PHYSICAL	2 SINGI
18	25833	BELLVILLE			4 RECORD DRW.	PHYSICAL	2 MOBI
19	26034	LAVALLE	AVALLEY		329 SUNSET LAKE	PHYSICAL	3 SINGI
20	26246	CHASE			1038 W RIVER RD	PHYSICAL	2 SINGI
21	26538	BROWN			4006A 47 MEYERS RDDU	PHYSICAL	3 SINGI
22	27435	WASICKI			3676W 56 FULLER DRIVE	PHYSICAL	3 SINGI
23	28876	BAKER			1725-X 18 LYNWOOD DR	PHYSICAL	2 MOBI
24	31536	COUGHL	N		34485 431 SOUTH MAIN	PHYSICAL	3 SINGI
25	38324	DOYLE	N		602U MTN HOME PARK	PHYSICAL	2 MOBI
26	45106	MERRICK			324 OLD GUILFO	PHYSICAL	1 MULT
27	52187	BELL	43J		1306 RIVER ROAD	PHYSICAL	3 SINGI
28	80245	ECKELS			34232 4 TRAIL RD164 M	PHYSICAL	2 MOBI
29	90681	RAYNO			8097 96 PRATT RDPUT	PHYSICAL	2 MOBI
	92006	CAMOU			52025 2 WOODDALE RD	PHYSICAL	2 MOBI

Wilder

Confidential

Confidential

Average: 28329950.28 Count: 1236 Sum: 11077010560

Ready

100%

## How to Freeze Selected Rows and Columns

Click on line “9”, hold the Shift Key, and click on the “1”

This will highlight rows 1-8

Go to the top of the screen and click on the light bulb “Tell me what you want to do”

Type in Freeze Panes and select Freeze Panes from the side menu by clicking on it. This will Freeze the first 8 rows of data and keep them stationary while you work in the spreadsheet.

The screenshot shows a Microsoft Excel spreadsheet titled "Wilder.xlsx". The ribbon is visible at the top with tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, and a "Tell me what you want to do" search bar. The Home tab is selected. The spreadsheet contains data starting from row 1. Row 1 has several columns: LOG ID, FUEL APPLICANT, VENDOR NBR, VENDOR NAME, VENDOR ADDRESS, VENDOR EMAIL, ACCT #, and ADDRESS. Rows 2 through 8 are highlighted in yellow, indicating they are frozen. A blue rectangular selection box covers the area from approximately A1 to E100. The text "Confidential" is displayed twice within this blue area. The bottom status bar shows "Ready" and "100%".

## How to Hide and Unhide Columns

Hiding certain columns makes it easier to read the spreadsheet.

Place cursor on the column, click and drag to highlight the columns you wish to hide.

The screenshot shows a Microsoft Excel spreadsheet titled "Wilder.xlsx - Excel". The ribbon menu is visible at the top, showing tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is selected. The spreadsheet contains data across several columns (A through K) and rows (1 through 65). Columns C and D are highlighted with a blue rectangular selection box. The word "Confidential" is printed in white on a black background within these columns. The data includes vendor information such as address, email, and account numbers, followed by a series of physical properties with their details like address type, bedrooms, fuel type, and cost.

	C	D	E	F	G	H	I	J	K	
1										
2										
3										
4										
5										
6	VENDOR ADDRESS									
7	PO BOX	VENDOR EMAIL								
8	ACCT	KLG1985@HOTMAIL.COM								
45		ACCT #	ADDRESS		ADDR TYPE	# BEDROOMS	HOUSING TYPE	FUEL TYPE	TOTAL BENE \$ ISSUED	TOTAL PROD COST \$ RFND
46	VALA	10 WINDWAR		PHYSICAL	2	MOBILE	OIL		\$710	
47	CATH	226E	44 VALLEY RD	PHYSICAL	3	MOBILE	KEROSENE		\$861	
48	THE	5163F	239 LOCUST H	PHYSICAL	2	MOBILE	OIL		\$828	
49	GRAN		5240 COOLIDGE	PHYSICAL	3	SINGLE	KEROSENE		\$861	
50	ROB	6394U	1136 WESTER	PHYSICAL	2	MULTI UNIT	OIL		\$726	
51		3144C	9 EDGEWOOD	PHYSICAL	3	MOBILE	KEROSENE		\$364	
52	DARR		36 SUNNY AC	PHYSICAL	2	SINGLE	OIL		\$325	
53	MICH		420 S MAIN ST	PHYSICAL	4	SINGLE	OIL		\$189	
54	JANET		26 CRESCENT	PHYSICAL	3	MOBILE	KEROSENE		\$960	
55	BONN	3834 U	15 LOCUST LA	PHYSICAL	3	MOBILE	KEROSENE		\$794	
56	SHEN	5315F	41 WILLIAMS	PHYSICAL	1	MULTI UNIT	OIL		\$418	
57	STAN	5861B	77 BEMIS RD	PHYSICAL	2	SINGLE	OIL		\$651	
58	ERIN	2229P	41 MILL BROO	PHYSICAL	4	SINGLE	OIL		\$1,208	
59	TREV		22 DEEPWOOD	PHYSICAL	3	MOBILE	KEROSENE		\$828	
60	EDNA SCHERLIN	4601-T	70 PARK STRE	PHYSICAL	2	MULTI UNIT	OIL		\$753	
61	JAMES REILLY	636W	391 HUCKLE H	PHYSICAL	2	SINGLE	OIL		\$296	
62	JOYCE CHASE		33480 8 WINDING H	PHYSICAL	2	MOBILE	OIL		\$828	
63	JILL LANEHART	27 CRES		PHYSICAL	3	MOBILE	KEROSENE		\$596	
64	RHIANNON THARPE	370M	APT 30073 OA	PHYSICAL	1	MULTI UNIT	OIL		\$310	
65			568 SOUTH MAIN ST BRATTLEBORO VT 05301	PHYSICAL	3	MULTI UNIT	OIL		\$464	

Right click and choose Hide from the drop down menu. The columns highlighted are now hidden.

Screenshot of Microsoft Excel showing a table with several columns hidden. The table has rows 1 through 85 visible. Rows 1 through 8 contain vendor information: VENDOR ADDRESS, PO BOX 496BRATTLEBORO05302, and ACCT NAME. Rows 9 through 85 list fuel types and their costs. A large blue rectangular area covers the columns from C to M, starting at row 45. The word "Confidential" is written in white inside this blue area. The Excel ribbon is visible at the top, and the status bar at the bottom shows "Ready".

	FUEL TYPE	TOTAL BENE \$ ISSUED	TOTAL PROD COST	\$ RFND TO SF PGM	TOTAL PROD CONSUMPTION	1
45	OIL	\$710				
46	KEROSENE	\$861				
47	OIL	\$828				
48	KEROSENE	\$861				
49	OIL	\$726				
50	KEROSENE	\$364				
51	OIL	\$325				
52	OIL	\$189				
53	KEROSENE	\$960				
54	KEROSENE	\$794				
55	OIL	\$418				
56	OIL	\$651				
57	OIL	\$1,208				
58	KEROSENE	\$828				
59	OIL	\$753				
60	OIL	\$296				
61	OIL	\$828				
62	KEROSENE	\$596				
63	OIL	\$310				
64	OIL	\$464				
65	OIL	\$100				

To unhide, place cursor/cross on the arrow to the left of the A column and click. This highlights the entire spreadsheet. Move mouse to box A, right click and choose unhide. This will restore all the columns to be visible.

Screenshot of Microsoft Excel showing a spreadsheet titled "Wilder.xlsx". The spreadsheet contains data for fuel delivery records. Column A is currently hidden, appearing as a single large yellow cell. Column C contains the word "VENDOR ADDRESS". Column I contains "ACCT NAME". Column J contains "FUEL TYPE". Columns K through P contain various financial and tracking metrics. A blue rectangular box highlights the word "Confidential" in cell C45. The Excel ribbon shows the "Home" tab selected. The status bar at the bottom indicates "Ready", "Average: 7700.043165", "Count: 838", and "Sum: 1070306".

	A	B	C	I	J	K	L	M	N	O	P
1											
2											
3	DO NOT REPLY TO THIS EMAIL										
4	EMAIL QUESTIONS AND ISSUES TO:										
5	AHS.DCFESFUELMGMT@STATE.VT.US										
6	VENDOR NBR	VENDOR NAME	VENDOR ADDRESS								
7	11000070010	BARROWS & FISHER OIL CO	PO BOX 496BRATTLEBORO05302								
8	LOG ID	FUEL APPLICANT	ACCT NAME	FUEL TYPE	TOTAL BENE \$ ISSUED	TOTAL PROD COST	\$ RFND TO SF PGM	TOTAL PROD CONSUMPTION	12 MO DATA Y/N	CRISIS DELIVERY Y/N	\$ TRAN
45	363634	DITCH		OIL	\$710						
46	393786	ANNIS		KEROSENE	\$861						
47	407826	HIGLEY		OIL	\$828						
48	409432	GAY		KEROSENE	\$861						
49	424978	BAKER		OIL	\$726						
50	452588	WELCH		KEROSENE	\$364						
51	460383	IANNA		OIL	\$325						
52	465326	SALETT		OIL	\$189						
53	477830	CARRA	22600	KEROSENE	\$960						
54	479291	DECAM	EL DECAMP	KEROSENE	\$794						
55	502795	CAREY		OIL	\$418						
56	509321	GILBER		OIL	\$651						
57	518418	STOCK		OIL	\$1,208						
58	539083	ENGEL		KEROSENE	\$828						
59	544625	TALON		OIL	\$753						
60	551863	SCHER		OIL	\$296						
61	558765	REILLY		OIL	\$828						
62	560176	CHASE		KEROSENE	\$596						
63	573972	LANEH		OIL	\$310						
64	608977	THARP		OIL	\$464						
65	610506	IDEALAND	AMOS	OIL	\$102						

Upon completion of the data entry, please unhide the columns before sending to the Fuel Program