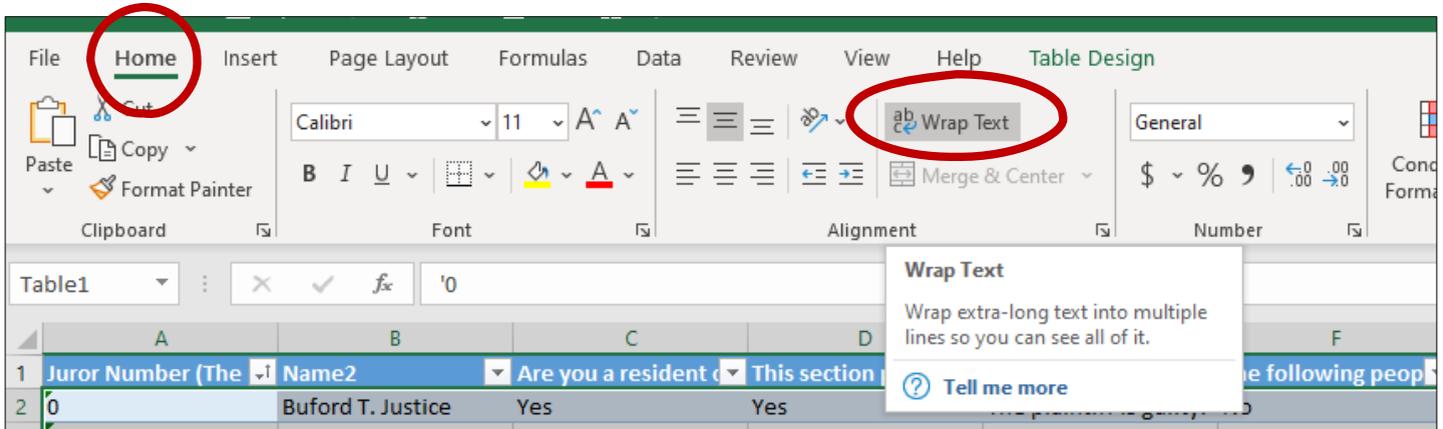## Wrap Text in Cells

To wrap text in cells, follow the steps below:

You may want to format these cells so you can read them better. Click on the cell that contains the text you wish to wrap. Then select **Home > Wrap Text.**



## Freezing columns

To freeze columns, follow the steps below:

You may want to freeze your first column to that as you scroll across the other columns, the first column will always be seen.  To do this, while your spreadsheet is open, go to the **View Tab** (across the top of Excel), and select **Freeze Panes** drop down menu, and then select **Freeze First Colum.**
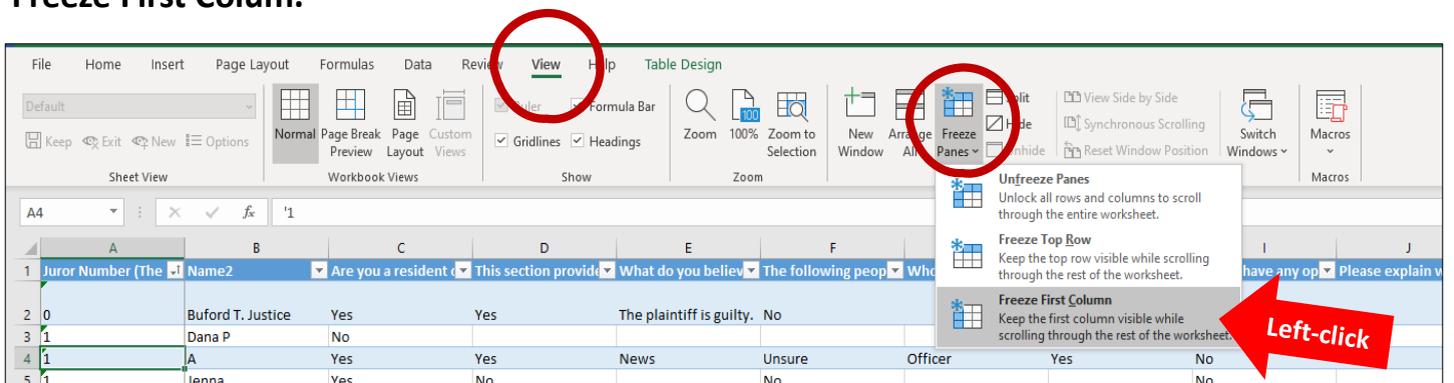


Now your spreadsheet is ready for review.

To **SAVE** it, **Go to File > Save As**, (give it a name and a folder you will find again). The spreadsheet will retain the formatting you have made to it.
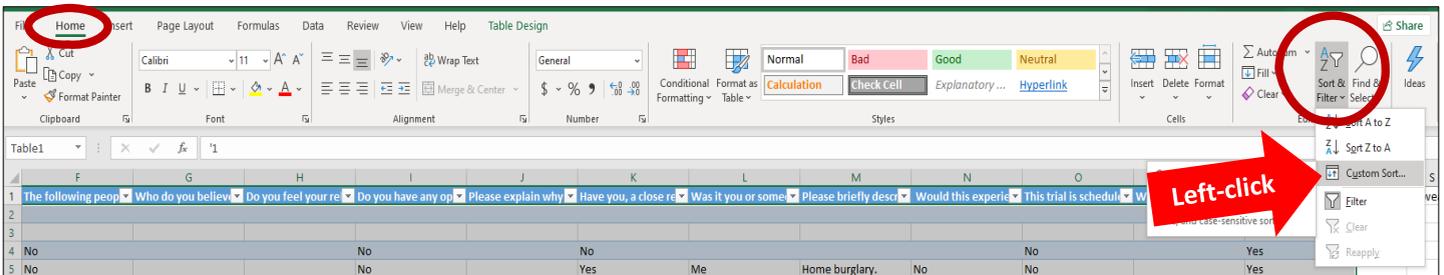
## Sort by Juror Number

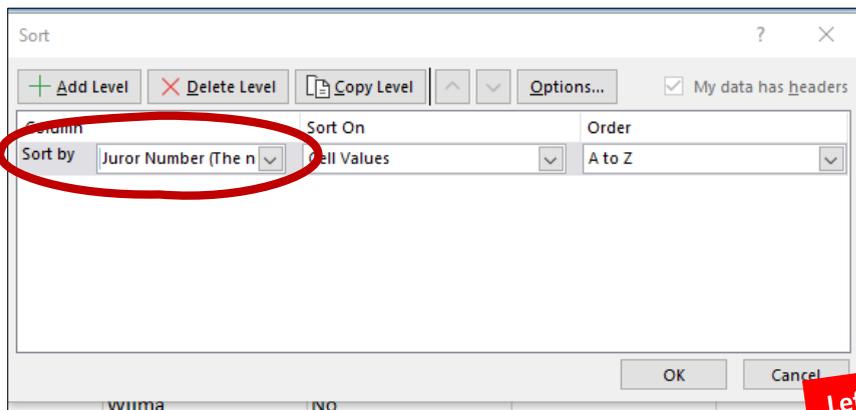To sort by juror number, follow the steps below:

Highlight all the rows (minus the first row 1),  Select the column A, Row 2, then click and drag your mouse down to the bottom row, and all the way to the furthest column:
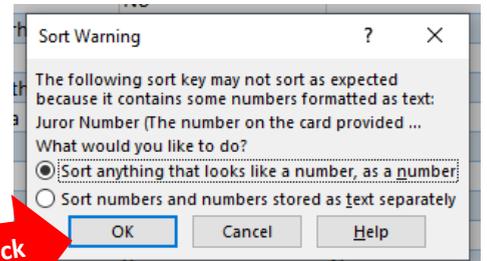


With all of the rows (except row 1 highlighted), go to **Home > Sort and Filter > Custom sort**



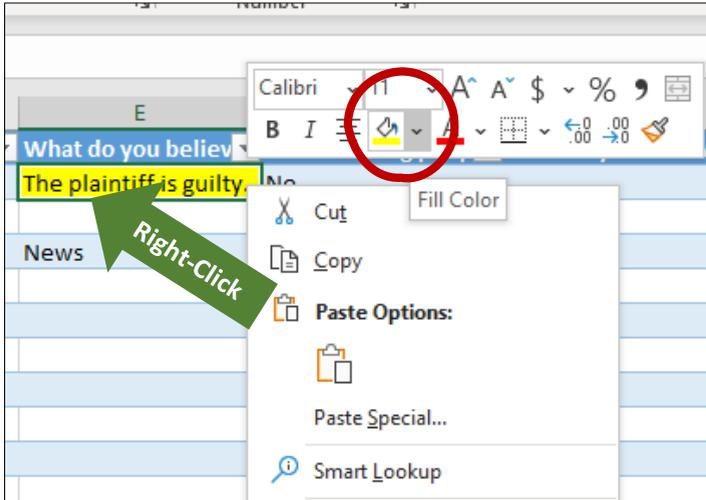Select **Sort by**:  and select **Juror Number**, then click **OK**:



Select **Sort anything that looks like a number, as a number** then **OK**:
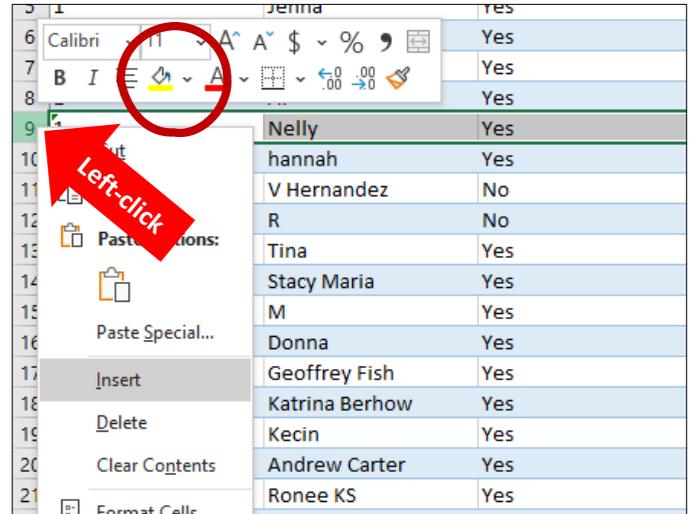
## A few more tips:

If you want to highlight a row, or certain cells to bring to your attention a specific response from a juror. Simply click the cell(s), **right click** on it, and **highlight** a certain color.



To highlight a row, **click the row number** (far left), **highlight** it, **right click** on it, and select your color



To **Hide** a row (if a juror is stricken), select that row (**left click** to highlight on the row number far left), **right click** on the row, and select **Hide**. That will hide this row for you. You can unhide once hidden by the same process.

To **Delete** a row, select that row (**left click** to highlight on the row number far left), **right click** on the row, and select Delete. **If you delete the information, you will not be able to view it later.**

You can also **Hide** or **Delete** a column by following the same steps after clicking on a column header.
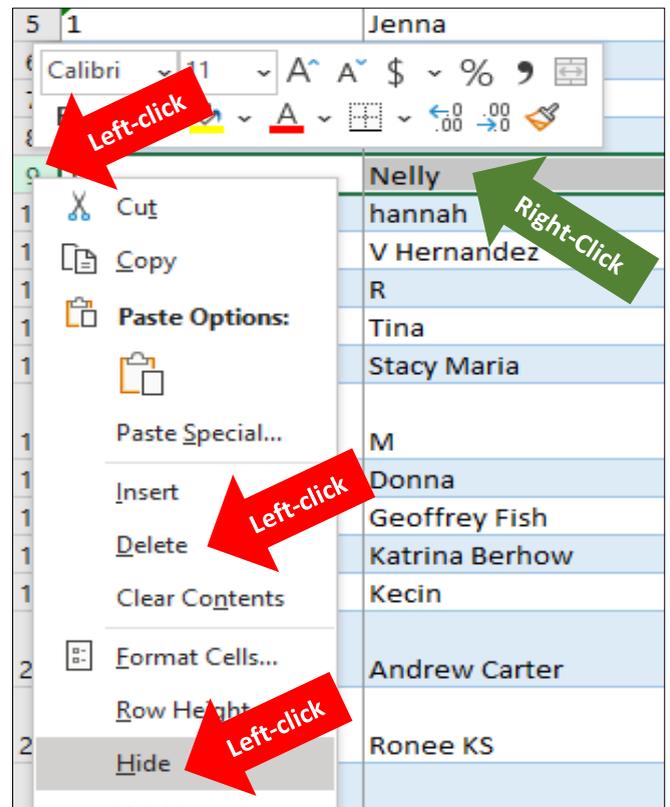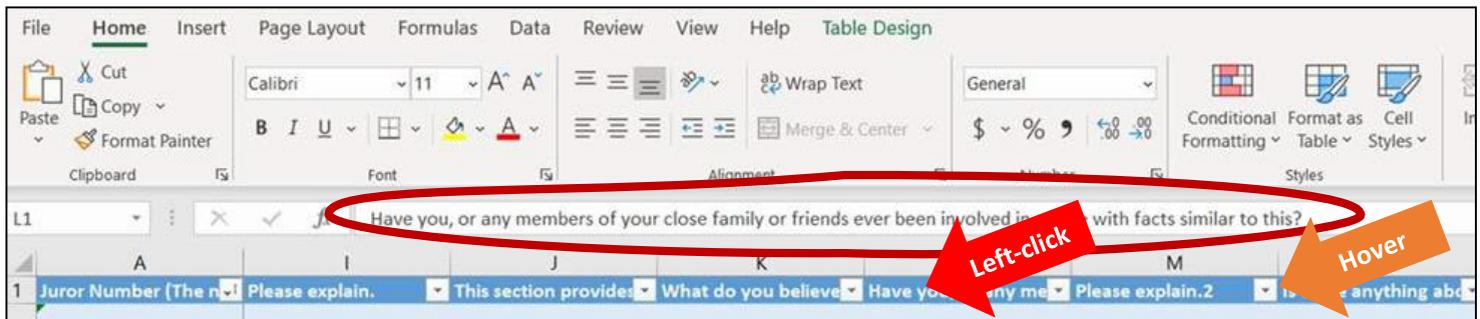
Remember if you can't see all the columns across the top, there is a navigation bar at the bottom of the page, which allows you to scroll over to other columns.
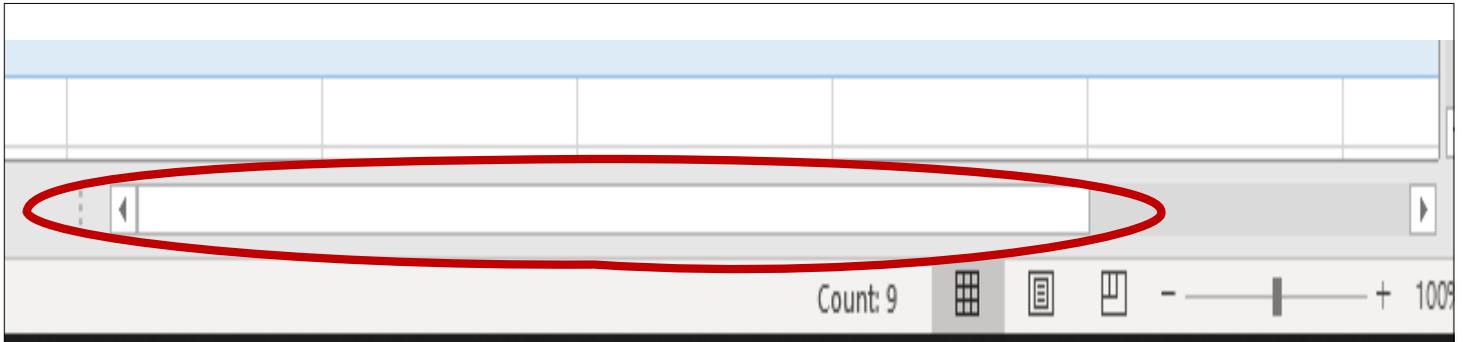


## Viewing Header Information

An easy way to see the full question without adjusting the column widths can be done by clicking on any of the questions in the first row. The whole question appears in the white text box above the table. **Alternatively, you can hover over the small triangle in the column header and the question appears**.



## Notes:

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