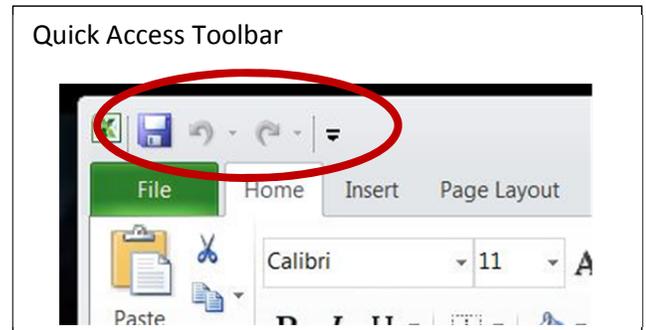


If you want an easy setup for making the new Excel Spreadsheet Cover. This is a One-Time Setup. Once set, you can use your Quick Access Toolbar to do most of what's necessary for the Release Procedure Excel cover sheet. (DRP-wbs-Idn-CVR.pdf)

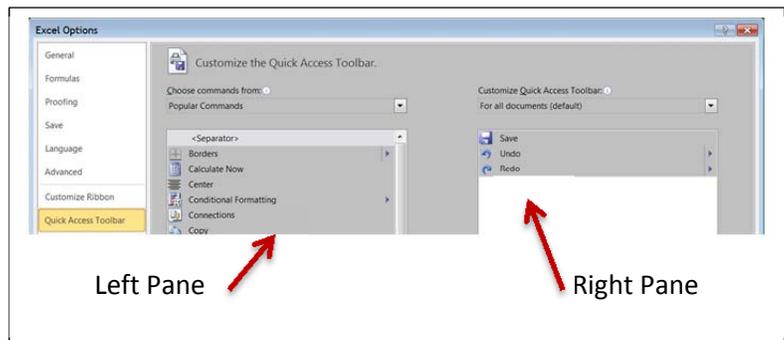
- 1st Step: Open Microsoft Excel.
- a. Will more than likely look like this:
 - b. QAT can also be placed below the ribbon



2nd Step: Access the Excel Options window.

- a. Either right-click on an already existing icon in the QAT and choose Customize Quick Access Toolbar OR
- b. Click on the funny arrow on the end of the QAT  and click More Commands

- c. EITHER way opens . . .
- d. Add three choices from the Left Pane to the Right Pane. You can find all of them in the Left Pane when the on-top-of-the-Left-Pane dropdown reads All Commands



- e. The first (alphabetically) is AutoFit Column Width
- f. The second is Center
- g. The third is Sort Ascending
- h. Your Right Pane should look like: 
- i. Just click the ok at the bottom of the window
- j. Your QAT should look like this now:

