

Trouble Shooting

- I entered the wrong number. Simply type it again. Because the spreadsheet uses the number to lookup the other fields, the most current entry will be used.
- I deleted information from the OLD # or NEW # cells. This can be fixed by copying and pasting information from lower in the form. Select a row lower on the form, e.g., row 33. Click the number 33 on the left-side of the spreadsheet to select the entire row. Copy that information by clicking copy in the upper left corner of the HOME menu screen or by typing CTRL-C. Then, select the row number of the row you wish to fix (by clicking on that row number on the left-hand side of the sheet) and then pasting the information using the Paste icon at the top left of the HOME Menu or by typing CTRL-V.
- I need to add additional lines to the spreadsheet. While we have tried to provide enough lines for most users, this could be a challenge for some. To add lines to the spread sheet you should simply highlight and copy as many blank rows (rows that are in the middle of the listing and already have the underlying computer code in them) as you think you might need and then select INSERT from the HOME menu screen. This is not a hard task but should be done with caution the first time. Please contact your Excel expert for help or contact Mike Kenney (michael.kenney@tri-c.edu) for assistance.
- I have red highlights in the # credits requested column – these occur when a range of service credits or variable service credits are indicated. This red highlight may be removed by simply entering a numeric value in the cell. You may want to wait until your meeting with the dean.