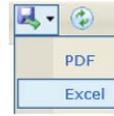


# TIPS for saving / printing usable Excel document from ELMS



## Excel:

Select the Excel option from any report.

For this example, I'm doing a "Health Status By Child" PDF report from the ELMS TRAINING site.

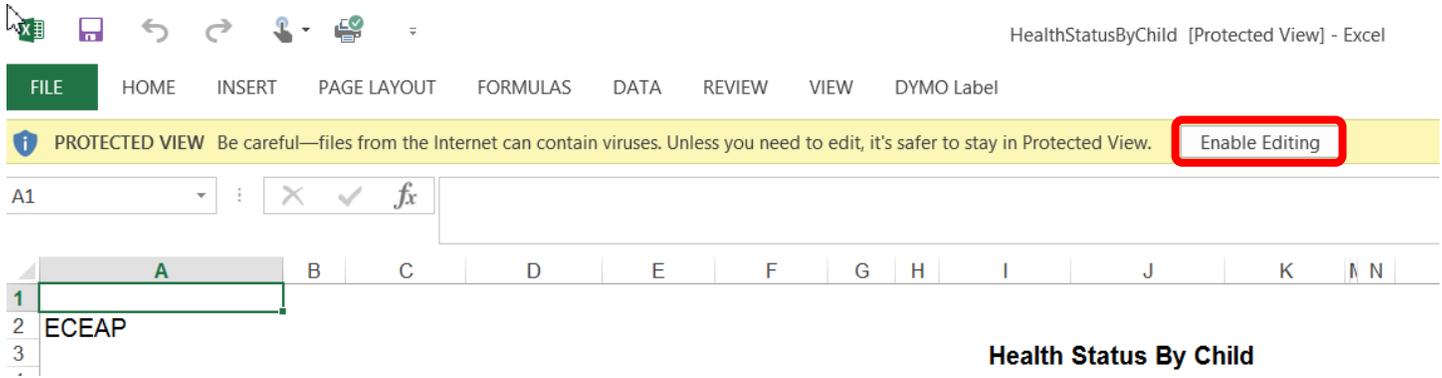
*This is not actual child data.*

Choose to "Open" the document



The Excel document will open in a separate page.

If you see the option to "Enable Editing", go ahead and click on it.



Your report should now look like this:

Child Name	Site	Child's First Day In Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening	Health Notes
Yadira Abdullahi (29661)	Bates Early Childhood Learning Center	7/6/2016	No	No	01/09/2014 No	n/a	n/a	No	No	No	12/08/2015 No				0
Jacques Alvarez (29343)	Bates Early Childhood Learning Center	8/2/2016	No	No	05/08/2014 No	n/a	n/a	No	No	No	05/12/2015 No				0
Avarado-Ascencio Antonia (46711)	Bates Early Childhood Learning Center	7/1/2016	Yes	No	08/02/2016 Yes	Needed	Heart Murmur	No	No	No	08/04/2016 Yes				0
Andrew Carmen (41799)	Bates Early Childhood Learning Center	7/1/2016	No	No	No	n/a	n/a	No	No	No	No				0

This report is fine for Printing, however, if you want to Sort the data, you will need to remove the Headers from row 1 to 8, and then unmerge any merged cells.

First, Left Click on the Row/Column "1", holding your finger on the mouse, and drag your mouse down to select all 8 rows.

	A	B	C	D	E
1					
2	ECEAP				
3					
4					
5					
6	This report shows children's status as of today. It is intended for use b				
7	intended for monitoring. This report has different data than the Health I				
8					
	Child Name	Site	Child's First Day in Class	Medical Home	
9	Yadira Abdullahi (29661)	Bates Early Childhood	7/6/2016	No	

Once you have the rows Highlighted (as shown above) you can take your finger off the mouse. Then you want to Right Click the mouse and select "Delete". This will remove the first 8 rows.

It should now look like this:

	A	B	C	D	E	F	G	H	I
1	Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan		
2	Yadira Abdullahi (29661)	Bates Early Childhood Learning Center	7/6/2016	No	No	01/09/2014 No	n/a		
	Jacques Alvarez (29343)	Bates Early Childhood	8/2/2016	No	No	09/08/2014 No	n/a		

Click anywhere in the Excel Document and the rows will no longer be highlighted.

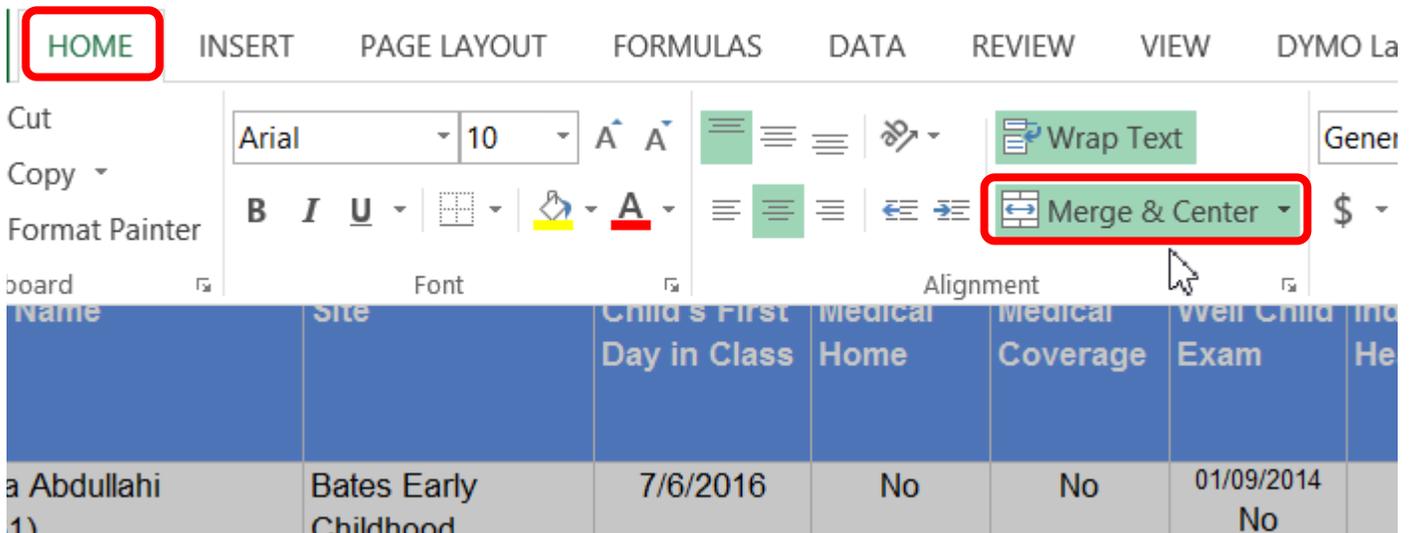
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	Child Name	Site	Child's First Day in Class	Medical Home	Medical Coverage	Well Child Exam	Individual Health Plan	Chronic Condition	Immunizations	Dental Home	Dental Coverage	Dental Screening	Last Vision Screening Result	Last Hearing Screening Result	Last Height/Weight/BMI Screening	Health Notes							
	Yadira Abdullahi	Bates Early Childhood Learning Center	7/6/2016	No	No	01/09/2014	n/a			No	No	12/08/2015											

Look carefully at the Column LETTERS. Notice how Column B & C share the same column header "Site"

	A	B	C	G	H	J	K	L	M	N	O
	Child Name	Site		Well Child Exam	Chronic Condition	Immunizations	Dental Home				

You can do a Ctrl+A to select/highlight the entire Spreadsheet.

Then go to the "Home" tab, and click on the "Merge & Center" icon to remove the merged cells.



Your report will now have BLANK Columns as shown highlighted in Yellow below.



Put your cursor over the "C" column.



Right Click and scroll down to DELETE. This will remove the blank column. Repeat for all other BLANK columns.

