

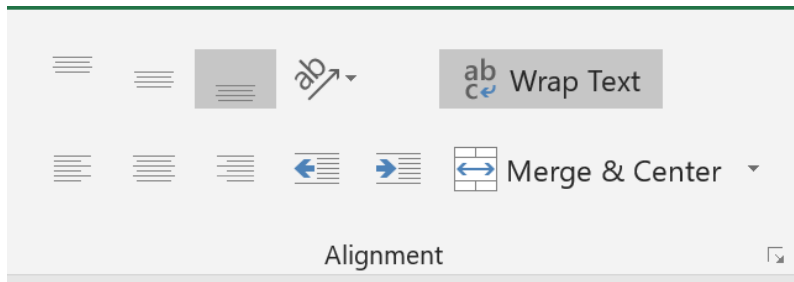
## Excel Shortcuts

To add a line break (aka carriage return) within a cell, press “ALT + ENTER”

It's also helpful to click the Wrap Text Button, so all the text is displayed in the cell.

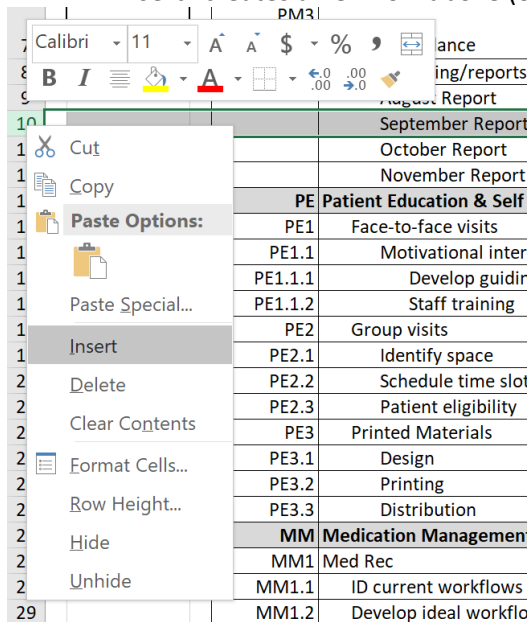
To indent the text within a cell (for denoting primary/secondary drivers and sub-activities)...

- Within the “HOME” Tab, go to “ALIGNMENT” section, use the left/right indent icon



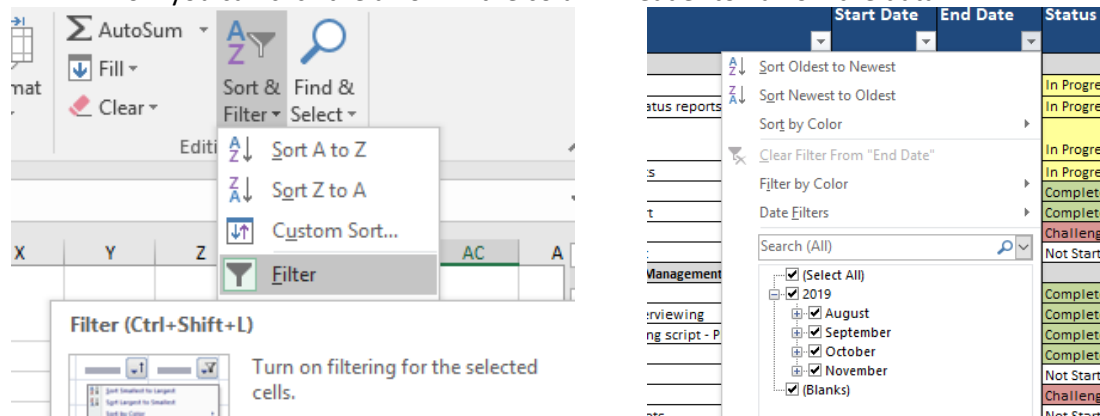
To add rows or columns...

- Highlight the row/column below where you want to add a new one
- Right Click
- “Insert” creates a new row above (or column left of) the one you highlighted



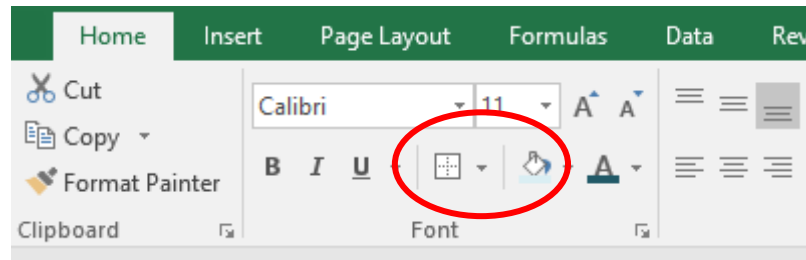
To sort and filter ID numbers, owners, dates, status, etc...

- First, highlight the row that has your column headings.
- In the "EDITING" tab click "Sort & Filter," then click "Filter"
- Now you can click the arrow in the column header to narrow the data



To add color fills and outlines to cells...

- In the "HOME" tab, use the "Fill Color" and "Borders" keys to shade and outline your Gantt Chart Bars



To copy formatting, formulas, content, etc. into adjacent cells...

- Use the "crosshairs" at the bottom right of a cell and drag to apply formatting / content / formulas

