

Excel Digital Planner Information

This document is designed to outline some of the main pieces of information that will help with your first engagement with the Excel digital planner.

Note: The excel digital planner can be used in several ways as many features are optional. The information below will outline the best use of the document.

On opening the document:

1. On opening the document select enable content to access full functionality of the document.
2. Fill in your information in the Class Details Tab. This information will self-generate throughout the document.

When filling out units of learning:

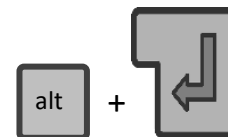
1. To assign a title to a unit of learning, double left-click on the sheet tab at the bottom of the screen or alternatively right-click once and select rename. This will automatically change the unit title at the top.
2. When filling out the masthead of the unit of learning you have several optional features. You can identify the year, teacher name, commencement date and duration. If you want this information to show up on the Index tab be sure to select Yes in the “**Include on Index Sheet**” option.
3. When filling in information to the different sections of the planner there are two commands which are extremely useful.



Carriage return:

This gives a new sentence line within a cell.

This is done by pressing the **alt + enter** keys on your keyboard.



Adjusting row height:

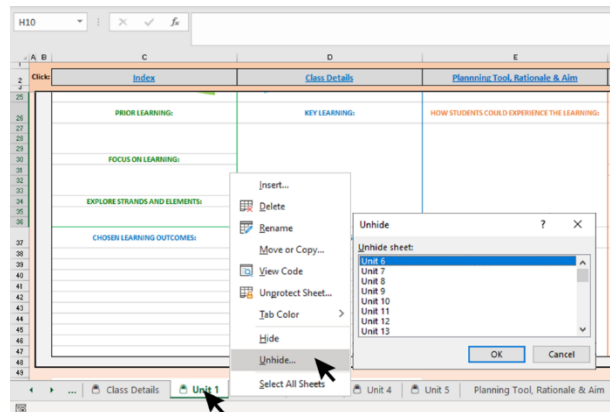
A detailed explanation of how to autofit row height can be found in the Instructions tab of the excel planner. Sometimes manually adjusting the row height is the most straightforward way. This is done by going to the left of the sheet and placing the cursor in between the row header numbers as shown. When the cursor changes hold the left-click and adjust it manually.



Adding additional unit of learning sheets:

To add additional units to the document you will have to unhide them. Unit tabs are already present in the document but are hidden. To unhide a tab right-click on the bottom tabs of the document and select unhide, then select a sheet to unhide as shown below.

These additional unit of learning sheets are duplicates of the original pages and therefore have all the same formulas and connections throughout the document.



Printing:



The default setting in the document is to **“Print Active Sheets”** which is the one that you have open at the time of selecting the print option. It is also set to **“Fit Sheet on One Page”** so this will shrink or enlarge the page depending on the paper you are printing onto. Other options such as orientation, paper size etc. will depend on the printer that you are using and the size of paper you are printing onto.

Further Information:



More information on functionality of the document can be found in the instructions tab of the document. There is also a dedicated screencast which can be found by scanning the QR below or clicking [here](#).

