

Guide to Completing the Graduate Program Sheet and Application Form on Microsoft Excel

Read ALL of this information BEFORE starting your program sheet!

To Enter the Program Sheets Folder

1. Get the appropriate disk for your track (I, II, or III).
2. Turn on the computer (use the key located in the upper right corner of the keyboard).
3. Double click on the disk icon.

Opening the File

1. Open the appropriate file (Plan A, B, or C) by double clicking on the file icon.
2. An untitled copy of the program file will appear for you to work on.

Completing your Grad Program Sheet and Application Form

1. You will need to use the mouse or the four arrow keys (located between the number pad and the text keys of the keyboard) to move around the page.
2. The text you enter will appear on the text line at the top of the program sheet.
3. Proof the text on this line, then enter it onto the spreadsheet by striking the return key.
4. Use the mouse (or four arrow keys) to navigate around the sheet and to enter information into the appropriate cells.

Saving Your Work

1. Select **Save As...** from the File Menu.
2. To save to your personal disk, click on **Desktop**, then open your disk (by double clicking on it's name).
3. Name your file and click on **Save**.
4. It is recommended that you save often so you do not accidentally lose any information.
5. Make sure you have entered the number of credits for a class under the system (quarter or semester) in which you TOOK or PLAN TO TAKE the class.

Print a Copy of your Graduate Program Sheet

1. Make certain you have selected the appropriate printer.
2. Select **Print** from the **File Menu**.
3. Make sure **Print Column Headings**, and **Print Row Headings** are unchecked at the bottom of the print dialogue box.
4. Click **Print** to execute the printing.

To Complete the Application Form

1. Double click on the file called "Page 2".
2. Enter the information as on the first page, using the mouse (or arrow keys) to navigate.
3. Use MM/DD/YY format for date.
4. Print "Page 2" following the steps used above.

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