HOW TO CREATE A NEW WORKSHEET IN EXCEL:

Create a New Sheet:

1. Right click on the last week of your sheet tabs;
2. Select “Move or Copy” option;
3. Check off box at bottom of window “Create a copy”
4. Highlight the last week of your sheet tabs;
5. Click OK;
6. The new sheet tab will have the same name with a “(2)” at the end;
7. Move the new sheet to the end of your row of tabs by clicking and dragging the new sheet tab to the end of the sheets until a down-ward black arrow shows at the end of the last sheet tab;
8. Right click on the new sheet tab;
9. Select “Rename”;
10. Label new sheet tab accordingly;

Update the hours on the New Sheet:

1. Enter your name in the “Name” field in the new sheet;
2. Delete all old activity information and hours that coincide with each activity;
3. The cell that reflects “Total hours for week” should equal “0” once step (1) is completed;
4. Click the cell that reflects “Prior weeks’ total hours”
5. Press “=”;
6. Click on last week’s sheet tab (i.e. if you are creating Week Four, then click on Week Three);
7. While on last week’s sheet, click on the cell that reflects “semester to date” hours;
8. The border of the cell will highlight in dashed lines;
9. Press “enter”;
10. The new sheet should now have the same number of hours in “prior weeks’ total hours” as last week’s “semester to date”
11. Begin inputting new activities from the new week and make sure hours are changing correctly.

Format the New Sheet for printing:

1. In the “Page Setup menu,” under “Page,” set “Orientation” to “Landscape”;
2. Under “Sheet,” click the box next to “Gridlines”;
3. Click “OK.”