**Website / Excel / Google Drive (docs & spreadsheets)**Stark Porter  
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Sign in sheet – Make sure everyone signs in and leaves their contact information.

1. Build your own website:
   1. [www.weebly.com](http://www.weebly.com)

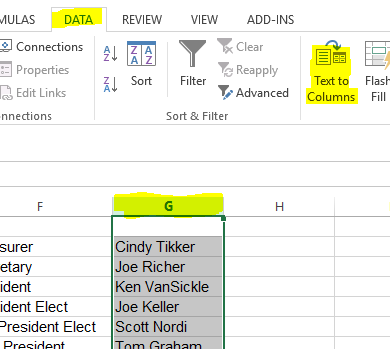
If you are serious about building a website with [www.weebly.com](http://www.weebly.com) and need any assistance, contact me and I’ll help you any way I can. I’ve built about 7 websites on Weebly, they continue in improve their product every time I look.

1. Excel
   1. Practice being efficient (it saves you time, and time is $$)
      1. Toggle between open programs and screens by using your; Left thumb on the Alt-key (keep Alt-key down), now, with your Left index finger, Tap the Tab-key once to see all the open screens. Continue to tap the tab key to go to a different screen.
   2. Excel is smart – it will figure out your pattern and run with it.
      1. Always start the pattern with two or three cells, so excel and figure it out.
      2. Highlight those 2 or 3 cells.
      3. Put your cursor in the bottom right corner of the last highlighted cell until you see the dark **+** sign.
      4. Hold down the left mouse button and pull the **+** sign down or right (which ever way your pattern needs to continue to add to your pattern.

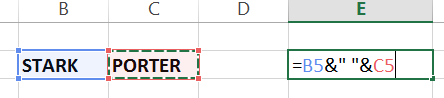
\*\*\* Excel is very smart, it can do a great deal with these patterns, practice. \*\*\*

* 1. Formulas make excel magical (date, sum, count, avg.)
     1. The formula for today: **=today()** type this into a cell and hit return and it will show todays date.
     2. Date and time: **=now()**
     3. If you are interested in the formula I was using to determine a coaches years of service, give me a call. I have it now, but there are a few steps.
     4. There are hundreds of formulas, google excel formulas and find what you need.
  2. Text To Columns (under the data tab at the top of excel).
     1. Choose delimited
     2. You can separate by space (like we did between the first and last name)
     3. … or you can separate by anything else

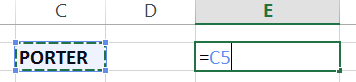
If you can do a fixed width separation (instead of delimited) also.



* 1. Combining 2 columns into 1
     1. Start with the = sign.
     2. then select the cell you want first,
     3. then &,
     4. then “, followed by whatever you want in-between the two cells with they combine into one cell
     5. another “
     6. another &
     7. followed by the cell you want to combine with the first cell.



* 1. stripping a formula from a cell (so it is left with the value (or true text)
     1. Highlight what you want to strip
     2. Copy
     3. Paste special (this is different than paste)
     4. Select value
     5. Select OK
     6. Hit ESC at the top left of your keyboard.
  2. Linking data to other parts of a worksheet or even different files.
     1. Put the = sign in the cell you want the data to be copied to.
     2. Go to the cell where the data is and click on it (once you click on the cell, a dashed border will move around the cell.
     3. Hit <enter>



* 1. Build a great template, just update data within (PO Requisition Form / Annual Budgets worksheet, brackets, etc)
     1. I have added samples documents: clock hour and summary sheet

1. Google Drive, docs, spreadsheets, forms
   1. If you do not have a google account, go to google.com and sign up for a free account. You will get a free 15Gigbytes of storage on their cloud (Google Drive). You will get unlimited storage if you store google documents on their cloud (google docs, google spreadsheet, google forms, etc)
   2. Google spreadsheet is the equivalent of excel.
   3. Benefits saving a google document to the google drive:
      1. When you can give others permission to view, edit, your document.
      2. You can publish a document and you are still able to edit.
      3. You can embed document into a website, and still edit the document.
      4. You can share a folder and all the documents inside the folder.
   4. Departments, Leagues, Committees, etc. can keep all their documents in a shared folder and have access to the folder and documents inside.
2. **\*\*\* BONUS TIP YOU MAY NOT KNOW ABOUT \*\*\***
   1. Texting from your computer (email).

You forgot your phone or you don’t have good phone coverage in the building, … or you just don’t want anyone to know you are texting.

* + 1. You need to know 2 things: phone number & who their phones provider is (Verizon, T-mobile, sprint, etc).
    2. Where you would type the email, put in the phone number, followed by the suffix that pertains to the service provider. (example: [2062761446@vtext.com](mailto:2062761446@vtext.com) this is how you would text me from your computer).
    3. Here are the local more popular suffixes. Try it. Send yourself a text (or send me one – just leave your name so I know who is texting me).
       1. Verizon – @vtext.com
       2. AT&T – @txt.att.net
       3. T mobile – @tmomail.net
       4. Sprint – @messaging.sprintpcs.com

If you are not using a scheduling software program (WPA Network, etc), you need to know these three items above.