



32 Pages
27.6 cm x 21.2 cm

Ruled 7 mm • Ligné 7 mm

EXERCISE BOOK CAHIER D'EXERCICES

Book 1

NAME/NOM Feb 14 - Feb 19 2025

SUBJECT/SUJET Farm Safety, Pesticide Awareness, Excel - Getting started P11



ASSEMBLED IN CANADA WITH IMPORTED MATERIALS
ASSEMBLÉ AU CANADA AVEC DES MATIÈRES IMPORTÉES

12692

Why - Awareness, Training, unsafe Procedures, lack of PPE

Maintain - Review how to do job safely, review hazards, understand control measures
Receive training

Policies -

Fundamental Rights - Right to know hazards, Right to participate in own health and safety, Right to refuse work that feels unsafe, Right to file grievance.

Right to refuse - Remain on site and remain on site and available for safe work
Steps 1. Worker Reports, 2. Supervisor investigates 3. Return when safe

Working Alone. Carry cell phone | Inform contact starts | If call is missed
set up call in | Call in when done | Check worksite

Disciplin - verbal, written, terminated

Responsibility - owners workers suppliers
Managers Family members

Manager - General health and safety, Provide safe conditions, Promote safety, Maintain equipment, voice extortions, Provide safety instructions and training, identify hazards and put control measures in place. Ensure workers know hazards

Supervisors - provide first aid supplies, safe wash methods, practices, Training and supervision. Ensure accidents are recorded, followups with corrective actions, follow emergency respons. procedures.
- Identify and control hazards

Worker. Conduct in safe manner, Participate in safety training, Good order, emergency

Operating mobile equipment - Managers Responsible to provide training.

Operators must be trained

use seatbelts and safety tools

Defend way from ignition

Inspect equipment

Contractors - Ensure workers are trained, have working knowledge of farm's safety program. Use appropriate tools and gear

Visitors - Must be aware of safety. Report to farm manager, must not enter areas without approval.

Hazards

Situation that has the potential to cause injury or loss

Causes - Animals, Machines, tools, chemical or Biological, equipment, environmental, Confined

Physical - Tractors, Augers, feeders, trucks and balers,

- Pinch points, chain drive
- Cutting points, blades of Auger
- Wrap points, Power take-offs

Vehicle Roll-over, Most common fatality, Steep slope or cornering sharply.

Crush Point - When object moves towards another object, Hitching implements to tractors or walking under equipment

Fire - equipment, buildings or grasslands Have - Extinguishers, equipment water tanks

Slip or Trip - Tools not put away properly. Important to clean up

Animals - Large livestock, Cows, horses or cattle, Crush point in ^{or pin} corral, Barns, yards _{space}

Falls - Risk of fall

Confined Spaces - Suffocation, toxic gasses, lack of oxygen, or Gas engulf

- Water tanks, grain bins, silos, septic tanks, trenches, Bulk with tanks, Manure pits, Root collars

Drowning and Gases - Dugouts, water tanks

Noise - Farm equipment, Machinery, Livestock can cause lack of hearing

Electrical - Equipment can be high and contact power lines

Temperature - Extreme hot or cold, Sun cause heat stress, muscle cramps, heat stroke

Life style - Stressors - overweight, stress can impact healthy or well being

Ergonomic Hazards - Body positions. Heavy objects, lifting, repetitive motion

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Fatigue - May result in a near miss or contribute to a farm injury

Chemical - Weeds, insects or diseases, disinfecting or veterinary products

Cause illness, skin irritation, or breathing problems. Workers should learn hazards and how to protect.

Biological - Bacteria, viruses, dust and moulds. Ex Grain & Food dust, insect bites, ^{honey bee} hay fever

Animal Diseases - *Salmonella*, *Escherichia coli*, Q-Fever, Parasites, Birds, contaminated food. Fever, skin ulcers, enlarged lymph nodes spread by ticks, deer flies and infected animals.

Environmental - Pesticides or fuel can spill or leak, contaminating the environment

Identify hazards - Daily observations, Post accident reports, Expressed concerns.

Pre job meeting, Formal inspection, Formal inspections.

- What equipment or materials could be dangerous or result in property damage?
- Are there any activities I am doing that could be dangerous?
- What environmental conditions could create a hazard?
- Will any body part get caught in or between objects?
- Will the worker suffer any strain from lifting, reaching, pulling or repetitive?
- Could worker trip, slip or fall?
- Is there chance of getting struck by falling objects?
- Is anyone working at heights?
- Is contact possible with hot or toxic substances?
- Are workers protected from livestock?

Hazard assessment 1. Create list of all jobs. 2. Identify the hazards within each job. 3. Assess the hazards and prioritize. 4. Determine control measures. 5. Periodically review hazard assessment.

Controls

Elimination/Substitution - Remove faulty machine, don't use toxic substances; Select safer pesticides, Change work procedure to remove hazard all together.

Engineered Controls - Guard and protection around equipment. Roll over protection, Safeguards on corral systems, fences

Admin controls - Safe work practices, Rules, work alone strategy, fatigue management programs, inspections, Maintenance

Shutdown and Lock out - Communicate, disengage, shut off, Tag, Work, re-engage

PPE - Last Resort addition to other measures. Inspected, cleaned and maintained

- Hand Protection, safety glasses, protective equipment, chemical resistant clothing
respiratory protection, Fall protection, hearing protection

Inspections Control and prevent losses, ensure facilities and equipment are safe. Identify new hazards and unsafe acts for correction

Formal - Regularly scheduled. Safety of all - Work areas, Tools, Machinery - equipment, Jobs, work processes. Use checklist, completed by farm manager

Informal - Daily, Before job, everyone's responsibility

Training

First day

Incident Management - Close Call, when someone could have been hurt if things went a little bit different.

First Aid Incident - Scratch, burn or minor cut, Report to farm manager immediately

Vehicle Incident. Get to safe location, Call emergency services, Seek medical attention, Report to police and farm manager

Reporting - Incidents, Documented, Investigated, corrective actions

Report - Hazards, unsafe conditions and fix or control. Accidents, incidents, close calls, equipment failures, aggressive livestock.

Report - Fatality immediately, Serious injury - As soon as 24 hours. Section 63 of Nova Scotia OHS Act. 1-800-952-2687 OHS DIVISION@novascotia.ca Possible to WC(B), worker compensation Board

Investigation - Management will investigate to determine cause and put corrective actions into place. Defines who is responsible to put actions into place

Procedure Investigator takes control of scene, Ensure injured are cured for, Ensure no further injury or damage occurs, Get big picture, Take photos, interview witnesses, examine equipment and materials. Determine the cause, look for causes. Determine corrective action. Complete the report and followup

Results - Talk about what occurs, Information will be shared with all workers

Emergency Fire, Medical Emergency, Machine/Livestock injury, Severe Weather, Blizzard, Flooding Fall from height, Power line contact, Vehicle incident

Plan - Evacuation methods, Emergency equipment location, What Vehicle is available for emergency transportation, Emergency contacts, First aid personnel. Medicine

Prepare - What are your responsibilities, contact info, Who first aiders, Location of Phones, kits, stations, extinguishers, spill kits, contact names

Event Move to safe location, contact emergency responders, Prepare to apply first aid Contact management via radio or phone

While waiting for help - Secure the scene, Attend to injured, Prevent further injuries, Protect property, Do not disturb the scene

Communication Share by - Work place orientations, Safety meetings, Open communications, Accident reports, Investigations, Signage, posters and bulletin boards

Pesticide Awareness

Pesticides - Part of integrated pest management system when use of resistant crops, crop rotations, and organic methods are not effective

Training - Protects people, animals, and farming environment

Legislation - Federal and Provincial, as well as some municipalities

Federal - Manufacture and regulation registration of pesticides to include labels and import/export

Safe Practice - Have a list of all products, Check to ensure all labels are legible

check once per year the most up to date SDS

- Labels, Read SDS before use and annually to ensure the product is being used and stored correctly. - Follow directions on label, wear protective clothing listed on SDS

- Housekeeping - Clean up spills on surfaces right away - Deeply soiled clothing should be removed and discarded or laundered according to SDS

- Do not eat, drink, smoke, vape or chew gum when using or exposed to pesticides.

- Do not touch your head, face, neck or exposed skin

- Do not wear contact lenses

- Cleanup - Avoid touching common surfaces until hands washed and clean clothes

- Surfaces: Vehicle door, steering wheel + mirrors, tools, containers, building door handles, chairs, manual

- Shower ASAP after handling or applying pesticides

- Risk is greater the longer exposed on skin

- Storage - Ensure correct number of First Aiders are available. Recommended applicators be trained in first aid.

- Maintain good house keeping in work and storage areas

- Keep empty containers in the pesticide storage area until disposal

- Wash hands regularly and wipe down tops and sink once finished

Record keeping - keep detailed records of applications, to help troubleshoot future applications, know when to safely harvest crops and allow live stock to continue to graze

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Labels - Are legal documents, Must be on each pesticide, Contain detailed information, Required to be used as directed, Legally - must be replaced, can be obtained from supplier, SDS available for each pesticide

Primary 1. Product name 2. Class designation 3. Net contents 4. Precautionary symbols & work 5. Read the label before using statement 6. Guarantee statement 7. Post control acts → registration number 8. Name and Address of the pesticide registrant

Secondary 1. Directions for use 2. Precautions, 3. Disposal instructions, 4. First Aid instructions, 5. Toxicological information 6. Notice to user 7. Notice to buyer. Limitation of warranty statement

SDS - Available for each pesticide

1. Product information, 2. Hazardous ingredients, 3. Physical data 4. Occupational procedures and preventative measures 5. First Aid and emergency procedures 6. Fire and explosion Hazard 7. Toxicity & Health effects 8. Reactivity Data 9. Preparation data and group

Toxicity

- How harmful pesticide is to workers, Acute or Chronic
- It is key to note what pesticides are being used and where they are stored
- Before working in a pesticide area read the labels and SDS
- Read Postural signs at storage areas and entry points

Acute - 24 hours after exposure

- Nausea, vomiting, stomach cramps, headache, dizziness, convulsions, coma, rash,

Chronic - Longer than 24 hours, days, weeks, months.

- Cancer, weight loss, skin problems, tremors, nerve damage, birth defects
- Often permanent and can't be reversed

Measuring - Pesticide label and SDS provides information on toxicity

- LD50 measures lethal dose exposed at one time - cause death in 50% of group
- can be listed for each route of exposure, Some can be higher

Routes of exposure - Absorption, ingestion, inhalation

- Absorption - Skin + eye contact
- Ingestion - Mouth
- Inhalation - Breathing mouth + nose

Absorption - Most common route of exposure - Depends on condition of skin, part of the body and pesticide exposed to

Eyes - Fastest route of absorption for pesticides and many contaminants

Emulsifiers can increase the rate of exposure

Prevention - Implementing engineering, Administration and PPE controls when using

Engineering - Tractor cab filters, Closed transfer systems, low drift nozzles, tank rinse systems

Admin - Training, Reading Labels + SDS, following best practices, inspecting sprayers + containers, Erecting warning signs, Fit tested for respirators

PPE - Protective clothing; coveralls or Tyvek suit, if using reusable coveralls wash separately from household clothing, in water for two cycles
Rinse machine when finished.

- Boots, Chemical resistant unlined gloves, goggles and/or face shield
Respirators

- PPE -
- Ensure all PPE meets the required CSA standard, outlined in Product label, SDS, Legislation
 - Ensure PPE is used, stored and maintained as per manufacturer's specifications
 - Inspect PPE before use to ensure it performs function
 - Ensure PPE is worn as required by the product label, SDS and Hazard assessment
- Respirator - Only effective if user is fit tested for specific product used
- Fit testing - Performed before using respirator for the first time and checked for leaks before subsequent times
 - A respirator protection template is required
 - Must meet CSA Z94.4-18 for ^{selection} use + care
 - Workers who use must be trained on selection, use + care
 - For fit test consider:
 - manufacturer's recommendation
 - No facial hair where contact
 - Physical condition, medical
 - Inspect inlet valves
 - Conduct Negative + Positive pressure test

Training - Use template, Should include - Hazard + exposure - Limitations

- Type of respirator to be used
- Fit testing, Cleaning, Storage
- Inspection, Maintenance

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- Cleanings, storage, Maintenance - Key to ensuring equipment can perform the function
- Follow the manufacturers recommendations for specific res.
 - Do not use if fails leak and fit test
 - Replace cartridges/filters as per manufacturers specifications or sooner if soiled and ineffective
 - Clean using materials as outlined by manufacturer
 - Allow respirator to dry before storing in plastic bag
 - Store in plastic bag or sealed container to prevent degradation or breakdown of mask

Transportation

- Transport Pesticide separately from other products
- Transport only in the original container with legible label
- Secure products to prevent movement
- Repackage any broken containers
- Keep cardboard or paper containers clean and dry
- Keep plastic containers out of direct sunlight
- Ensure floor of transport vehicles is not made of wood which will absorb leaks
- Do not leave products in unattended vehicles
- Keep out of passenger and driver areas
- Keep spill kit and other safety equipment for spill

- GOOL exemption A - Dangerous goods safety markers are not required if
- Transportation solely by land less than 100km
 - In a container with a water capacity \leq 6000L

TGD Act - Deals with transport of dangerous products, Reduces risk of human exposure or environmental contamination. Transportation of pesticides from retail outlet by growers are generally exempt. If operating outside of exemptions a TGD certificate is required

- Personal use - Does not apply if in original package and if each package is less than 30kg. Must be for personal use and at concentration for general public.

• A retail outlet and residence • Purchasers place of use • The residences

TDG act does not apply to a properly labeled and labelled pesticide if

- Total quantity is less than 500kg • All transport occurs on land • Individual cont. less than 20kg

1,500kg exemption - in a licensed farm vehicle less than 1500kg if

- The pesticides solely on land less than 100ha
- The pesticides are to be or have been used for agricultural purposes
- The pesticides do not include explosives or toxic gases (Anthrax/ Bromine)

3,000kg exemption - On land between retail outlet and residence or place of use of purchaser. • To be or have been for agricultural use

- In a container designed, constructed, filled, closed and secured and maintained so that under normal conditions of transport including handling there will be no accidental release
- The pesticides do not contain explosives or toxic gasses (Anthrax/ Bromine)

Container cleaning and storage - Important to know requirements for own health and safety

- Pesticide containers that have not been cleaned can contain enough residue product to be dangerous to health and environment.
- Well rinsed containers can only be recycled, when
 - Triple Rinse plastic containers
 - Single Rinse Bags
- Do not reuse pesticide containers for other uses or recycle them to hold other materials
 - Crush, puncture or crush to prevent reuse

- Poorly stored containers or containers with holes

- Discard as per SDS • Ensure containers for disposal are secure or locked
- Drain containers until there are no drips or shake out bags into mixing cart or hopper

Appropriate storage characteristics

- Store away from human contact, such as work areas, play and home
- Away from livestock and habitats
- Away from food + water sources, bodies of water, wells, ditches and flooding
- Away from machine and maintenance buildings

- Accessible to emergency personnel throughout seasons
- Stored according to SDS
- Separate building that is only used for pesticide storage - Follow National Farm building code
- Show warning signs on outside of storage buildings.
- Correct number and class of fire extinguishers - NFPA 10 for portable extinguishers
- Equipped with list of products on outside of building for emergency personnel, and a copy of list in another location • Include lists as part of monthly inspection
- Building location on farm map to identify hazardous areas to emergency
- Emergency contact phone numbers list on outside of building and separate location
- Building can be locked and the key/code kept in a separate location
- Products stored upright and not on floor
- Good lighting to ~~pea~~ check for leaks and prevent handling incidents
- PPE outside of storage area
- Erect no smoking signs and keep ignition sources away from building

Protecting Environment - Responsibility of the applicator to evaluate and manage risk

• Selection, use and storage of key

• Consider substitutions for less harmful products

- Key to protecting environment is keeping pesticides away from water sources through runoff, erosion, avoiding contamination of soil outside of spray perimeter and through runoff, and Air contamination through spray and vapour drift

- Prevent spills when mixing, transporting and applying

- Not applying in wet weather

- Prevent tanks from overflowing when being filled or rinsed

Emergency Response - Key to help reduce the losses of human, livestock, material and environmental resources

Planning Emergencies • Spills • Leaks • Release • Natural Disasters • Fire • Vehicle/equipment collision • Injury or illness • Theft

- Section 5 of the Build a farm Safety plan can help you get started

Consider including - Phone number and emergency contact list • Inventory of Pesticides • Procedures for each type of emergency • Emergency supplies list and location • Training on emergency equipment and procedures • First aid training • Farm map identifying pesticide storage

Excel 2019

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Binding

- Open - Start Menu or open excel file
- Pin - Right click, pin to task bar, or pin to start
- Resize - Right click, small
- Desktop - drag to desktop
- Launch - Double click

Exploring

Interface

- Top - document name
- Worksheet - One or multiple worksheets • Worksheet is main interface
 - If multiple - bottom left hand corner
 - Add new worksheet by selecting plus symbol

Worksheet - Has cells

- Identify cell coordinates by selecting cell
 - Identified by column headers - letters, arranged in alphabetical order
 - Row number, ascending order
- Also name box top left hand corner of worksheet displays coordinates

Add contents

- Double select, blinking cursor can enter data
- Enter in formula bar at top of worksheet

Formula bar - left is cancel, enter and insert function

Tool Ribbon

- Top of interface • Multiple tabs, of toolsets
 - Home • Font, • Alignment • styles
 - Insert • Table or chart • Page layout • Formulas
 - Page layout • Ideal for printing, with information selection can modify this • Margins, • Size • Orientation
 - Formulas • Browse Function Library and choose function
 - Data • Insert or manipulate Data • Transform • Filter
 - Manipulate data with data tools and outline options
 - Review • Spellcheck + Thesaurus left hand side
 - View • Left hand side Preset views, • Modify aspects • Gridlines
 - Headings • Formula bar • Ruler • Zoom in centre
 - Help • Feedback • Excel help
 - Search • Specific items or tools

- Ctrl+F1 - Hide tools under tabs • Top right hand, ribbon display menu, select show tabs
- F11 - Auto hide Ribbon • Display upper right, select auto-hide Ribbon • To go back → ⌘
- Undo • Display, show tabs and commands

- Hide tools under tabs • V on bottom right, to see tools select tab. Repin with thumbtack
- Quick access toolbar - very top left. Default • Save • Undo • Redo • Customize right of that
- Zoom bottom right hand corner of spreadsheet - Slider, zoom percentage
- Display from normal • Page layout • Page break
 - Minimize • Top right, reexpand from taskbar, choose excel icon
 - Double squares • View excel with desktop in background
 - Leave • X

- Zoom - Used to adjust how you visualize spreadsheet • Larger for faces • Pull away ^{overall view} structure
- Select cell(s) > Bottom right hand zoom tool • Select, Click and Drag
 - View tab • Middle tabs, at 100% in centre
 - Zoom to selection • Zooms to selected cells
 - Zoom on left to select custom

View modes - Normal, Page Layout, Page Break. If print can organize

Verify Margins • Bottom right - page layout • Breakdown of pages, useful for modifying margins

Remove white space - hover over grey line, select with mouse, will collapse white area

Print on one single page - Page Break view - bottom right Page break preview

• Go where page is separated - Drag out blue line

• Save as custom view - Tool Ribbon • View • Default page layout • Custom view • Add

• Name • Ok • Back to default - Bottom right or tool Ribbon

Back to custom - View - custom views - select - show

Remove custom view - View - custom - select - delete

Moving between docs • Open multiple workbooks at once, select from upper bar, drag or resize with arrows

• Compare information in two separate worksheets, Open window - View new window
copy will open up. Numerical next to document name to differentiate

• View all information - view - Arrange all - Choose arrangement

• Verticle - All information vertically • Cascade - Stacked and offset

• Side by side - Select other workbook

Synchscrolling - View - window - Synch scrolling (toggle)

Hide worksheet - view - window - hide
- unhide - select - ok

Freeze panes, Split screen - divides window into ~~parts~~ panes
Switch from one worksheet to another - Switch window - choose
Leave workbook - X
Leave split

Creating & Saving Workbooks

Creating & Opening

- First start in creating spreadsheet is creating new document • Create new workbook or open
- Create new workbook • Access Excel application • Select document and open directly or or open Excel from taskbar • On Excel homepage • To create new document • Blank workbook
- Redirected to new workbook • Default name is Book1, Sheet 1
- Open existing file • Top left hand corner • File Menu • Open • Right hand side is recently accessed documents & Folders • Shared - OneDrive, SharePoint sites • Browse • choose location - select & Doc • Hit open - Can create New document from existing document • File tab • New
- Blank workbook: Default name is Book2

Document Templates

- Spreadsheet templates • Predefined • Used to get started on a project quickly
- Download template • Insert data • Open type • Homepage • Templates suggested • Scroll down
- Browse • Select it and get preview • Right hand side is short description • Top right corner - Pin to Homepage • Create to make workbook from template • X to deselect
- Top of interface • Categories • Business for business templates • Other categories on right hand side • Business cards - No results but some for Publisher, Word and Project. Back arrow to return
- Search Bar • Select search field • Type name of template or subject, hit enter
- Template Opened • Default name at top • Default sheet names
- To start using - Select cell and start modifying • Select Text then enter custom text
- Top left to save. Right-clicked to save menu • Select location
- Create workbook Based on template - From open existing document
- File - New

Managing Worksheets

Worksheets used to manage different sets of data. One workbook can contain multiple worksheets • Modified & managed individually • How to navigate and modify properties

Position • Name • Colour • Worksheets bottom left hand corner • Some can't be seen
• • to select hidden data sets • Skip to end • Select to view individual sheet

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Left hand side - set of arrows to navigate. See complete list. Right click arrows.
Get list. Select + OK.

Add new sheet • Choose location to insert. \oplus symbol to add new sheet, new sheet will be added to the right of selected sheet. Default label is sheet 1. Double select tab to rename. Also by right clicking tab and selecting Rename.
• Add template to sheet • Right click on tab • Insert • Insert menu, array of templates • Select + OK. Full list - Templates on office.com

Add colour - Right click on sheet name • Select Tab colour • Default + standard colours.
Can't see while in worksheet, but out of it tab will be coloured.

Hide sheets - Right click sheet tab name - Hide

Show hidden - Right click over any tab name - Unhide • List of hidden sheets

Reorder + Move - Select + hold: See paper icon + drag arrow to where it moves

Remove sheet - Right click sheet tab - delete

Saving Docs - Knowing how to save spreadsheets is important for working over multiple sessions.

• Can specify file name • Where to store and • Excel version to save in.

• If open blank without any changes, can close without save prompt

• If any changes, press X "Want to save your changes to 'filename'" save, don't save, cancel

• Save - File explorer • Choose location • File name - select field below

• Change file type - Default is Excel Workbook. To save as older version or PDF
select dropdown menu for array. Save or cancel

If cancel will see save prompt

or file menu

Save Icon method - Q Quick access toolbar or $\text{Ctrl} + \text{S}$, If first time will be Save-as

• Location - Recent + Shared. Save to computer • Browse file explorer

• Workbook name will change to match File name it was saved as

• Once saved • Quickly save with top left icon or $\text{ctrl} + \text{s}$. Not redirect to

• Change location - ~~Save as~~ File - save as

• Replace File - Save as same name, File already exists, replace? Yes

Saving As PDF - Can be viewed by majority of operating systems + devices • Good format for sharing
 Before sharing adjust spreadsheet Page layout, Once done excel convert to PDF
 Quickly export as PDF • File • Export • Create PDF selected • Create PDF
 • File explorer • Choose location • File name is workbook name • Save as Type PDF
 • Option to Open file after publishing • Hit Publish
 • Optimize for • Standard or Minimum size • Hit publish

Page layout • Drag and select cell range • Tool Ribbon - Page layout
 • Print area • Set Print area
 - Choose Page break • Bottom right hand corner • Page Break preview
 • Shows number of pages based on selected Table
 - Select page break dotted line, drag to edge of table
 - Bottom right "Normal View" To return

Recovering unsaved Docs - If device crashes, possibility of unsaved changes lost
 Excel automatically saves documents you can browse through
 • Chars of loss if closes automatically
 • When reopen Excel may recover - Left hand side of home page
 • Show recovered files - Document recovery menu • May be direct if Doc is opened
 • To recover select from menu, right hand side dropdown menu
 Open • Save as • Delete • Show repairs
 • Double click to select, verify which have been changed and view data
 • Save as • Makes copy • Confirm replace

If closed without saving, can be recovered • File • Info • Manage workbooks •
 • Recover unsaved workbooks • Select File, Open • Save as • Location

• Removed autosaved Docs • File, Manage • Info • Manage workbooks
 • Recover, select • Right click • Delete
 - Adjust Autosave settings • File • Options • left hand side • Save
 • Save options on right hand side • Default is every 10 minutes • Reduce
 by down arrow or type manually • If too low can slow down •
 • Can toggle keep last auto recovered version
 • Can change autorecover file location
 • OK

Inserting Headers + Footers - Header + Footer tool, useful if you have additional information to enter into spreadsheet

- Document's author • Date it was printed • Total number of pages

Insert Header or Footer - Tool Ribbon • Insert • Right hand side • Text icon • Dropdown

- Header and Footer • Select • Creates 3 separate cells for header
- New Tab in tool ribbon

Design tab - Insert specific header and footer elements

- Sheet name adds & [Tab], worksheet name
- Can type

Footer - Tool Ribbon • Go to Footer • 3 cells

- Add page number • Select cell • Tool Ribbon • Select Page number
- Add 'Date' 'Time' 'File name' 'File path' • May cover up other cells in header or footer
- Select outside of box to view changes

Hide header + Footer in page layout mode • Top of document • Hover over top left select to Hide white space • Select again to show

Modify header + Footer in page layout mode • Select • Design tab will appear

- If you remove all header and footer information will no longer be included

Add header + Footer in page layout - Expand the option at bottom of page "Show white space"

etting Print Area - Before Printing spreadsheet check how it is arranged on the page • Page Break preview • Bottom right

- Drag and select • Page layout • Set Print Area • Drag Blue line to adjust

Print Preview • File • Print

Change Page Orientation - lefthand side under Settings • Portrait / Landscape

Change Margins - Settings on left side • Custom Margins • Preset or Custom

Change Scale - File • Print • Settings • Scroll • Scaling] No scaling - will appear as 1 worksheet @ 100%

- Fit sheet to one page • Condense all information on one page

Verify number of Pages attached to document • Right bottom below preview

Adjusting Print - Before printing check to make sure it's properly laid out • Paper Format • Margins • Orientation
 Page layout
 • Which additional Formattings elements are printed
 • Comparing + contrasting information is difficult with excess pages

Page set up • If a lot of information maybe reduce margins • Preset and custom margins

• Printers normally don't go below narrow set Margins • May cut off information

Portrait Orientation - If you have more information going from Top to Bottom

Landscape Orientation - If your information is going from left to right

Change Orientation - Page Layout • Tool Ribbon • Orientation

Papersize - Page layout • Tool Ribbon • Papersize • Select from Available or "More paper sizes"

Change Scaling - Page layout • Tool Ribbon • Print Titles • Opens window • Can set Header /

Footer • Change Margins • Page • Scale • Default is 100%

• Fits to - Select number of pages to fit your worksheet within

• Can select Print Preview directly from window

ing - Excel gives you control over settings and variables • Specify how many copies • Which pages - ^{Paper format}
 • Can also print entire workbook • Orientation

Print Menu - File • Print • Below print preview is page navigation

Increase number of copies - Top right hand corner of Print Menu • ^{OR Type} Use Arrows to modify

Select Printer • Click for dropdown menu • Below is print settings

Print whole workbook - Print settings • Top setting • Change from Print active sheets •

Print entire workbook in centre of dropdown menu

Print Selection - Return to worksheet • Select Cell Range • Print menu • choose Print Selection
 • Useful for highlighting specific information

Print double sided • Drop down menu in Print settings

Collated or Uncollated - Collated - Pages are in numerical order

Uncollated - Pages All copies of each page will print before the next

Page Orientation • Print settings dropdown menu

Page size • Margins • Scaling

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Page setup options - More advanced. Bottom of print menu. 4 tabs. Page, Margins, Header, Footer, Sheet
Page, Scale, Sheet -

Sheet - Print Black + White. OK To Print - Print settings. Print icon, top
Print shortcut Ctrl + P.

Checking for compatibility - Excel can check for any compatibility issues that might be present in your workbook this helps make sure document is accessible in older excel versions

File - Info - Inspect Workbook Icon. Check for issues. Dropdown menu. Check compatibility.
Compatibility Checker (distinguish the type of excel document you would like to check compatibility issues for in the future.) Select which version to show. Can check or uncheck specific versions with checkbox toggle. Below summary of compatibility issues.
• Effects of migration. On the right shows specific versions shows versions incompatible with specific formats you have added. Top of scroll page says severity

Automatically check for compatibility - File - Info - Inspect workbook Icon - Check for issues
• Check compatibility. At bottom check "Check compatibility when saving this workbook"

Save copy of compatibility report to new worksheet. "copy to new sheet" or OK to save in current compatible format "OK"

Change save format - File - Save As - Choose location. Below is "Save as type" menu to share with users of older versions. It can changes for older versions

Check for document's properties. Right click - Properties. Can convert version type with below filename

Properties - Excel Workbook contains document properties (additional information about Doc). Author, Modification Date, Access, View, Modify properties. File - Info. Right hand side is Properties. Top is file size
Add title, tags, categories. Hover over field and select
- Below is Related Dates. Last modified, Created, Last Printed
- Below is Related people. Original Author. Right click to edit or remove
- Below is Add Author. Type to add

Access Advanced Properties. File - Info - Properties - select Properties. Dropdown menu. Advanced
• Summary can edit. Title, subject, Authors, Manager, Company, etc.
• Below keywords, comments, Hyperlink Base

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- Other tabs - General • File type • Location • Size • Dates: Created, Modified, Accessed • Statistics • Dates: Created, Modified; Accessed, Person who last saved
- Contents • Shows Workbook's worksheets
- Custom • Menu to choose and add specific properties
- Once Modified changes appear in info tab

Checking for Personal Information - Excel document workbook contains document properties with additional information

Before sharing with other users check for personal or confidential information

- Excel Document Inspector • Comments • Data inserted to Head/Foot • hidden Rows + Columns

Check for confidential information • File • Info • Check for issues from • Inspect Document • Menu Pops up • Check options to inspect

- Scroll Bar to Browse • Inspect • Shows Flagged items and reason for Flagging • On right is "Remove all" Option
- Can Remove items selected • Can scroll through report
- Remove categories • If you remove columns and rows they will be removed from document
- Bottom Right corner is "Respect"

Creating Accessible Document - Individuals with sight difficulties often use specialized tools to identify tags and other structural information embedded in document • Excel has document scans that can verify your document is accessible as possible

Accessibility Checker - Tool Ribbon Review Tab • Left hand side

- Check Accessibility • Right hand side Menu will appear • Issues will be flagged • Hard to read text contrast • Clicking will identify in workbook • Explanation on why is at Bottom of menu
- Drop down Menu suggests changes • Select to enact • Once changed checker will update and remove flag

If it suggests Alternative Text - If you have element such as • Chart or Photo

- Add alternative text so screen readers can identify element
- Select element • Drop down menu • Can Mark as decorative
- Add description or Right click element in worksheet • Edit Alt text
- Menu appears • Enter text • X to close

Method to get to checker - File • Info • Check for issues • Check accessibility

Protecting
Documents

- If you need to protect data you can use the protection settings • Individual Worksheets + data
 - Prevent users from restructuring workbook • Locking entire document with password
 - Lock worksheet • Rightclick worksheet • Protect sheet or Review tab tool ribbon
 - Menu appears • Can select which features users can modify • Add password
 - Ok • Re-enter Password to confirm • If someone tries to modify a warning window will appear

Choose allow range • Allow specific users to edit specific information • Select and drag Range • Review tool Ribbon • Allow edit ranges • Menu appears

- New • Name Range • Define selection cells • Add password • Ok • Re-enter
- Select Range • Apply • Protect sheet • Add password • Ok

Protect Workbook - Prohibit users from adding additional sheets or changing structure

- Review tool Ribbon • Protect workbook • Add password

Unprotect Workbook or sheet - Protect workbook • Enter password • Sheet • Rightclick unprotect sheet • Password • Review • unprotect sheet

Modify edit ranges - Review • Edit Allow edit ranges • Select • Modify • or Delete

Inserting + Manipulating Data

Selecting Cells - Apply changes to individual or multiple cells by selecting them • Mouse • Keyboard • Both same time

- Once you have selected you can move or manipulate data
- Data is contained within a cell • Identified by coordinates or cell reference
- Highlighted in black to indicate it has been selected • Name box in top left has coordinates

Select multiple cells - Click + Drag • Click outside of cell range to unselect

Select Entire column - Select column header • Same for rows

Select Multiple rows or columns - Hold shift and select rows/columns header • Selects Range

Select All Values - Top Left corner of spreadsheet

Keyboard shortcuts • Ctrl + G - Go to menu • Type ^{cell} reference • Ex D4

Select Plus Column D - Ctrl + Space

Shift + Arrows - Expand selection

Select Row - Shift + Ctrl + Space

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Inputting Data - Apply changes to individual or multiple cells by selecting
Cells can contain Both numerical and textual data • Inserting • Editing • Replacing
Insert Data into cell - Double select • Type. OR Going to formula Bar + typing
• Select cell, start typing • Autocomplete • Suggestion already exist
Edit Data - Double select, - Backspace. OR Formula Bar
Replace Data - Select cell. Just Type
Delete Data - Select cell • Double click, Bar or Delete key

Inserting Special Characters - Often need to insert symbols not found on keyboard • Excel has character library
- Select cell • Insert • Symbols • Dropdown • Symbol • Symbol library 2 tabs • ~~Symbol~~
Symbol Tab - All symbols within Microsoft program • Below • ~~the~~ Modify Font • View
Subset • Recently used symbols • Special characters - Description of symbol • Insert
* Other Methods - keyboard shortcuts • Replace tool option

• Select cell • Formula Bar • (c) + enter = Copyright symbol • (TM)
Full list in proofing settings • File • Options • Proofing • Autocorrect options •
• Replace option • Can Add your own

Editing Multiple Worksheets
Simultaneous edits of Data cells within the same cell location but on different worksheets
• Such as modifying header entries for multiple tables across worksheets

Add header to multiple worksheets - Shift click on worksheet tabs • Enter header •
• Return by selecting single tab.

Enter total sum into cell - Select cell • =sum(• click on worksheet • Shift select tab
• Select cell • Select formula bar •) close bracket
Autofill • On sum, drag down bottom right hand corner

Deleting Items - Delete cells, cell selections, Rows or columns • Delete • Select, double click, Backspace
Select cell. Del key • Select cell range • Delete
Delete • Home tool Ribbon • Clear all to remove formats and contents •
Remove contents from column • Select column • Delete key • Right click column
• choose select all • Delete. Shift click to select row range

Undoing + Redoing - If you make a mistake, might want to use undo button. Excel keeps record of recent actions + operations.

Undo history - Quick action toolbar • Undo icon • Greyed out? No more actions • $Ctrl + Z$

Next to undo icon is dropdown menu • List of actions • Select top 2 to undo

Past 2 ~~actions~~ actions: • Redo • $Ctrl + Y$

• Can't Un + Redo if you save and close document, need to restore previous state

Automatic Data Series - Organize your data into lists and avoid reentering the same categories repeatedly by creating

Automatic Data Series - Columns • Insert at least 2 values • Select Both cells • Black + in bottom right of selection • Drag down values

If they have a pattern - Double click when you see + to automatically fill

Also - Days of the week • Auto fill options • Fill Days • Fill Workdays • Removes weekends

Auto Fill options - Same for Dates • Fill years, months, workdays, Days

Flash Fill - Automatically and instantly complete Data Lists • Works off data from data table already contains

• Once started Excel can complete • At least 2 values • Type 2 letters for flash fill suggestions

• Hit enter and Flash fill will complete • Gives options • Accept suggestions • Undo

Can combine with new information • Works with email address

Drop down menu - Useful if you want to limit the data values that can be inserted into cell • Speed up Data entry

Create, Select cell • Data tab toolbars • Data tools section • Data Validation icon •

Setting: Allow menu • List • Select in cell Dropdown • Source (table in worksheet) • Select cells •

• If's created, Arrow in cell appears • Extend range of dropdown menu by dragging bottom right corner

• Cannot Enter data that doesn't match

Modify Error message - Data ribbon • Data tools icon • Error Alert • Stop • Warning • Information

Information allows users to enter custom information • Title + Error message • Custom

Edit or Remove Dropdown Menu - Choose cell • Data • Data validation icon • Settings •

Clear all to remove list •

Check - Can check spelling of single worksheet or entire workbook • Review Tab • Select Cell range, left hand

proofing tools • Spelling • Menu appears • Suggestions appear • Select • Change • OR Ignore once • Ignore

• Can "Add to dictionary" • Can change dictionary language •

- Configuring Spelling & Autocorrect
- If you don't like how it flags words or how it autocorrects words • Proofing settings
 - Some errors are automatically corrected • Spell check flags & correct words
 - Review Tab tool Ribbon • Spelling • Can change Dictionary language • Options
 - Proofing settings menu appears • Spelling corrector Options • Affects All office
 - Ignore words in uppercase • Custom dictionaries • Modify by selecting • Edit word list
 - Shows added words • Can modify
 - Change Autocorrect settings • Review tab • Spelling • Options • Autocorrect options
 - Default settings are checked • Correct 2 initial capital letters • Can uncheck
 - On right Exceptions • Don't capitalize after • Enter your own
 - Shows keystroke shortcuts • Commonly misspelled words
 - Add your own - In Replace field type your own misspelling • With field use correct
 - Can add Keyboard shortcuts

- Transferring Data - Move data from one location to another • One worksheet or Workbook to another
- Move Element within worksheet - Select cell range • Hover over top of element • Selection Icon  • Click & Drag • Cut and paste • Select cell range $ctrl+X$ or Home tab • Scissors Icon • Choose new location by selecting a cell • Paste $ctrl+V$ or Home tab Paste Icon • Can paste in other worksheet • Can Paste with right click • May need to readjust width or height • Home tab • Auto fit column width
- Move to new workbook ^{old} • Open workbook + $ctrl+V$

- Copy & Paste - Large number of options when cutting • Can paste everything copied into new location
- Can paste formatting that has been applied • $ctrl+C$ to copy • Copy icon in home
 - Right click to copy
- Right click Paste options • Everything (P) • Formulas Only • Formulas + Numbers
- Additional below in Home Paste Menu

- Moving Data between Worksheets - Save time if you want to use data in different documents • Copy & Paste • Drag & Drop
- Home • Format • Auto fit column width
- * Move Data to external workbook • Right click Worksheet Tab • Move or Copy sheet
 - Menu • Select Document or New Book
 - create copy to keep original sheet
- Can Drag sheets between open Documents

- Special Paste - Multiple options how to paste • Formats • Data only • Transpose Data
 Tools • Select + copy Data Range • Copy • Select paste location • Ctrl + V
 Standard • Clipboard icon • Hover over to preview options • Appear on Right side
 Formulas • Formulas + numbers + keeps formatting • Paste without borders • keeps source
 column widths - all information will be contained within cells.
- Transpose - will Reverse Rows and headers
- Paste Values - Values only • Values + Numbers • Values + Same formats
- Other • Formatting • Paste only link/Picture/Picture + link
- * Paste Special - Completely customize • Operations
 - operations for Values • Add • Subtract • Multiply • Divide
 • Skip Blank cells or Transpose

Once Pasted - Bottom Right of Excel's clipboard • Same options, can choose
 B

an Species - Inverting the Axis, Columns become Rows, vice versa • Special Paste settings
 Data - Select cells • Copy Table • Select Paste location • Paste • Paste options in can
 OR • Ctrl + C • Transpose • Adjust Rows • Home • Format • Autofit to column width

Consolidating - Consolidation tool can Extract Data across multiple worksheets • Combine into single table
 Data • Multiple calculations - Sum • Average • Count
 - Verify information is laid out in a manner to quickly consolidate
 • Similar column headers • Same Row Names

- In new worksheet table select cell in top left $\frac{x}{3}$ from Data Tab in tool Ribbon •
 • Data tools • Consolidate in top right • Menu • Function • Average • Sum
 • Choose cell reference • Select cell Range • Add • Select cell Range on new work
 • From other workbooks • Browse • Choose workbook
 • Choose Labels • Top row or Left column • Can change function