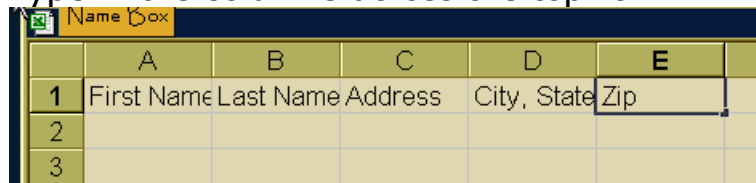


To create an address book:

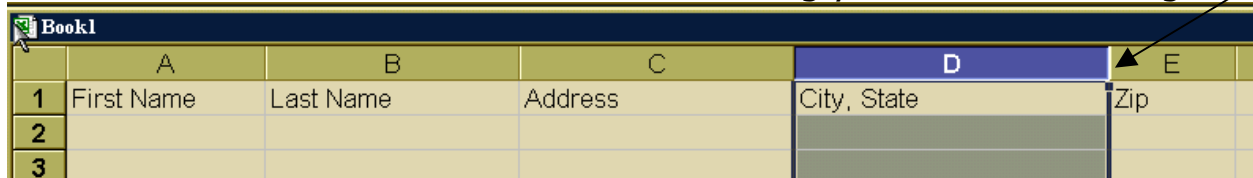
1. Open Excel
2. Type in the columns across the top row 1:



A screenshot of an Excel spreadsheet with a 'Name Box' at the top left showing 'A1'. The spreadsheet has five columns labeled A through E. Row 1 contains the following text: 'First Name' in column A, 'Last Name' in column B, 'Address' in column C, 'City, State' in column D, and 'Zip' in column E. Rows 2 and 3 are empty.

| | A | B | C | D | E |
|---|------------|-----------|---------|-------------|-----|
| 1 | First Name | Last Name | Address | City, State | Zip |
| 2 | | | | | |
| 3 | | | | | |

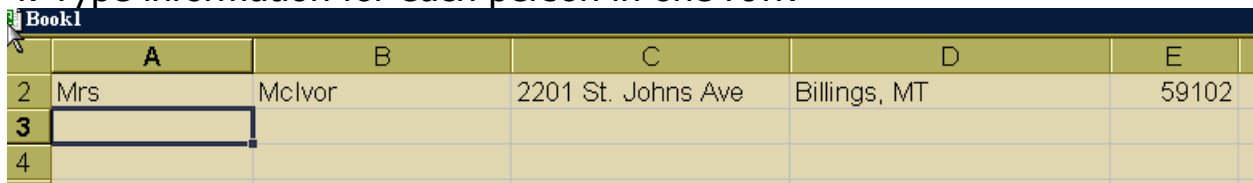
3. Change the size of the column (address) by placing cursor on the Column Title Bar between column C and D. Drag your cursor to the right.



A screenshot of an Excel spreadsheet showing column D being widened. The column title bar between C and D is highlighted in blue. An arrow points to the right edge of this bar, indicating the direction of the drag. The data in row 1 is: 'First Name' (A), 'Last Name' (B), 'Address' (C), 'City, State' (D), and 'Zip' (E). Rows 2 and 3 are empty.

| | A | B | C | D | E |
|---|------------|-----------|---------|-------------|-----|
| 1 | First Name | Last Name | Address | City, State | Zip |
| 2 | | | | | |
| 3 | | | | | |

4. Type information for each person in one row:



A screenshot of an Excel spreadsheet with data entered in row 2. The data is: 'Mrs' (A), 'McIvor' (B), '2201 St. Johns Ave' (C), 'Billings, MT' (D), and '59102' (E). Row 3 is empty and has a cursor in cell A3. Row 4 is empty.

| | A | B | C | D | E |
|---|-----|--------|--------------------|--------------|-------|
| 2 | Mrs | McIvor | 2201 St. Johns Ave | Billings, MT | 59102 |
| 3 | | | | | |
| 4 | | | | | |

5. Special zip code format:
 - a. Go to **Format > Cells**
 - b. Choose the **Number** tab, then **Special > Zip Code**

This allows the zip code to start with any number including 0.

To alphabetize your address book:

1. Highlight the column you want to sort.
2. Choose **Data > Sort**
3. Check the dot that says "Expand the selection" so that it will choose the whole spreadsheet to sort.
4. Click on **Sort**.
 - a. Sort by Last Name
 - b. Ascending order

Click **OK**

Pull down under **File** to **Save As**

Save as (Your name) Addresses. Print one copy.