

Selected Occupation Titles Report (Export) -- Adjusting Margin Settings in Excel Files

Exported Excel files have margins set to zero (left, right, top and bottom). You may wish to revise these settings to suit your needs, especially if you plan to punch holes in the pages for a 3-ring binder (try a 0.75" left margin). You can use your File | Page Setup option in Excel, to reset the margins the way you want them.

Due to the variety of spreadsheet programs in existence, and the range of controls that may be provided by the File | Page Setup option, there are no specific "rules" to fine-tune the layout of your Excel reports, and some experimentation may be needed for your specific PC and printer. Refer to your manuals, documentation and help text for your spreadsheet application for more information.

If the Excel file prints with some of the text "clipped off" on the right-hand side, work with your File | Page Setup option in Excel, to see if there is some way that you can simply adjust the magnification of the report (typically 100%) to a smaller number (try 95%, or an even lower number if you have increased your left/right margins).

The File | Page Setup option might also allow you to adjust the printout of your report automatically to "fit 1 page wide", which might be an easier way to get your report to fit on the page.

Selected Occupation Titles Report (Export) -- Try Excel Format if You Intend to Edit

Some occupations that are presented by Profile Professional 2004 may be unsuitable for your client, perhaps due to regional vs. national employment opportunities (e.g., commercial fishing opportunities may be more limited in Saskatchewan) or due to specific restrictions imposed by the client (e.g., consider the conflict of a client's wheat allergy for Saskatchewan farming occupations). You can edit your Report File to remove unwanted occupations, and/or to add some emphasis to particular points (bold, underline).

If you plan to make extensive deletions to your Report File, you may find Excel format to be most convenient, by deleting some row(s) that you don't want reported. Refer to your manuals, documentation and help text for your spreadsheet application for more information.

By design, the PDF files are generally very difficult to edit, unless you have access to some Adobe software that includes editing capabilities.

Selected Occupation Titles Report (Export) – Sorting and Single-Spacing in Excel Format

This User Tip relates to manipulation of the results of a search, primarily in the Abbreviated Layout where the Unit Groups are double-spaced.

The exported Excel files have merged cells, various row heights, some wrapped text, and other formatting "wrinkles" that may make it awkward to sort on the columns, etc.

Here are some steps you may wish to consider if you want to get "closer" to the data values, get the Unit Groups into single-spaced format, and/or sort them alphabetically by name.

Depending on your requirements, and with some experimentation, it is possible that some of these steps would not be necessary for your application.

- a) **Open** your Excel file in MS Excel
- b) **{Control}{A}** to select the entire spreadsheet
- c) **Edit | Cells | Alignment** -- unclick wrap text, unclick merge cells
- d) **{Control}{A}** to select the entire spreadsheet, if necessary
- e) **left-justify** all cells (you might find this is a step you can skip?)
- f) **{Control}{A}** to select the entire spreadsheet, if necessary
- g) **Edit | Rows | Row Height** -- set to 15
- h) **Select** column J (entire column, including the J heading)
- i) **Edit | Delete**
- j) starting with the row that has the heading "Unit Group", **select** columns A, B and C for all of the rows to the bottom of the spreadsheet (page down a bunch of times to ensure that all of the data rows are selected)
- k) **Data | Sort** -- sort on column A, using a header row

Your spreadsheet should be single-spaced at this stage, and in ascending sequence by Unit Group number.

Option 1: if you wish to sort on occupation titles, repeat steps (j) and (k) above, but sort on column C.

Option 2: if you wish to incorporate the (sorted) Unit Groups into a Word document, try cutting the corresponding Excel cells and pasting them into your Word document.