**BMT – Instructions to Copy Project Spreadsheet for Filtering and Sorting**

Please do not sort or filter the GOOGLE online editable version of the active Project Spreadsheet (it changes the view for all other users). Instead, use these instructions to copy the spreadsheet into EXCEL on your computer where you can change the spreadsheet to meet your needs without compromising the data or affecting other users.

1. Open Project Spreadsheet in GOOGLE by clicking on link in BMT website. Access is restricted to Liaisons and Team Leaders. If you do not have access contact Gary Steed at G.D.Steed@gnmail.com.
2. Click on the FILE pull down menu.
3. Click on DOWNLOAD AS
4. Click on Microsoft EXCEL
5. Click on the new file in the lower left corner of the screen. This will open EXCEL with a copy of the Project Spreadsheet.
6. In EXCEL. click in the triangle up and left of the row and column labels (this highlights the entire spreadsheet)
7. Press and hold CRTL then press c (this copies the entire spreadsheet into the clipboard)
8. Click back into EXCEL
9. With the curser in cell A1, press and hold CRTL then press v (this copies the clipboard into the EXCEL spreadsheet)
10. With the entire spreadsheet highlighted, click the Format pulldown menu.
11. Click Row Height
12. Enter 15 in the box then press ENTER (This sets all rows to the same height.)
13. Click in the triangle up and left of the row and column labels (this highlights the entire spreadsheet)
14. Click on the DATA tab near the middle of the top line of the screen
15. Click on the FILTER symbol (funnel shape), right of center near the top of the screen. (This allows filtering from any column in the spreadsheet.
16. To sort or filter on a column, click on the triangle in the box in the column you want to sort or filter. To filter select the desired criteria to filter from the list by clicking the criteria on or off. Or sort by selecting A>Z or Z>A.

Please note: Changes you make in the EXCEL version on your computer will not transfer to the GOOGLE online version. If you have changes to make in the Project spreadsheet (such as assigning your church to a project) you must make those changes in the GOOGLE editable version.