

# Step by Step Instructions for using the 4100 Data Report Template

- 1) Copy the Excel® file **4100 Data Report.xlt** to your default Excel folder or as deemed appropriate
- 2) Start Excel
- 3) From within Excel, open the desired PI 4100 data file (xxxxxx.csv)
- 4) Move the cursor to highlight cell A1
- 5) Press and Hold the Shift Key
  - a) Press the RIGHT arrow key until the highlighted area includes cell AC1
  - b) Press the DOWN arrow key until the highlighted area includes :
    - i) The entire block of data to be covered by the report or
    - ii) A maximum of 23 data records
- 6) Release the Shift key
- 7) From the Menu Bar, click on “Edit”
  - a) From the drop down menu click on “Copy”
- 8) Minimize the PI 4100 data file (xxxxxx.csv)
- 9) Open the WORKBOOK TEMPLATE 1.xls file
- 10) Select Sheet 2
- 11) Move the cursor to highlight cell A1
- 12) From the Menu Bar, click on “Edit”
  - a) From the drop down menu click on “Paste”
- 13) Select Sheet 1
- 14) Highlight meaningless data (from empty data cells, etc.) if any
  - a) Press the Delete key
- 15) Preview the file as desired
- 16) Save this file under a new name
- 17) From the Menu Bar, click on “File”
  - a) From the drop down menu click on “Save As”
- 18) Add additional comments or edit the header and records of renamed file, as desired, then save when you are finished
- 19) Print the new file as desired
- 20) Close the **4100 Data Report.xlt** file but DO NOT SAVE CHANGES