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**Excel - So You Have a List of ...**

**Digital Content Writing Tips**

**You Have To Laugh**

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## Excel - So You Have a List of ...

So, you have a list of names, numbers, parts, etc. that you need to convert from a list in Word into an Excel sheet that you can manipulate using multiple Excel tricks; Text to Columns, Transposing and Cutting/Pasting.

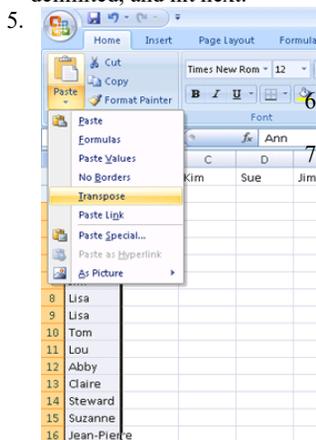
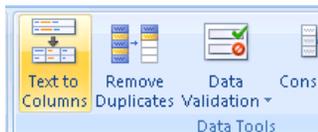
Let's take an example, you have a list of committee member names from a meeting's minutes and you want in Excel to create a table listing their functions and responsibilities.

You could retype the list of names into Excel to get them into separate rows or columns, but that can be a daunting task if you have a lot of items. Instead follow the simple instructions below to make quick work of this task.

Here's my list of committee members from the meeting's minutes: Ann, Mary, Kim, Sue, Jim, Lisa, Lisa, Tom, Lou, Abby, Claire, Steward, Suzanne, Jean-Pierre.

Steps to create your list:

1. Highlight the list in Word and **Copy** it.
2. Open a new worksheet in Excel and **Paste** the list into a cell (the whole list will be in that one cell).
3. To divide the list up into columns highlight the list, point to and click **Text to Columns** (From Data in the Menu Ribbon) to step through this process
4. In the dialogue window, under original data, click delimited, and hit next.



5. Then under delimited check the comma box - since the list is separated by commas. You will now see a preview of how the list will be broken up.
6. Click finish. Now your list appears separately in columns. But you want them in rows so,
7. Highlight the cells and choose copy. Put your cursor in an empty cell and hit Paste and select **Transpose** - your list will now appear in rows instead of columns.

Next time you have a list try out these steps to make your job easier. If you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

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## Digital Content Writing Tips

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- [Excel, Word and PowerPoint](#)

These days the written word is more important (and digitally everywhere) then ever. If you are a marketer or business owner you might be already writing content for a blog or web site.

Social Media Examiner interviewed Ann Handley about her newest book *Everybody Writes: Your Go-To Guide to Creating Ridiculously Good Content*. This interview will make you think about how and what you are writing. Ann talks about some of the following:

- Why the written word is so important to marketers
- What non-writers need to know about writing
- How to develop writing muscles
- Why stories are important and how to tell good ones
- Tips for posting on Twitter
- What makes good blog content

[Listen here to the pod cast or read a summary](#) of the pod cast here to hlep you write better.

If you need help with social media writing, web content or blogging contact me at [info@aapk.com](mailto:info@aapk.com), I have lots of experience.

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## You Have To Laugh

Dog gets help from police officer and then... <http://themetapicture.com/cop-frees-dog-trapped/>

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