



June 7, 2012

Volume 29

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**Excel - Creating
Borders and Grids**
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in Outlook**
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Excel - Creating Borders and Grids

Excel lets you create borders and grids on your spreadsheet without much effort. Doing this gives your spreadsheet a cleaner look, can define or highlight an area, and/or give you a place to make notes when the sheet is printed out.

You can get really creative and specific with the borders and grid lines or you can use it to simply add grid lines to make a list easier to read. There are a variety of border types you can choose from and you can pick what side (top, right, bottom, left) the border is placed on – so you aren't just restricted to putting a border on a whole cell. See the sample below – the top table has no border formatting, the bottom table uses a variety of borders to make the table look streamlined and easy to read.

Number	List	ID	cost	Category	UPC
1	1	CGK000132	\$ 0.59	Closeouts	UPC: 093177667633
61	1	CGK000250	\$ 0.29	Closeouts	UPC:
62	1	CGK000254	\$ 0.29	Closeouts	UPC: 093177673214
63	1	CGK000258	\$ 0.19	Closeouts	UPC:

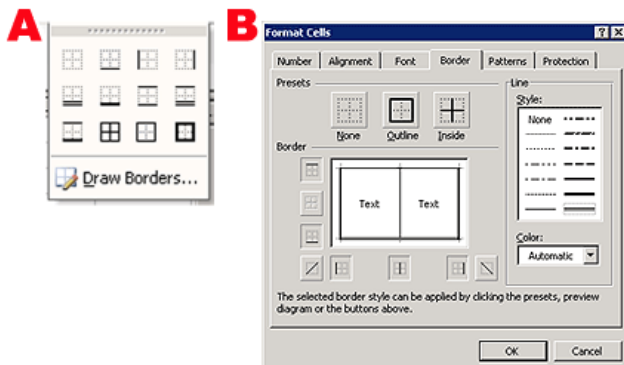
Number	List	ID	cost	Category	UPC
1	1	CGK000132	\$ 0.59	Closeouts	UPC: 093177667633
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63	1	CGK000258	\$ 0.19	Closeouts	UPC:
TOTAL			\$ 1.36		

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To create border lines, first highlight the text where the borders are to be added. Then choose of the three ways to access the borders:

- Border icon on tool bar, now choose your border type (see A for a view of border types in graphic below). If you don't see one that works for you, then click on Draw Borders to have more control.
- Right click, Format, Cells, Border tab*
- Format, Cells, Border tab
 - * the Border tab gives you a better tool to pick and create your borders – see B in graphic below.



Go ahead and play around with these – if you mess up don't panic – you can always erase the borders by highlighting the area and choosing the preset None (top left icon in A or B in view above).

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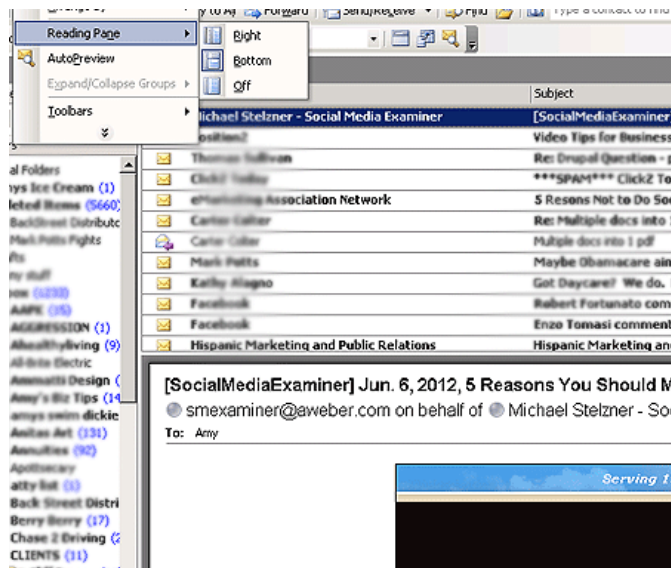
If you have an Excel project that you need help with, please contact us at amy@aapk.com. We are also available to help train you and your employees in Excel.

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Email Views in Outlook

Have you ever gotten into Outlook to review your emails to see that your view has changed? Or there is a column missing in your view? This can be so frustrating and time consuming to fix if you don't know where to look. But if you remember the following tricks you can be back working within seconds and viewing your email in a way that works for you.

Reading Panes: There are three present reading pane views in Outlook that affect the overall viewing experience. You can choose to have the reading pane on the right, bottom or none. I prefer the bottom so I can easily see my emails. See the screen shot below for a view of the bottom setting.



Once you've chosen your view you can change the size of each pane by putting your cursor on the frame of the pane and dragging up, down, right or left.

Lost Columns: Yesterday I got a call from a client that had lost the subject column from his view and asked me to guide him on fixing this. So here's what I told him to do:

- Right click on any column heading (from, date, etc)
- Choose Customize Current View, then Fields
- From there you choose the fields to add from the left side pane and click add to move them to the right side.

Order of Columns: If you want your columns in a different order – simply click on the column heading and drag it right or left of the column where you want it to be.

Sorting Emails by Columns: To find an email quickly, for example by sender, you can simply sort the From column. Just double click the column heading to sort by ascending and then double click again to sort in descending order.

If you have questions on other topics or need assistance with a project contact us at info@aapk.com.

You Have To Laugh

Video: Cows crash the party! http://www.cnn.com/video/?hpt=hp_c2#/video/us/2012/05/25/ma-dnt-cows-crash-party.whdhl

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