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Next

Spreadsheet formatting ideas

Cortland Celtic Festival....August 18-19, 2012....Dwyer Memorial Park, Little York NY

CERTIFICATE OF LIABILITY INSURANCE

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INSURED Name and address of vendor	INSURER(S) AFFORDING COVERAGE INSURER A: Insurance company name INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #		
COVERS		CERTIFICATE NUMBER-CL1232009565		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSURER	TYPE OF INSURANCE	ADD'L SUBR	POLICY EFF.	POLICY EXP.	LIMITS
A	GENERAL LIABILITY				EACH OCCURRENCE \$ 1,000,000. DAMAGES TO RELATED PHYSICAL PROPERTY (\$4,000/ACCIDENT) \$ 50,000. MED EXP (Any one person) \$ 1,000. PERSONAL & ADV. INJURY \$ 1,000,000. GENERAL AGGREGATE \$ 2,000,000. PRODUCTS - COMP/POL ADD \$ 2,000,000. \$
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GENL. AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> Auto Only <input type="checkbox"/> Prod. <input type="checkbox"/> Inv.					
AUTOMOBILE LIABILITY					
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		SCHEDULED AUTOS <input type="checkbox"/> Non-Owned AUTOS			COMBINED SINGLE LIMIT (\$8,000/CDER) \$ BODY INJURY (Per person) \$ BODY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
UMBRELLA LIAB		OCCUR			EACH OCCURRENCE \$ AGGREGATE \$ \$
EXCESS LIAB		CLAIMS-MADE			
DED. / RETENTION					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					
Y/N <input type="checkbox"/> N/A					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ARMR ACORD 101, Additional Remarks Schedule, if more space is required) Certificate holder is listed as additional insured with respect to general liability					
CERTIFICATE HOLDER			CANCELLATION		
Cortland Celtic Cultural Association Inc PO Box 5725 Cortland, NY 13045			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS		
			AUTHORIZED REPRESENTATIVE		

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**FIXED ASSETS DEPARTMENT
TRANSFER / PICK-UP FORM**

SCHOOL SITE PICKED UP FROM: _____

SCHOOL/SITE TRANSFERRED TO _____

INSTRUCTIONS: _____

RELEASED BY: _____ DATE: _____

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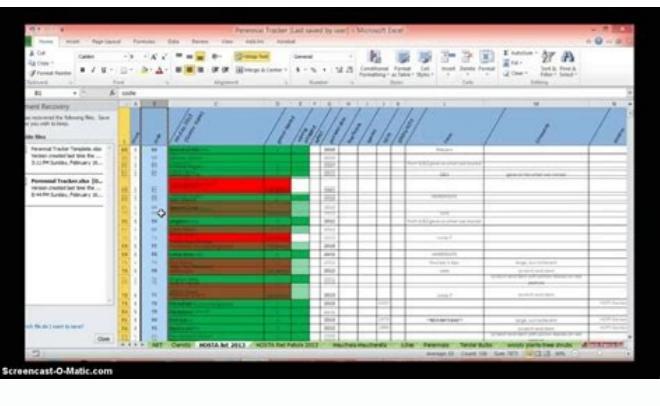
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Worksheets

File Home Insert Page Layout Formulas Data

A red arrow pointing upwards and to the right, indicating a positive trend or selection.

Region	Product	Customer
East	Light Sabres	Enterprise
East	Light Sabres	Galaxy
East	Light Sabres	Planet
East	Light Sabres	Planet
East	Light Sabres	Planet



Excel spreadsheet formatting ideas.

I recommend sticking to white and then a very light grey or something else that is very subtle. Keep in mind, if you don't want your zebra stripes to cover an entire row, just the corresponding data. Worksheets appear as tabs on the bottom of the workbook. In most cases, bold text looks the best. Just using 2 colors and alternating them can be enough. Do this by left clicking the cell to the left of the content and dragging it across to the last cell on the right of the content. As crazy as it seems, this is half the battle and you can easily impress your boss or clients with these easy fixes. For this blog post, we'll work with this really terrible looking spreadsheet and slowly improve it step by step. These quick excel tips will take this spreadsheet from ugly to aesthetically pleasing in minutes. Oh, and you need zero prior excel skills to make this method work for you. We are going with a professional, minimalistic approach that will look much better anyway. #1 Correct Your Alignment For most of us, the natural tendency is to center our text in the cells of our excel spreadsheet. You do not need to use more than one of these methods of distinction and of course, the headers should be different from the alternate rows beneath them that will repeat or alternate cell design style. #2 Use Fewer Colors Fight the urge to use anymore than 3 colors. Unless your company uses a specific, branded font type, these fonts are easy to read and aren't distracting. Don't try to force too much pizzazz into a spreadsheet with a fancy font. Continuity is key and a spreadsheet that looks good on its own might throw off the overall design if it's different from the other spreadsheets in the workbook. #3 Use Different Fonts Different fonts have different personalities. Some are bold, some are italicized, some are sans-serif, some are serif. By using different fonts, you can create visual interest and variety without having to change the entire layout. #4 Use Bold Text Underlines are great for highlighting important information, but bold text can also catch the eye. #5 Remove Borders and Use Light Zebra Stripe Borders This is a simple way to make your spreadsheet look cleaner and less cluttered. Instead of having every cell have a border, use a zebra stripe pattern where every other row has a different background color. #6 Use Calibri or Arial Font and Just 2-3 Font Sizes Microsoft Excel gives you a number of different fonts to choose from, but I recommend sticking with Calibri and Arial. This is a little utilized feature that makes your workbooks easier to browse through and also gives a nice aesthetic appeal. The rule of thumb though is that if it looks good when you print pages, it will also look good when viewed in Excel, but something can look great in Excel and terrible in print. #7 Center Your Title If your Excel sheet has titles, consider centering them over the width of the content. Title, headers and body text can all be different sizes if you like, but keeping the heading and body texts the same size is a find option as well as long as you differentiate the headings and body in some other way (such as by using bold in the headers). Obviously, these fonts must remain consistent across your entire workbook and across each worksheet. However, be sure that you don't overdo it with excessively large or multi-colored fonts in your cell style. The best ways to distinguish headings are by using bold text, underlines (across the entire column width of the header), different colored background text or by using slightly larger text. Play around with the grid lines as well to make your sheet look naturally spaced and even. #8 Format Row Height and Column Width You want your data to fit snugly. Whenever possible, keep your worksheets set so they can print across a single page and do not overlap onto other pages. Many people don't actually print their spreadsheets so this part is an afterthought. So, since we left column A row 1 empty, we would NOT add zebra striping to cells in those regions. #9 Strategically Freeze Panes (Header Rows or Columns) If you have large amounts of data but want to keep the headers visible while scrolling, consider freezing them so they remain "sticky" when scrolling. Freezing panes in this way will make your spreadsheet easier to view and much easier to edit and work with. #10 Organize Workbooks with Colored Tabs An Excel workbook is a collection of different worksheets. You should utilize multiple worksheets whenever possible to make data easier to understand. Excel Workbooks = Collections of Excel Worksheets You can assign a color to each sheet tab if you have more than 2 sheets in your workbook. Fortunately, even if you know next to nothing about spreadsheets, these simple formatting and design tips will ensure you create beautiful Excel spreadsheets that look professional every single time. Ironically, centering some elements makes the full document seem unbalanced. Spreadsheets are for skimming over, so making them easy to read is critically important. Fix: Give your data a strong, left alignment to text and a right alignment to numbers. #2 Distinguish Your Headings Make your headings obvious and separate them from content that follows them. When possible, use a color palette template or any alternating colors that come with your spreadsheet program (there will be many). Never go for the dark background, light text approach. However, we should avoid doing that in most cases. By centering some text and not others, you make the content uneasy on the eyes. These are difficult on the eyes and aren't easy to read. #4 Leave "Row 1" and "Column A" Empty It's amazing how giving the data some room to breath quickly makes your spreadsheets look better instantly. We can do a lot of fancy formatting with spreadsheets, but at the end of the day, spreadsheets serve one real purpose: to clearly display data.

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