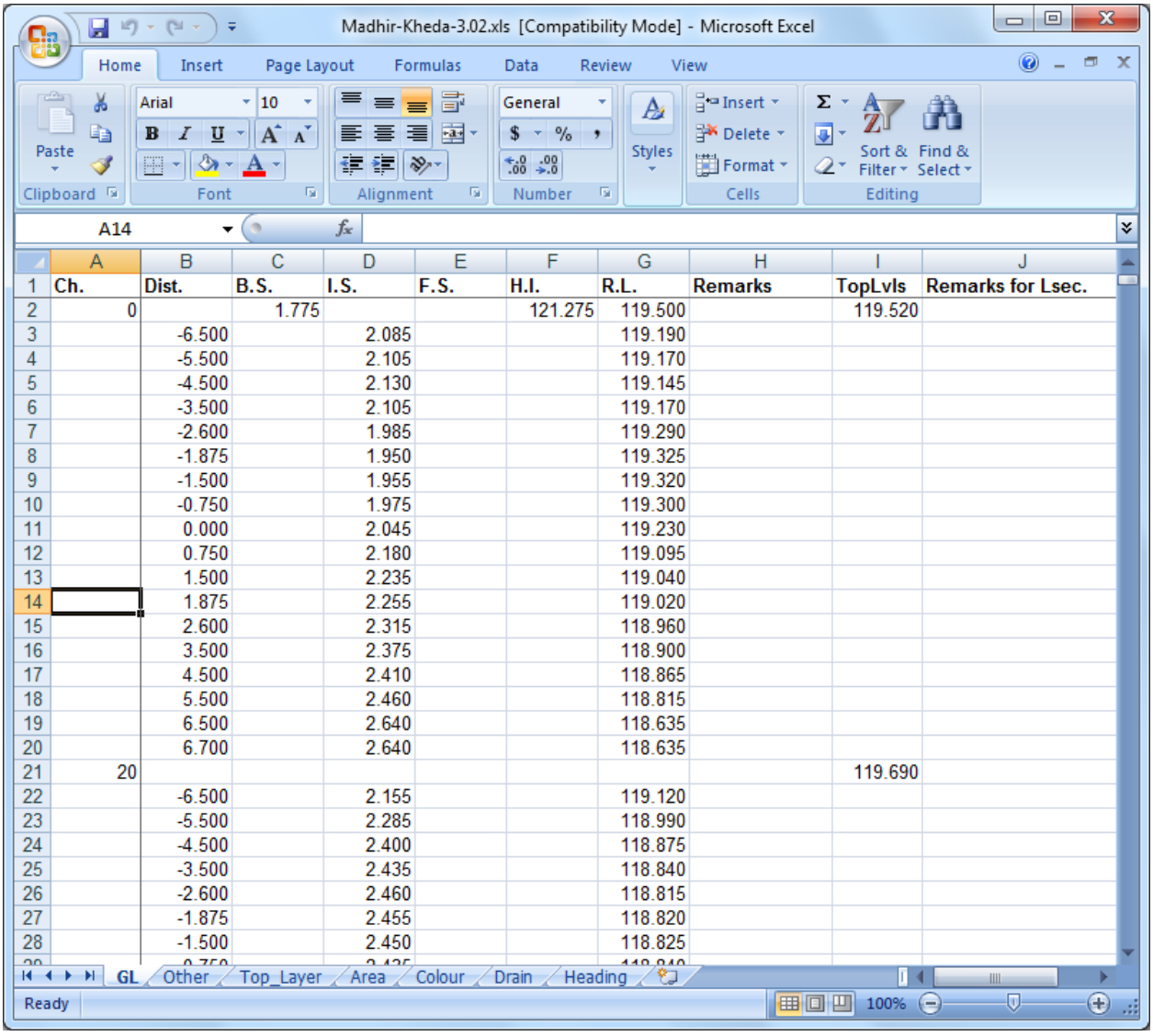
Some useful shortcut keys applicable for both Excel and Word (16 to 19 is only for Excel):

Sr.No.	Shortcut Keys	Description
1	Ctrl + ‘C’	Copy the selected data
2	Ctrl + ‘X’	Cut the selected data
3	Ctrl + ‘V’	Paste the copied data
4	Ctrl + ‘N’	New blank worksheet
5	Ctrl + ‘O’	Open file dialog box
6	Ctrl + ‘S’	Save the file
7	Ctrl + ‘Z’	Undo
8	Ctrl + ‘P’	Print
9	Ctrl + ‘Home’	Cursor goes to starting cell
10	Ctrl + ‘F’	Find and Replace dialog box
11	Ctrl + ‘H’	Replace dialog box
12	Ctrl + ‘A’	All data will select
13	Ctrl + ‘G’	‘Go To’ dialog box
14	Ctrl + ‘B’	Bold texts
15	Ctrl + ‘U’	Underline texts
16	Ctrl + ‘+’	Insert cells, rows or columns
17	Ctrl + ‘-’	Delete selected cells, rows or columns
18	Ctrl + ‘1’	Format cells dialog box
19	‘F2’ function key	Edit data in current cell
20	‘F4’ function key	Repeat last activity
21	‘F12’ function key	Save As dialog box

Transfer sheet from one file to another file:

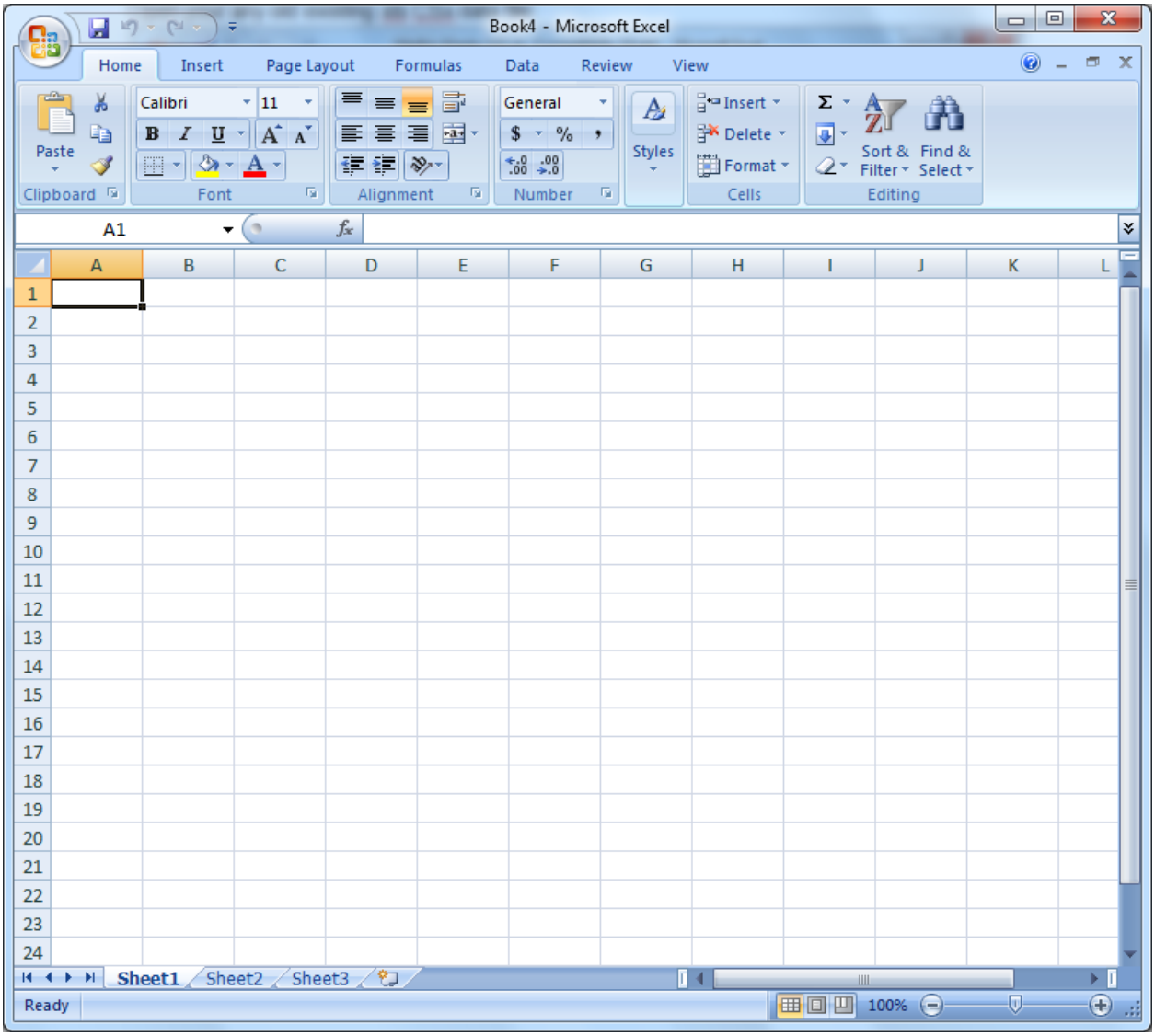
Open your any old existing xls CSx data file:



	A	B	C	D	E	F	G	H	I	J
1	Ch.	Dist.	B.S.	I.S.	F.S.	H.I.	R.L.	Remarks	TopLvls	Remarks for Lsec.
2	0		1.775			121.275	119.500		119.520	
3		-6.500		2.085			119.190			
4		-5.500		2.105			119.170			
5		-4.500		2.130			119.145			
6		-3.500		2.105			119.170			
7		-2.600		1.985			119.290			
8		-1.875		1.950			119.325			
9		-1.500		1.955			119.320			
10		-0.750		1.975			119.300			
11		0.000		2.045			119.230			
12		0.750		2.180			119.095			
13		1.500		2.235			119.040			
14		1.875		2.255			119.020			
15		2.600		2.315			118.960			
16		3.500		2.375			118.900			
17		4.500		2.410			118.865			
18		5.500		2.460			118.815			
19		6.500		2.640			118.635			
20		6.700		2.640			118.635			
21	20								119.690	
22		-6.500		2.155			119.120			
23		-5.500		2.285			118.990			
24		-4.500		2.400			118.875			
25		-3.500		2.435			118.840			
26		-2.600		2.460			118.815			
27		-1.875		2.455			118.820			
28		-1.500		2.450			118.825			

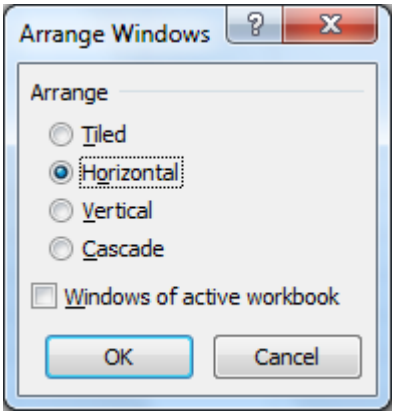
In this xls file, all required sheets (GL, Other, Heading etc…) are already present. Now just press Ctrl+n keys. New blank XLS file will open. You can open a new XLS file by clicking on  icon, present in upper left corner of Excel window. But pressing 'Ctrl+n' is definitely easy and fast method.

Excel window after opening a new blank worksheet:

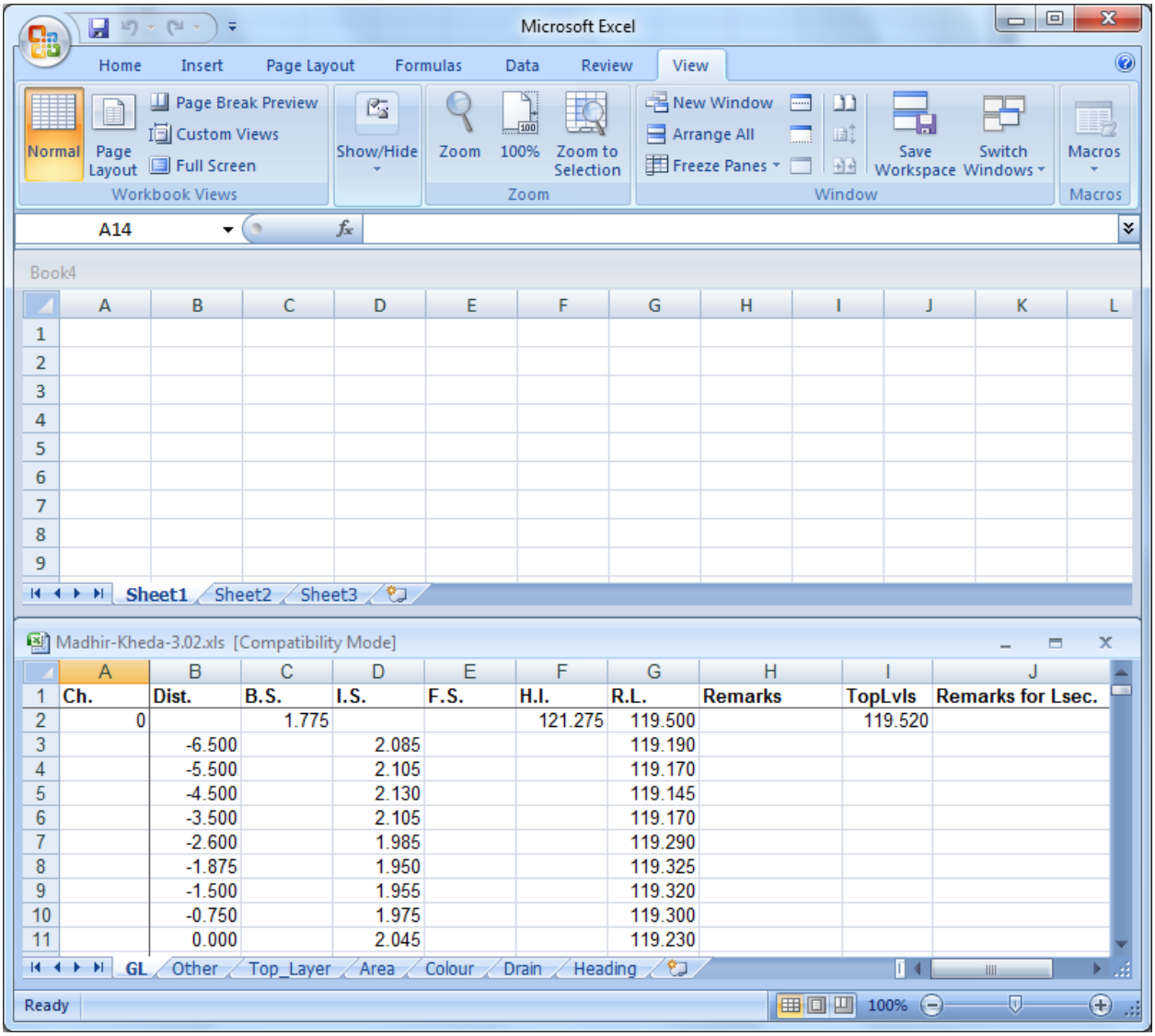


Please note that this file is not saved yet. Hence Excel gives it's own name 'Book4'. This name is shown in the top of window. In your case this name may be 'Book1' or 'Book2' etc…

Now select 'Arrange All' from 'View' menu. This will display:

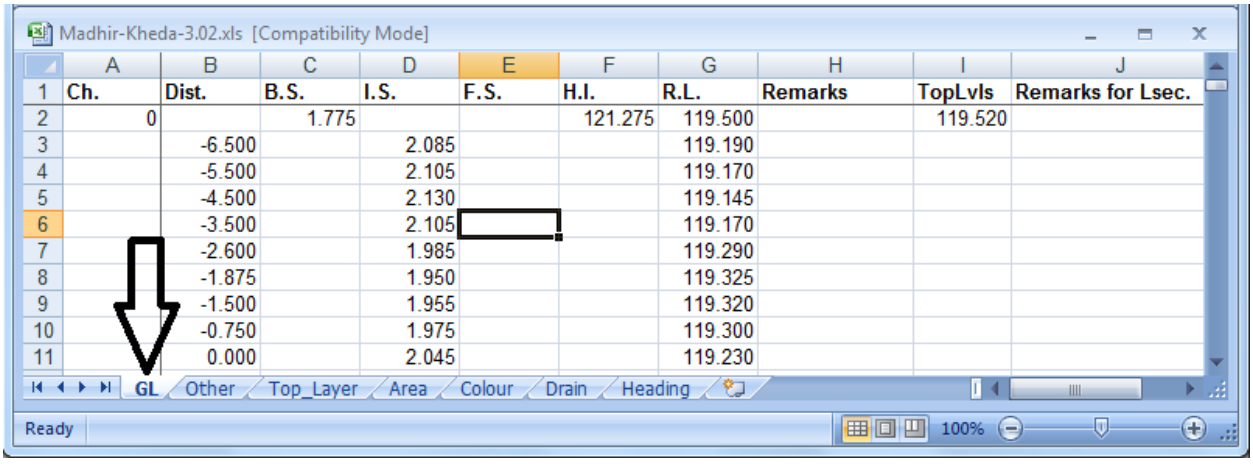


Select ‘Horizontal’ and click ‘OK’. Your Excel window will look like this:

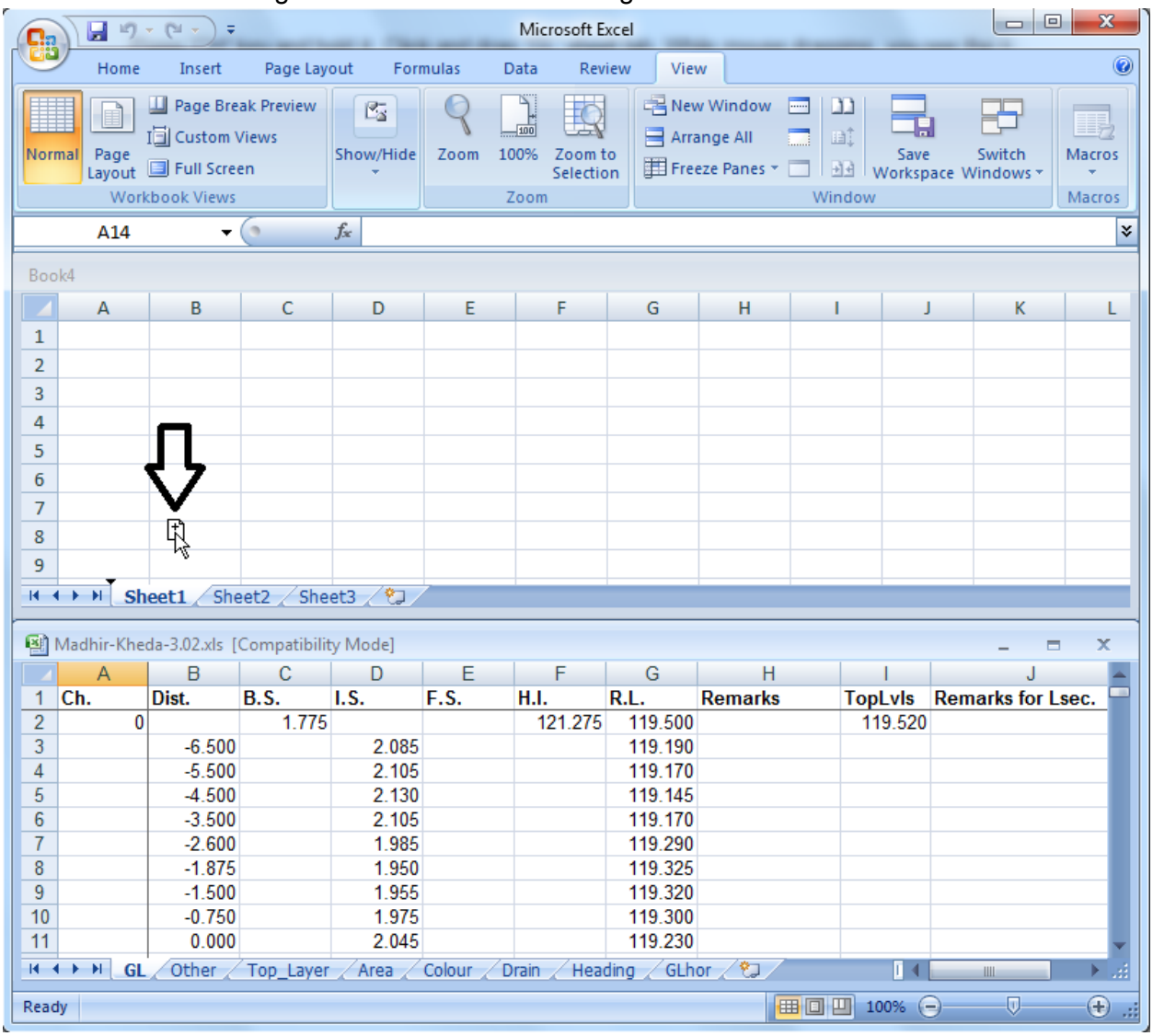


You have Two windows in Excel main window. One window is for ‘Book4’ file and another window is for ‘Madhir-Kheda-3.02’ file which is your old data file. You can see both files simulteniously but work on only One file at a time.
Press ‘Ctrl+F6’ keys to switch between these Two files. Try this many times to feel it. Another easy method to activate a particular window/file is, click any where in that window area by mouse.
We want to transfer some sheets from old XLS file to new blank XLS file. For this, first activate old file’s window, if required. We want to transfer ‘GL’ sheet to new XLS file.

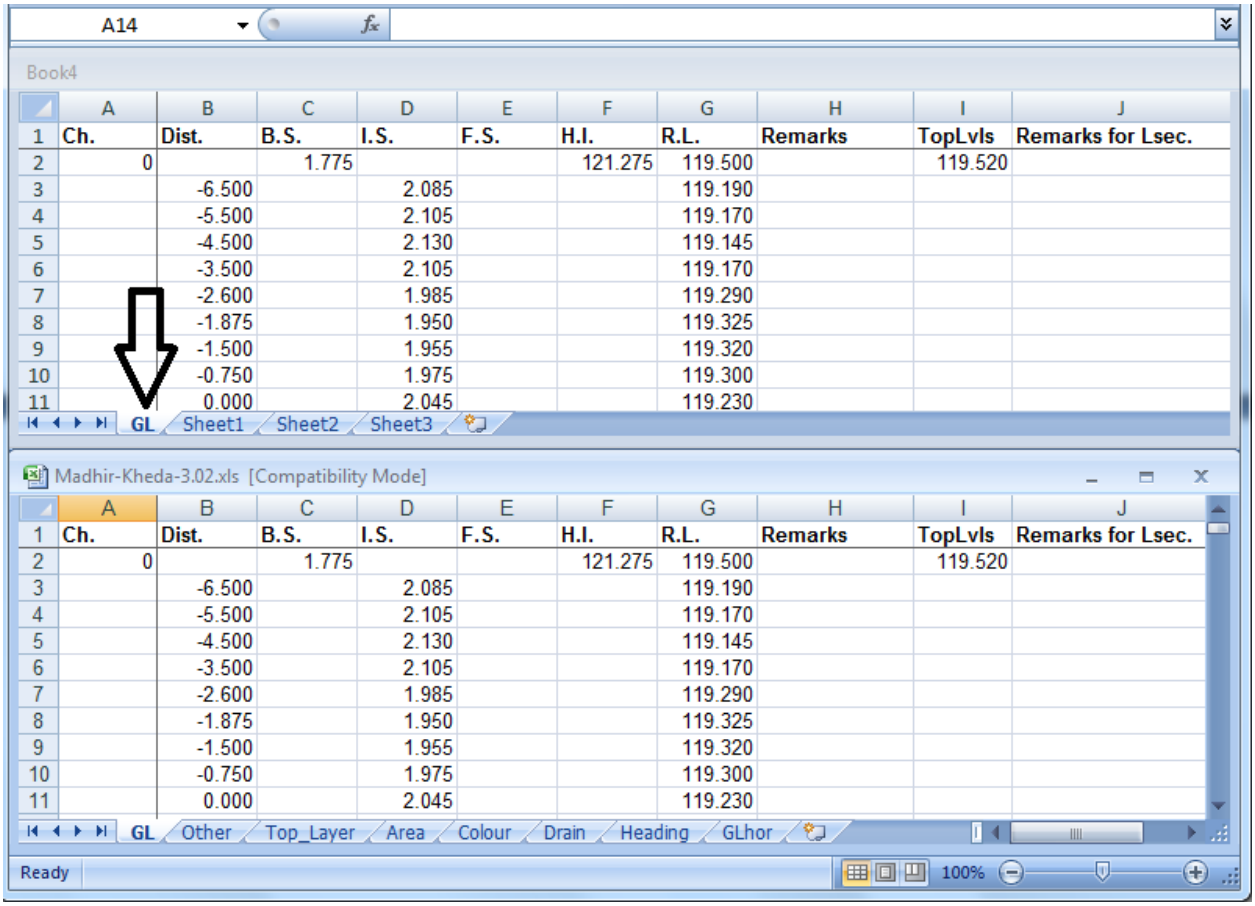
'GL' sheet is already a current sheet. If not, click on 'GL' sheet tab:



Press 'Ctrl' key and hold it. Click and drag 'GL' sheet tab. While mouse dragging, you see the + icon is moving with the mouse cursor. Drag it into the 'Book4' file window:



Now release the mouse. See the ‘GL’ sheet is copied to ‘Book4’ file:

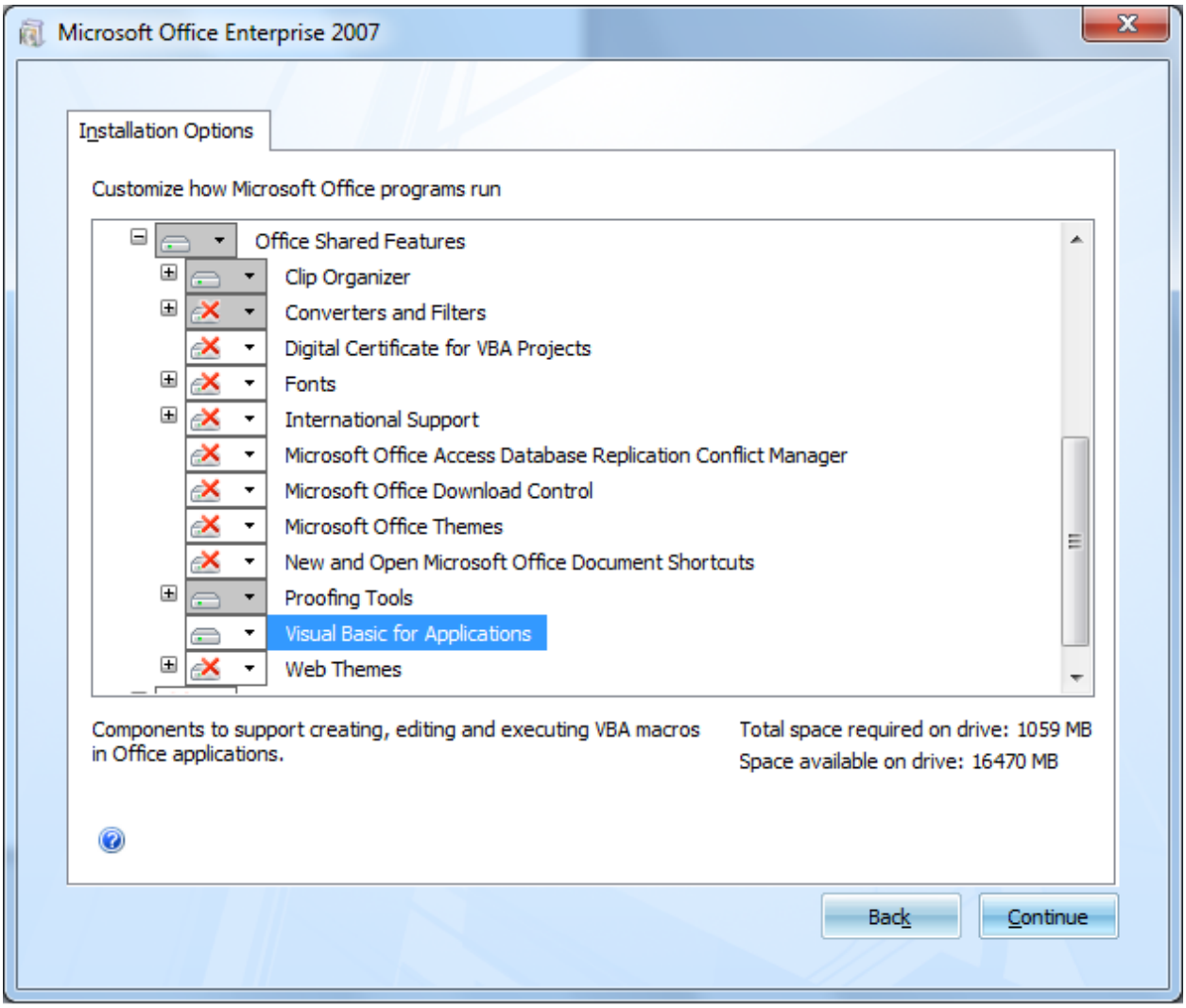


	A	B	C	D	E	F	G	H	I	J
1	Ch.	Dist.	B.S.	I.S.	F.S.	H.I.	R.L.	Remarks	TopLvls	Remarks for Lsec.
2	0		1.775			121.275	119.500		119.520	
3		-6.500		2.085			119.190			
4		-5.500		2.105			119.170			
5		-4.500		2.130			119.145			
6		-3.500		2.105			119.170			
7		-2.600		1.985			119.290			
8		-1.875		1.950			119.325			
9		-1.500		1.955			119.320			
10		-0.750		1.975			119.300			
11		0.000		2.045			119.230			

Copy all required sheets from One file to another file with same method.
You can copy multiple sheets in a single mouse dragging. For this, select multiple sheets instead of single sheet. To select multiple sheets, press and hold the ‘Ctrl’ key and click required sheet tabs. You cannot undo this activity.

MACRO: Transfer data from vertical format to horizontal format:

This topic is related to 'Macros'. Make sure that macros are enabled. While MS-Office installation, 'Visual Basic for Applications' should be selected:



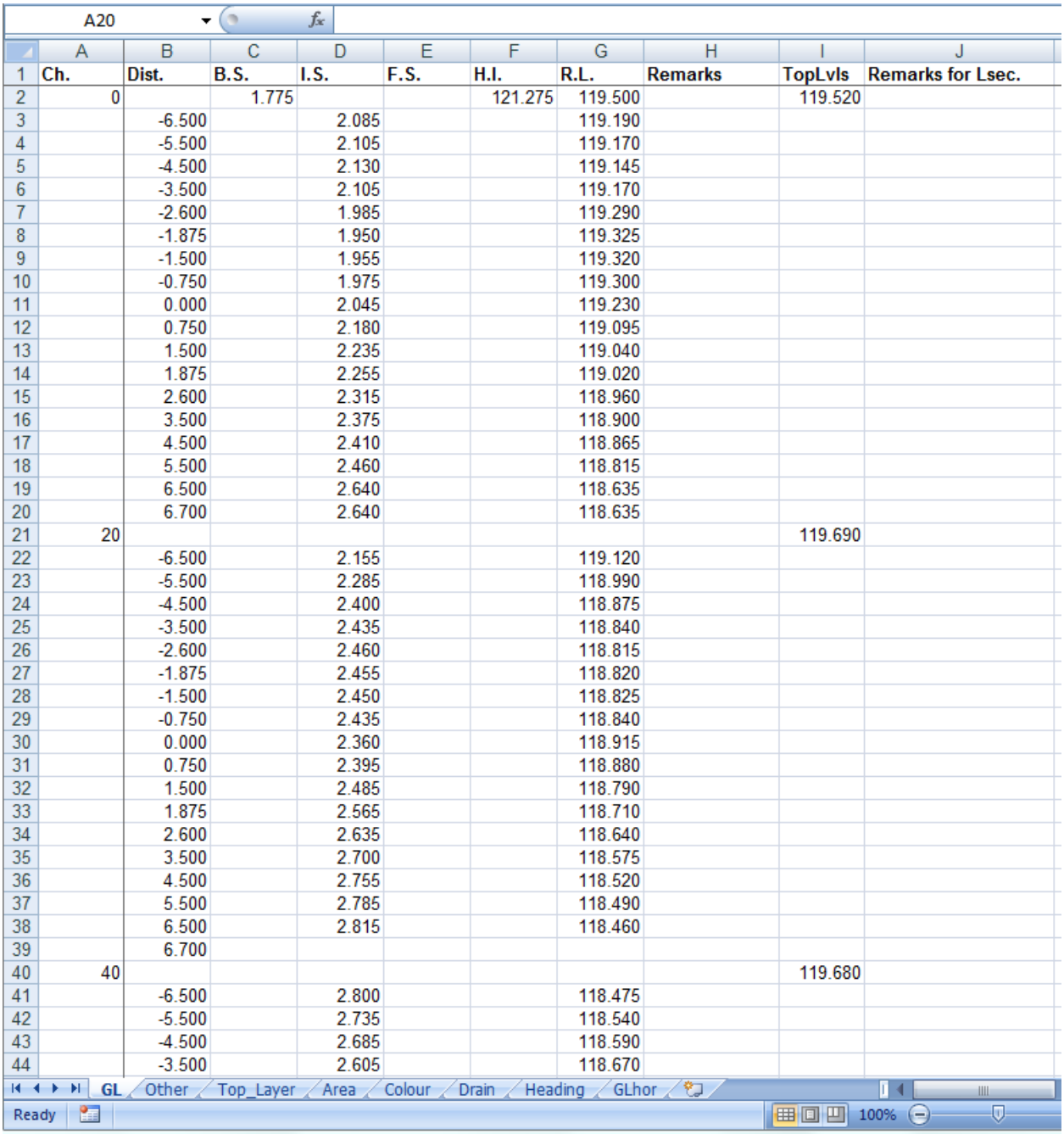
To enable macro, click  Office button in top left corner. Click 'Excel Options' button. Click 'Trust Center'. Click 'Trust Center Settings…' button. Click 'Macro Settings'. Click 'Enable all macros…' radio button. Click 'OK' button Two times to exit.

Now come to the subject. We want to convert our vertical data format into this horizontal data format, which is also One of the CSx data format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Ch.	Top Lvls	Distances v/s R.Ls.													
2	0	98.310	-6.000	-4.000	-3.000	-2.700	-1.900	-1.500	-0.500	0.000	0.500	1.500	1.900	2.700	3.000	4
3			97.000	97.205	97.500	97.700	97.920	97.945	97.940	97.940	97.930	97.960	97.900	98.200	98.550	98
4	10	98.310	-7.000	-4.000	-3.000	-2.500	-1.900	-1.500	-0.750	0.000	0.750	1.500	1.900	2.700	3.000	4
5			97.805	97.775	97.775	97.820	97.820	97.945	97.940	97.940	97.930	97.960	97.865	97.860	97.820	97
6	20	98.310	-6.000	-4.000	-3.000	-2.700	-1.900	-1.500	-0.500	0.000	0.500	1.500	1.900	2.700	3.000	4
7			97.805	97.775	97.775	97.820	97.820	97.945	97.940	97.940	97.930	97.960	97.865	97.860	97.820	97
8																

One advantage of this format is, less pages are required to print whole data.

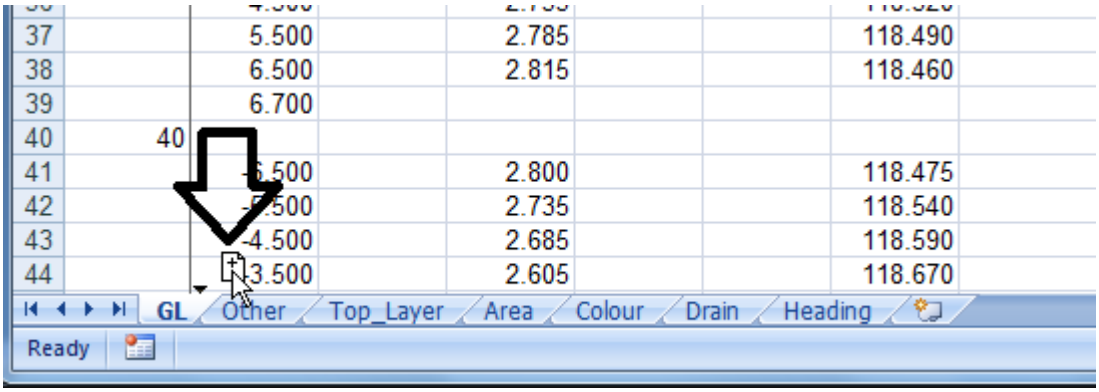
Our data is in vertical format, which is One of the CSx data format also:



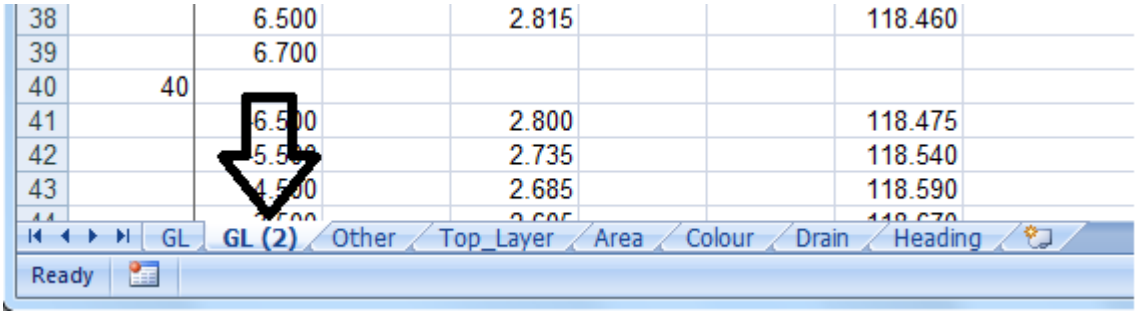
	A	B	C	D	E	F	G	H	I	J
1	Ch.	Dist.	B.S.	I.S.	F.S.	H.I.	R.L.	Remarks	TopLvls	Remarks for Lsec.
2	0		1.775			121.275	119.500		119.520	
3		-6.500		2.085			119.190			
4		-5.500		2.105			119.170			
5		-4.500		2.130			119.145			
6		-3.500		2.105			119.170			
7		-2.600		1.985			119.290			
8		-1.875		1.950			119.325			
9		-1.500		1.955			119.320			
10		-0.750		1.975			119.300			
11		0.000		2.045			119.230			
12		0.750		2.180			119.095			
13		1.500		2.235			119.040			
14		1.875		2.255			119.020			
15		2.600		2.315			118.960			
16		3.500		2.375			118.900			
17		4.500		2.410			118.865			
18		5.500		2.460			118.815			
19		6.500		2.640			118.635			
20		6.700		2.640			118.635			
21	20								119.690	
22		-6.500		2.155			119.120			
23		-5.500		2.285			118.990			
24		-4.500		2.400			118.875			
25		-3.500		2.435			118.840			
26		-2.600		2.460			118.815			
27		-1.875		2.455			118.820			
28		-1.500		2.450			118.825			
29		-0.750		2.435			118.840			
30		0.000		2.360			118.915			
31		0.750		2.395			118.880			
32		1.500		2.485			118.790			
33		1.875		2.565			118.710			
34		2.600		2.635			118.640			
35		3.500		2.700			118.575			
36		4.500		2.755			118.520			
37		5.500		2.785			118.490			
38		6.500		2.815			118.460			
39		6.700								
40	40								119.680	
41		-6.500		2.800			118.475			
42		-5.500		2.735			118.540			
43		-4.500		2.685			118.590			
44		-3.500		2.605			118.670			

To convert vertical to horizontal data format, We record a macro. First make sure that in your vertical data, each chainages have same number of rows. This is important to run a macro. Take precaution while data entry for same number of rows in all chainages. If some chainages have less readings, insert extra distances without giving I.S. values. For example, see the above figure. In chainage 20, distance 6.700 is given without I.S. value, to equalise the number of rows.

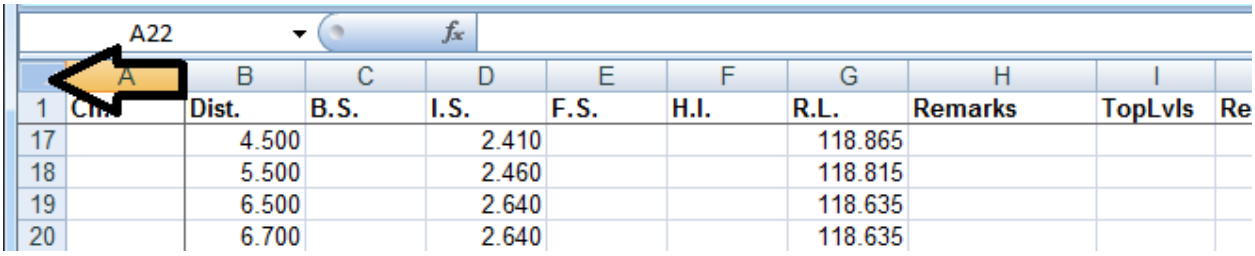
Copy the ‘GL’ sheet: Press and hold ‘Ctrl’ key. Click and hold on ‘GL’ sheet tab and drag the mouse on right side. See the + symbol is moving with your mouse cursor:



Release the mouse button. ‘GL (2)’ sheet is automatically created from ‘GL’ sheet:

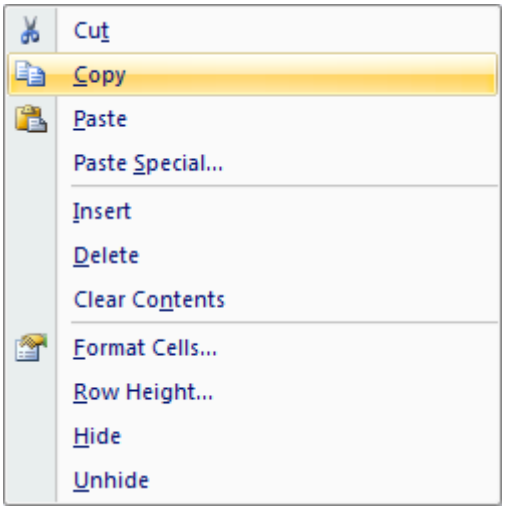


We will work in this newly created sheet, so that our original ‘GL’ sheet will safe.
First remove all formulas:
Click on the corner:

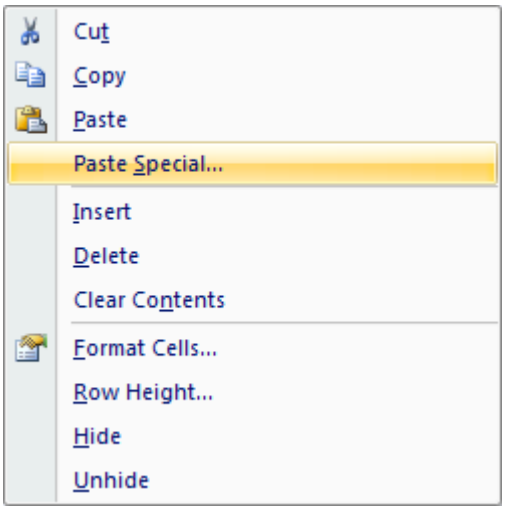


After clicking, whole worksheet data will select.
Instead of clicking that corner, you can press ‘Ctrl+a’, to select whole worksheet data.
This is easy and fast method.

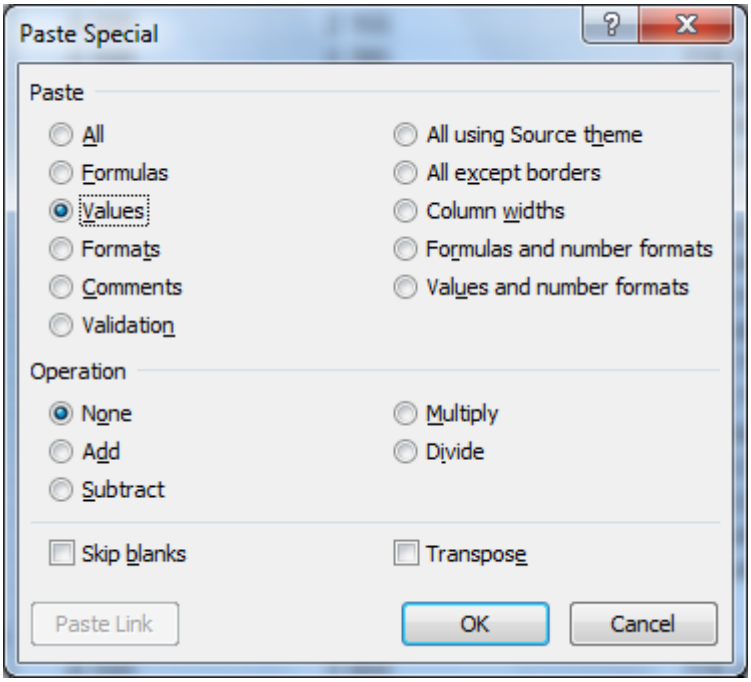
Now right click in working area of worksheet and select ‘Copy’:



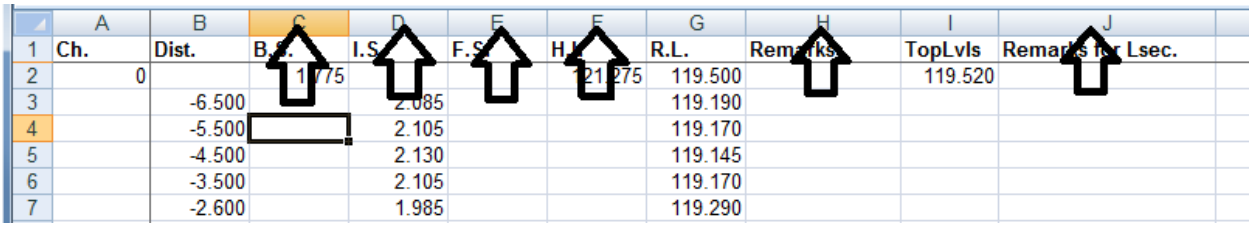
Whole data is copied. Moving ants will display around edges.
Instead of right click and sececting ‘Copy’, just press ‘Ctrl+c’ to copy selected data. This is easy and fast method.
Now again right click in any where in working area of worksheet and select ‘Paste Special…’:



Now select ‘Values’ and click ‘OK’:

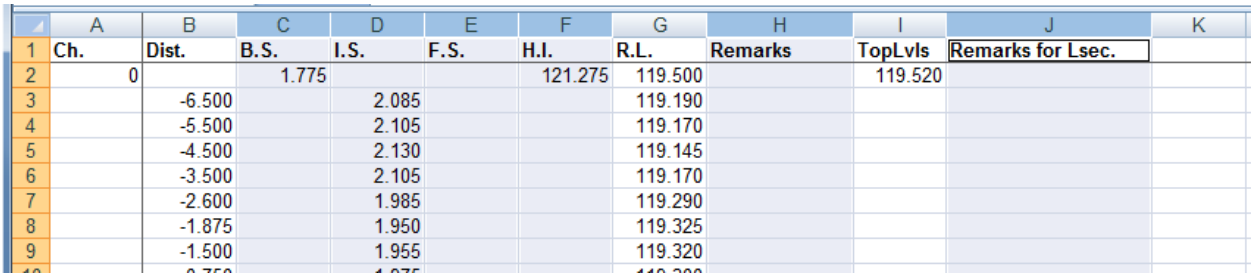


Your worksheet is looking as previous but without formulas.
Now delete unwanted columns like ‘C’, ‘D’, ‘E’, ‘F’, ‘H’ and ‘J’:
Place the cursor in any cell of column ‘C’.
Press and hold ‘Ctrl’ key and click on following places:



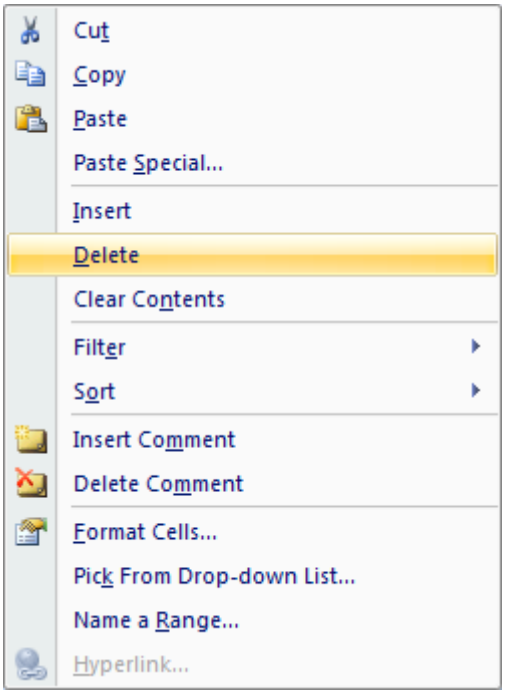
	A	B	C	D	E	F	G	H	I	J
1	Ch.	Dist.	B.S.	I.S.	F.S.	H.I.	R.L.	Remarks	TopLvls	Remarks for Lsec.
2	0		1.775			121.275	119.500		119.520	
3		-6.500		2.085			119.190			
4		-5.500		2.105			119.170			
5		-4.500		2.130			119.145			
6		-3.500		2.105			119.170			
7		-2.600		1.985			119.290			

You get selected columns:



	A	B	C	D	E	F	G	H	I	J	K
1	Ch.	Dist.	B.S.	I.S.	F.S.	H.I.	R.L.	Remarks	TopLvls	Remarks for Lsec.	
2	0		1.775			121.275	119.500		119.520		
3		-6.500		2.085			119.190				
4		-5.500		2.105			119.170				
5		-4.500		2.130			119.145				
6		-3.500		2.105			119.170				
7		-2.600		1.985			119.290				
8		-1.875		1.950			119.325				
9		-1.500		1.955			119.320				

Now right click in any where in selected cells area and select ‘Delete’:



All selected columns will delete:

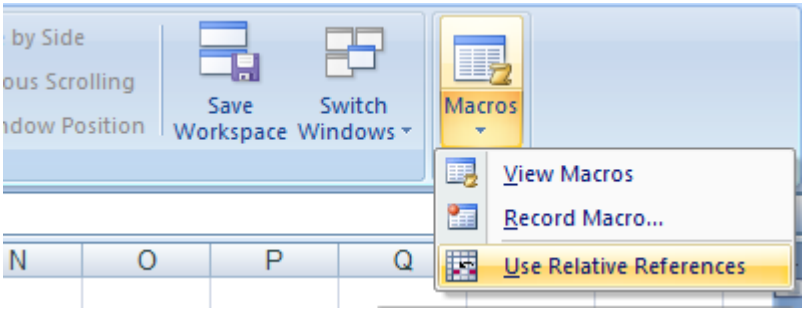
	A	B	C	D	E	F
1	**Ch.**	**Dist.**	**R.L.**	**TopLvls**		
2	0		119.500	119.520		
3		-6.500	119.190			
4		-5.500	119.170			
5		-4.500	119.145			
6		-3.500	119.170			

Now start recording macro:

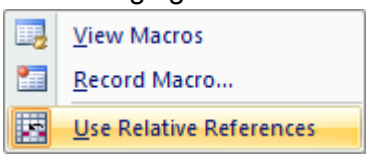
Place the cursor on cell ‘A2’.

	A	B	C	D	E	F
1	**Ch.**	**Dist.**	**R.L.**	**TopLvls**		
2	0		119.500	119.520		
3		-6.500	119.190			
4		-5.500	119.170			
5		-4.500	119.145			
6		-3.500	119.170			
7		-2.600	119.290			

Select ‘View’ menu. Select Macros drop down arrow and select ‘Use Relative References’, to make sure that
‘Use Relative References’ is ON:

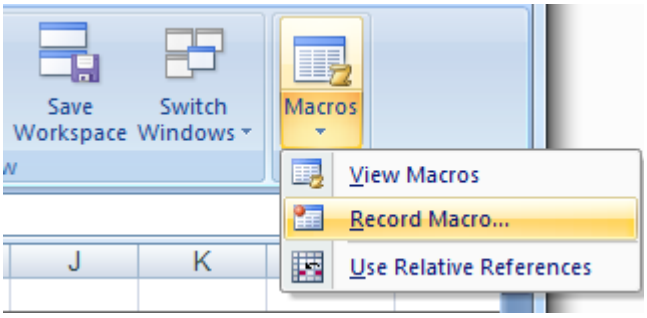


Use this so that macros are recorded with actions related to the initial selected cell. For instance, if you record a macro in cell A1 which moves the cursor to A3 with this option turned on, running the resulting macro in cell J6 would move the cursor to J8. If this option was turned off when the macro was recorded, running it in cell J6 would move the cursor to A3.
In above figure ‘Use Relative References’ is off.
In following figure ‘Use Relative References’ is on:

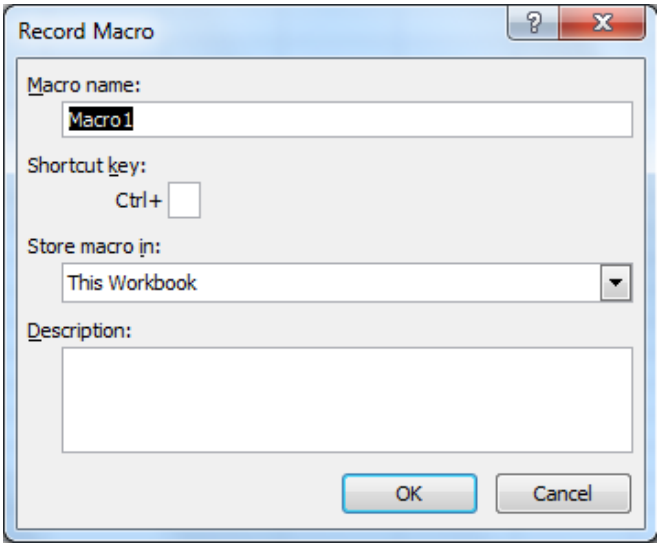


See the light Red color around the icon, when this is on.

Again click ‘Macros’ and select ‘Record Macro’:



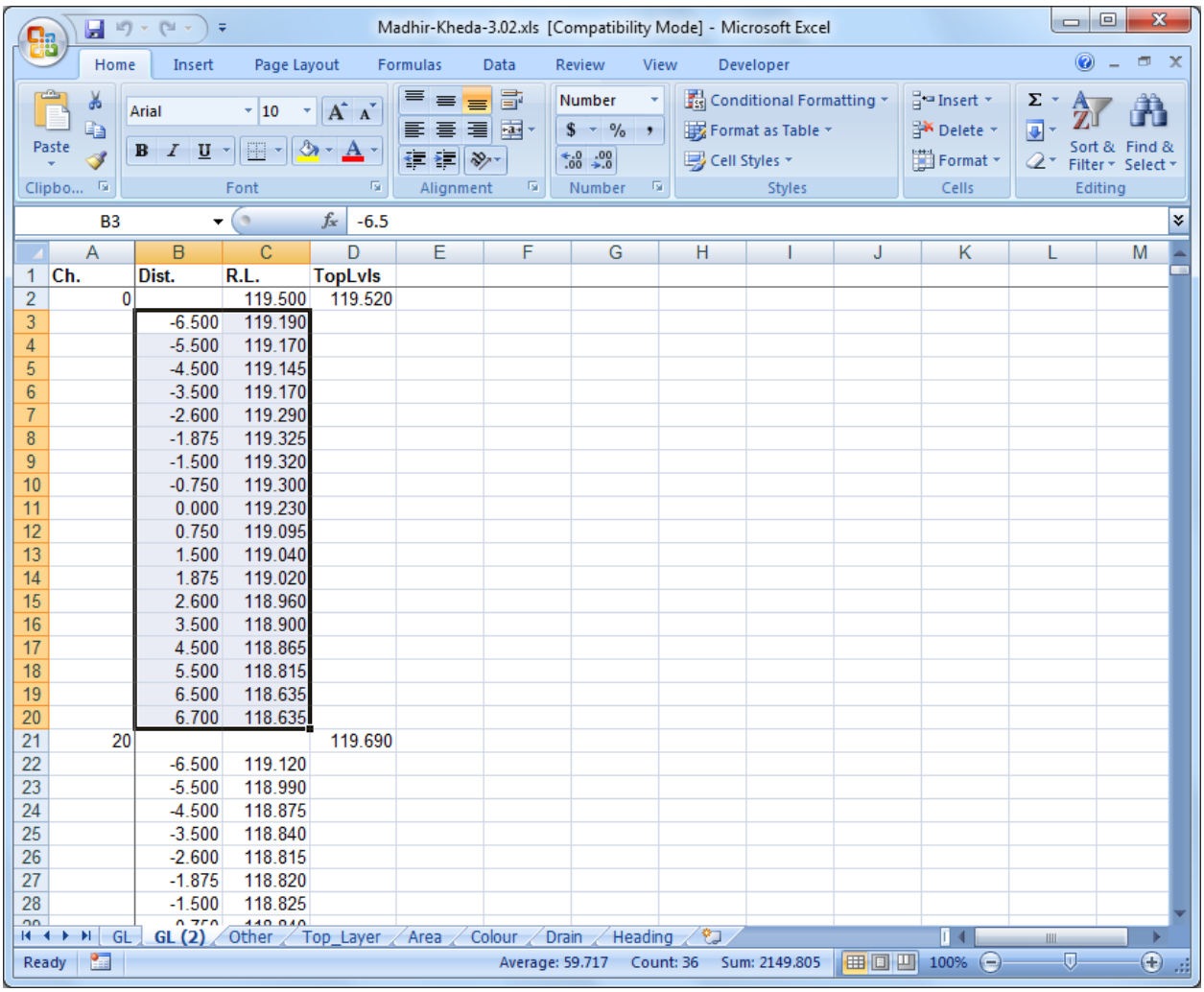
A dialog box will display. Give a macro name as ‘Macro1’:



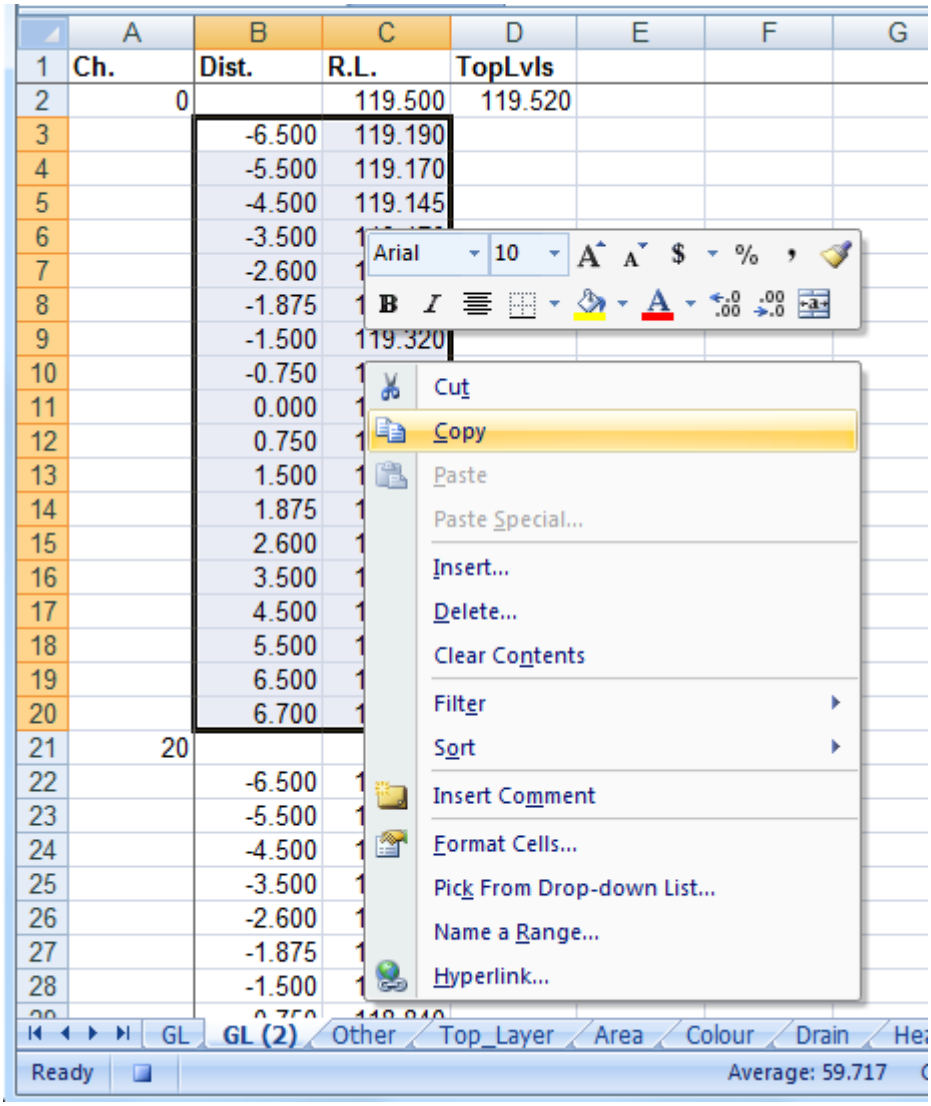
Click ‘OK’.

Macro recording is start.

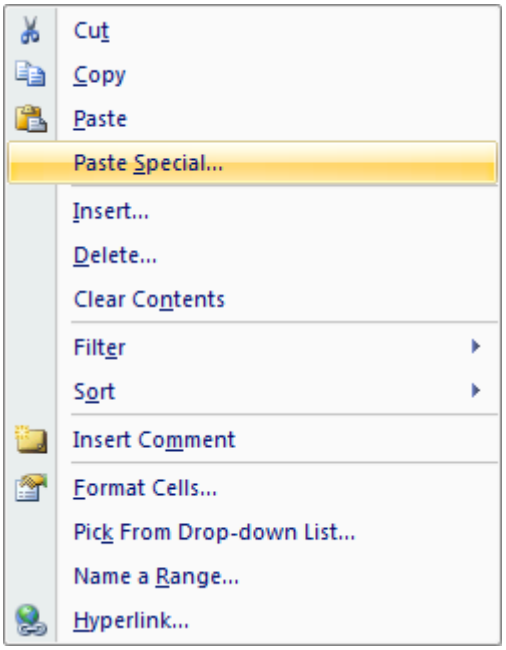
Select the area have distances and RL values:



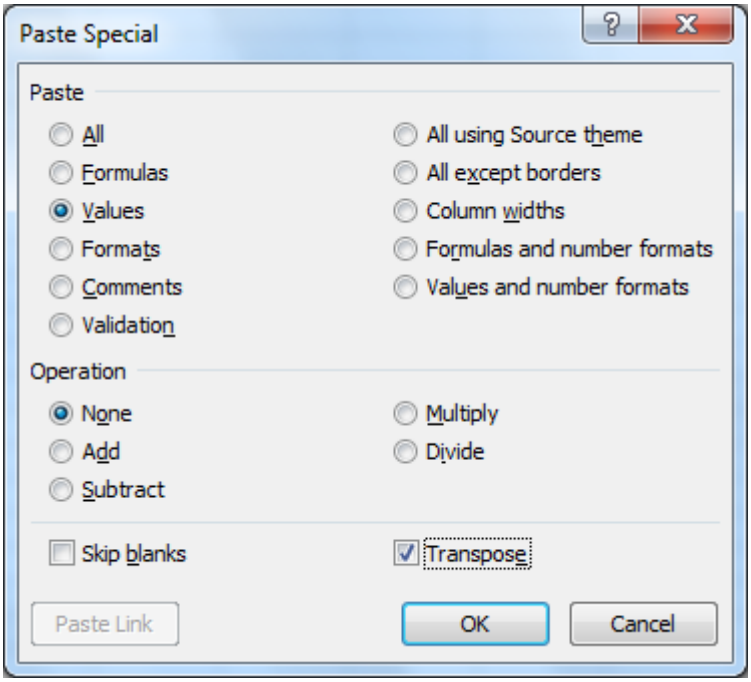
Right click in selected area and select ‘Copy’:



After copy, place cursor on cell ‘E2’ and right click:

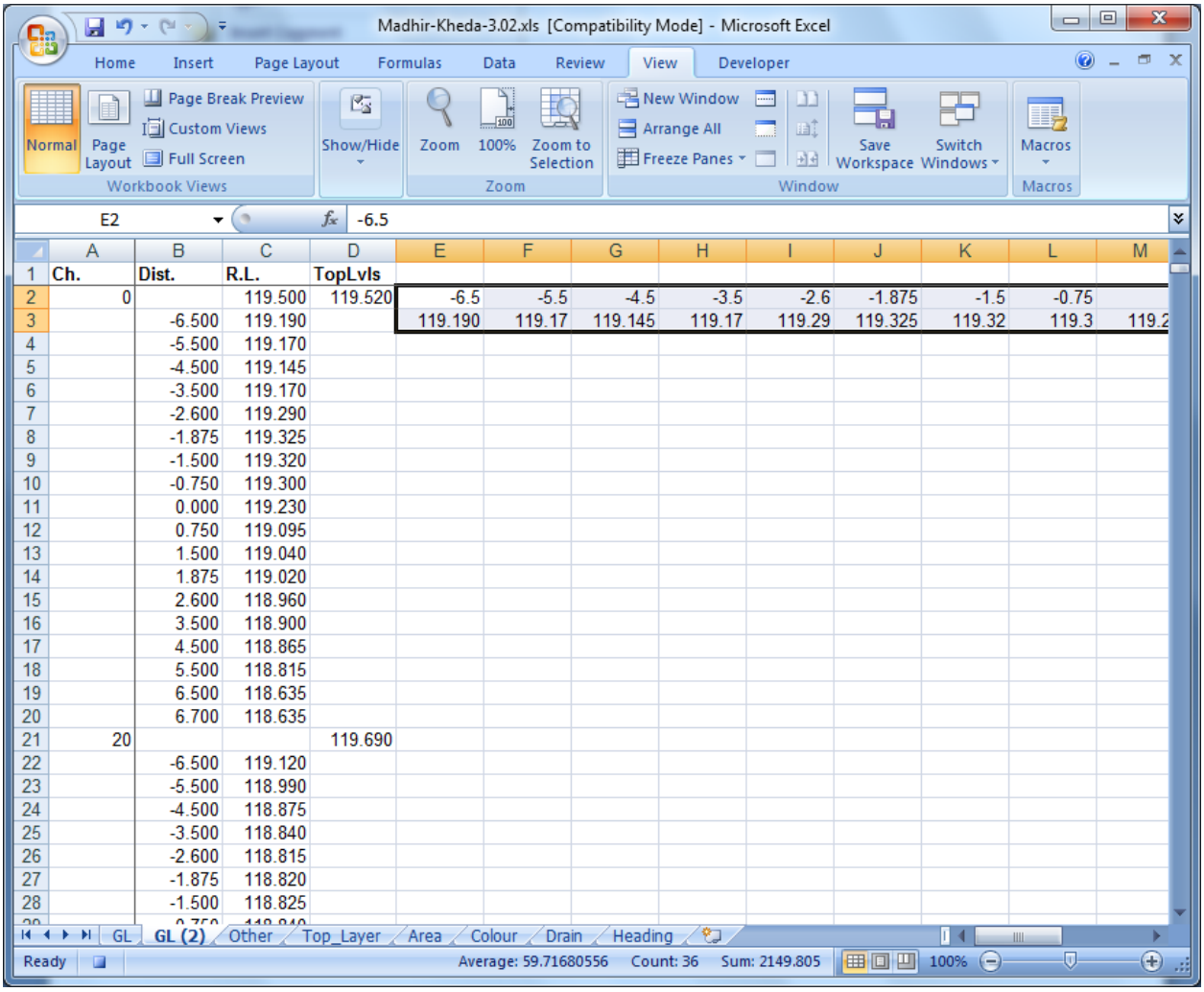


‘Select paste special…’. Dialog box will display:



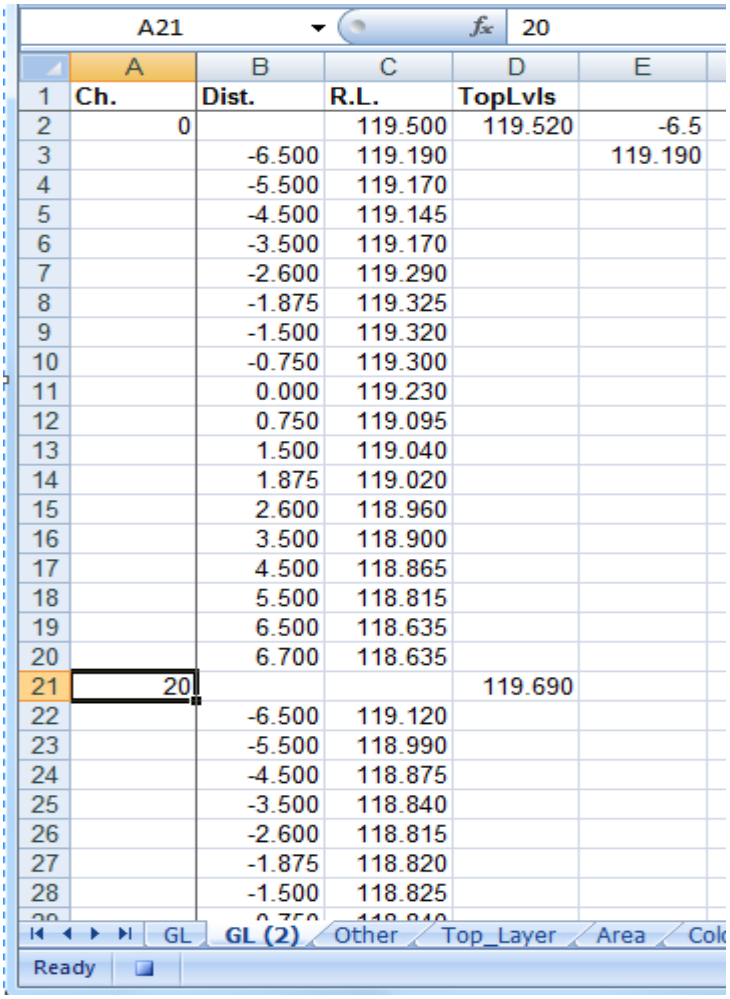
Click ‘Values’ radio button. Click ‘Transpose’ check box to ON it.
Click ‘OK’ button.

See the data is paste in horizontal format:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ch.	Dist.	R.L.	TopLvls									
2	0		119.500	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	
3		-6.500	119.190		119.190	119.17	119.145	119.17	119.29	119.325	119.32	119.3	119.2
4		-5.500	119.170										
5		-4.500	119.145										
6		-3.500	119.170										
7		-2.600	119.290										
8		-1.875	119.325										
9		-1.500	119.320										
10		-0.750	119.300										
11		0.000	119.230										
12		0.750	119.095										
13		1.500	119.040										
14		1.875	119.020										
15		2.600	118.960										
16		3.500	118.900										
17		4.500	118.865										
18		5.500	118.815										
19		6.500	118.635										
20		6.700	118.635										
21	20			119.690									
22		-6.500	119.120										
23		-5.500	118.990										
24		-4.500	118.875										
25		-3.500	118.840										
26		-2.600	118.815										
27		-1.875	118.820										
28		-1.500	118.825										

Before stop macro recording, place the cursor on cell ‘A21’:



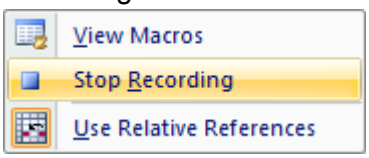
A21 | 20

	A	B	C	D	E
1	Ch.	Dist.	R.L.	TopLvls	
2	0		119.500	119.520	-6.5
3		-6.500	119.190		119.190
4		-5.500	119.170		
5		-4.500	119.145		
6		-3.500	119.170		
7		-2.600	119.290		
8		-1.875	119.325		
9		-1.500	119.320		
10		-0.750	119.300		
11		0.000	119.230		
12		0.750	119.095		
13		1.500	119.040		
14		1.875	119.020		
15		2.600	118.960		
16		3.500	118.900		
17		4.500	118.865		
18		5.500	118.815		
19		6.500	118.635		
20		6.700	118.635		
21	20			119.690	
22		-6.500	119.120		
23		-5.500	118.990		
24		-4.500	118.875		
25		-3.500	118.840		
26		-2.600	118.815		
27		-1.875	118.820		
28		-1.500	118.825		

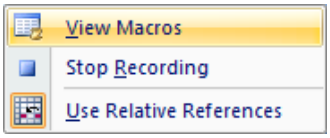
GL | GL (2) | Other | Top_Layer | Area | Col

Ready

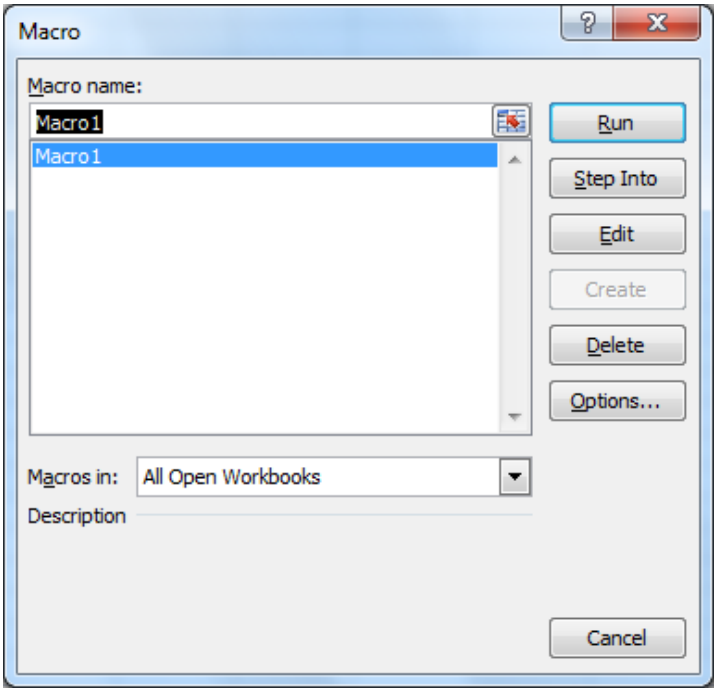
Finally go to ‘View’ menu and click ‘Macros’ drop down arrow and select ‘Stop Recording’:



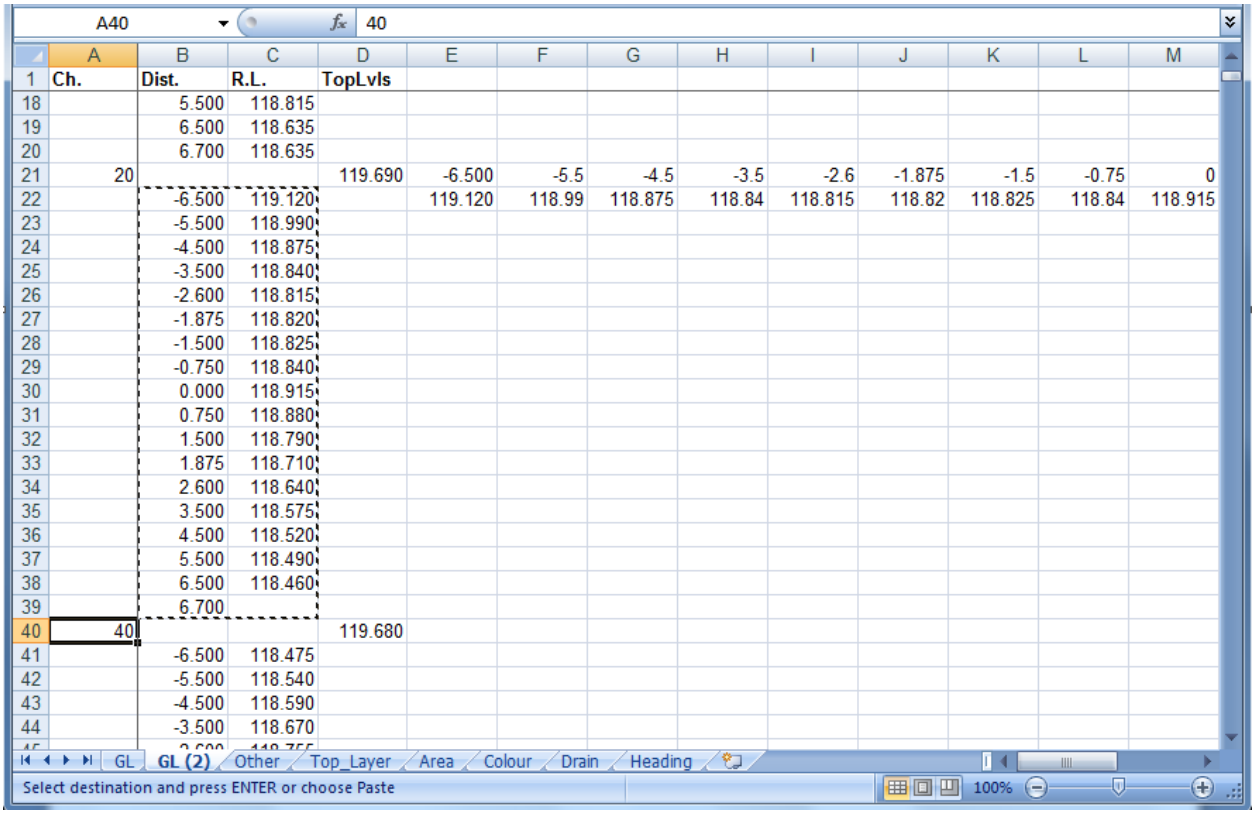
Macro recording is complete. Save the file.
Now test this macro:
Place cursor on cell ‘A21’. Go to ‘View’ menu and click ‘Macros’ drop down arrow and select ‘View Macros’:



This dialog box will display:

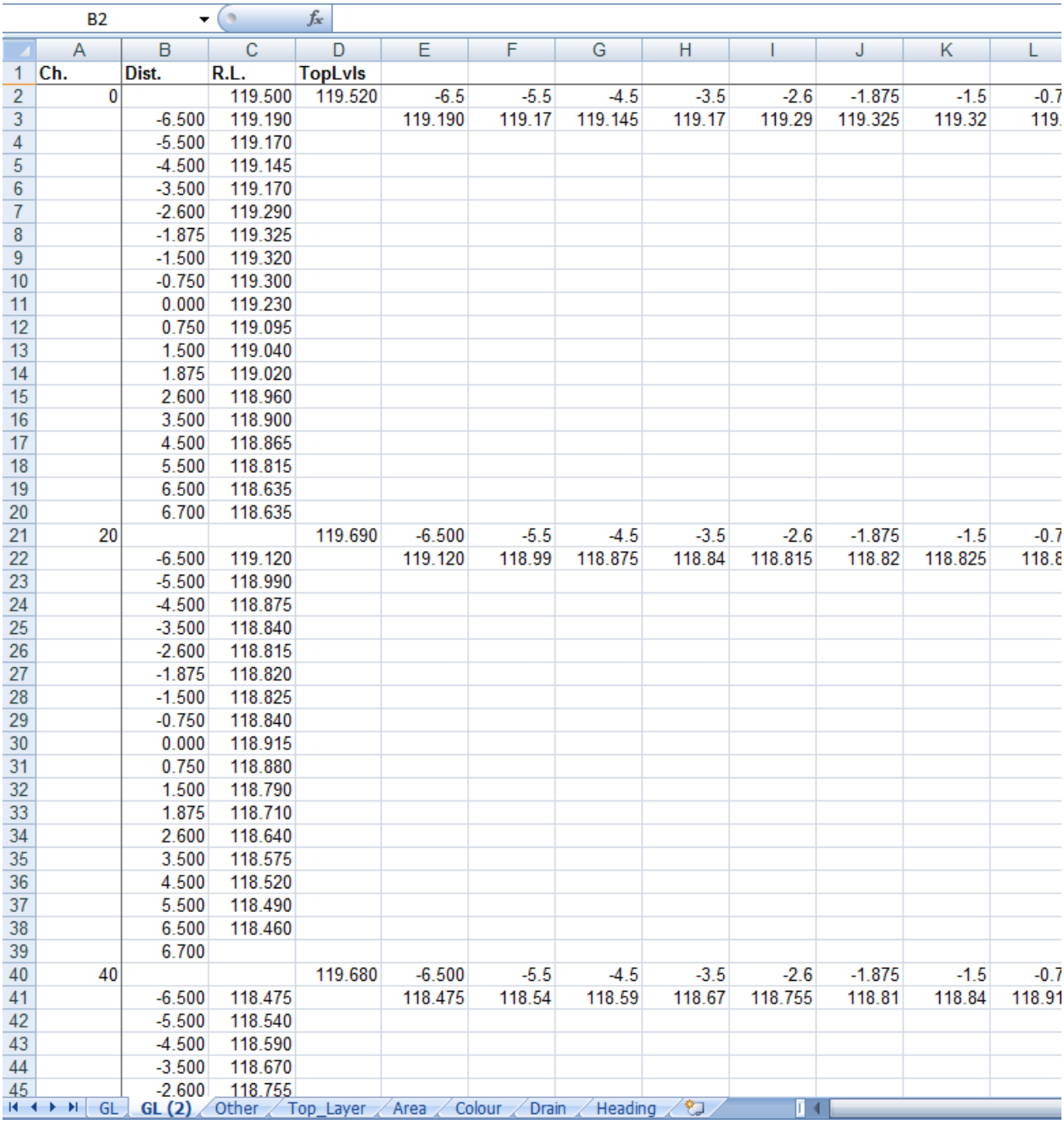


Select ‘Macro1’ from list and click ‘Run’ button.



See the required data is copied and paste automatically. Also see the cursor is positioned on next chainage.

Press ‘F4’ function key again and again to repeat the macro…

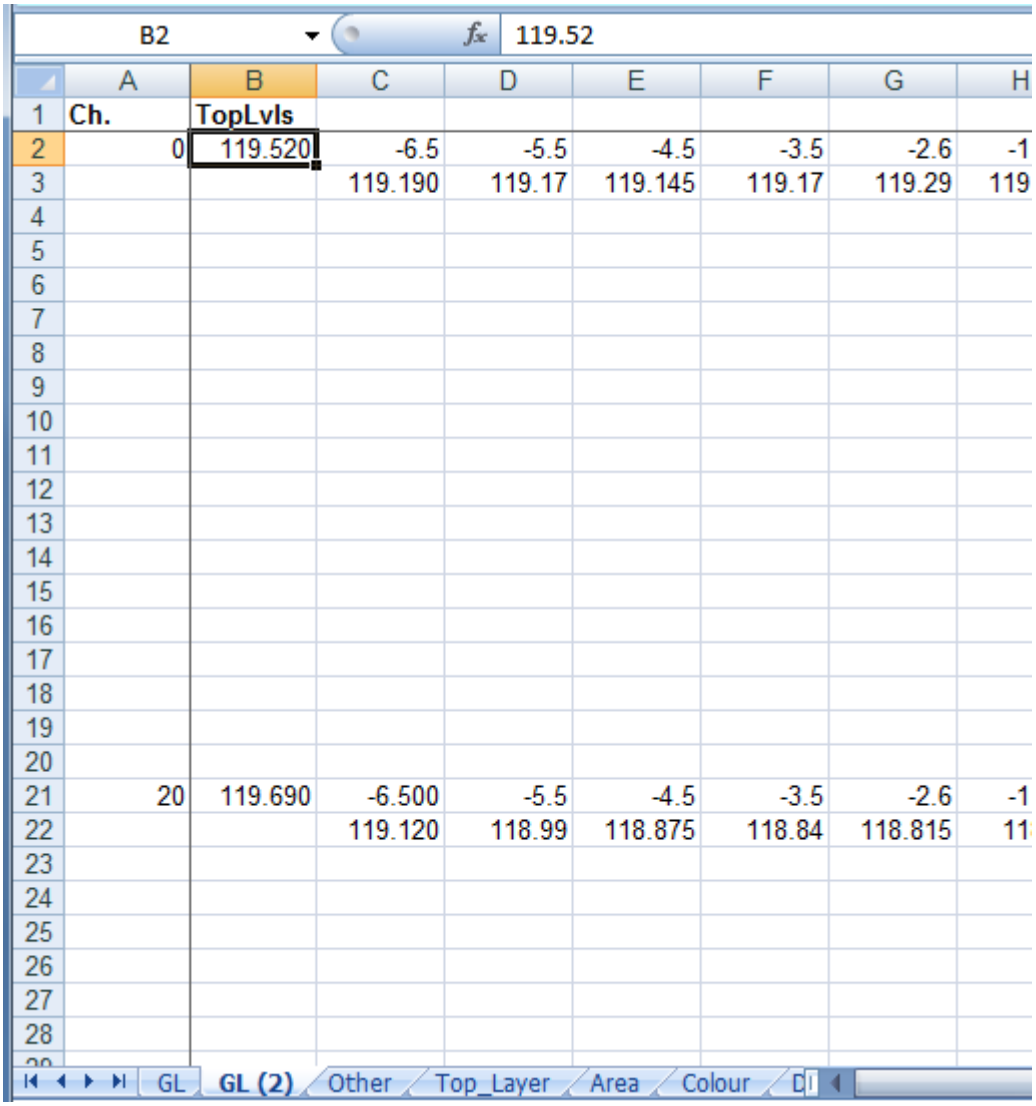


	A	B	C	D	E	F	G	H	I	J	K	L
1	**Ch.**	**Dist.**	**R.L.**	**TopLvls**								
2	0		119.500	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.7
3		-6.500	119.190		119.190	119.17	119.145	119.17	119.29	119.325	119.32	119.
4		-5.500	119.170									
5		-4.500	119.145									
6		-3.500	119.170									
7		-2.600	119.290									
8		-1.875	119.325									
9		-1.500	119.320									
10		-0.750	119.300									
11		0.000	119.230									
12		0.750	119.095									
13		1.500	119.040									
14		1.875	119.020									
15		2.600	118.960									
16		3.500	118.900									
17		4.500	118.865									
18		5.500	118.815									
19		6.500	118.635									
20		6.700	118.635									
21	20			119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.7
22		-6.500	119.120		119.120	118.99	118.875	118.84	118.815	118.82	118.825	118.8
23		-5.500	118.990									
24		-4.500	118.875									
25		-3.500	118.840									
26		-2.600	118.815									
27		-1.875	118.820									
28		-1.500	118.825									
29		-0.750	118.840									
30		0.000	118.915									
31		0.750	118.880									
32		1.500	118.790									
33		1.875	118.710									
34		2.600	118.640									
35		3.500	118.575									
36		4.500	118.520									
37		5.500	118.490									
38		6.500	118.460									
39		6.700										
40	40			119.680	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.7
41		-6.500	118.475		118.475	118.54	118.59	118.67	118.755	118.81	118.84	118.91
42		-5.500	118.540									
43		-4.500	118.590									
44		-3.500	118.670									
45		-2.600	118.755									

GL | GL (2) | Other | Top_Layer | Area | Colour | Drain | Heading

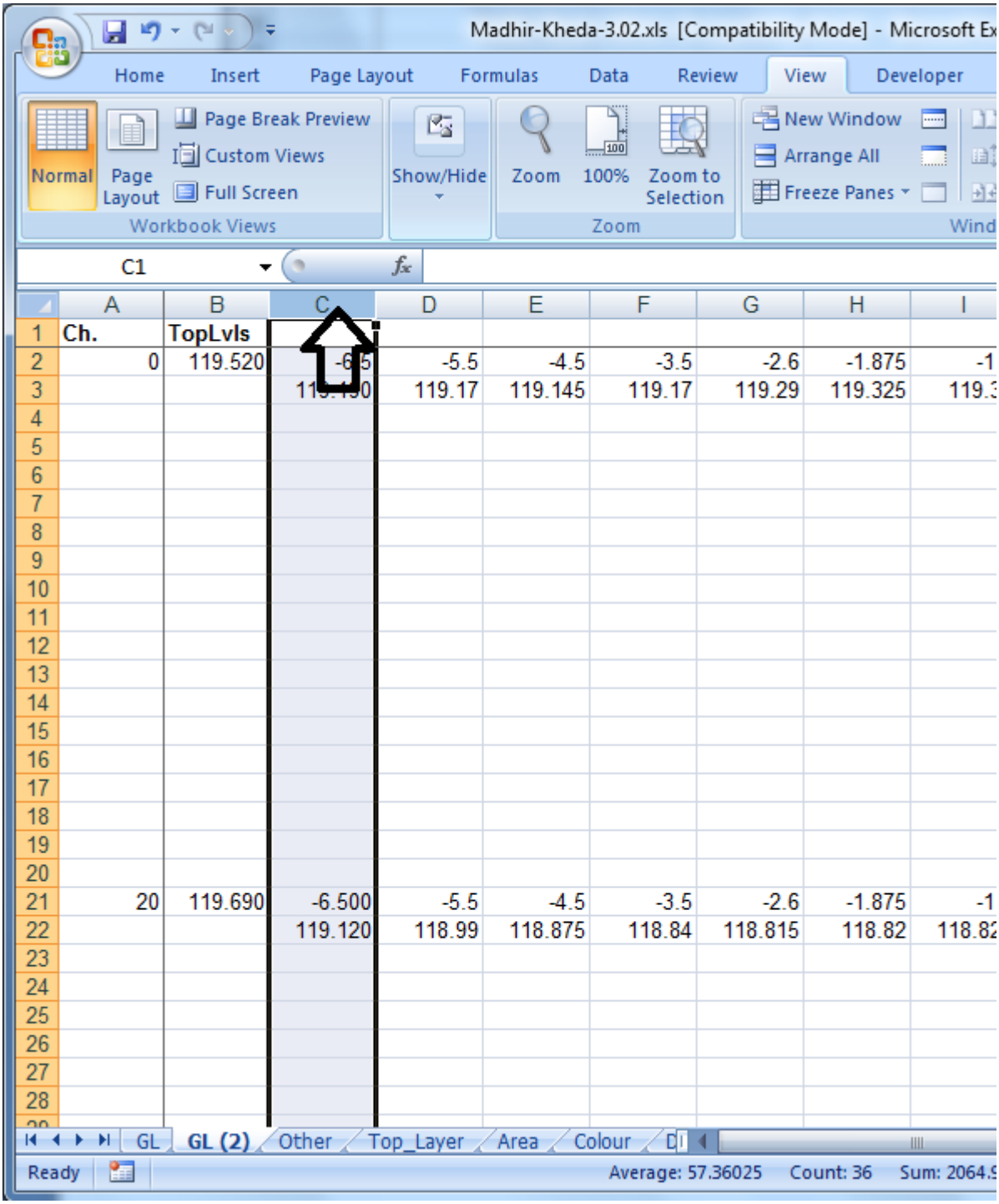
All distances and RLs are converted to horizontal format.

We want to delete blank rows between chainages. For this, use filters:
Delete columns ‘B’ and ‘C’:

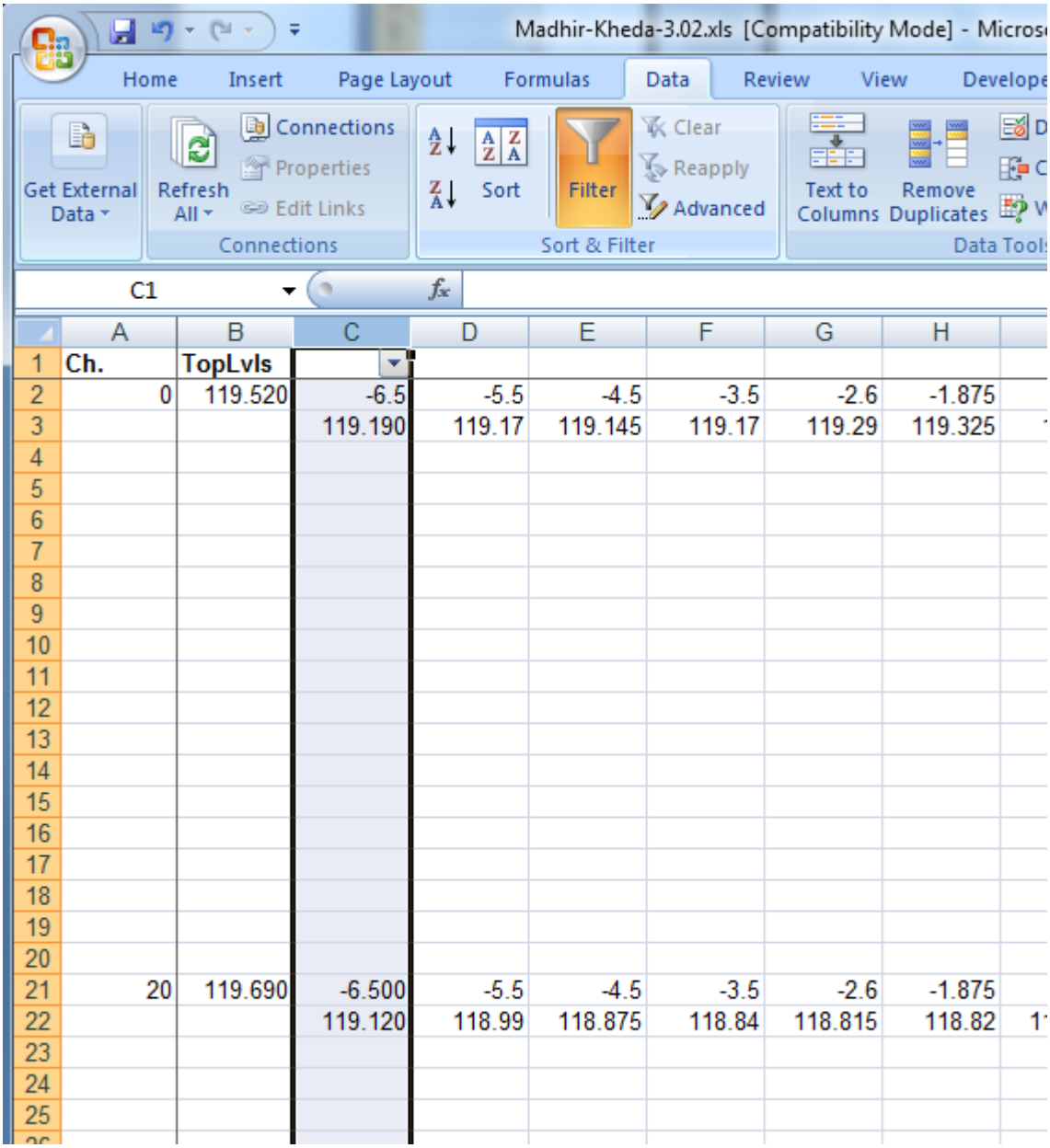


	A	B	C	D	E	F	G	H
1	Ch.	TopLvls						
2	0	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1
3			119.190	119.17	119.145	119.17	119.29	119
21	20	119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1
22			119.120	118.99	118.875	118.84	118.815	11

Now apply filter:
Select column ‘C’ by clicking on following position:

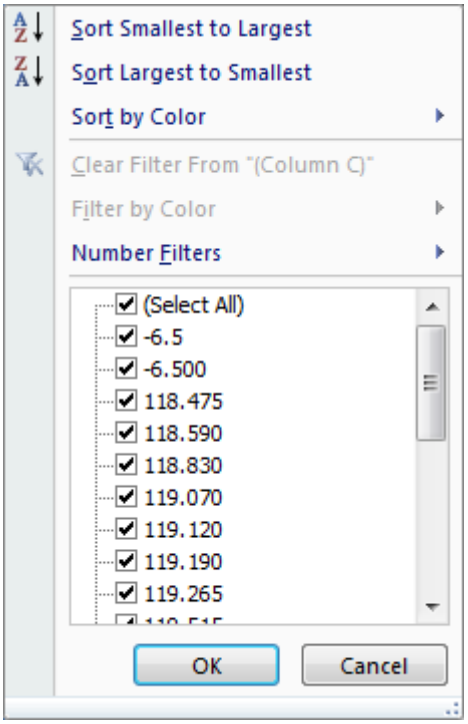


Select ‘Filter’ from ‘Data’ menu:

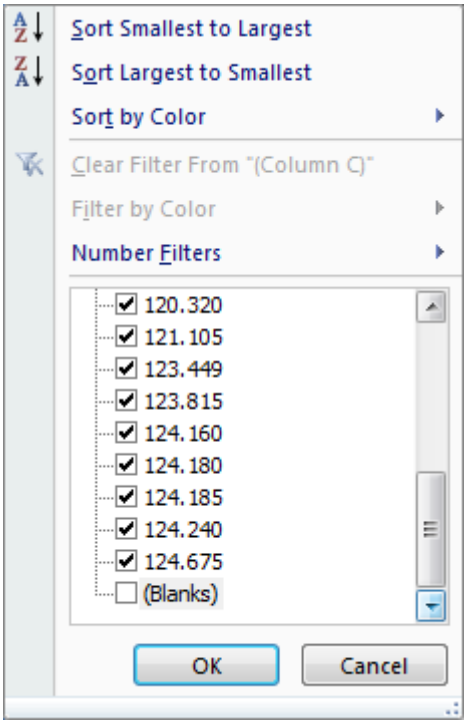


	A	B	C	D	E	F	G	H
1	**Ch.**	**TopLvls**						
2	0	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875
3			119.190	119.17	119.145	119.17	119.29	119.325
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21	20	119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875
22			119.120	118.99	118.875	118.84	118.815	118.82
23								
24								
25								

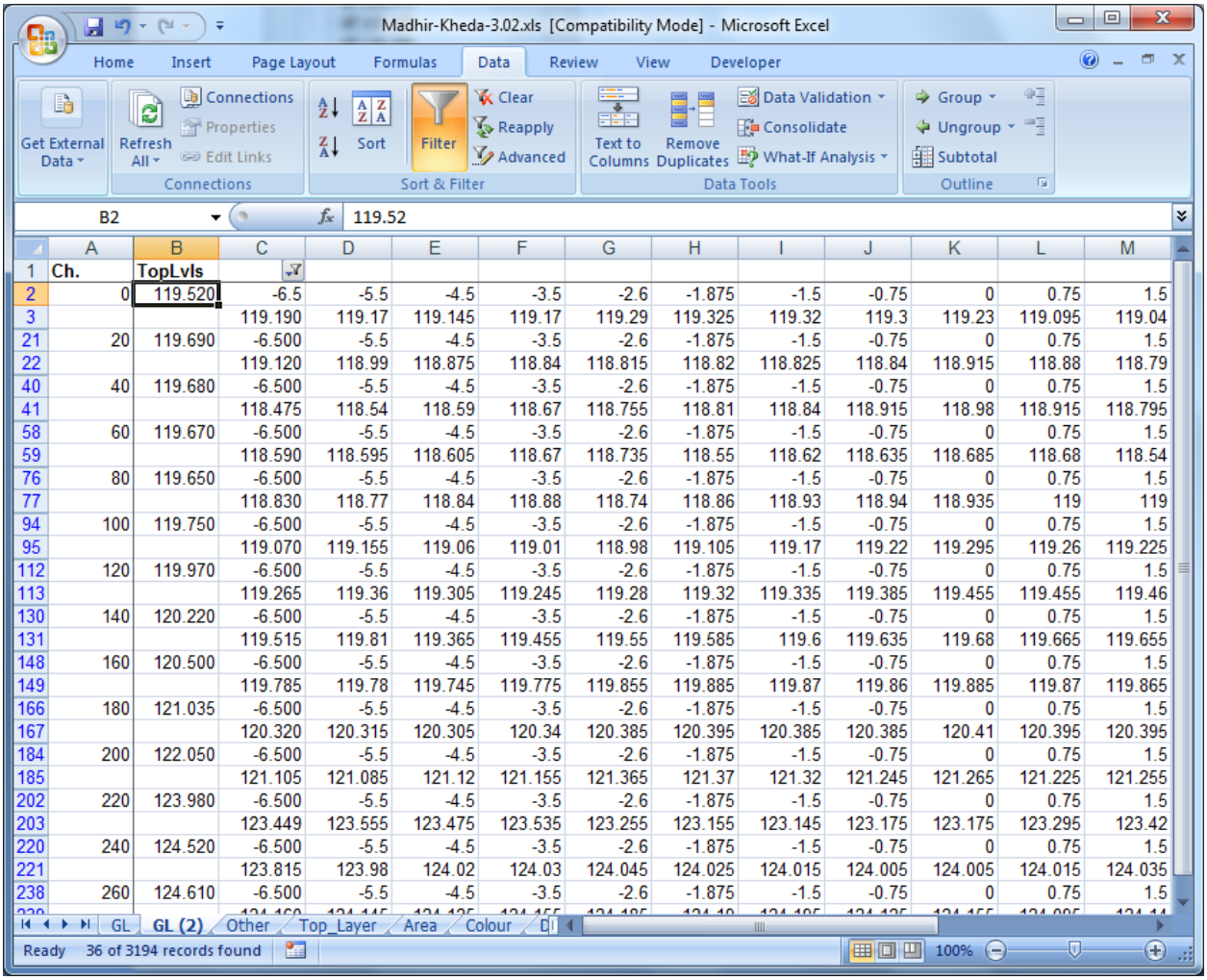
Click the small drop down arrow located in cell ‘C1’:



Move the slider towards bottom and unmark ‘(Blanks)’:

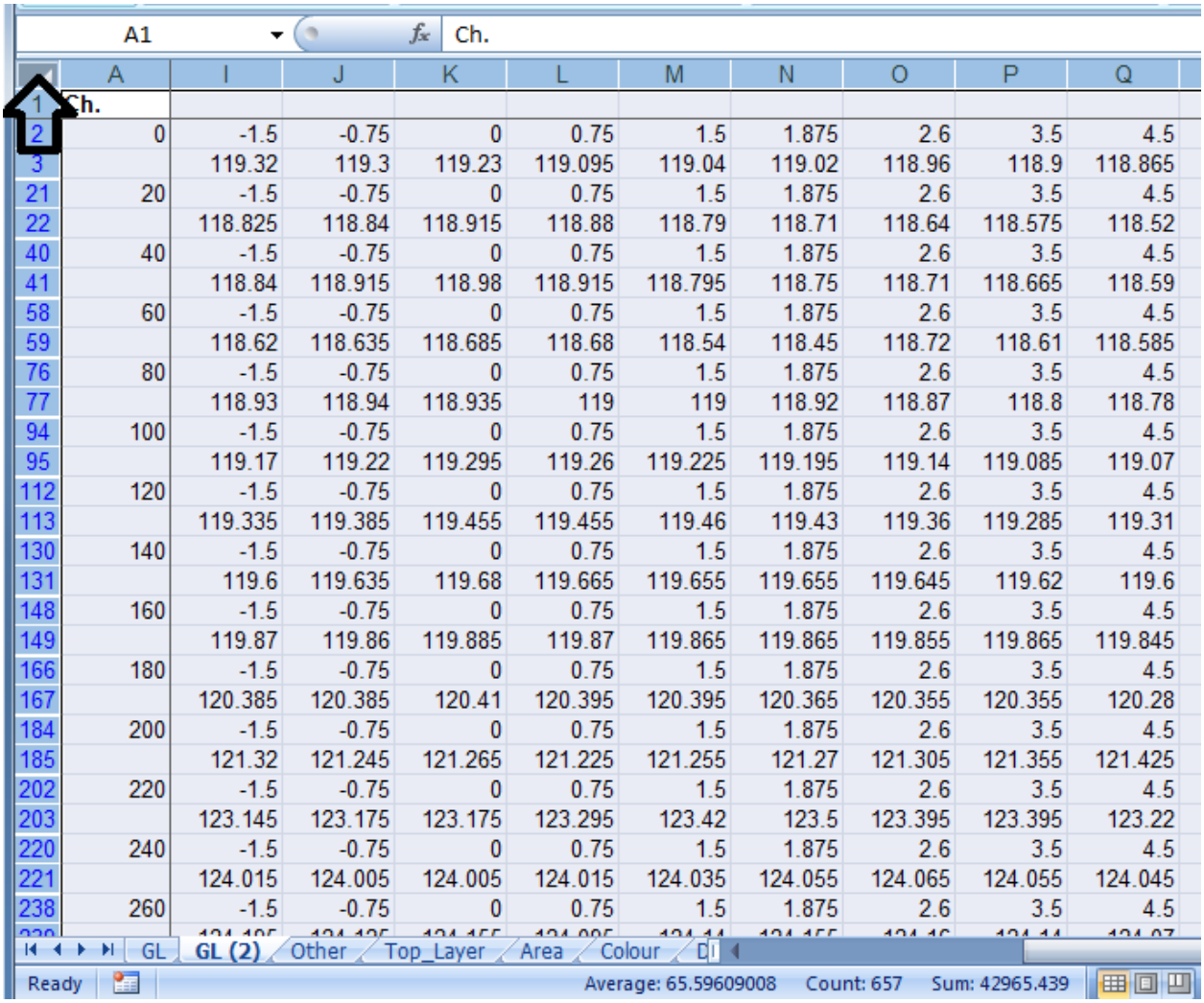


After selecting ‘OK’ button, filter will works:



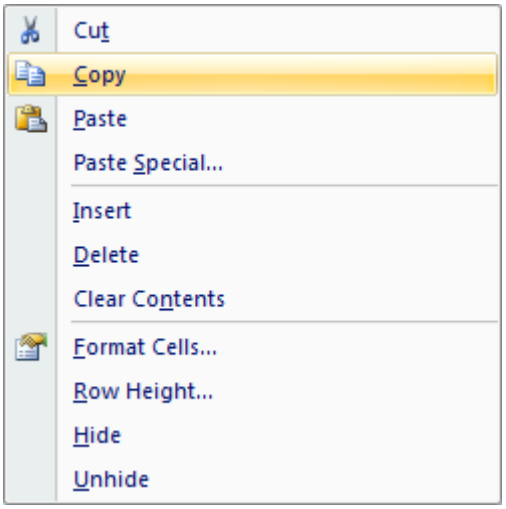
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ch.	TopLvls											
2	0	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
3			119.190	119.17	119.145	119.17	119.29	119.325	119.32	119.3	119.23	119.095	119.04
21	20	119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
22			119.120	118.99	118.875	118.84	118.815	118.82	118.825	118.84	118.915	118.88	118.79
40	40	119.680	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
41			118.475	118.54	118.59	118.67	118.755	118.81	118.84	118.915	118.98	118.915	118.795
58	60	119.670	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
59			118.590	118.595	118.605	118.67	118.735	118.55	118.62	118.635	118.685	118.68	118.54
76	80	119.650	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
77			118.830	118.77	118.84	118.88	118.74	118.86	118.93	118.94	118.935	119	119
94	100	119.750	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
95			119.070	119.155	119.06	119.01	118.98	119.105	119.17	119.22	119.295	119.26	119.225
112	120	119.970	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
113			119.265	119.36	119.305	119.245	119.28	119.32	119.335	119.385	119.455	119.455	119.46
130	140	120.220	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
131			119.515	119.81	119.365	119.455	119.55	119.585	119.6	119.635	119.68	119.665	119.655
148	160	120.500	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
149			119.785	119.78	119.745	119.775	119.855	119.885	119.87	119.86	119.885	119.87	119.865
166	180	121.035	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
167			120.320	120.315	120.305	120.34	120.385	120.395	120.385	120.385	120.41	120.395	120.395
184	200	122.050	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
185			121.105	121.085	121.12	121.155	121.365	121.37	121.32	121.245	121.265	121.225	121.255
202	220	123.980	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
203			123.449	123.555	123.475	123.535	123.255	123.155	123.145	123.175	123.175	123.295	123.42
220	240	124.520	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
221			123.815	123.98	124.02	124.03	124.045	124.025	124.015	124.005	124.005	124.015	124.035
238	260	124.610	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5

Click on the following location to select all data:

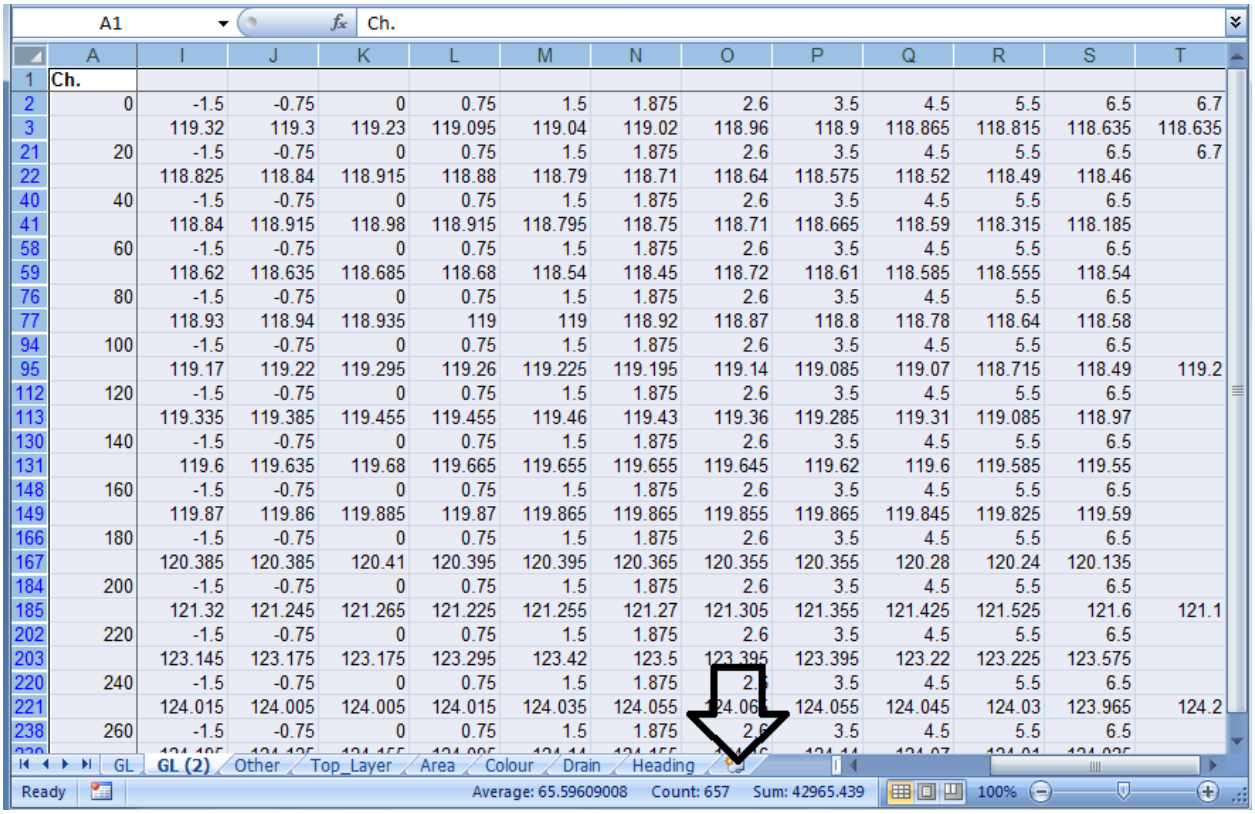


	A	I	J	K	L	M	N	O	P	Q
1	Ch.									
2	0	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
3		119.32	119.3	119.23	119.095	119.04	119.02	118.96	118.9	118.865
21	20	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
22		118.825	118.84	118.915	118.88	118.79	118.71	118.64	118.575	118.52
40	40	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
41		118.84	118.915	118.98	118.915	118.795	118.75	118.71	118.665	118.59
58	60	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
59		118.62	118.635	118.685	118.68	118.54	118.45	118.72	118.61	118.585
76	80	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
77		118.93	118.94	118.935	119	119	118.92	118.87	118.8	118.78
94	100	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
95		119.17	119.22	119.295	119.26	119.225	119.195	119.14	119.085	119.07
112	120	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
113		119.335	119.385	119.455	119.455	119.46	119.43	119.36	119.285	119.31
130	140	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
131		119.6	119.635	119.68	119.665	119.655	119.655	119.645	119.62	119.6
148	160	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
149		119.87	119.86	119.885	119.87	119.865	119.865	119.855	119.865	119.845
166	180	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
167		120.385	120.385	120.41	120.395	120.395	120.365	120.355	120.355	120.28
184	200	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
185		121.32	121.245	121.265	121.225	121.255	121.27	121.305	121.355	121.425
202	220	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
203		123.145	123.175	123.175	123.295	123.42	123.5	123.395	123.395	123.22
220	240	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5
221		124.015	124.005	124.005	124.015	124.035	124.055	124.065	124.055	124.045
238	260	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5

Press ‘Ctrl+C’ or Right click on selected area and select ‘Copy’:



Click on ‘Insert Worksheet’ icon to create a new sheet:

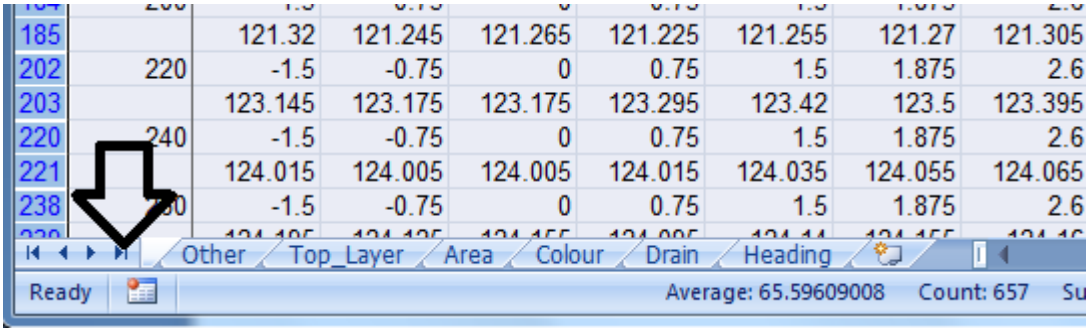


	A	I	J	K	L	M	N	O	P	Q	R	S	T
1	Ch.												
2	0	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	6.7
3		119.32	119.3	119.23	119.095	119.04	119.02	118.96	118.9	118.865	118.815	118.635	118.635
21	20	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	6.7
22		118.825	118.84	118.915	118.88	118.79	118.71	118.64	118.575	118.52	118.49	118.46	
40	40	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
41		118.84	118.915	118.98	118.915	118.795	118.75	118.71	118.665	118.59	118.315	118.185	
58	60	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
59		118.62	118.635	118.685	118.68	118.54	118.45	118.72	118.61	118.585	118.555	118.54	
76	80	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
77		118.93	118.94	118.935	119	119	118.92	118.87	118.8	118.78	118.64	118.58	
94	100	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
95		119.17	119.22	119.295	119.26	119.225	119.195	119.14	119.085	119.07	118.715	118.49	119.2
112	120	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
113		119.335	119.385	119.455	119.455	119.46	119.43	119.36	119.285	119.31	119.085	118.97	
130	140	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
131		119.6	119.635	119.68	119.665	119.655	119.655	119.645	119.62	119.6	119.585	119.55	
148	160	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
149		119.87	119.86	119.885	119.87	119.865	119.865	119.855	119.865	119.845	119.825	119.59	
166	180	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
167		120.385	120.385	120.41	120.395	120.395	120.365	120.355	120.355	120.28	120.24	120.135	
184	200	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
185		121.32	121.245	121.265	121.225	121.255	121.27	121.305	121.355	121.425	121.525	121.6	121.1
202	220	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
203		123.145	123.175	123.175	123.295	123.42	123.5	123.395	123.395	123.22	123.225	123.575	
220	240	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	
221		124.015	124.005	124.005	124.015	124.035	124.055	124.065	124.055	124.045	124.03	123.965	124.2
238	260	-1.5	-0.75	0	0.75	1.5	1.875	2.6	3.5	4.5	5.5	6.5	

GL | GL (2) | Other | Top_Layer | Area | Colour | Drain | Heading

Ready | Average: 65.59609008 | Count: 657 | Sum: 42965.439 | 100%

If this icon is hide in your case, click this arrow symbol:

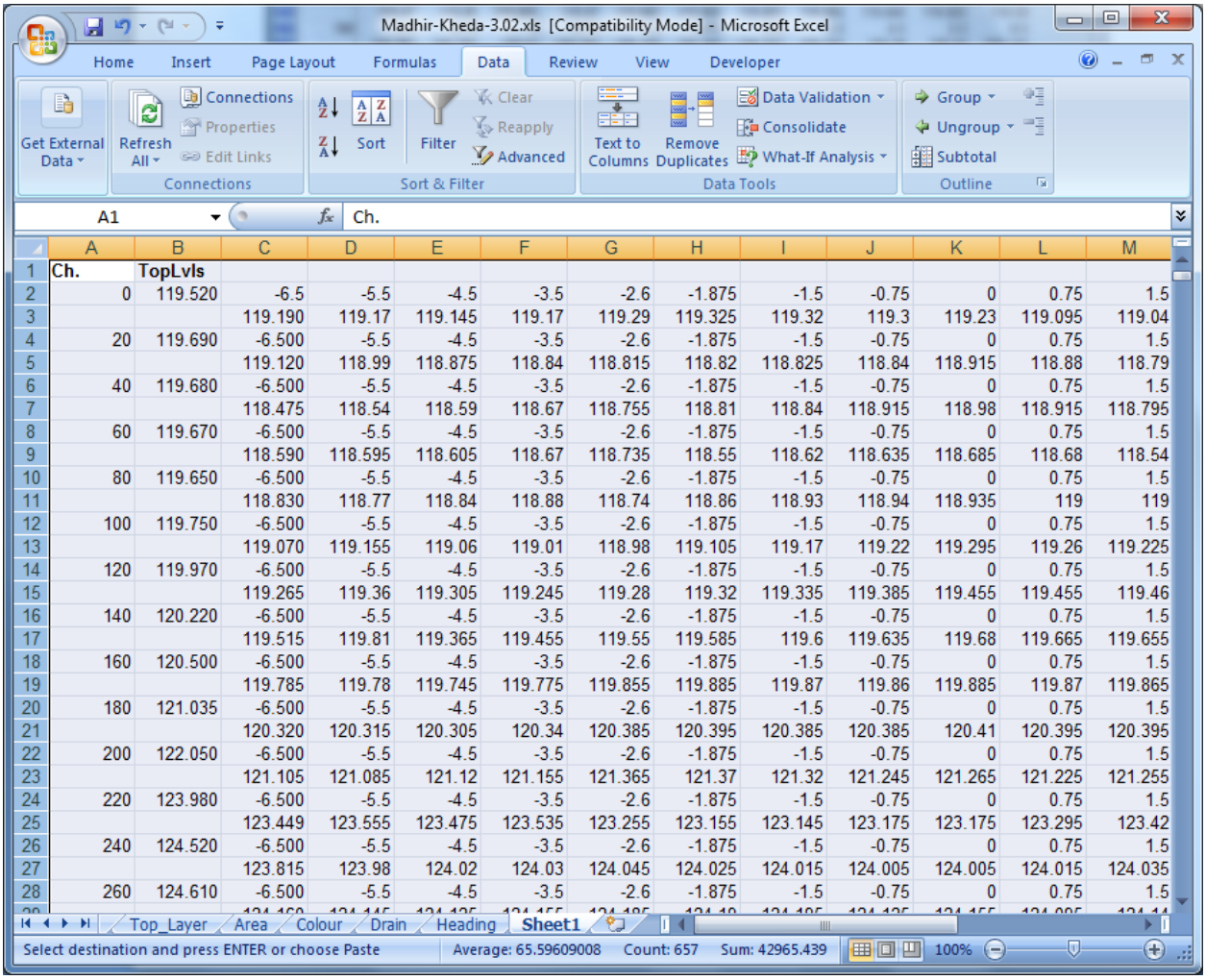


185		121.32	121.245	121.265	121.225	121.255	121.27	121.305
202	220	-1.5	-0.75	0	0.75	1.5	1.875	2.6
203		123.145	123.175	123.175	123.295	123.42	123.5	123.395
220	240	-1.5	-0.75	0	0.75	1.5	1.875	2.6
221		124.015	124.005	124.005	124.015	124.035	124.055	124.065
238	260	-1.5	-0.75	0	0.75	1.5	1.875	2.6

Other | Top_Layer | Area | Colour | Drain | Heading

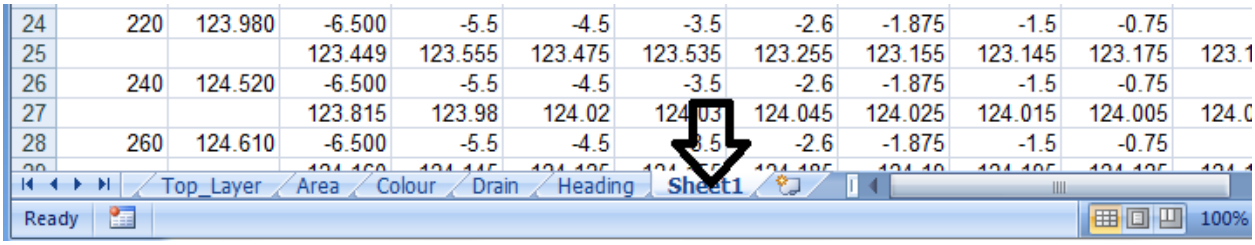
Ready | Average: 65.59609008 | Count: 657 | Su

In new blank worksheet, cursor is always placed in cell ‘A1’. Now press ‘Ctrl+V’ keys to paste data:



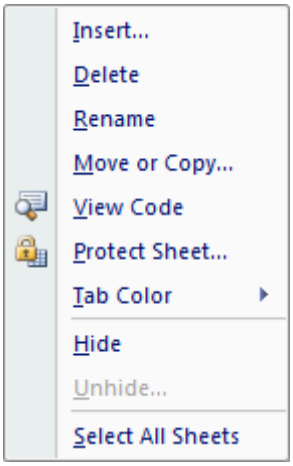
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ch.	TopLvls											
2	0	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
3			119.190	119.17	119.145	119.17	119.29	119.325	119.32	119.3	119.23	119.095	119.04
4	20	119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
5			119.120	118.99	118.875	118.84	118.815	118.82	118.825	118.84	118.915	118.88	118.79
6	40	119.680	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
7			118.475	118.54	118.59	118.67	118.755	118.81	118.84	118.915	118.98	118.915	118.795
8	60	119.670	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
9			118.590	118.595	118.605	118.67	118.735	118.55	118.62	118.635	118.685	118.68	118.54
10	80	119.650	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
11			118.830	118.77	118.84	118.88	118.74	118.86	118.93	118.94	118.935	119	119
12	100	119.750	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
13			119.070	119.155	119.06	119.01	118.98	119.105	119.17	119.22	119.295	119.26	119.225
14	120	119.970	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
15			119.265	119.36	119.305	119.245	119.28	119.32	119.335	119.385	119.455	119.455	119.46
16	140	120.220	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
17			119.515	119.81	119.365	119.455	119.55	119.585	119.6	119.635	119.68	119.665	119.655
18	160	120.500	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
19			119.785	119.78	119.745	119.775	119.855	119.885	119.87	119.86	119.885	119.87	119.865
20	180	121.035	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
21			120.320	120.315	120.305	120.34	120.385	120.395	120.385	120.385	120.41	120.395	120.395
22	200	122.050	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
23			121.105	121.085	121.12	121.155	121.365	121.37	121.32	121.245	121.265	121.225	121.255
24	220	123.980	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
25			123.449	123.555	123.475	123.535	123.255	123.155	123.145	123.175	123.175	123.295	123.42
26	240	124.520	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5
27			123.815	123.98	124.02	124.03	124.045	124.025	124.015	124.005	124.005	124.015	124.035
28	260	124.610	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	-1.5	-0.75	0	0.75	1.5

Delete or rename your old ‘GL’ sheet and rename this newly created sheet as ‘GL’. To rename the sheet, double click on sheet tab:

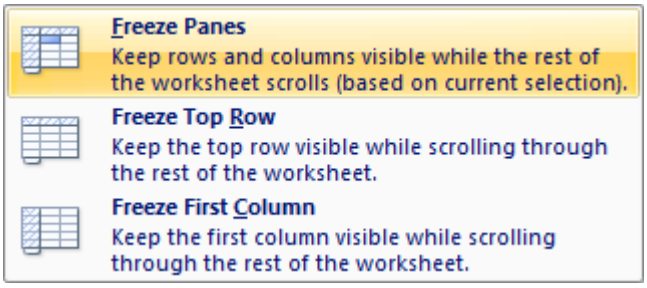


and type new sheet name and press enter.

Right click on above shown location to see various options:

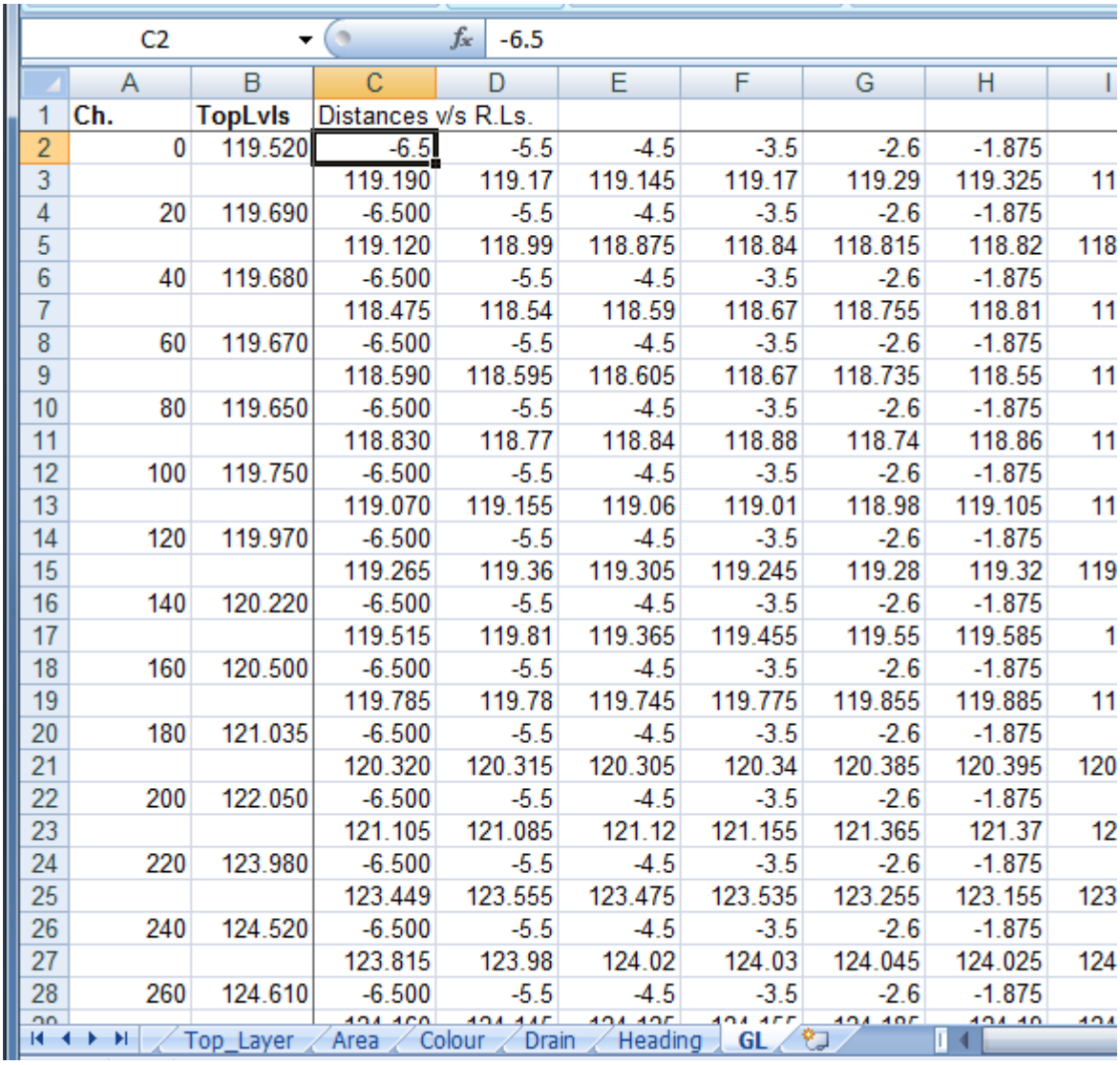


Now to ease navigation, place cursor on cell ‘C2’. Go to ‘View’ menu. Select ‘Freeze Panes’ and choose ‘Freeze Panes’:



This is required to always show the top row and columns ‘A’ and ‘B’, while horizontal and vertical scrolling.

In cell ‘C1’, write ‘Distances v/s R.Ls.’, so that, this sheet will recognize by ‘CSx’:



C2 | fx | -6.5

	A	B	C	D	E	F	G	H	I
1	**Ch.**	**TopLvls**	Distances v/s R.Ls.						
2	0	119.520	-6.5	-5.5	-4.5	-3.5	-2.6	-1.875	
3			119.190	119.17	119.145	119.17	119.29	119.325	11
4	20	119.690	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
5			119.120	118.99	118.875	118.84	118.815	118.82	118
6	40	119.680	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
7			118.475	118.54	118.59	118.67	118.755	118.81	11
8	60	119.670	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
9			118.590	118.595	118.605	118.67	118.735	118.55	11
10	80	119.650	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
11			118.830	118.77	118.84	118.88	118.74	118.86	11
12	100	119.750	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
13			119.070	119.155	119.06	119.01	118.98	119.105	11
14	120	119.970	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
15			119.265	119.36	119.305	119.245	119.28	119.32	119
16	140	120.220	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
17			119.515	119.81	119.365	119.455	119.55	119.585	1
18	160	120.500	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
19			119.785	119.78	119.745	119.775	119.855	119.885	11
20	180	121.035	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
21			120.320	120.315	120.305	120.34	120.385	120.395	120
22	200	122.050	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
23			121.105	121.085	121.12	121.155	121.365	121.37	12
24	220	123.980	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
25			123.449	123.555	123.475	123.535	123.255	123.155	123
26	240	124.520	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	
27			123.815	123.98	124.02	124.03	124.045	124.025	124
28	260	124.610	-6.500	-5.5	-4.5	-3.5	-2.6	-1.875	

Top_Layer | Area | Colour | Drain | Heading | GL

Press Ctrl+S to save the file.