

WinStack Online Training Overview Session

Spreadsheet Layout

- Command Bar
- Toolbar
- Columns
- Lower Right

Opening Existing File

Preview / Print

Loading Predefined Templates (Configuration Files)

Building Name & Floors

Formatting Layout – Configure Chart

Tenant Boxes - Chart Space Form

Color-coded Instructions – Queries

Images – file or ClipBoard - transparency

Tenant Data

- Manual input
- Copy/Paste Excel **Paste Tenant Data – Alt Paste (icon)**
- Import from File - .csv or Argus reXML

Spreadsheet

Columns

- Arrange
- Add / Insert
- Remove
- Change

Rows

- Add
- Insert
- Move

Sort Tenants

Freeze Columns

Enter key movement

Help – 760.434.2180 training@winstack.com