# Select Health Quality Provider Program
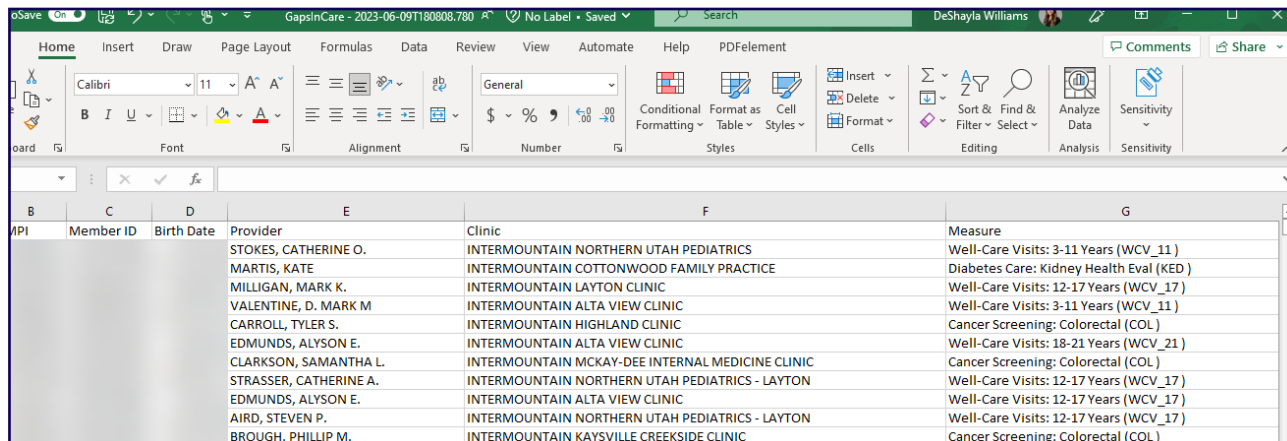## Formatting a Gaps List in Excel

Once you have downloaded and saved the Gaps List in Excel, open the file and follow the formatting tips in this section. These tips will help you manage the data in the Gaps List more efficiently. For more information on these functions and other common Excel formatting tips, access Microsoft's **Excel Training Page**. The examples on this page indicate how to widen rows in the Excel spreadsheet, making it easier to read the data.

Select columns with information by holding down your mouse, starting at the top of column A and dragging to the last column with data.
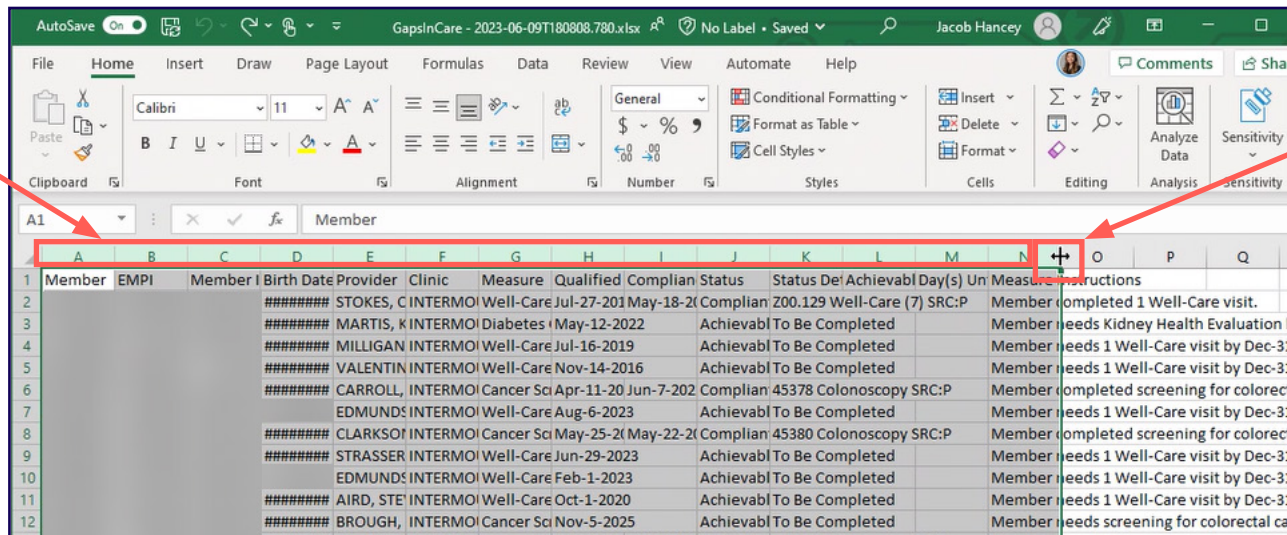
Next, hover between any column divider that is highlighted until the column resize pointer appears. Double click on the pointer to resize the selected columns.

This is the resulting view once the columns have resized.

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## Widen a Column and Wrap Text



Select any column perceived as large. Hover over the column divider of the selected column until the column resize pointer appears. Drag and resize the column as needed.

For readability of the resized columns, make sure all columns are still selected. Then, click on "Wrap Text" to fit the content in the columns to the new width.



This is the resulting view once the text wraps.

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# Formatting a Gaps List in Excel, Continued

## Filter Data and Apply Custom Formatting

Select row 1 (or any combination of rows that you want to filter).

Then, select "Data" and "Filter." This will create drop-down filters to organize the data in row 1.
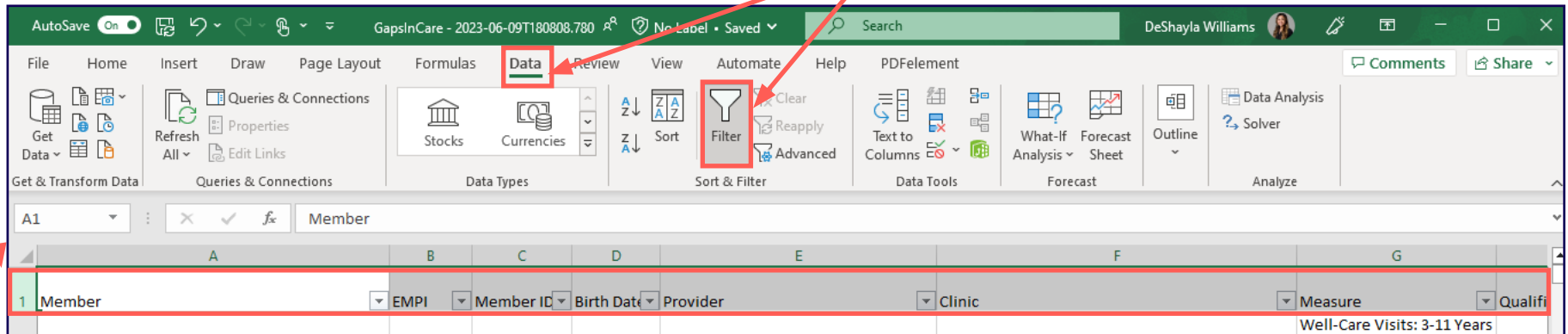


Use the "Font" and "Alignment" sections of the tool bar to custom format cells (e.g., to distinguish table headings).



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## Freeze Panes to Make Scrolling and Comparing Data Easier

To scroll through the data and still have the headers visible, you can freeze rows by selecting "View" and "Freeze Panes."
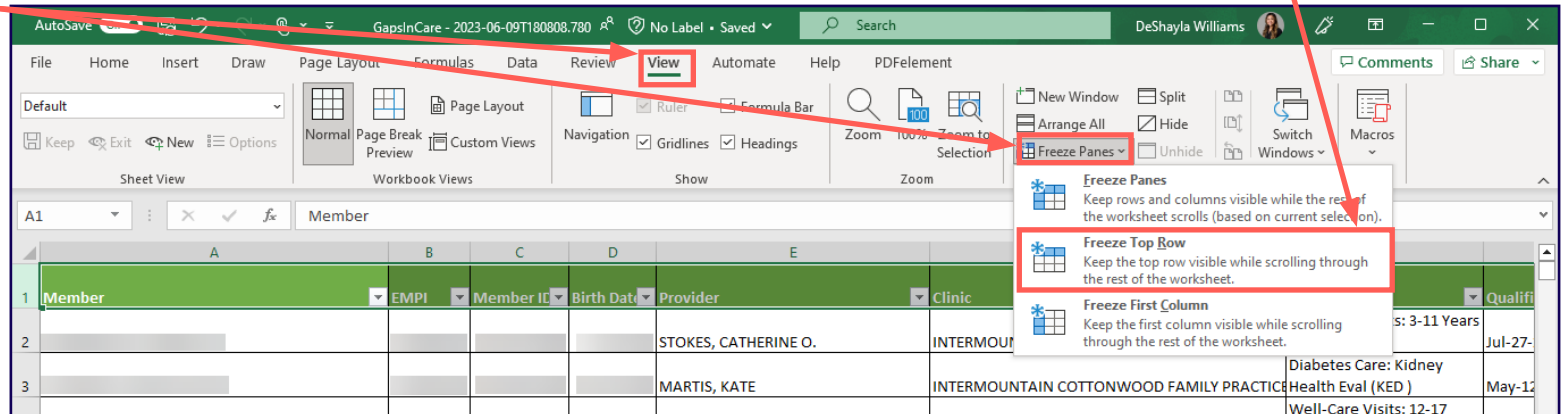
Select "Freeze Top row" to scroll with visible headers.



If you want to freeze a row (e.g., row 1) and a column (e.g., column A), select the cell BELOW the row and to the RIGHT of the column you want to freeze.

Then, select "Freeze Panes."



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