How to use the Focus on English activity spreadsheet

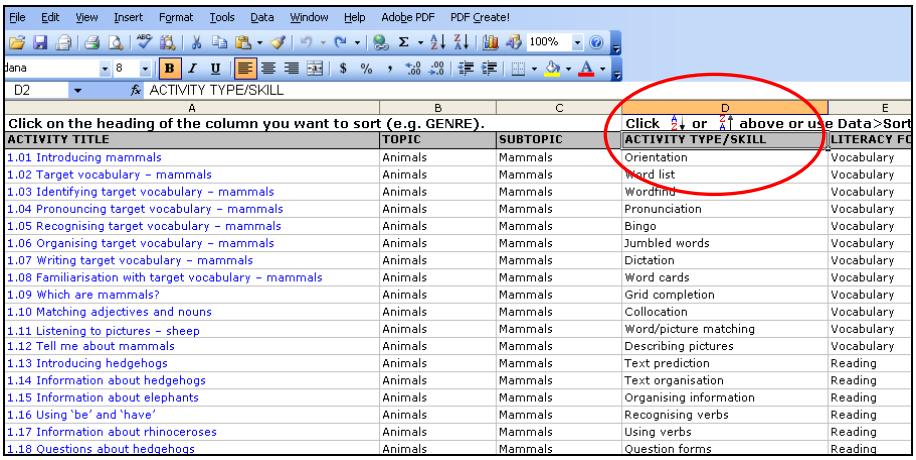
The activity spreadsheet contains a list of all the activities in the Focus on English series.

The blue titles are hyperlinks that link to a PDF of the activity.

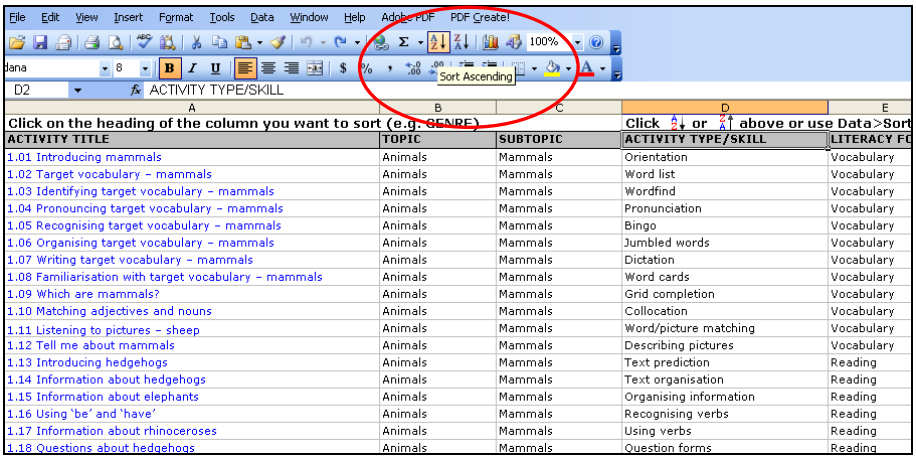
There are two ways to sort the activities. (You could also use Edit>Find to search for key words.)

1. Use the icons

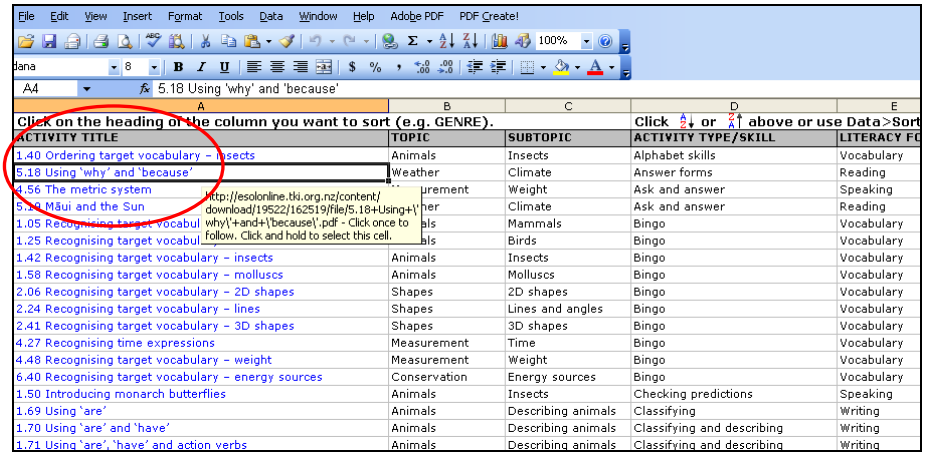
A. Click on the heading of the column you want to sort



Click or in the Standard toolbar.

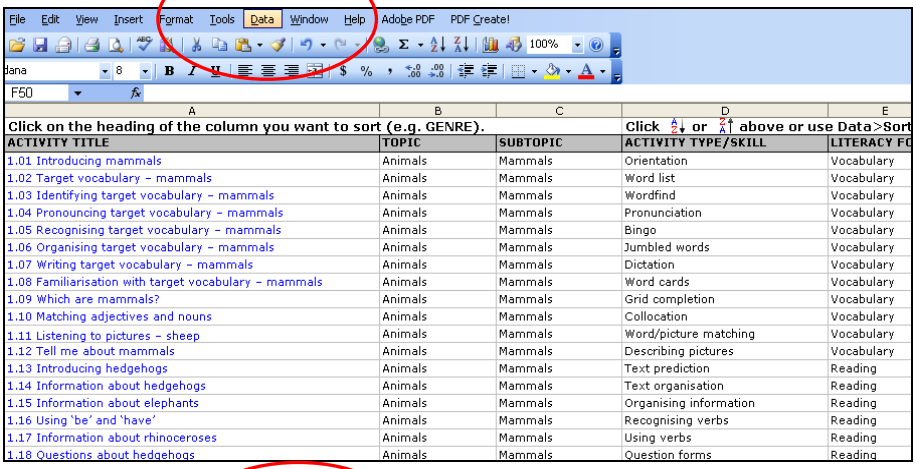


Click on an activity title to open a PDF.

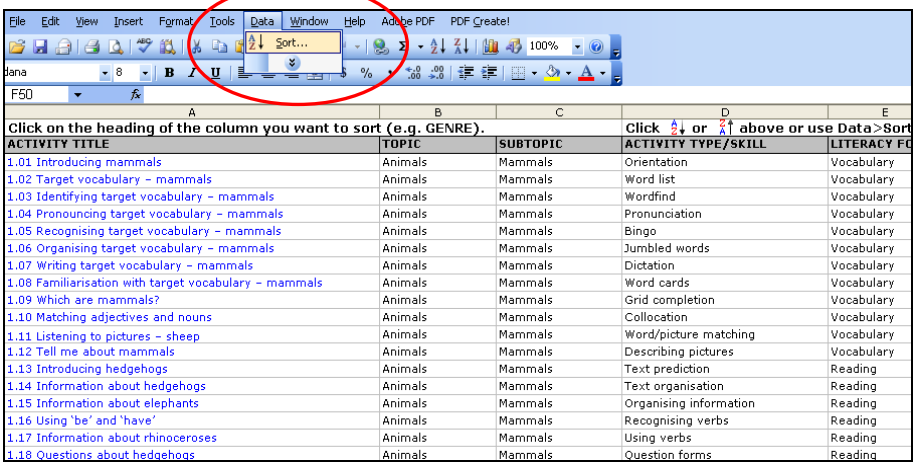


2. Use Data>Sort

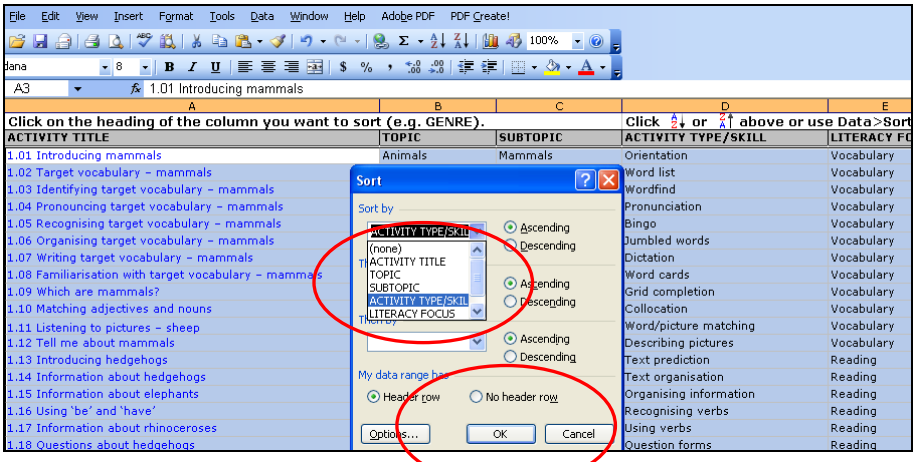
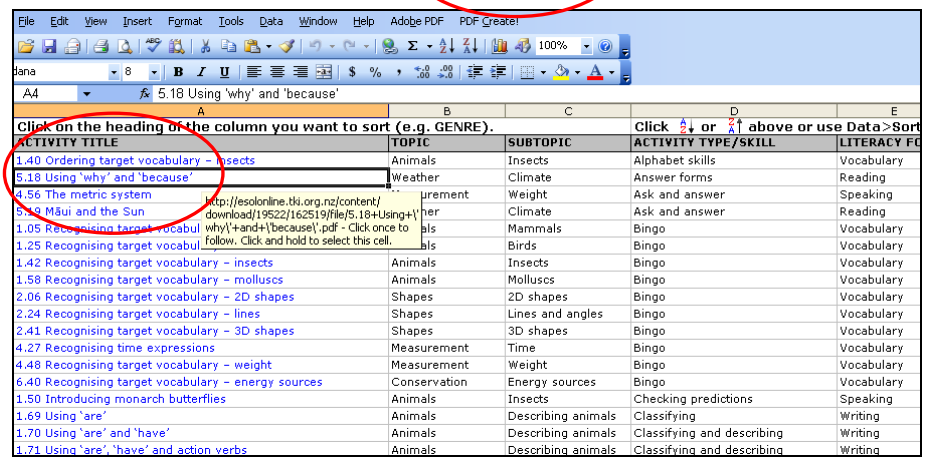
Click on the Data button in the top menu.



Click on Sort.



Select the column you want to sort and click OK.



Click on an activity title to open a PDF.