WWN Workbook Tips

Examples in the Workbook

It is hard to start with a blank page. Several of the tabs within the WWN Workbook already have information included, text typed into the cells.

These are examples that were developed based on the research that done while creating the WWN Workbook, as well as the experience testing Working With Nature with a pilot municipality (the Town of Cochrane)

These are just examples, and you are free to delete, keep, or edit them as you see fit.

The 'View' Setting

You may not be familiar with the 'View' settings in MSExcel, or even if you are, the default set up may not be your preference. The WWN Workbook was set to default to Page Layout view so that if you wanted to print the results at the end of the process, the column settings would allow that to happen onto landscape-oriented, 8.5x11 pages.

If, however, you want to change the format to remove the formatting around the table (for example, if you are projecting it on a screen, and are pressed for space), you can switch to 'Norma;' view.

Regardless of your version of MSExcel, you will see icons at the bottom of the page that allow you to switch easily between views:

(NB: The Actions tab is the only one that will not print out easily onto 8.5x11 pages, as there are several columns)