



DEPARTMENT OF TEXAS - MARINE CORPS LEAGUE

TRAINING PROGRAM

ACTIVITY REPORTS

VIEWING REPORTS

TRAINING EXERCISE SCRIPT

Viewing and Printing Reports — Guided Practice

0:07 — Introduction



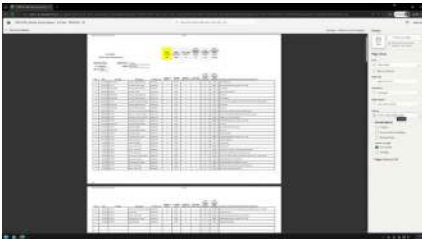
Welcome to the Monthly Activity Report training video... we'll walk step by step through how to use your Monthly Activity Report workbook. Make sure to watch the previous videos on Accessing the Shared File and Entering Data.

0:34 — Monthly View



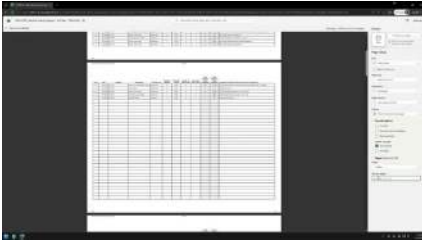
To view a monthly report, click the worksheet for the month you want. Everything entered in the MAIN Activity list appears automatically. Check for errors back in the MAIN list if data looks wrong.

1:21 — Protected Sheets



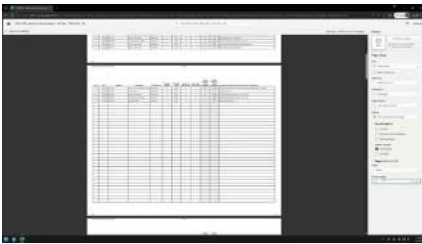
The MONTHLY report worksheets are protected. They're for viewing, printing, and PDF export ONLY. Do not attempt to manipulate data here; use the MAIN list for adjustments.

1:42 — Printing Overview



Overview of the printing process for your monthly documentation.

1:45 — Print Settings



Click 'File,' then 'Print.' Choose LANDSCAPE orientation and 'Fit all columns on one page.' Use a CUSTOM range (e.g., 1-2) to avoid printing blank pages. Verify the preview before clicking the final Print button.

2:48 — PDF Export




How to save your reports as digital PDF files.

2:51 — Download as PDF



Click File > Export > Download as Adobe PDF. Match the settings used for printing (Landscape, Fit all columns). For Excel for Web, the file will save directly to your Downloads folder.

 **3:48 — Summary & Support**

You now know how to set up, enter data, review, print, and save reports. Contact the Department Senior Vice for help at seniorvice@txmcl.org.