



Formatting Test Tickets in Excel

After you have exported data from the testing portal to Excel, you can create and format the data to create test tickets that meet your needs.

Insert a column that has the test site URL.

- Right click on cell A1, then click **Insert**. Select **Entire Column** and click **OK**.
- Delete the first row so the first test ticket is in row 1.
- In cell A1 type the URL: sc.wincrsystem.com.
- Hold your cursor over the bottom right corner of cell A1. A solid black plus symbol will appear. Click and drag the plus symbol to auto fill the cells with the URL.

Expand the columns and rows to create the desired size for your test tickets.

- Click on any cell, then click on **Page Layout** in the top menu. Click on **Orientation** and select **Landscape**.
- Under **Gridlines**, check the **Print** box.
- To expand the *rows*:
 - Highlight the entire sheet by clicking the small triangle at the top left adjacent to cell A1.
 - In the **Home** menu, click **Format**, then click **Row Height**.
 - Set the row height to 30 (or greater if preferred) and click **OK**.
- To expand the *columns*:
 - Highlight the entire sheet by clicking the small triangle at the top left adjacent to cell A1.
 - In the **Home** menu, click **Format**, then click **Column Width**.
 - Set the column width to 18 (or greater if preferred) and click **OK**.

Verify formatting and page breaks prior to printing.

- Click on **View** in the top menu and click **Page Break Preview**.
- Verify all student information is being printed on the same page.
- It is recommended that you print the first page to verify the font is large enough to read and the spacing provides adequate margins to cut out test tickets.

Test tickets are secure items and must be kept in a secure location prior to testing and all are to be collected and shredded after testing.