

Spotlight Pivot Tables

Instructions for **Google Sheets** Users

Instructions to copy exercise files to your Google Drive:

1. Open Google Chrome. Do NOT use Safari, Firefox, Internet Explorer, or any other web browser.
2. Sign in to your Google account.
3. Go to <https://excelshir.com/jpro-spotlight-pivot-tables> and click on “Shared Google Drive Folder”.
4. Right-Click on the file “Spotlight Pivot Tables All Exercises - SHARED” and choose “Make a Copy”.
5. Click on “My Drive” at the top of the left panel and locate the copy of the file (Hint: It is called “Copy of Spotlight Pivot Tables All Exercises - SHARED”).
6. Press SHIFT + F to create a New Folder, and rename the folder: “Spotlight Pivot Tables Exercises”.
7. Move the file “Copy of Spotlight Pivot Tables All Exercises - SHARED” to the “Spotlight Pivot Tables Exercises” folder.
8. Open the “Spotlight Pivot Tables Exercises” folder, and rename the exercise file by removing the “Copy of” and replacing the word “SHARED” with your first name.
 - a. For example: “Copy of Spotlight Pivot Tables All Exercises - SHARED” should be changed into “Spotlight Pivot Tables All Exercises - Shir”.

That's it, you're done! Go ahead, eat a pineapple to celebrate :)