



NJ ACADEMY of HOME INSPECTORS

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How to Complete the Field Training Log Without Microsoft Excel

You are required to submit your field training log as a working Excel spreadsheet. If you do not have access to Microsoft Excel, don't worry! You can use Google Sheets to create, edit, and submit your assignment for free. Here's how you can do it:

Step 1: Access Google Sheets

- **Visit Google Sheets:** Go to [Google Sheets](https://www.google.com/sheets/) online. If you're not already signed into your Google account, you will need to sign in, or you can create a new account for free.

Step 2: Upload the Spreadsheet

- **Upload the Excel File:** You can easily upload it to Google Sheets. Just click on the folder icon in the Google Sheets home, select the 'Upload' tab, and drag your file or browse to upload it.

Step 3: Edit Your Spreadsheet

- Google Sheets allows you to use many of the same functions as Excel. You can enter data, use formulas, and format your spreadsheet as needed.

Step 4: Download as Excel File

- Once your field training log is complete, you can download the file in Excel format to ensure compatibility.
- Go to **File > Download > Microsoft Excel (.xlsx)**. This will save your spreadsheet as an Excel file on your computer.

Step 5: Submit Your Field Training Log

- After downloading your spreadsheet in Excel format, you can submit it as required. This file can be easily opened by anyone using Microsoft Excel, ensuring your data can be viewed and manipulated without issues.

Using Google Sheets is a straightforward and efficient solution for completing assignments that require Microsoft Excel. It ensures full compatibility, allowing for seamless data transfer with the ability to cut and paste information as needed.