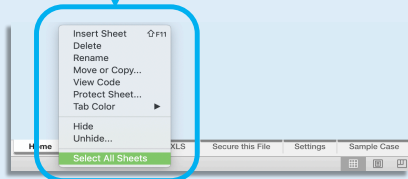


**In order to get more space on this spreadsheet, please follow these 3 Methods listed below. Thanks**

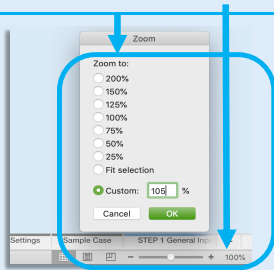
**METHOD #1:** Change the "Zoom" on all tabs so that the top menu buttons are the width of your screen as shown in this image:



**STEP 1 of 3 to Accomplish Method #1:** You can accomplish this by right-clicking on any tab below and then Selecting All Sheets per this image:



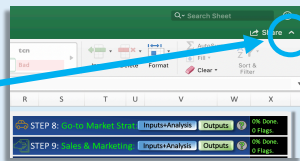
**STEP 2 of 3 to Accomplish Method #1:** Then click on the percent you see in the bottom right-hand corner of your screen per the following image and change the custom percent settings (which will make all Sheets have the same exact zoom setting).



**STEP 3 of 3 to Accomplish Method #1:** It's very important that after you complete Step 2 that you simply click on **any other** tab. (If not, then all of the tabs might still be selected) thanks.

**METHOD #2:** Hide Microsoft Excel's Ribbon at the top of your screen (this is really easy to undo).

**STEP 1 of 1 to Accomplish Method #2:** Click on the small upwards facing triangle per this image on the right to hide the Ribbon.



**METHOD #3:** Click on the "+" or "-" signs to access the group and ungroup features that I set up for you.

**STEP 1 of 1 to Accomplish Method #3:** Click this small "-" sign when you see it in order to hide the top menu. Then click on the "+" sign when you see it in order to unhide the top menu.

