

2020 Worksheet

When you have completed this training, you will understand how to perform the following tasks:

- Navigate the user interface
- Add product from the Content Explorer
- View, change, and update preview images
- Add and modify options to a line item manually
- Utilize the quick search and 2020 Search functions
- Cut, copy, paste and split line items
- Create a bookmark of a product
- Add options to similar line items quickly via Global Options
- Manage columns viewed within 2020 Worksheet
- Create 2020 Worksheet Templates
- Apply Alias values to items with commonalities
- Sort by individual columns and multiple columns
- Create subtotals
- Create a 2020 Worksheet from a drawing
- Copy data from one column to another
- Create a custom item
- Send line items to a Custom Catalog or another 2020 Worksheet
- Update items against the catalog to verify accuracy
- Quickly assign Options to multiple line items
- How to use the Find and Replace tool
- Consolidate like items
- Modify user preferences
- Save project information in Worksheet Properties
- Modify page setup and print
- Import & export multiple file types
- Copy & Paste Options via Option Clipboard
- Apply discounts by criteria and using discount schedules
- Apply price adjustments (tax, service charges, etc.)
- Validate a worksheet that is ready for order
- Compare existing project against new project
- Merge files together
- Create single level worksheet
- Customize reports
- Navigate the Help menu and create favorites



Join the Community

The 2020 Community is a place where 2020 users can ask questions, exchange ideas and chat with each other and with us. The community is a great resource for professional designers and industry enthusiasts to network with peers, find quick answers to questions, share tips, tap into great advice and much more. [Register at 2020spaces.com/Community](https://2020spaces.com/Community).