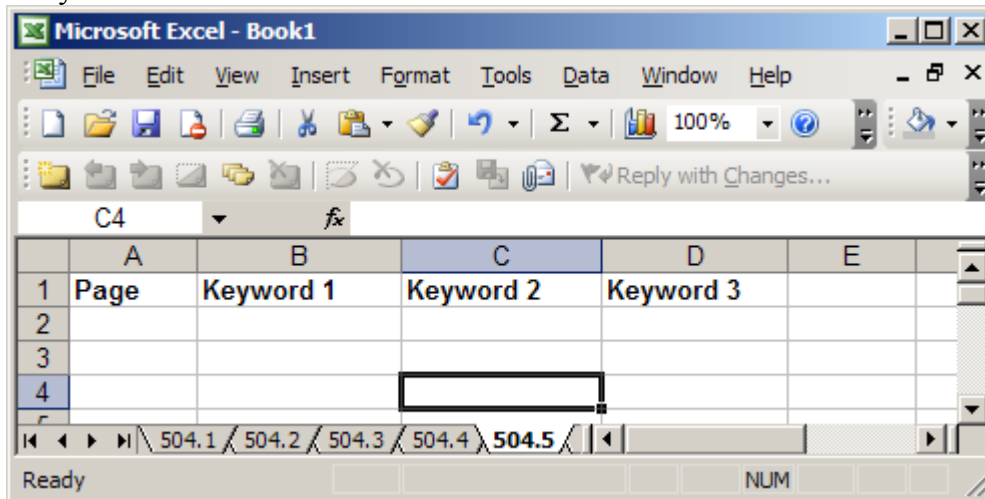
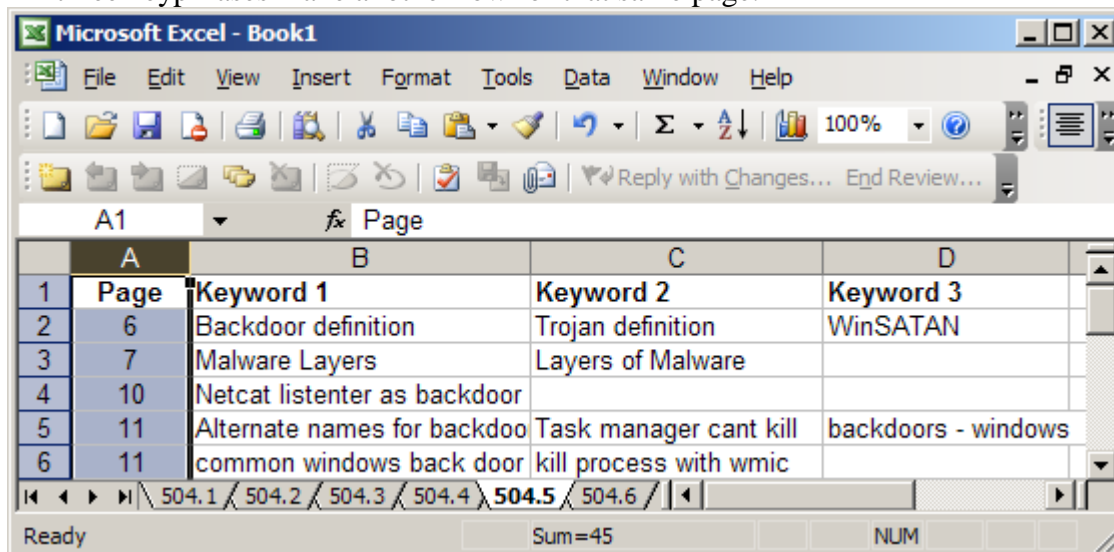


## Kevin's way of making an index of the SANS courseware.

1. Create a spreadsheet with one tab for each book you are going to index. (I name my tabs 504.1, 504.2, 504.3, etc.).
2. Label the first four columns on the spreadsheet "Page" "Keyword 1" "Keyword 2", and "Keyword 3"

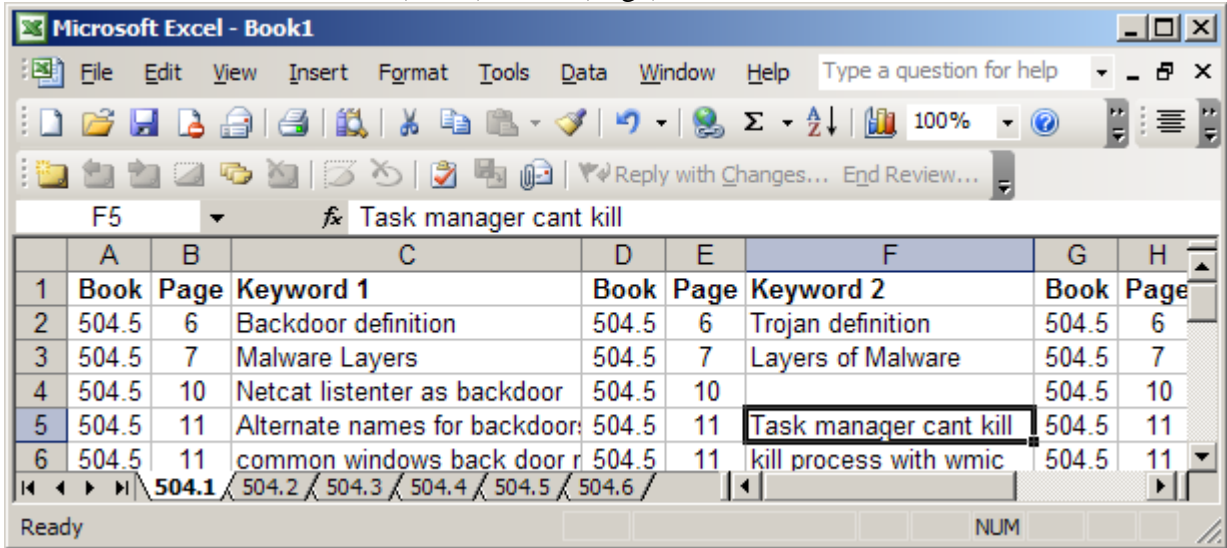


3. Go through each course book page by page. Boil the content on each page down to one to three keyphrases, and type them into the keyword columns next to each page. Skip pages that don't have something worthwhile or unique enough to index. If you need more than three keyphrases make another row for that same page.

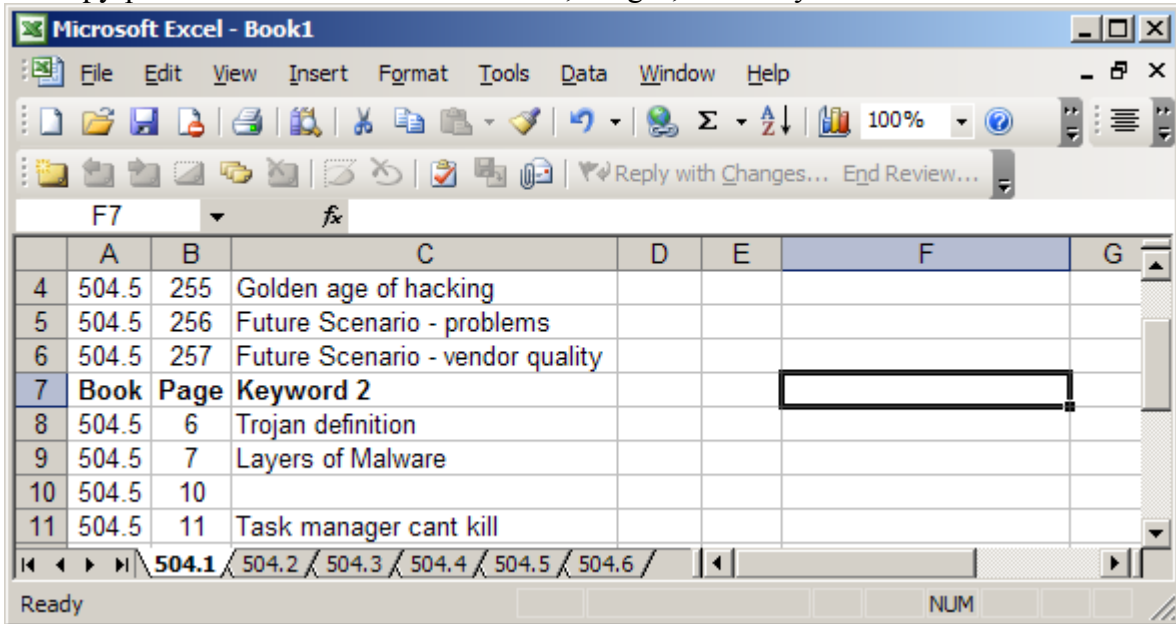


4. Do this process for every page in all your books.
5. Now we want to flip this so its one printable list with all keywords/phrases alphabetically followed by their book and page. Here's how (Save an extra copy of all your hard work now before continuing):
6. Into the first sheet, add a column before column "A", label it "Book", and fill all the cells with the book number.

- Now add two columns before “Keyword 2” and another two before “Keyword 3”, and copy the contents of columns A (Book) and B (Page) into those new columns.



- Now select the “Book”, “Page”, and “Keyword 3” block, cut them, and paste them below the same column headings in columns A, B, and C. You’ll have to select from the top corner to the bottom corner to select the block, you can’t just select the column for this copy-paste. Do the same for the “Book”, “Page”, and “Keyword 2” block.



- Do the same process on all the other spreadsheets in your workbook
- Now create a new spreadsheet in your workbook named “Everything”
- Copy-Paste all the data from columns A, B, and C of all your other worksheets into columns A, B, and C of this worksheet, each one below the last.
- On the Everything sheet, move column C “Keyword..” before column A “Book”
- Sort this worksheet by Column A. You’ll end up with an index of the entire course sorted alphabetically by keyword. Happy printing.

Microsoft Excel - Index for test for GAWN\_Combined.xls

File Edit View Insert Format Tools Data Window Help

100%

Reply with Changes...

	A	B	C	D
1	<b>Keyword</b>	<b>Book</b>	<b>Page</b>	
2	802.11y	617.2	1-30	
3	802.1X	617.2	2-13	
4	802.1x DOS peap	617.5	3-54	
5	802.1X EAP	617.3	3-6	
6	Access Points Configureing	617.6	4-3	
7	access-list for Aps	617.6	4-29	
8	ACLs	617.6	4-29	
9	Activex MS Certificate Enrollment	617.6	5-10	
10	Ad Hoc	617.2	2-23	
11	Address Order	617.2	2-26	
12	Addressing	617.2	2-26	

Ready NUM