

CPMM 2011

Customizing Features in New Excel Template

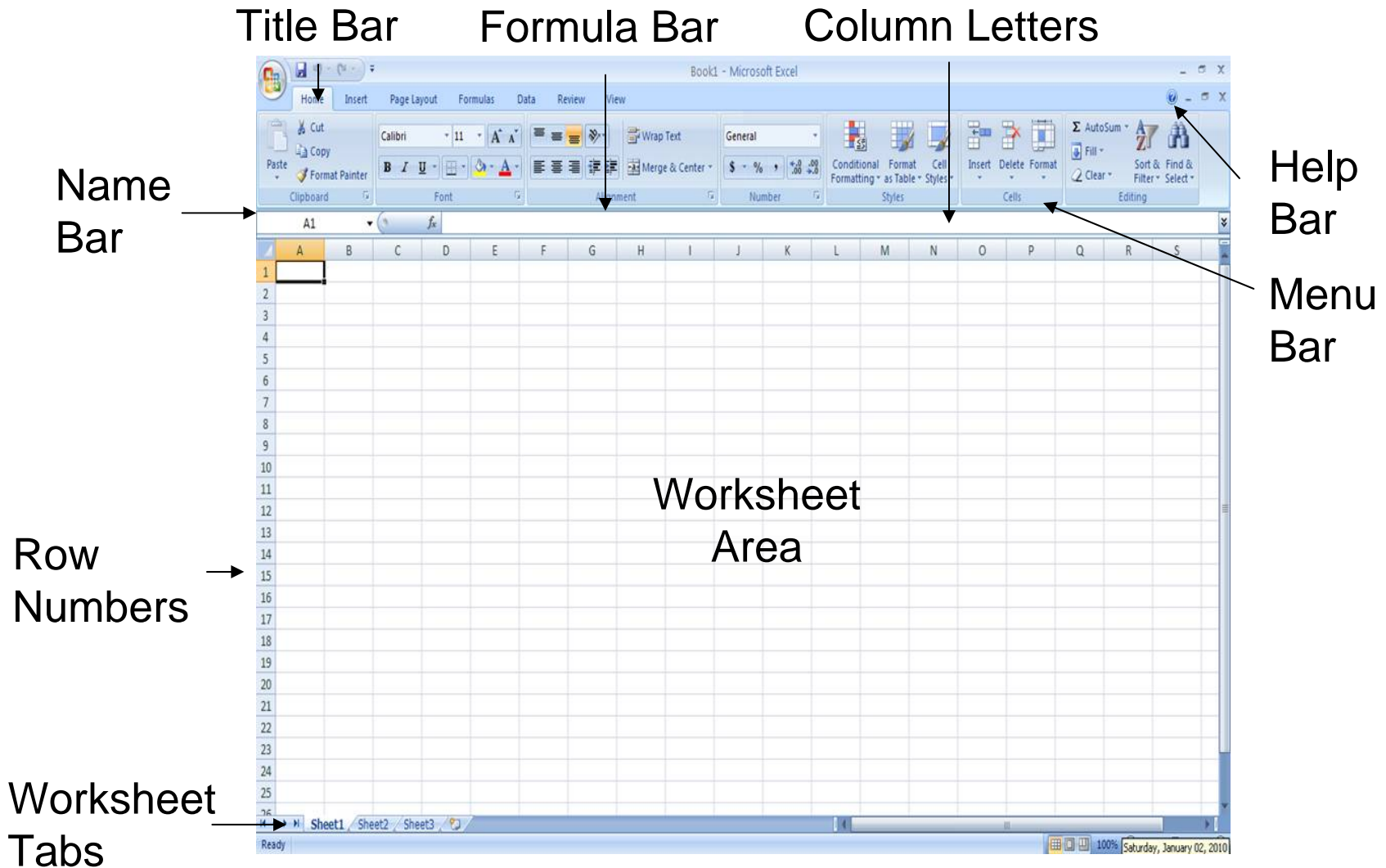
**Corridor Performance Measurement and
Monitoring**

26 February 2011
Chongqing, People Republic of China

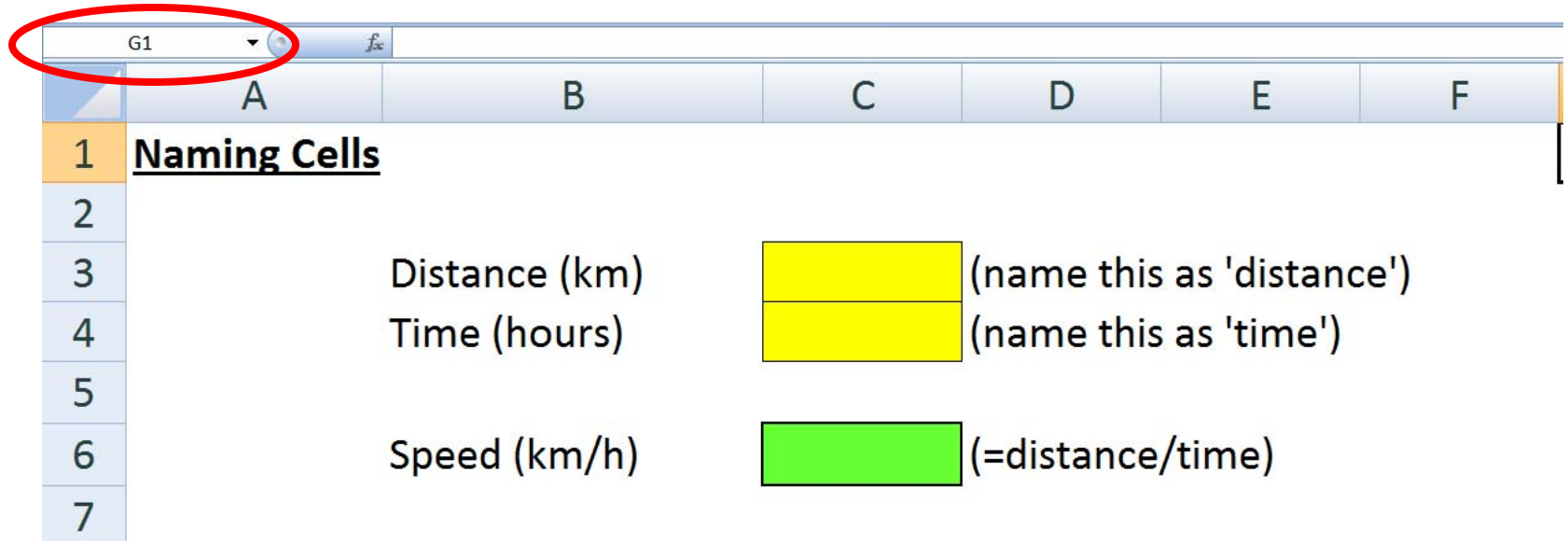
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Excel 2007 Elements




Naming A Cell



You can name cells to make calculations convenient for you. This avoids scrolling around to locate values.

To assign a name to a cell, enter the name in the name bar.

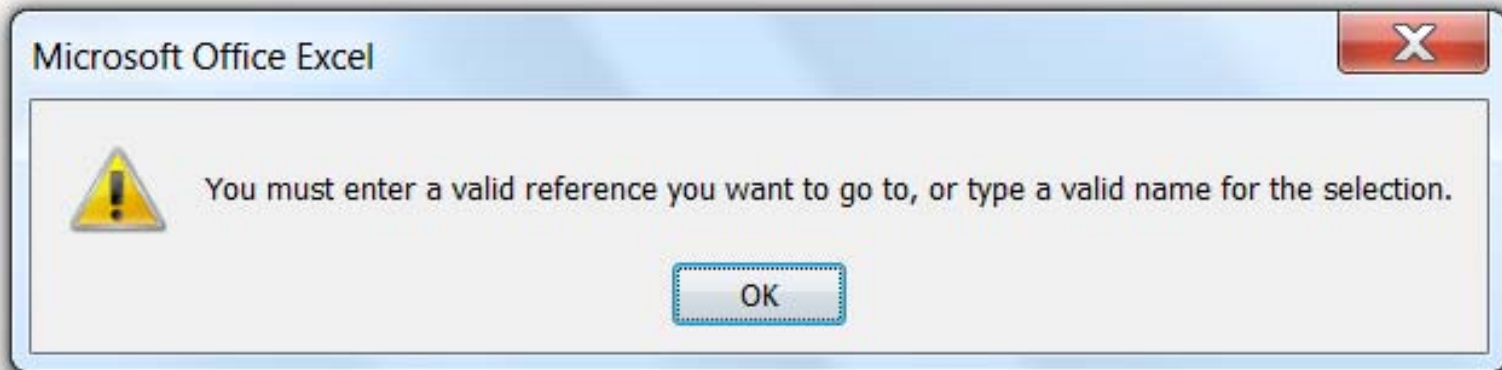
Naming A Cell

C6		 =distance/time				
	A	B	C	D	E	F
1	<u>Naming Cells</u>					
2						
3		Distance (km)	100	(name this as 'distance')		
4		Time (hours)	5	(name this as 'time')		
5						
6		Speed (km/h)	20	(=distance/time)		
7						

Now, instead of using the usual formula, you can just type '=distance/time' in Cell C6. The speed will be computed automatically.

Rules in Naming

- No Spaces (e.g. Speed with delay)
- No Special Characters (#,!)
- No number at the beginning



You will see an error message if your name is invalid.

Naming An Array

K14				
fx				
	A	B	C	D
1	<u>Naming Arrays</u>		Cost (USD)	
2		Activities		
3		Border security / control		
4		Health / quarantine		
5		Phytosanitary		
6		Veterinary inspection		
7		Emergency repair		
8		Road Toll		
9		Vehicle registration		
10		Weigh/standard inspection		
11		Customs (single window)		
12		Visa / immigration		
13		Transport/GAI inspection		
14		Police checkpoint / stop		
15		Escort / convoy		
16		Customs clearance		
17		Loading / unloading		
18		Waiting/ queue		
19		Total		
20				

You can also name an array (list).

Highlight the entire column 'C2' to 'C18'.

Name it as 'cost'.

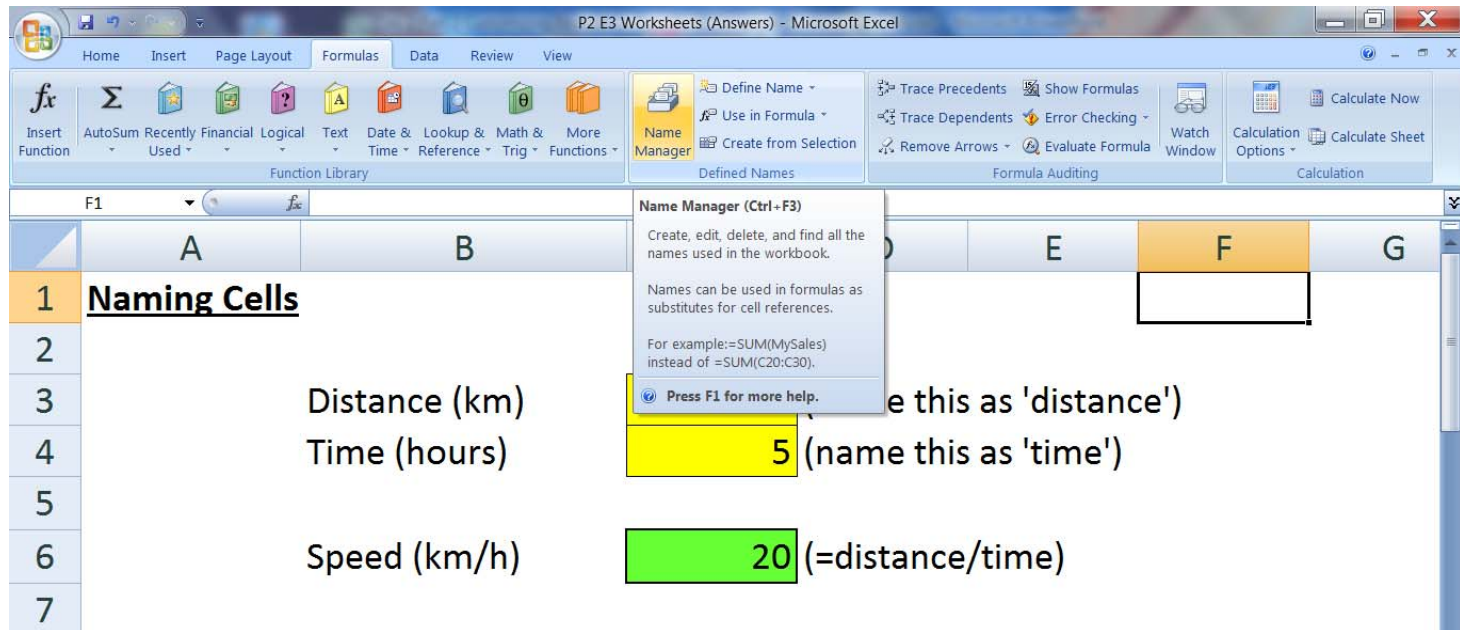
Naming An Array

C19		\sum	=SUM(cost)	
	A	B	C	D
1	<u>Naming Arrays</u>		Cost (USD)	
2		Activities	\$10.00	
3		Border security / control	\$20.00	
4		Health / quarantine	\$15.00	
5		Phytosanitary	\$30.00	
6		Veterinary inspection		
7		Emergency repair		
8		Road Toll		
9		Vehicle registration		
10		Weigh/standard inspection		
11		Customs (single window)		
12		Visa / immigration		
13		Transport/GAI inspection		
14		Police checkpoint / stop		
15		Escort / convoy		
16		Customs clearance		
17		Loading / unloading		
18		Waiting/ queue		
19		Total	\$75.00	
20				

At Cell C19, you can enter the formula '`=sum(cost)`'.

The cell will sum all the values in the array and display the result.

Name Manager

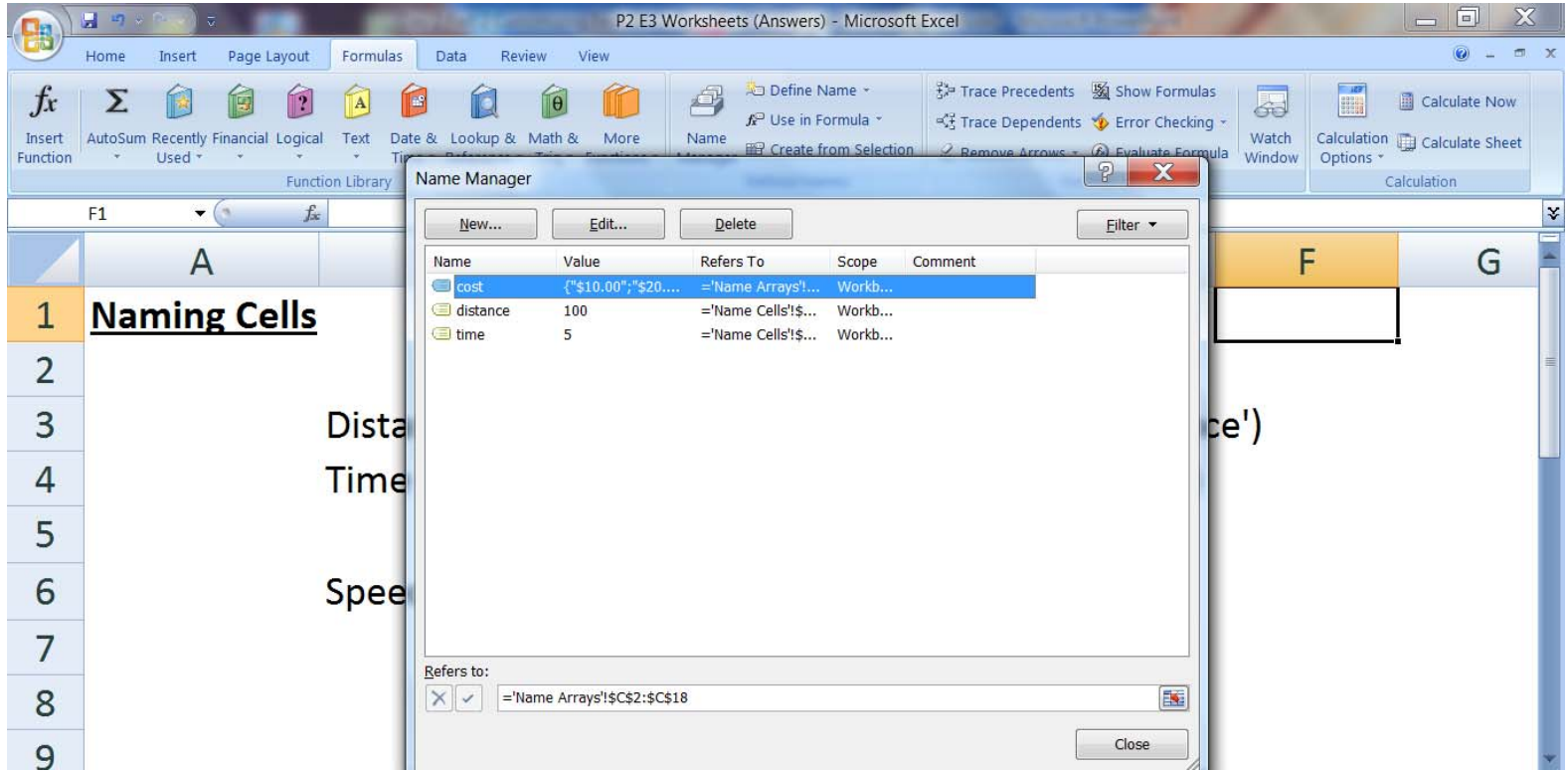


If you want to change or remove a name, go to 'Formula' in the Main Tool Bar.

Select 'Name Manager'.

Note : This feature is not available in MS Office Excel 2003 and earlier version.

Change or Delete a Name



A Data Window will appear.
You can select the names to change or remove.

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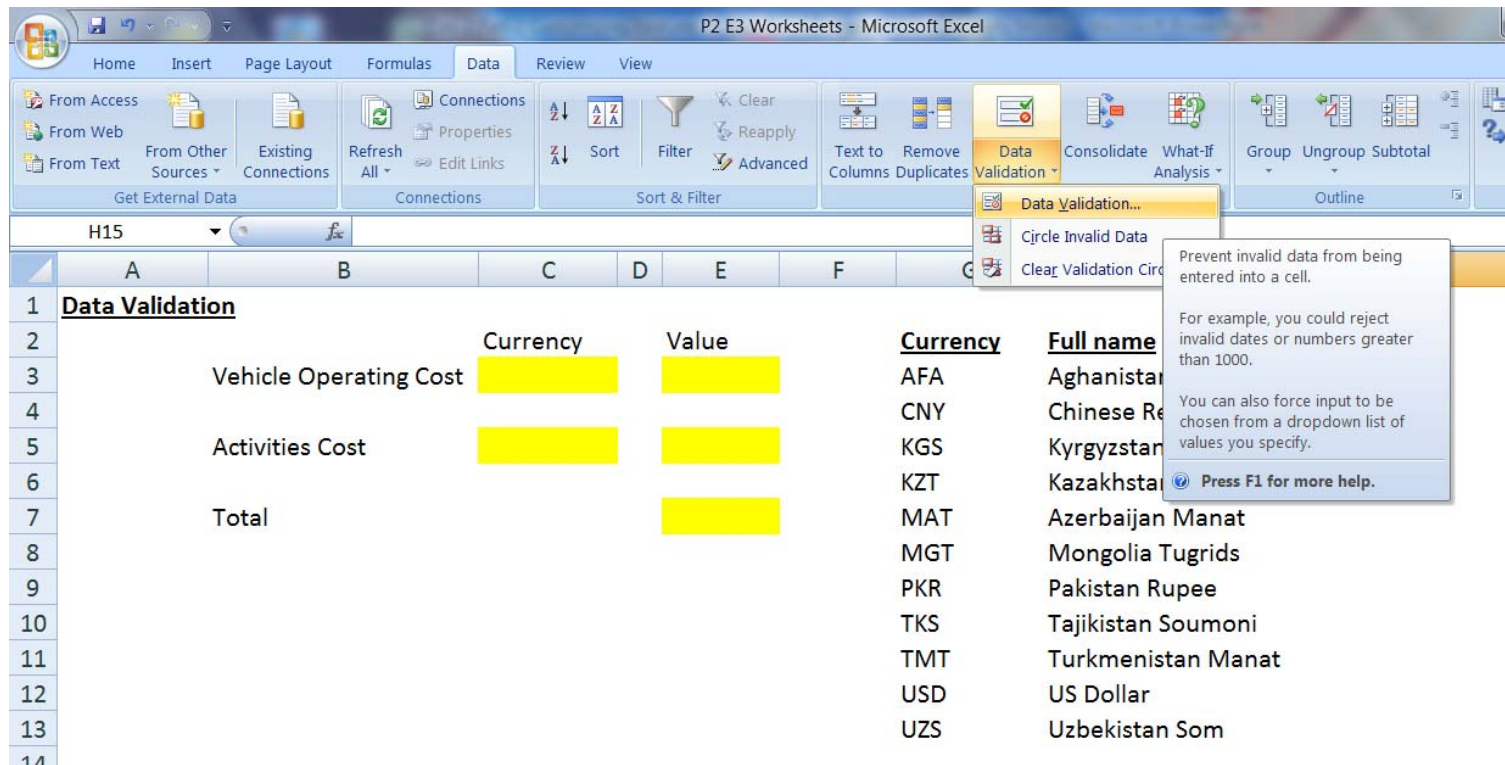
Data Validation

	A	B	C	D	E	F	G	H
1	Data Validation							
2			Currency		Value		Currency	Full name
3		Vehicle Operating Cost					AFA	Aghanistan Afghani
4							CNY	Chinese Renminbi
5		Activities Cost					KGS	Kyrgyzstan Sum
6							KZT	Kazakhstan Tenge
7		Total					MAT	Azerbaijan Manat
8							MGT	Mongolia Tugrids
9							PKR	Pakistan Rupee
10							TKS	Tajikistan Soumoni
11							TMT	Turkmenistan Manat
12							USD	US Dollar
13							UZS	Uzbekistan Som

Data Validation is used when you want to **enforce certain inputs** into a cell.

In this example, you want the user to enter which currency was used for payment.

Data Validation

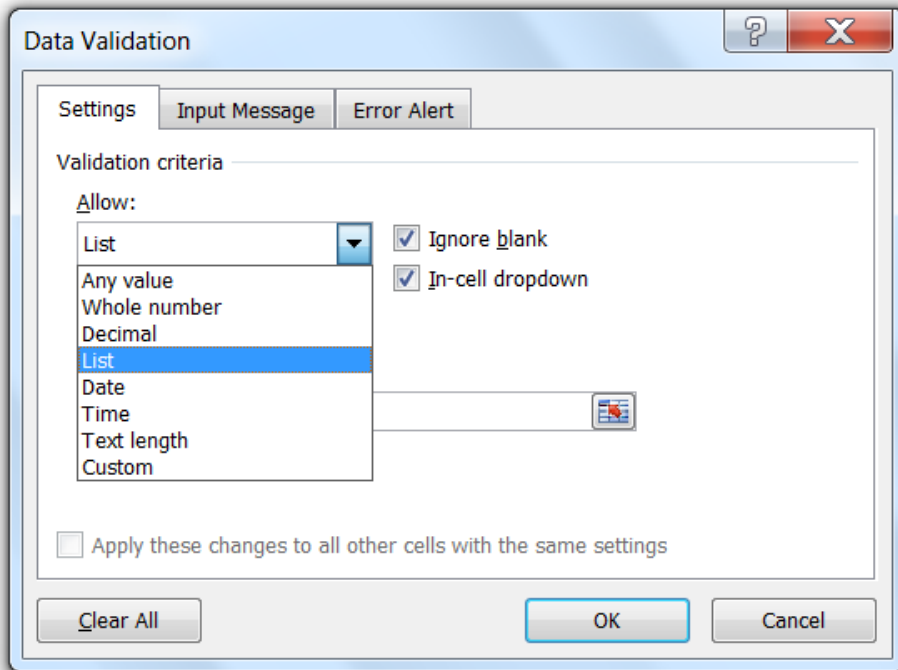


The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Data Validation' button in the 'Data' group is highlighted, and its dropdown menu is open. The menu options are 'Data Validation...', 'Circle Invalid Data', and 'Clear Validation Circles'. A help tooltip is displayed, stating: 'Prevent invalid data from being entered into a cell. For example, you could reject invalid dates or numbers greater than 1000. You can also force input to be chosen from a dropdown list of values you specify. Press F1 for more help.'

	A	B	C	D	E	F	G
1	Data Validation						
2			Currency	Value		Currency	Full name
3		Vehicle Operating Cost				AFA	Aghanistan
4						CNY	Chinese R
5		Activities Cost				KGS	Kyrgyzstan
6						KZT	Kazakhstan
7		Total				MAT	Azerbaijan Manat
8						MGT	Mongolia Tugrids
9						PKR	Pakistan Rupee
10						TKS	Tajikistan Soumoni
11						TMT	Turkmenistan Manat
12						USD	US Dollar
13						UZS	Uzbekistan Som
14							

1. Select Cell C3.
2. Go to Tool bar 'Data', select 'Data Validation' and select 'Data Validation' again.

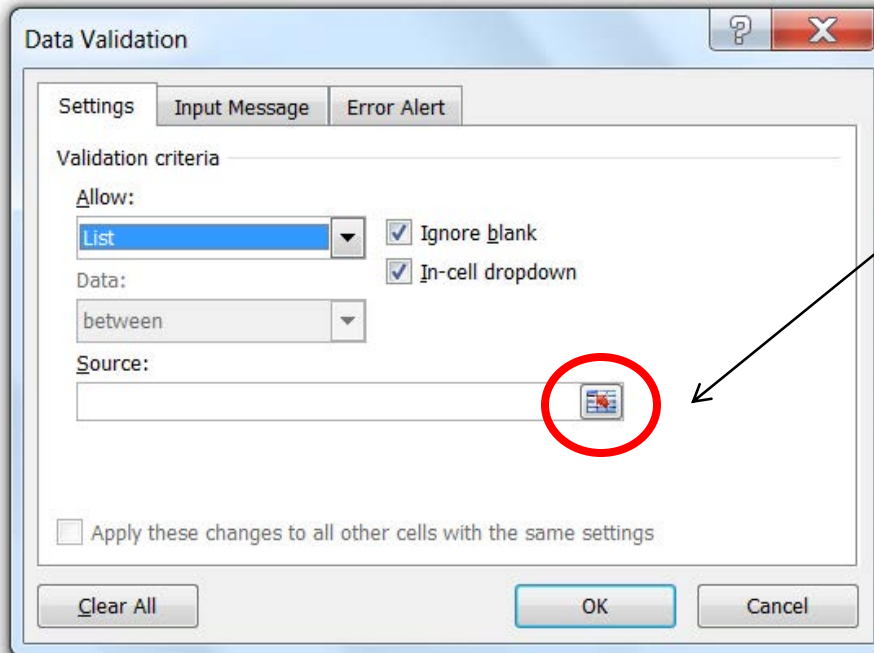
Data Validation



3. When you see the Data Window on the left, select the Tab 'Settings'.
4. Under 'Allow', select 'List' option.

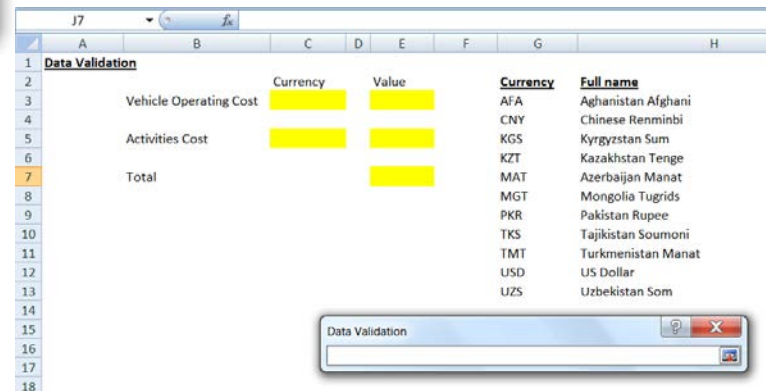
Note : You can leave the default selection in 'Ignore Blank' and 'In-Cell Dropdown'.

Data Validation

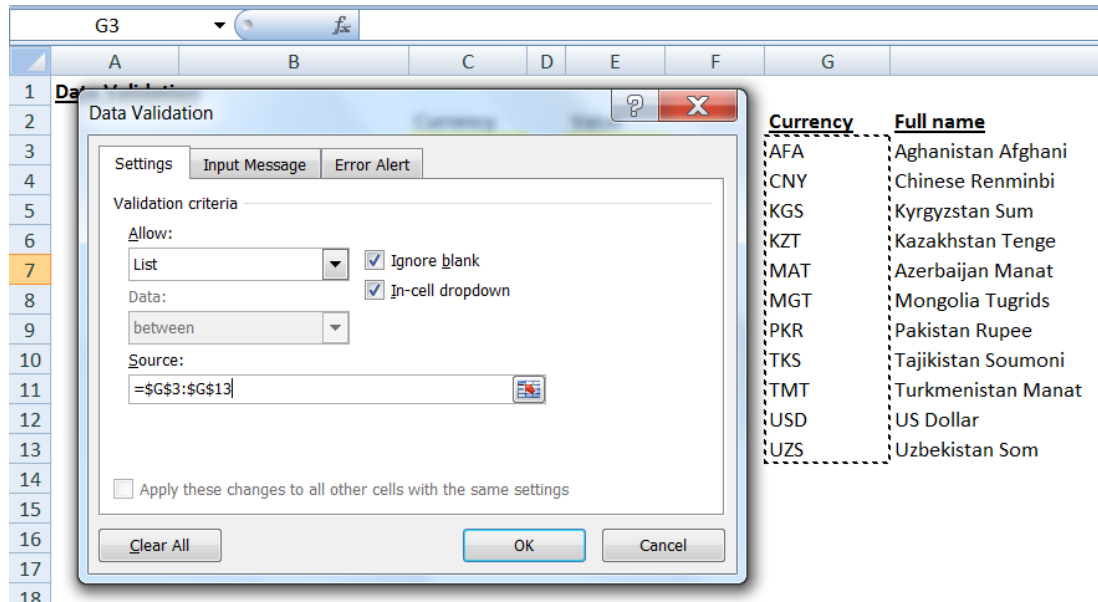


5. Click on the 'Source' button.

6. You will see another Data Window.



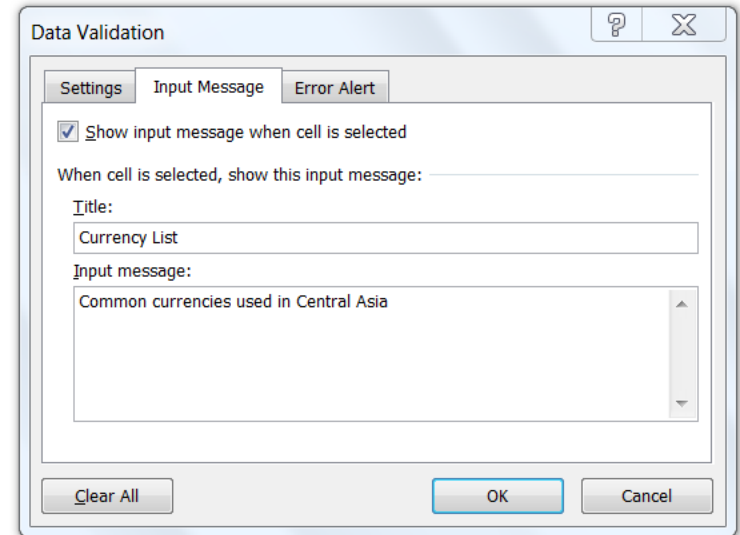
Data Validation



7. Highlight the range of values you need. (in this case, select G3 to G13). You should see the column blinking.
8. Press 'Enter' to return to the Data Validation Window. You should see the correct range displayed under 'Source'.

Data Validation

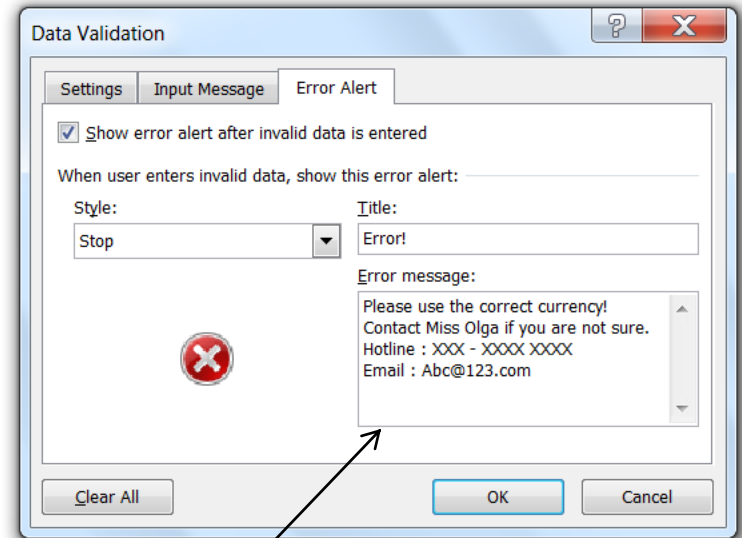
9. The second Tab 'Input Message' displays information when user wants to know what the cell is about.
10. You can enter a brief title in 'Title' and add further details in the 'Input Message'.



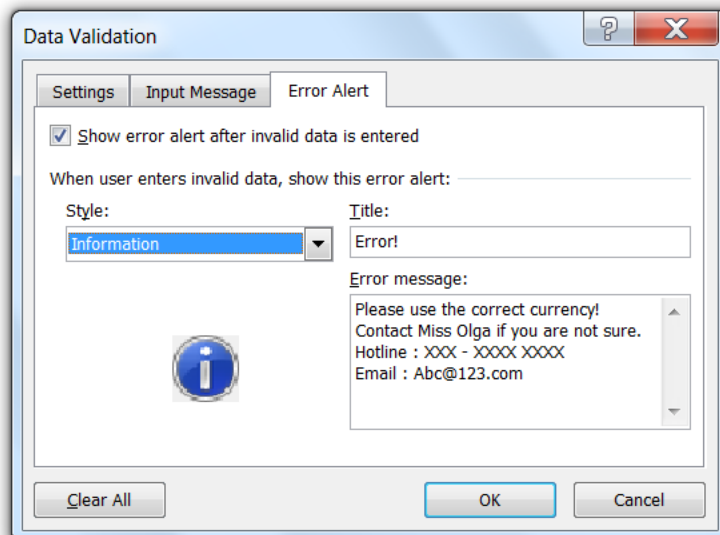
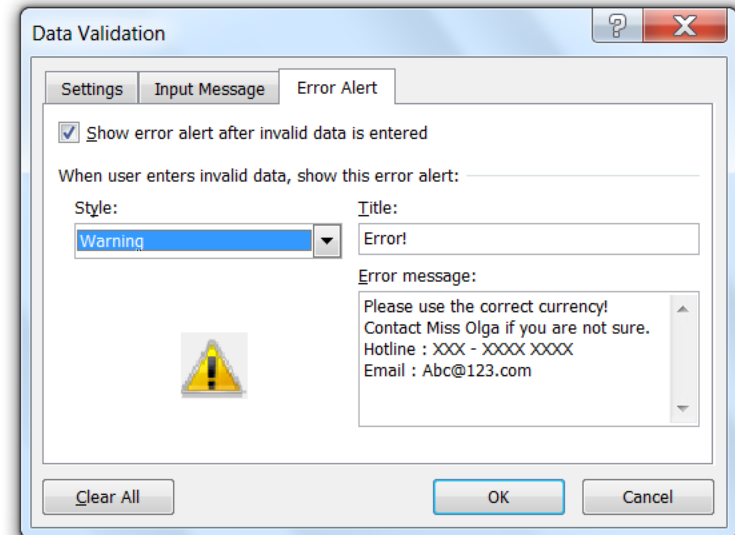
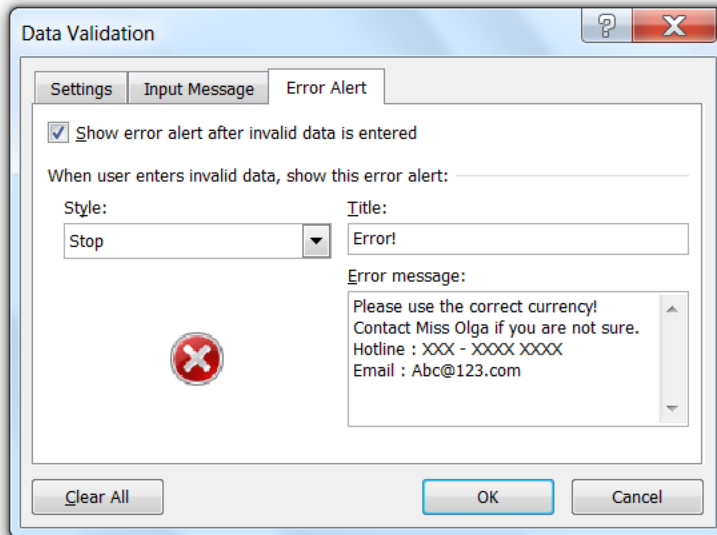
Note : This Tab is not critical. You can leave the fields empty.

Data Validation

11. The third Tab 'Error Alert' controls the message a user will receive when an incorrect entry is made.
12. It is always a good practice to add ways for user to seek assistance under 'Error Message'.



Types of Errors Alert



If you only want to have pre-defined values, select 'Stop'.

If values outside the list are allowed, select 'Warning' or 'Information'.

Data Validation

	A	B	C	D	E	F	G	H
1	Data Validation							
2			Currency	Value				
3		Vehicle Operating Cost						
4			AFA					
5		Activities Cost	CNY					
6			KGS					
7		Total	KZT					
8			MAT					
9			MGT					
10			PKR					
11			TKS					
12								
13								
14								

<u>Currency</u>	<u>Full name</u>
AFA	Aghanistan Afghani
CNY	Chinese Renminbi
KGS	Kyrgyzstan Sum
KZT	Kazakhstan Tenge
MAT	Azerbaijan Manat
MGT	Mongolia Tugrids
PKR	Pakistan Rupee
TKS	Tajikistan Soumoni
TMT	Turkmenistan Manat
USD	US Dollar
UZS	Uzbekistan Som

Any user who enters Cell C3 must enter correct values within the list. This prevents a wrong entry.

Data Validation

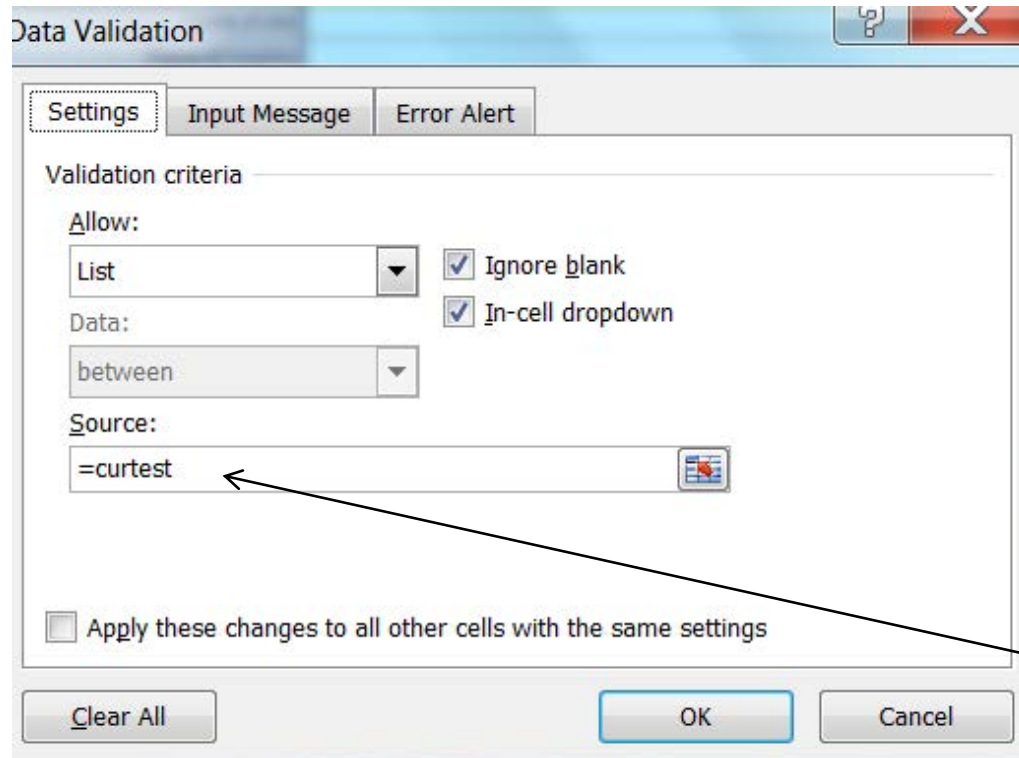
What happens when you do not wish to display the **LIST in the same worksheet?**

Solution

1.Name the list.

2.In the Data Validation, enter the name of the list in the 'Source'.

Example



In the new Excel Template, all lists are placed in a worksheet called '*Controls*'.

Each list is also named and referred in the source.

The currency list is called '**curtest**'.

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Worksheet Protection

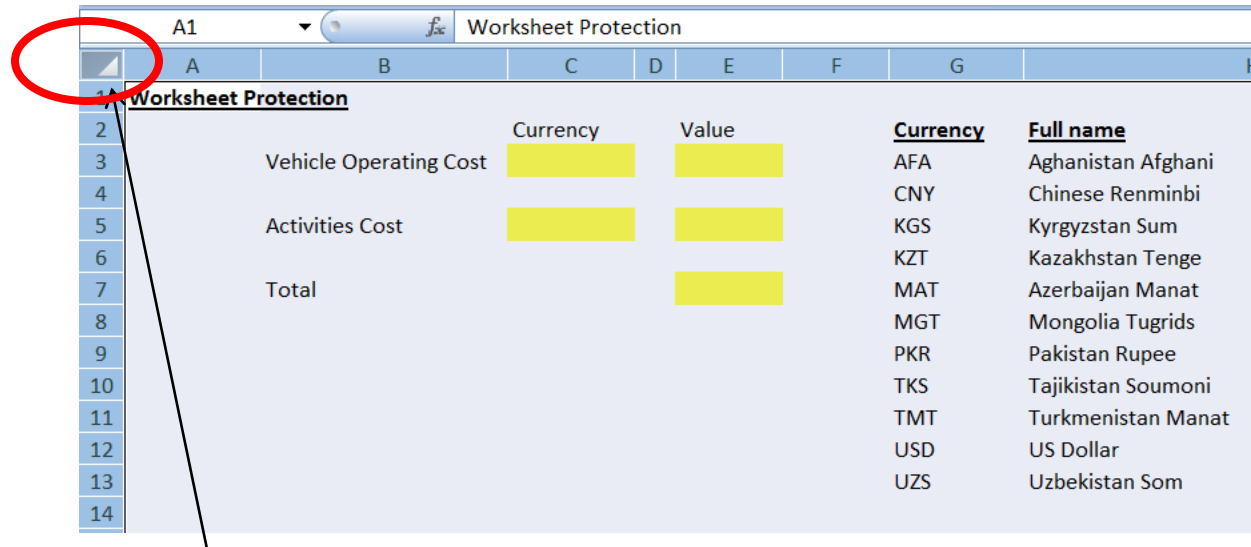
	I15						
	A	B	C	D	E	F	G
1	<u>Worksheet Protection</u>						
2			Currency	Value		<u>Currency</u>	<u>Full name</u>
3		Vehicle Operating Cost				AFA	Aghanistan Afghani
4						CNY	Chinese Renminbi
5		Activities Cost				KGS	Kyrgyzstan Sum
6						KZT	Kazakhstan Tenge
7		Total				MAT	Azerbaijan Manat
8						MGT	Mongolia Tugrids
9						PKR	Pakistan Rupee
10						TKS	Tajikistan Soumoni
11						TMT	Turkmenistan Manat
12						USD	US Dollar
13						UZS	Uzbekistan Som
14							

Worksheet Protection is used when you want to allow only certain blank cells to receive values. The user cannot enter values into protected cells.

When to Protect Worksheets?

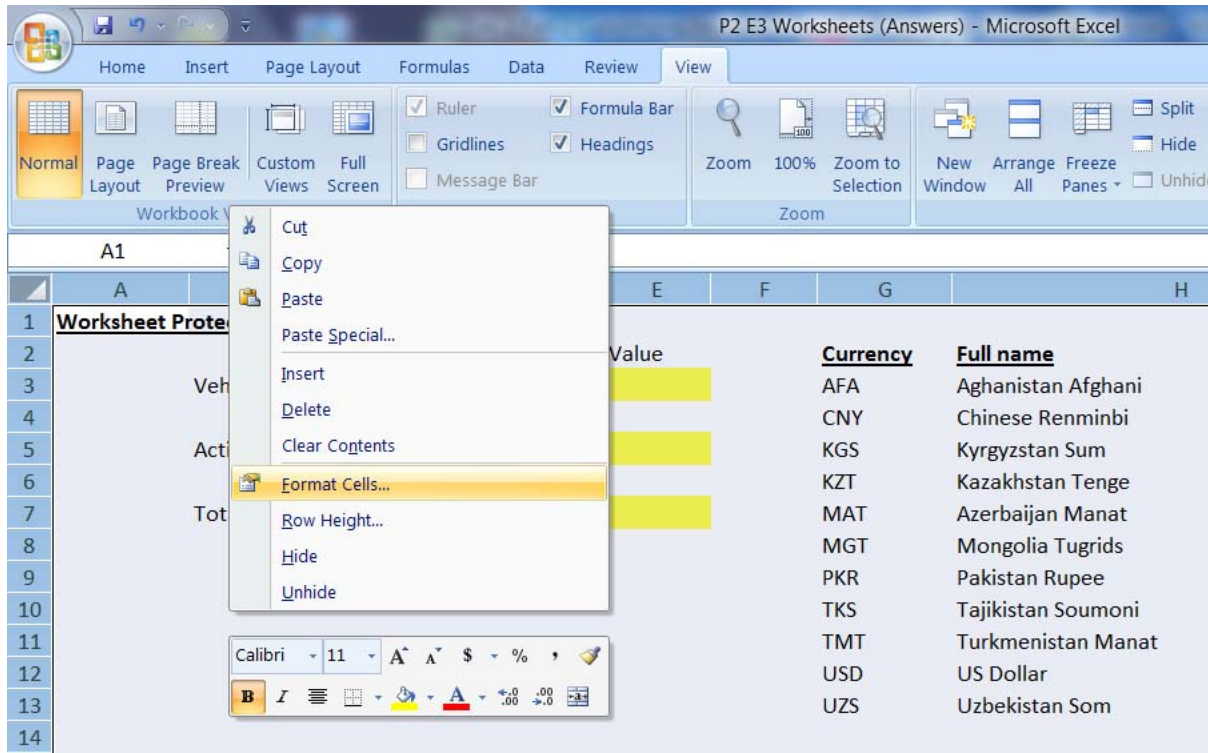
1. When there are important formulae in certain parts of the worksheet.
2. When you want to prevent users from accidentally erasing important data.
3. When you want to fix the column headers or any other format designs.

Worksheet Protection



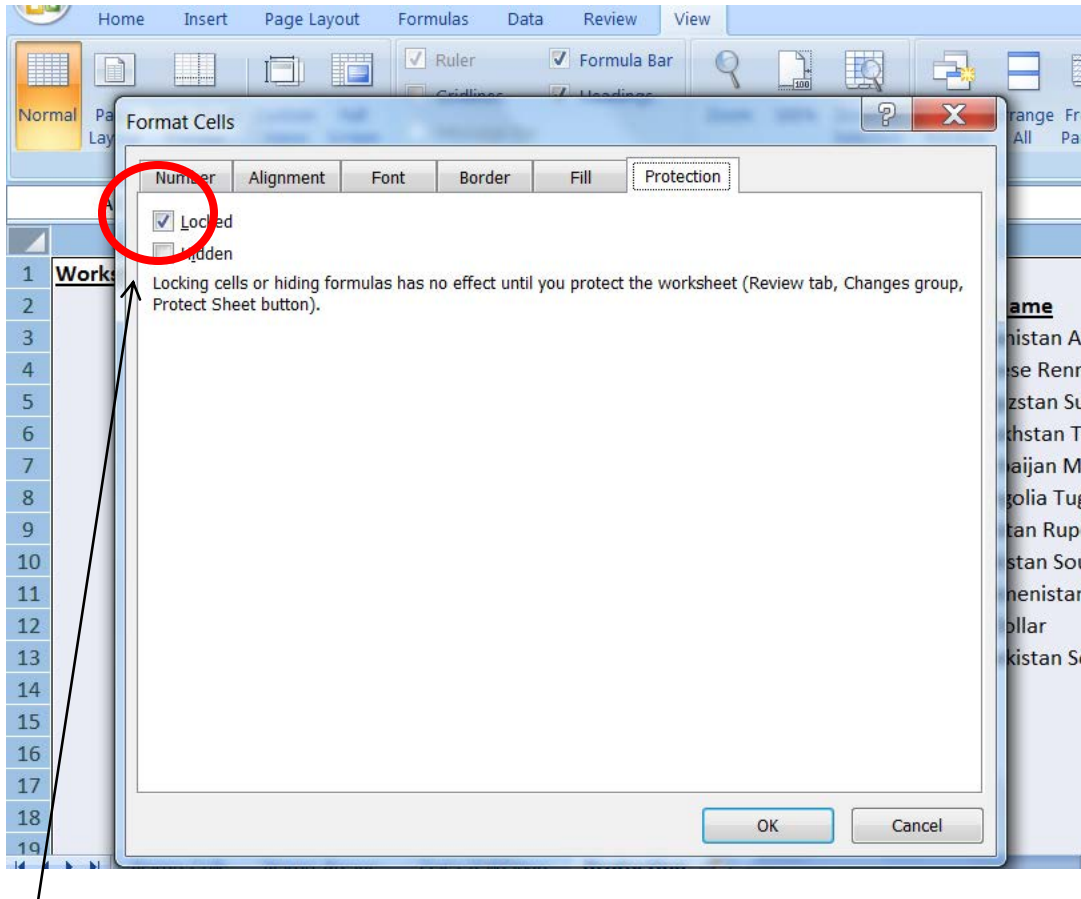
1. Click on the Master Grid on the top left corner of the worksheet. This will highlight the entire worksheet.

Worksheet Protection



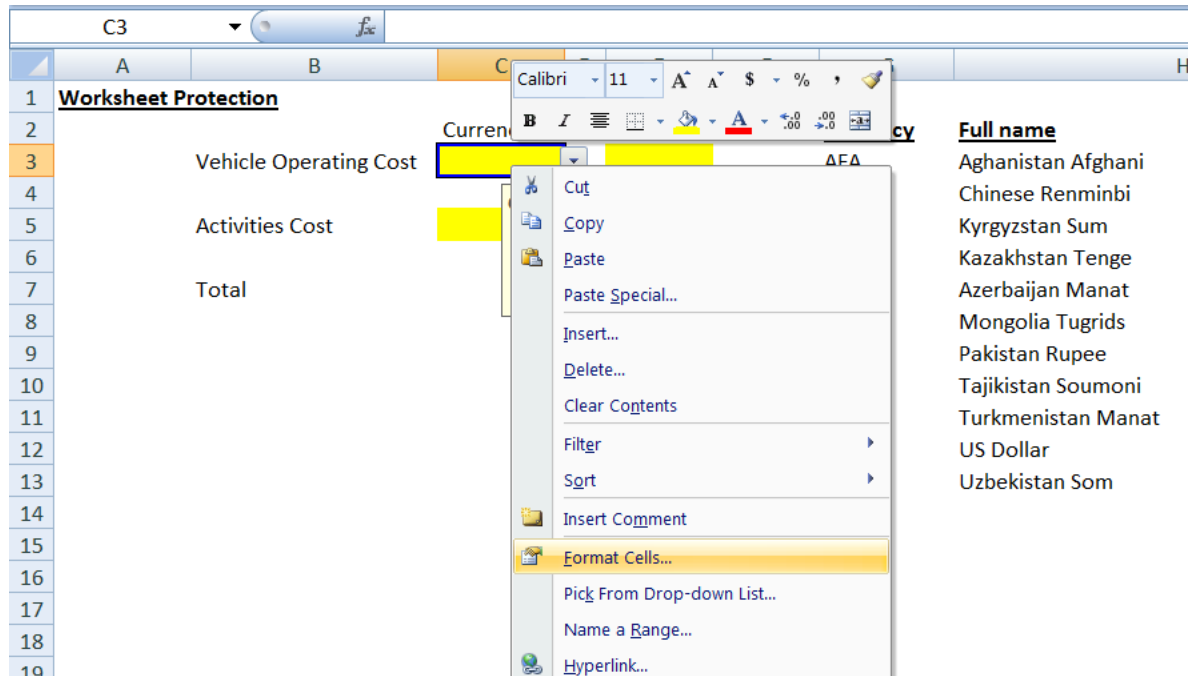
2. Right click anywhere on any empty cell and select 'Format Cells'.

Worksheet Protection



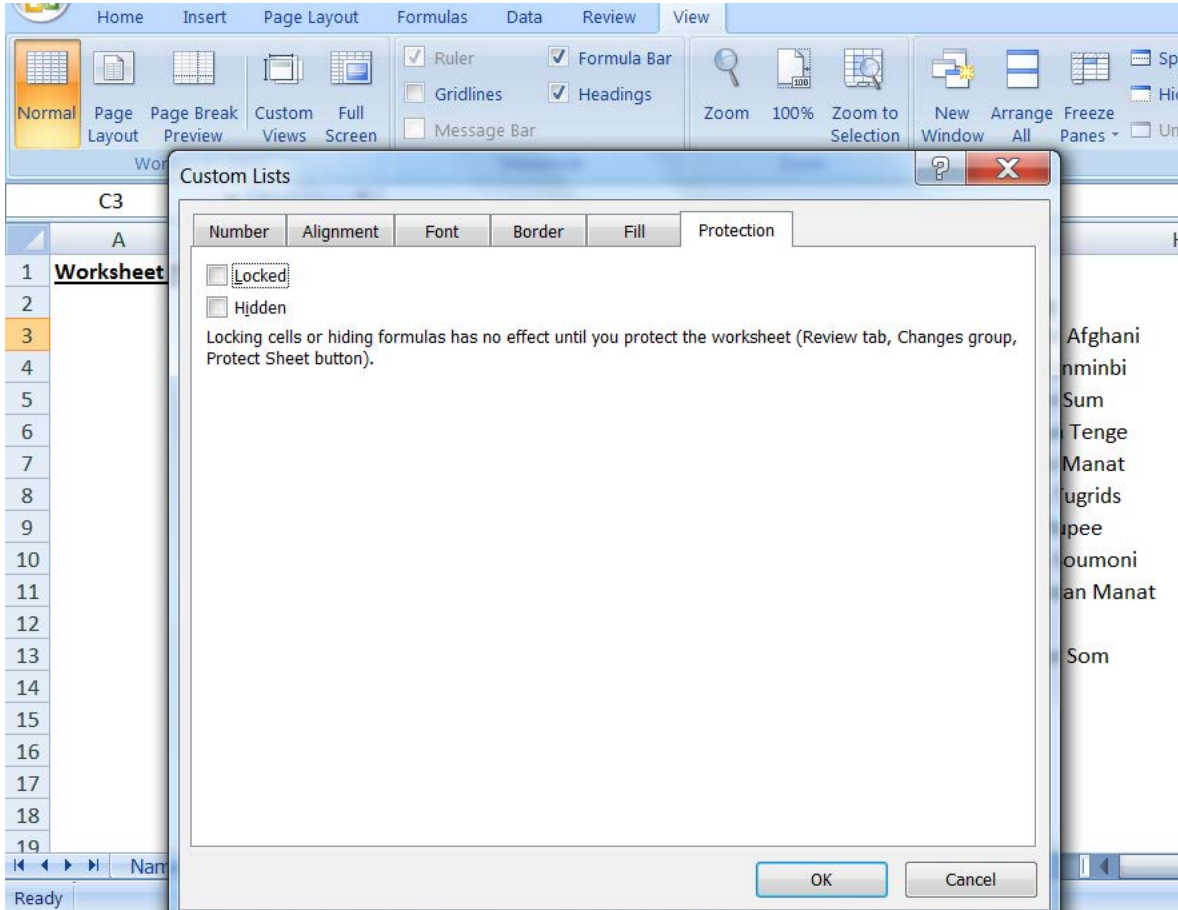
3. Select Tab 'Protection' and ensure the option 'Locked' is checked. Press OK to return to worksheet.

Worksheet Protection



4. Click on the cell you want to unprotect. Right click and select 'Format Cells'.

Worksheet Protection



5. Select Tab 'Protection' and uncheck the option 'Locked'. (No tick). Press OK.