

Tips to work with Excel Template

Excel Template is an excel file created by the BEXIS2 based on a Data structure. The header contains information about variables, their units, data types and more. The Excel Template can examine the quality of the data based on the Data Type and Optional definition. Furthermore it is still has all behavior of an excel file. If you decide to disable macros or unlock the header of an Excel template, it is not more an Excel Template. It would be a normal Excel file.

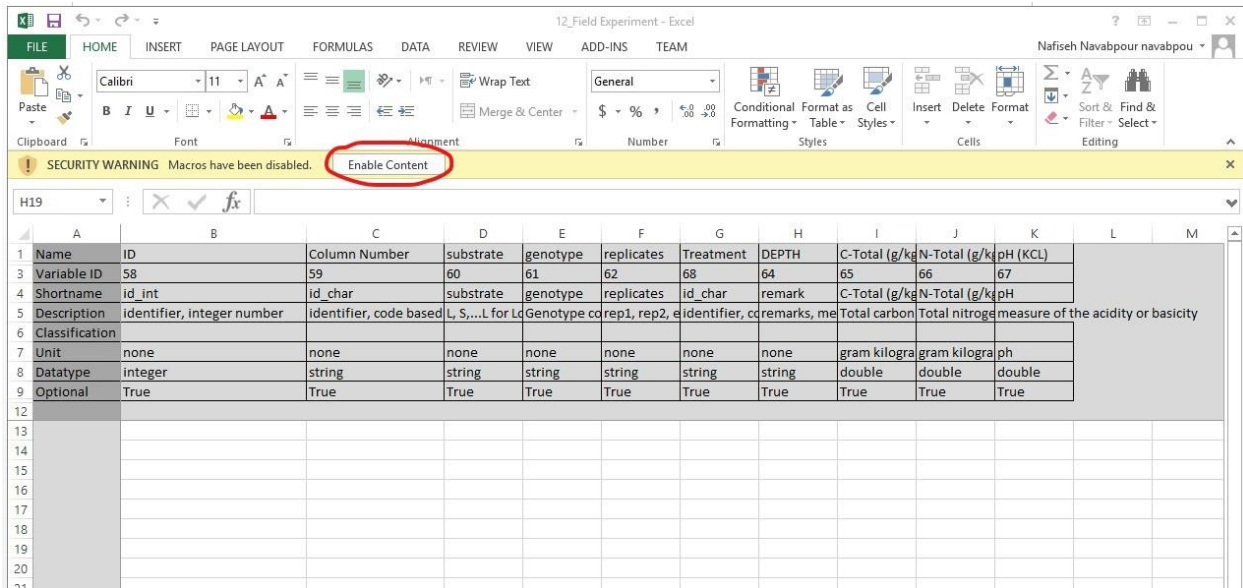
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How do I enable macros?

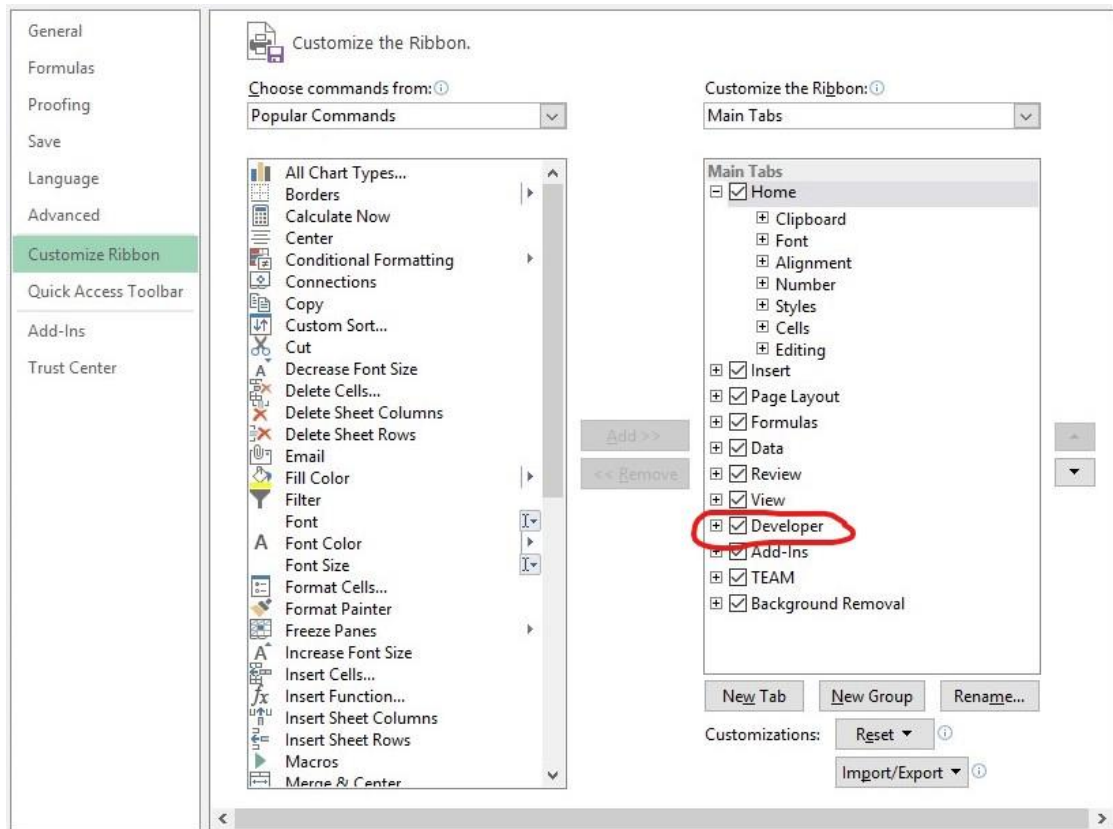
To work with an Excel Template, You must first enable macros. Macros automate frequently-used tasks, in our case **quality control** of the data table. Enabling or disabling macros varies depending on the version of Microsoft you are using. Macro security settings are generally located in the *Trust Center*.



How do I disable macros?

If you want to deactivate macros in an Excel Template you must add first the Developer tab in your Office application.

- 1) On the File tab, go to **Options**.
- 2) Select **Customize Ribbon** section.
- 3) Under *Customize the Ribbon* and under *Main Tabs*, select the **Developer** check box.

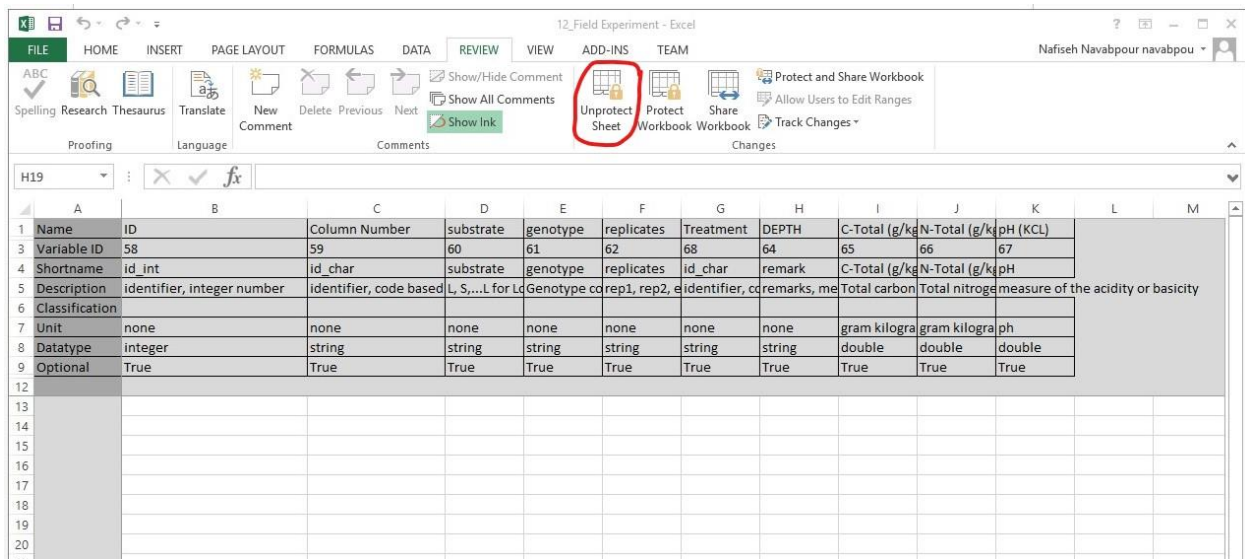


Now when the excel template is open

4. Select the **DEVELOPER** tab from the main menu.
5. Click on the **Visual Basic** option.
6. Delete the Visual Basic code in the following page.
7. Save the document and close the document.

How do I Unlock the header?

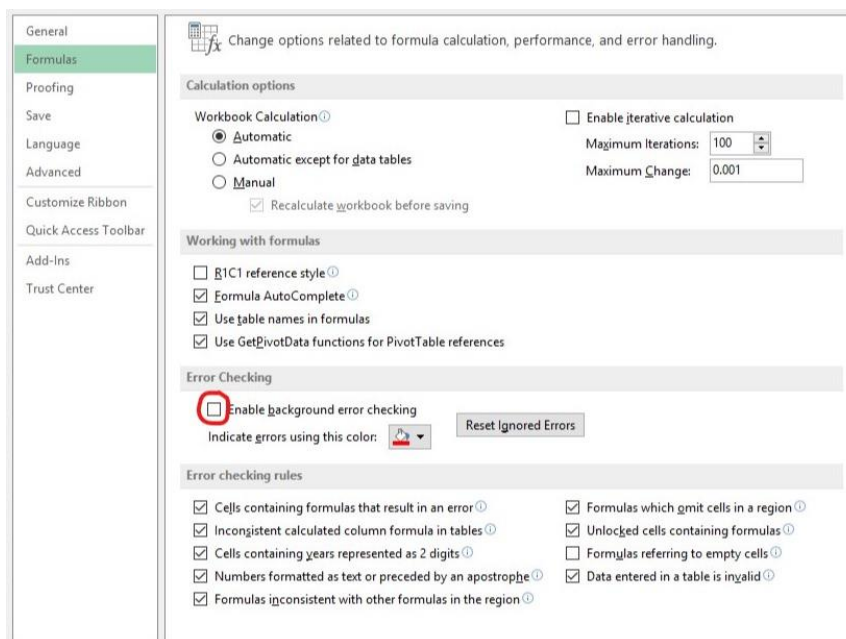
Header of an Excel template is locked. It is caused of conserving the data structure. If you want to unlock a protected Excel file click on the **Unprotect Sheet** option under **REVIEW** tab.



How do I disable background error checking?

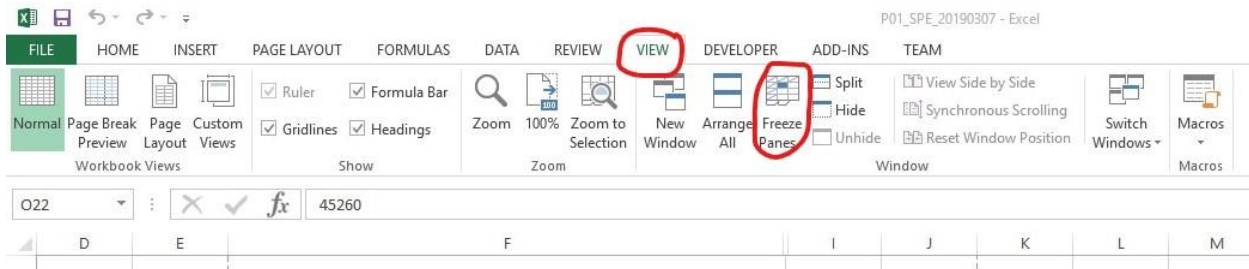
Even after disabling macros, Excel applies background error checking. Through Excel Options you are able to disable this option.

1. Open **Excel Options** through **File** menu item.
2. Select tab **Formulas**.
3. In the **Error Checking** area untick the option “*Enable background error checking*” and click on the **OK** button.



How do I unfreeze Panes?

The first column and first thirteen rows are frizzed in the downloaded Excel template. To unfreeze these areas click on the **Unfreeze Panes** below the **Freeze Pane** icon on the **View** bar menus.

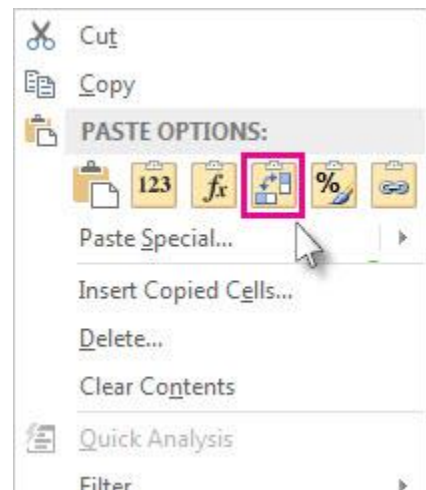


How do I transpose data?

If you have a worksheet with data in columns that you need to rotate to rearrange it in rows, use the Transpose feature. With it, you can quickly switch data from columns to rows, or vice versa. It is needed for example when you upload a transposed data table in BEXIS2, because of making update process easier. In this case, the transposing is needed after download.

Here's how to do it:

1. Select the range of data you want to rearrange, including any row or column labels, and copy data or press Ctrl+C.
Note: Ensure that you copy the data to do this, since using the Cut command or Ctrl+X won't work.
2. Open a new worksheet.
3. Right-click over the top-left cell, then choose Tranpose button image in the paste options menu.
4. After rotating the data successfully, you can delete the original worksheett and the data in the new table will remain intact.



How do I change the language data format?

Some applications provide language specific data. Depends on the language, they provide different format of decimal number like 3.1415 in English format and 3,1415 in German format. You are able to change the language of your office in the following way:

1. On the File tab, go to **Options**.
2. Select **Language** section.
3. Click on the language you want.

- If it is not in the list, find and add it under *Add additional editing languages*.
 - If it is not installed you have to install it.
4. Click on the **Set as Default** button.
 5. Click on the **OK** button and the window will close.