

InternTemplate Manual

1 HOW TO...

1.1 ALWAYS DISPLAY THE HEADER

1. Select the row under the last row you want to display
2. Open the tab "View"
3. Press the button "Freeze Panes" and choose "Freeze panes"

1.2 HIDE THE SHEET WITH LISTS

1. Right click the sheet you want to hide
2. Choose the option "Hide"

1.3 PREVENT THE USER TO CHANGE THE HEADER

1. Select all cells (CTRL + A)
2. Open the menu "Format Cells" and go to the tab "Protection"
3. Uncheck "Locked"
4. Select all cells you want to lock
5. Open the menu "Format Cells" once again and check "Locked"

This only works if you protect the sheet

1.4 CREATE A LIST

1. Make a column with the values you want to be in a list
2. Select all the values
3. Right click and choose "Define name"
4. Choose a name

1.5 ONLY ACCEPT VALUES FROM A LIST

1. Select all cells you want to add the validation to
2. Open the tab "Data"
3. Select the option "Data validation"
4. Change the dropdown "Allow" to List

5. Insert into the "Source" input field which list you want to use
(this can be a range or =ListName)
6. (I used a formula to only show a specific list based on the selection of another list):
**=ALS(O5="Arts";LijstSubtypeArts;ALS(O5="Verpleegkundige";LijstSubtypeVerpleegkundige;
))
)**

1.6 PROTECT A SHEET

1. Right click on the sheet you want to protect
2. Choose "Protect sheet"
3. Check if "Select locked cells" and "Select unlocked" are checked
4. Enter a password (I chose geel2440)
5. Press "OK", Enter the same password again

2 HOW TO UNDO...

2.1 THE SHEET PROTECTION

1. Right click the sheet you want to unlock
2. Choose the option "Unprotect sheet"
3. Enter the chosen password (I chose geel2440)

2.2 REMOVE THE DATA VALIDATION

1. Select all the cells you want to remove the validation for
2. Go to the tab "Data"
3. Select "Data validation"
4. Change the "Allow" dropdown to "Any value"

2.3 REMOVE A LIST NAME

1. Open the tab "Formulas"
2. Choose "Defined Names"
3. Select the name you want to delete and press "Delete"

2.4 UNHIDE A HIDDEN SHEET

1. Right click on a sheet
2. Choose the option "Unhide"
3. Choose the sheet you want to unhide

2.5 UNFREEZE THE HEADER

1. Open the tab "View"
2. Choose "Freeze panes"
3. Choose "unfreeze panes"