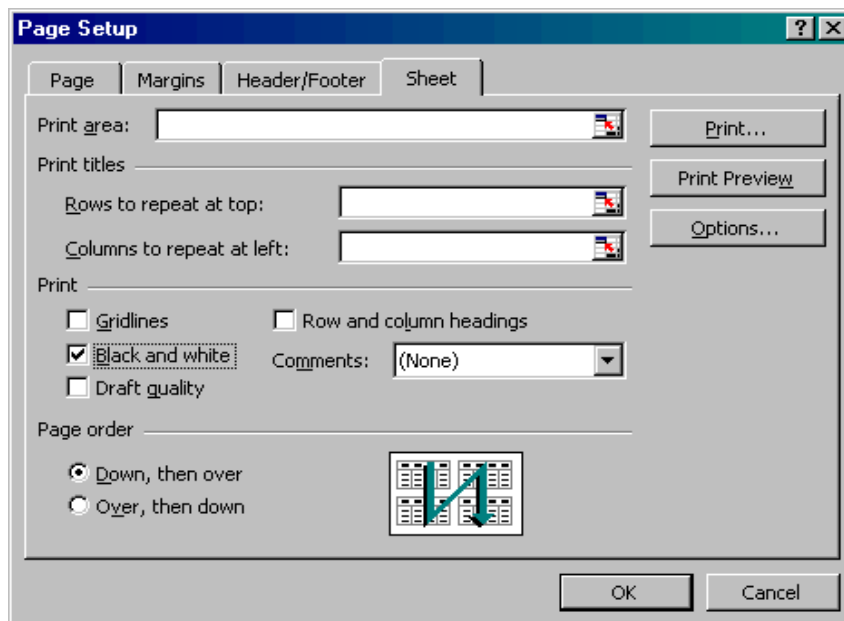




EXCEL TIPS for COALFACE SOFTWARE

- Always move file between directories by closing Excel and using Windows Explorer. Do not use Excel's File Save As...
- Coalface Software usually uses colours to indicate cells available for data input. To avoid the printing of cells in different shades of grey, use the following print setup (which is the default print setup in all Coalface software files).



- Always keep an original copy of the original software supplied - we recommend establishing a directory X:\Coalface\software title - and then using Windows Explorer to take a further copy for your working directory.
- Cell borders for totals and subtotals are always related to the cell with the total, in reverse order of seniority of the total. In the following, the total has both upper and lower margins defined; the subtotal has only the top margin defined.

Subtotal	
Total	

This helps to ensure that the lines are not "lost" when rows are inserted or hidden.

- Generally, **don't delete rows** - hide them instead. Otherwise you may lose cell references to cells that are essential components of formulae used elsewhere in the templates.

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They may not represent the best practice for your Council, which should be determined by consultation between the Council's officers and Auditor.

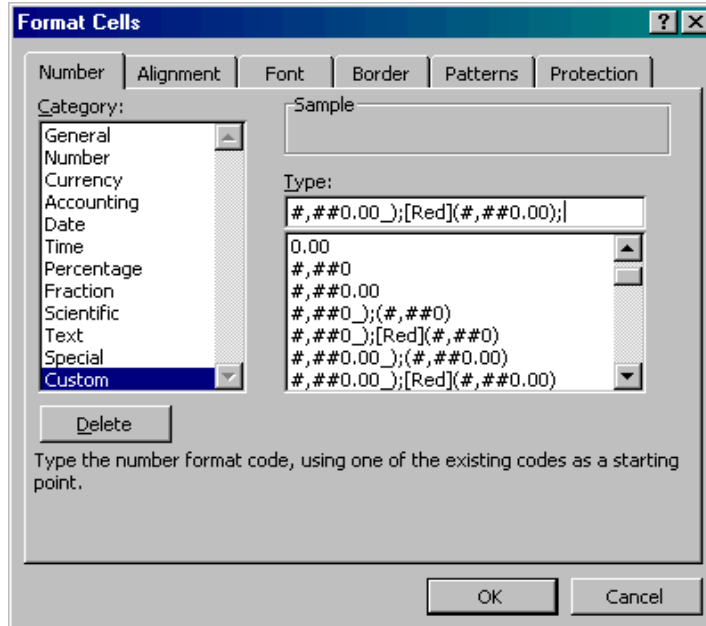
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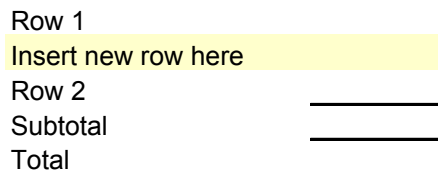
EXCEL TIPS for COALFACE SOFTWARE

- Excel provides great flexibility in cell formats, and the following is commonly used (with or without cents display):



the first group (up to the first semi-colon) defines the number format for positive amounts
 the second group (from the first semi-colon up to the second semi-colon) defines the number format for negative amounts (red makes it harder to mis-read)
 the last semi-colon (and the blank definition that follows it) shows NIL values as blank. (Amounts that round down to zero are shown as "0")

- Always** insert new rows one row above a subtotal or total



Excel will then keep all "SUM" formulae intact. If you insert immediately above the subtotal or total, Excel will not adjust the bottom limit of the "SUM" formula.

- Most spreadsheets are supplied **protected but not passworded** and we recommend that they be maintained in that condition to prevent accidental corruption of formulae. To remove the protection to insert or hide rows, etc use **Tools, Protection, Protect Sheet**. Spreadsheets usually are only passworded to meet the requirements of third parties. Before releasing the password, we reserve the right to satisfy ourselves that it is being done so for a valid reason.

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