

# Read before using spreadsheets

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## Introduction

Reading this can save you time and help you get the best out of the Excel spreadsheets, for example, if the spreadsheet is too big for your screen go Window > Zoom Window. If you can't enter anything go Tools > Protection > Unprotect sheet.

Unless stated otherwise, currencies are in NZ\$. For current exchange rates see -

[www.x-rates.com/calculator.html](http://www.x-rates.com/calculator.html) or [www.rbnz.govt.nz/statistics/exandint/b1/data.html](http://www.rbnz.govt.nz/statistics/exandint/b1/data.html)

If New Zealand addresses, full names or more information are required, Google [www.fieldays.co.nz](http://www.fieldays.co.nz) and/or [www.whitepages.co.nz](http://www.whitepages.co.nz) and/or [www.yellowpages.co.nz](http://www.yellowpages.co.nz)

If a New Zealand location map is required click on the area or enter the address into -

<http://maps.yellowpages.co.nz/clients/places.cgi?client=yellnzyp>

The Percentage setting in File > Page Setup may have to be adjusted for viewing and/or printing.

There is no instruction book because one is not necessary. Instructions are in each spreadsheet, mostly at the top right of row to which they apply.

To see which spreadsheets are of use to you, read each from the top down. Enter some figures to see how it operates. The spreadsheets work on most spreadsheet programs. You must know how to operate your spreadsheet program which is not hard. If you don't know, read **Using Spreadsheets** below.

Save this page and all spreadsheet to your hard disc and to another disc as a backup for access when an original is required. If you don't have a Macintosh or Windows you may have to shorten the file names to 8 characters in caps. With Excel add a period and xls at the end of all names.

Finding and locking formula cells in Macintosh Resolve go Command G > Formula then go to Format > Lock. Only formulae cells will be locked. Columns and Rows will be able to be adjusted.

In Excel go Edit > Go to > Special > Formulas > OK. Then Format > Cells > Protection > Locked. Then Tools > Protection > Protect Sheet > OK.

In Excel Columns and Rows will not be able to be adjusted. To do so go to Tools > Protection > Unprotect Sheet. After adjusting go Tools > Protection > Unprotect Sheet otherwise formulae cells will not be protected (locked).

Double clicking should open spreadsheets. If not, open your spreadsheet program (usually Excel) then open the VJ Spreadsheet from within your spreadsheet program. If you have difficulty, see your computer and/or spreadsheet manual or Help. If that fails contact your Excel or other supplier.

Re-name the spreadsheets you use or add your initials so that the originals remain unchanged.

If using spreadsheets is new to you then it will take some time to become accustomed to using them after which it will be easy.

The formulae cells are shaded. If you type over them when not locked the formulae will be lost and mistakes in answers will occur. Press Undo or type the formula back in or copy it from a

similar cell, or open the original spreadsheet and copy and paste from the same cell.

With some spreadsheet programs the column widths and boxes don't come through at the correct size so have to be adjusted to suit what is in the columns and to suit your computer screen size. Adjust the page size and align the columns (vertical ones) and rows (horizontal ones) to fit your screen.

Some spreadsheets are set as horizontal landscape pages, some as vertical pages.

Large computer screens are far superior to the standard ones, and save a tremendous amount of time. We have a 24 inch (60 cm) one. Screens are measured diagonally.

Enter your figures over the examples and/or over applicable 0's, but not over formulae cells that are light blue and can also have a zero in them. Watch for irregularities in figures.

ERR and ##### cells have nothing to calculate so no figure is shown until you enter yours.

If you type a figure in the wrong cell don't use Cut and Paste to move it, because the figure can remain tied to the Total or other formula cells. Use Undo or Delete it & retype it in the correct cell.

While using the spreadsheets remember to save after every minute or two or set your computer to do so.

Because USA is not metric, but imperial (inches, lbs, acres, etc), these have been added in some spreadsheets or separate spreadsheets written. Some spreadsheets that are in both hectares and acres or kg and lbs will show answers in whichever you enter. Most USA research people now use metric.

The information in VJ spreadsheets is of a general nature to help in farm planning and operation. Interpretations should be used with local knowledge and care. Some figures may need to be adjusted to suit your farm.

Neither we nor our agents or staff accept any responsibility on any ground whatsoever from the use or consequences arising from these templates. Always TRY ideas that are new to you first, before using them completely until you are sure that they do work on your farm.

Spreadsheets are Copyright© Vaughan Jones 1990 with all Rights Reserved, so copying them for anyone other than yourself and your immediate family in your home risks prosecution - the world is now a small place and people talk so tracking thieves is easy.

If someone else is interested in buying any of these spreadsheets, ask them to purchase them from [www.GrazingInfo.com](http://www.GrazingInfo.com)

If you'd like a spreadsheet written to achieve something not catered for, contact us with the full details of requirements and we may be able to write one for you at no charge to you and include them with ours. Please contact us at Admin@GrazingInfo.com (upper or lower case).

Suggestions are welcome.

### **Using Spreadsheets**

Spreadsheet cells are mostly for figures (numbers) that can then be added or treated in many ways using figures in other cells to perform adding, multiplying, dividing and other calculations.

When clicking on a cell with a formula or information in it, they can be read in the Formula Bar. If the Bar is not there, in Excel go View > Formula Bar. In all Macintosh spreadsheets the Formula Bar is locked to the cells so is always there. If a formula or information in a cell is so long that it goes off the screen in the Formula Bar to the right, access to the end can be achieved with the arrow on the right and if necessary holding down the Option key.

Command, Alt or Control 1 (one) will open most adjustments, i.e., number formats, font sizes, etc.

View > Full Screen does that and View > Zoom allows spreadsheet sizes to be set.

Under View, you can open some items that will then remain open to save time accessing them.

Edit > Go to > Special allows you to highlight Formulae cells and other items.

If you can't find a solution, use Excel Help and see your spreadsheet instructions or contact your Excel supplier.

Before Printing a spreadsheet, highlight the cells to be printed and go File > Print Area > Set Print Area.