

Read me first --- Excel Fundamentals and Outline Controls

This note is for those of you who are accessing this page from the web. The text below this paragraph is for those who will be using the Excel V(ma) Help file. It introduces them to the "Go to Sheet" function which can be accessed from the V(ma) Analysis toolbar or from a pull down menu obtained by right clicking a cell.

The function examines the contents of the cell and then takes the appropriate action to open the sheet it believes they want. It is a technique used within the V(ma) Project sheets that enables the user to move around the Project's Vectorgrams and Data sheets quite easily; including the Excel V(ma) Help file itself.

As for you. The index of all the Help file sheets have been converted to PDF pages and you merely click on the name of the function you want to read. When you are through reading, click the "Back arrow at the in the upper left corner of your screen.

The only other thing you need to know is that PDF files can be zoomed in and out using the percentage buttons labeled [+] and [-] located at the top middle part of your screen, to zoom down to the % level you want. It is a very good tool and none of the detail of the sheets has been lost in the PDF conversion. So don't be upset when you see a spreadsheet that seems looks like it's a mile away.

First of all there are a few Excel fundamentals that you must be familiar with. Click on the Tools pull down menu and select Options.

Make sure that the vertical and horizontal scroll bars are checked as well as the Sheet tabs and outline symbols, and the Row & Column headers. The grid lines pretty much are automatically turned on or off depending on the function.

This V(ma) Help workbook is actually a real project workbook of an analysis that was done several years ago. We have inserted additional sheets into book that constitute the V(ma) Help information. The object of this effort is to let you browse to your heart's content and hopefully you will find what you need by being able to examine a real analytical case.

An Excel workbook is a database unto itself. It can have several hundred pages if necessary. The pages are called sheets and there is a sheet tab at the base of the screen's display with the name of the current sheet. The sheet row can be moved left and right using controls in the lower left corner of the display panel. There are four control arrows. The first and the fourth will take you to the first sheet on the left or last sheet on the right. The second and third arrows allow you to move left or right sheet by sheet. One can also index through the names of the sheets using Control Page Up and Control Page Down from the keyboard.

Finally, there is a simple way to open an index of all the sheets. It is done by right button clicking anyone of the arrows.

Next there is a beautiful Excel feature that V(ma) uses in many places. Essentially, if a sheet contains a file that has been organized as an outline, Excel has a set of controls that provide the end user with the ability to expand or contract the various levels of the outline. The "Outline" Sheet is a real outline with Excel Outline controls. Be sure to practice with it . It makes one cognizant of the structure of a hierarchy very easily.

V(ma) users use this Excel feature quite frequently. One merely clicks on the desired level number and the outline is expanded from the top level to that level.

One last trick. V(ma) has a toolbutton called "Goto the sheet whose name you have selected." It is used by V(ma) analysts to move from one sheet to another using either names of rows to migrate back and forth between spreadsheets and vectorgrams. We have also rigged the V(ma) Sheet with some words in black cells with white or red fonts. If you right-click their cells and then left-click the Goto Sheet command in the pulldown menu, you will be taken to that sheet.

Using the Goto Sheet Toolbutton will also do the same thing. On those sheets that you go to, there will be one or more black cells somewhere that contain the names of other sheets that will allow you return to the system diagram or other sheets that may be pertinent to the sheet you are at.

One last item, when you are in Sheet1, the Voting Matrix, the Smry sheet or the sorted sheet, selecting any cell in a given row and then clicking the Goto Sheet Toolbutton will take you to the Node Vectorgram that is pertinent to that row's information.

Now we suggest you start at the V(ma) System Diagram.
The End

Return to
V(ma) System Diagram



Outline controls

Sheet tab bar and controls

Goto
Outline



"Go to Sheet" Toolbutton in the V(ma) Analysis Toolbar

Return to
V(ma) System Diagram

Index