Narrative1 -About Fields and Tables in Excel:

⬚**Fields** are single cells in Excel that allow the user to input basic data entry for an item.

⬚**Tables** act as snapshot of 2 or more cells that are used to create an item that will merge to the Word document like a picture. It will then only be able to be re sized in Word. Any edits to tables must be done in the Excel and re-merged.

The Tables can easily be identified by the item name listed in blue text at the bottom left corner of the table in the Excel sheet preceded by "N1" and then the name of the item.
In the Word report, they are only resizable. When you click on them, you will get the resize handlebars to click and drag to a new size. If you drag the corners of a table, the aspect ratio will be kept intact.

Remember to always use the Word report as your reference to make changes in the Excel. If you are not sure, merge the data from Excel to Word and <u>then</u> get an idea of what you need to change.

When a cell is protected, there is data that is being populated there. If it is incorrect, do not change the data. You can however change the <u>WAY</u> it is displayed.
For example:
-How many decimals are displayed
-The date format
-The text font, color or size

UN-PROTECTING FOR DISPLAY ADJUSTMENTS:

Since the Tables can only be adjusted by size in the Word Report, some custom adjustments may need to be made in Excel so that the Table displays the information as desired.

To un-protect a sheet in Excel:

(Office 2000/2003): Select from the menu item at the top
       TOOLS / PROTECTION / UNPROTECT

(Office 2007): Select from the menu item REVIEW/UNPROTECT SHEET
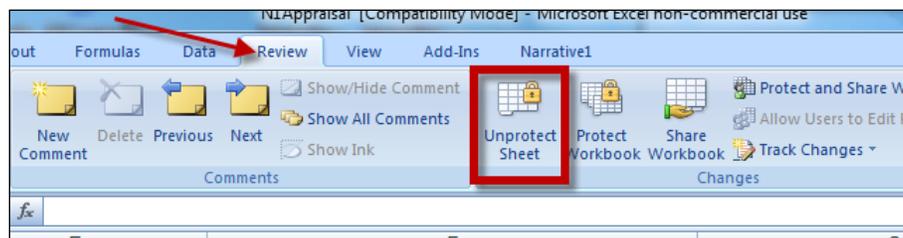
Un-protecting a work sheet is typically only done for 3 reasons:

1. To hide or un-hide rows.
2. To widen a column (Rarely if ever needed)
3. To format a cell to display data the way you want.

WHY?: This is done rather than deleting so the formulas are not removed. You can also change the way information is displayed. NOTE: If the information is wrong, you must change it for the Comp, not in the cell where it populates.
(See "Important Reminder" below.)

Most applicable examples are:

1. To **hide or un-hide rows**, simply UN-PROTECT the work sheet,
click and drag on the row numbers to highlight across the range you wish to hide or un-hide.
Then right click on the highlighted row numbers and select "HIDE" or "UN-HIDE".
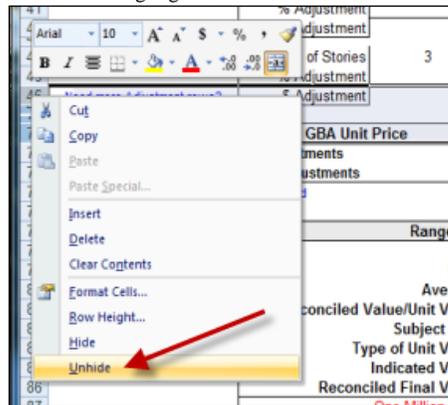   -For example, in the **Sales, Land and Lease grids**, there are extra adjustment rows. In order to un-hide them or to hide others you do not want to use.

Click and drag on the row numbers to highlight across the range   Right click on the highlighted row numbers and select "UN-HIDE".

Now there are extra adjustment rows!   Select the adjustments you need from the dropdowns

2. To **widen a column,** simply UN-PROTECT the work sheet, then by placing the cursor on the dividing line between the column headings, the one on the left side will display a line with two opposing arrows that will allow you to click and drag the column wider or more narrow.

This is rarely needed-For example,

In the **Summery Table** for the Sales, Land and Lease grids, there are drop down headings that will allow you to select the data you wish to display. However, some of the information may be extensive and need more room to display. This is where you would want to widen a column.

 3. **Formatting cells,** simply UN-PROTECT the work sheet, right click on the desired cell and select FORMAT CELL. Then make the desired adjustment through that tool.
(This simply displays the information the way that you want it in any particular cell.)

-For example: If you want a price to round off or if you want to display the full number including the cents. Or maybe you want a date to display another way.
By formatting the cell, you can change the way it displays the populated data.

IMPORTANT REMINDER: When you unprotect a page, remember that the formulas are left open to change.

-Overwriting or deleting formulas in Excel is not supported by Narrative1.-

(Please call 800-990-7011 or write to Support@Narrative1.com if you have any questions. We are always glad to help.)