



ACCESS ANALYTIC

Spreadsheet Professional

Manual

Welcome

Welcome to Spreadsheet Professional, the world's most comprehensive spreadsheet building, documenting and testing tool!

This document outlines the functions and tools that Spreadsheet Professional offers you to improve your spreadsheets and modelling.

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Help icons

Throughout the manual you will find useful and often timesaving advice listed down the right hand side of some pages.

There are four types of tips and these are highlighted by different icons.



TIPS > pointers that make your work easier and make you a star!



TECHNICAL > Non-essential points for the more technically minded.



ESSENTIAL > Essential points to understand how to do the work in hand.



TRAPS > Things that may catch you out if you're not aware.

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Introduction

OVERVIEW

Spreadsheet Professional consists of a set of tools, each of which is designed to help ensure that your spreadsheet models are designed, tested and documented efficiently and effectively.

These tools will enable you to build professional spreadsheets that contain fewer errors, are easier to understand and are easier to use.

The tools are arranged into four categories based on the most common tasks that are undertaken within a spreadsheet.

The categories are:

1. Build model
2. Test model
3. Document model
4. Use model

Three of the tools take the form of menu bars that can be selected from the main Spreadsheet Professional menu bar. These menu bars will be shown until you deselect them again.

To use Spreadsheet Professional you simply access the tool that you require from the menus on the Spreadsheet Professional toolbar.

The toolbar can be anchored to the top, bottom or side of the screen by dragging it to the appropriate place.



Spreadsheet Professional is not a standard Excel tool.

It is a 3rd party add-in that works with Excel and extends Excel's capabilities.



Right-click on any toolbar to show a list of all available toolbars.

INSTALLATION

To commence setup, double click the Spreadsheet Professional setup file (either from your CD or the file you downloaded).

Accept the default installation directory of "C:\Program Files\sprdprof" and the setup program will create a number of files in this directory, one of which will be named "sprdprof.xla".

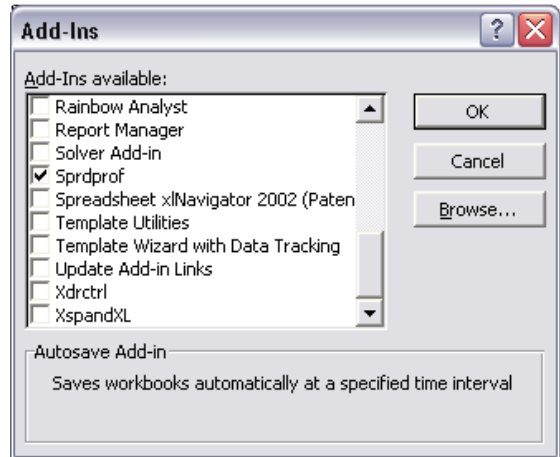
Start Excel, then go to "Tools > Add-ins > Browse" and locate the "sprdprof.xla" file in the "C:\Program Files\sprdprof" directory.

Click "OK" and ensure the "sprdprof" add-in is ticked in the list of available add-ins.

You should now see the Spreadsheet Professional toolbar near the top of your screen.

This helpful guide assists you in getting the most out of Spreadsheet Professional. It also serves as a handy reference for future use.

Online help is available under "Other > Help" on the toolbar.



Spreadsheet Professional can be installed to another directory if required.

A network version is also available and this can be installed on a central server.

