

Excel Digital Planner Information

This document is designed to outline some of the main pieces of information that will help with your first engagement with the Excel digital planner.

Note: The Excel digital planner can be used in several ways as many features are optional. The information below will outline the best use of the document.

On opening the document:

1. On opening the document select enable content to access full functionality of the document.
2. Fill in your information in the Class Details sheet tab. This information will self-generate throughout the document.

When filling out Units of Learning:

1. To assign a title to a Unit of Learning, double left-click on the sheet tab at the bottom of the screen or alternatively right-click once and select rename. This will automatically change the unit title at the top.
2. When inputting details at the top of a Unit of Learning you have several optional features. You can identify the year, the teacher's name, the commencement date, and duration.
3. If you want this information to show up on the Index sheet tab, make sure to select 'Yes' in the "Include on Index Sheet" option within the Unit of Learning sheet.



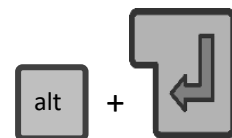
Important Note: If the Index sheet does not list Units of Learning after you have selected 'Yes', this means that macro settings are disabled in Excel. To enable macros, please refer to the **Appendix** at the back of this document.

4. When filling in information to the different sections of the planner, there are two commands which are extremely useful.

Carriage return:

This gives a new sentence line within a cell.

This is done by pressing the **alt + enter** keys on your keyboard.



Adjusting row height:

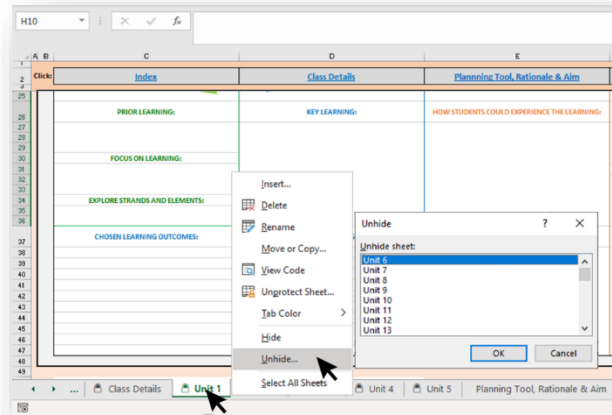
A detailed explanation of how to autofit row height can be found in the Instructions sheet tab of the Excel planner. Sometimes manually adjusting the row height is the most straightforward way. This is done by going to the left of the sheet and placing the cursor in between the row header numbers as shown. When the cursor changes hold the left-click and adjust it manually.



Adding additional Unit of Learning sheets:

To add additional Units to the document you will have to unhide them. Unit tabs are already present in the document but are hidden. To unhide a tab right-click on the bottom tabs of the document and select unhide, then select a sheet to unhide as shown below.

These additional Unit of Learning sheets are duplicates of the original pages and therefore have all the same formulae and connections throughout the document.



Printing:



The default setting in the document is to **“Print Active Sheets”** which is the one that you have open at the time of selecting the print option. It is also set to **“Fit Sheet on One Page”** so this will shrink or enlarge the page depending on the paper used for printing. Other options such as orientation, paper size etc. will depend on the printer that you are using, and the size of paper used for printing.

Further Information:

More information on functionality of the document can be found in the [Instructions](#) sheet tab of the Excel Digital Planner.



There is also a dedicated screencast which can be found by scanning the QR below or clicking [here](#).



Appendix:

How to Enable Macros in Microsoft Excel

Solution if the Index sheet will not list Units of Learning
in the Excel Digital Planner



[For video on How to Enable Macros, click here.](#)

The Excel Digital Planner is a Macro-Enabled MS Excel Workbook (*.xlsm).

Macros are used in this Index sheet to automatically list your Units of Learning when 'Yes' is selected in the 'Include on Index sheet' option in each Unit of Learning sheet.

Occasionally, Microsoft updates automatically disable macros.

For the Index page to function, please ensure that macros are enabled in Excel.

To enable macros:

1. Click on the following in order, beginning with the File menu ribbon:

File > Options > Trust Center > Trust Center Settings > Macro Settings

2. In Macro Settings, Tick '**Enable Excel 4.0 macros when VBA macros are enabled**'

3. Click **OK** to close Trust Center settings, then click **OK** again to close Excel Options

4. Save and close the file

5. Open the file again.

6. A security warning will appear stating 'Macros have been disabled'. Click '**Enable Content**'

Excel will now enable macros in the Excel Digital Planner.

For future Excel file downloads containing macros:

With the settings just outlined and for future downloading of files containing macros, Excel will issue two warnings:

- For the Protected View warning, click 'Enable Editing'
- For the Security Warning, click 'Enable Content'

Please note: You should never enable macros if a macro-enabled workbook comes from a source that you do not trust. Macros have the potential to cause damage to your computer and can be the source of macro viruses.