

2-README__David_Peck_s_Project.txt

I realize that this project may be unique in both presentation and expectation, so I am providing a brief tutorial to help you navigate with as little frustration as possible.

OPENING THE NOTEBOOKS:

CRITICAL

These notebooks are created in Excel, but because they include macros, their type of file is:

Microsoft Excel Macro-Enabled Workbook

To successfully open these files upon downloading, you MUST SAVE the files to your computer. Attempting to open the documents from the website will cause an extension error. Once you have saved these documents to your computer, Excel should automatically open these as if they were normal spreadsheets, but you will notice upon opening each notebook that two warning messages pop up underneath the header bar.

DISPLAY:

These notebooks are best view under 800 x 600 dimensions or thereabouts. While functionality won't change when viewed under wider screens, you will see more blank white space on the righthand side. Again, this is more aesthetic than problematic.

IMPORTANT

ENABLE THE MACROS:

Click on the OPTIONS button that pops up as a SECURITY WARNING.

Under the Macro security alert, change the option from "Help protect me from unknown content" to "Enable this content." All this does is allow my macros to run.

ENABLE THE INTERNET CONTENT:

Depending on the version of Excel that you use, this might be a different pop-up. It might ALSO be part of the options menu mentioned above. Regardless, enable internet content so that the hyperlinks to the various website resources and videos will work.

ALSO IMPORTANT

Once you have enabled my macros, click on the VIEW SIGNATURES button that pops up on the header SIGNATURES. This will create a side menu on the righthand side of the workbook. Please close that. All that is doing is reminding you that you haven't digitally signed the notebook yet (because you haven't done your investigation yet!). If you explore the whole notebook (and are particularly proud of your work) feel free to digitally sign it. To do this, simple double click on the signature line on the cover page. You will most likely have to "create" your digital signature. This only takes a few moment and doesn't require you to create any sort

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of account. It's linked only to the Excel file. If you do sign the document, you will notice that all of your work is now "protected" from changes. From a teacher's and student's perspective, this gives the completeness of this file validity should any questions arise.

The reason I have you take care of both reminders upon opening the files is that I have noticed that sometimes Excel gets caught in a feedback loop (and becomes unresponsive) if you try to enter data or run a macro without first addressing these.

NAVIGATING THE NOTEBOOKS:

Feel free to explore the notebooks as a student would. I have each sheet protected (which means that you can only click on and manipulate the cells that a student would have access to). If you want to dig deeper in a spreadsheet, just click on the REVIEW tab and then click UNPROTECT SHEET. Attempting to unprotect a spreadsheet would usually prompt the user (in most cases this is the student) for a password. However, since you are the reviewer of my project and not a pupil being assigned my project I didn't bother creating a password prompt yet.

As the first notebook mentions, be careful when using the ENTER or DIRECTION keys under protected mode. Since this mode limits you to the chosen cells I've unlocked, pressing these keys may cause you to jump from one to another, which could make you lose your place in the worksheet. While I've added multiple hidden benchmark cells to catch the majority of these jumps, some are impossible to account for depending on the student's keystrokes. It's more of an inconvenience than anything else- if you even come across an instance.

You'll also notice that the horizontal scroll bar is gone. To make these notebooks easier to follow, I created all the material in a vertical format, so students need only scroll up or down to navigate. This will save the user the hassle of having to click on the horizontal scroll bar whenever they wish to continue in the notebook.