

# Excel Construction Kit #1

## Year Planner Application

In this book you will learn how to use and apply advanced Excel skills to construct this robust Excel business application:

The screenshot shows an Excel calendar for January 2016. The interface includes a sidebar with a logo, month/year dropdowns, and checkboxes for 'Show Moon Phases', 'Show Fixed Events', and 'Show Custom Events'. The calendar grid displays days with moon phase icons and event names like 'Dentist's Appointment', 'Jimmy's Birthday', and 'Martin Luther King Day'. Callouts provide the following information:

- Use these controls to change the month and year that are displayed on the calendar.
- Non-recurring events appear for a single date. These are defined in the Custom Events worksheet.
- Recurring events appear on the same date every year. These are defined in the Custom Events worksheet.
- Fixed events (such as national holidays) are automatically calculated for each year.
- Moon phases are shown for each date on the calendar.
- This option allows you to change which day is treated as the first day of the week.
- These options allow you to show and hide the Moon Phases, Fixed Events and Custom Events.

Users can define both recurring and non-recurring events:

The 'Custom Events' worksheet is divided into two sections:

Non-Recurring		Recurring	
Date	Name	Date	Name
06-Jan-18	Dentist's appointment	18-Jan-18	Jimmy's birthday
07-Jan-18	School sports day		
	Film night	02-Jan-18	Sarah's birthday
03-Feb-18	Weekend in Paris	10-Jan-18	Wedding anniversary
04-Feb-18	Weekend in Paris		
02-Feb-18	Depart 13:30 Gatwick		

Callouts explain the data entry process:

- Enter dates and names for non-recurring events here. Non-recurring events will only be displayed for the date that you enter.
- Enter dates and names for recurring events here. Recurring events will be displayed on the same date every year.

## Learning by doing.

### An alternative approach to learning and applying Excel skills

For over 900 years craftsmen have traditionally taught their skills to an apprentice. The apprentice would work (often unpaid) for a period of five to nine years to learn the craftsman's trade. In this model the apprentice learned his trade by observing how the master craftsman used his skills. The apprentice would then attempt to imitate the same techniques.

This construction kit will teach you advanced Excel skills in the same way. Even if you only have basic Excel skills, the construction kit is designed in such a way that you'll be able to construct a complex, polished professional Excel application that would be well beyond the powers of most advanced Excel users.

As you progress through the book you will use advanced Excel skills to construct a finished application. Along the way you'll learn Excel techniques that you will be able to apply in the future to a multitude of Excel business problems.

### No VBA program code or Macros are used in this construction project.



The use of VBA programming code or recorded macros (recorded macros also contain VBA program code) is always a virus threat. For this reason, most corporate environments have a security policy that does not allow VBA program code within Excel workbooks.

When using Excel for its intended purpose it is actually very rare find a true need for custom VBA program code.

No VBA program code, recorded macros or add-ins are used in the sophisticated project you'll build using this book. You will complete your construction kit using only regular Excel features.

### This book will teach you best-practice when applying your Excel skills to large real-world projects.

This book won't only teach you Excel skills. You'll also learn a best-practice design and development methodology that will stand you in good stead when working on future Excel projects.

In constructing this project you'll discover new and interesting ways to use many of Excel 2016's more powerful and complex features.

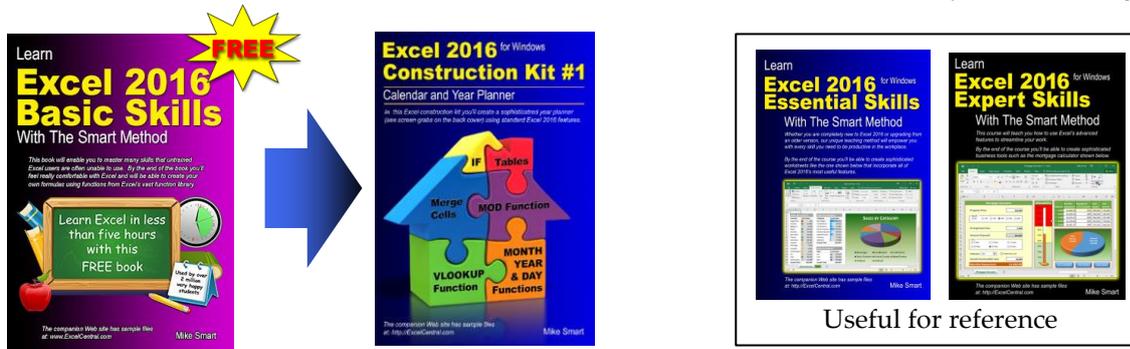
### Use of this book as courseware

This book is particularly useful for training organizations, teachers, schools, colleges and universities who would like to engage, motivate and interest students by having them use Excel skills to produce an interesting, useful and impressive Excel application.

# You can use this construction kit in two ways

## As an Excel beginner

If you are an absolute beginner who has never used Excel before you'll need to acquire some basic skills before beginning this construction kit. We publish a free *Excel Basic Skills* tutorial on our ExcelCentral.com website as a free e-book and on-line video. This covers the bare minimum skills you'll need to get started.



If you follow this track, you'll still learn a lot of useful information (and hopefully have fun along the way), but you'll only have a surface-level understanding of some of the Expert-level skills you'll use. You'll also have a more limited knowledge of Excel as you'll only discover the features that you use in the construction kit.

It isn't necessary to have the *Essential Skills* and *Expert Skills* books (or e-books) on hand to complete this construction kit but it is highly recommended that you do.

The *Essential Skills* and *Expert Skills* tutorials provide an in-depth understanding of all the advanced features used in this construction kit. If you have the books (or e-books) on hand you'll be able to use them as a reference to expand your understanding of some of the advanced skills you will use in this construction kit.

## As an Excel Expert

If you've already completed our *Essential Skills* and *Expert Skills* tutorials you already have advanced Excel skills that are rarely mastered by the average user.

This construction kit will show expert users how to plan and implement a high-quality Excel solution. You'll learn a solid design methodology that will enable you to use and apply your skills to satisfy even the most complex business requirements.

You will also discover some innovative techniques that combine Excel's advanced features to elegantly solve complex requirements.

