

'Enabling' PpiT in Excel 2007

PpiT uses macros, which comprise the programming that enables the software to work. These have to be 'enabled' so that PpiT can work. The procedures for doing this in Excel 2007 are as follows:

Set the security level

1. Open Excel and click this icon

2. Select Excel Options

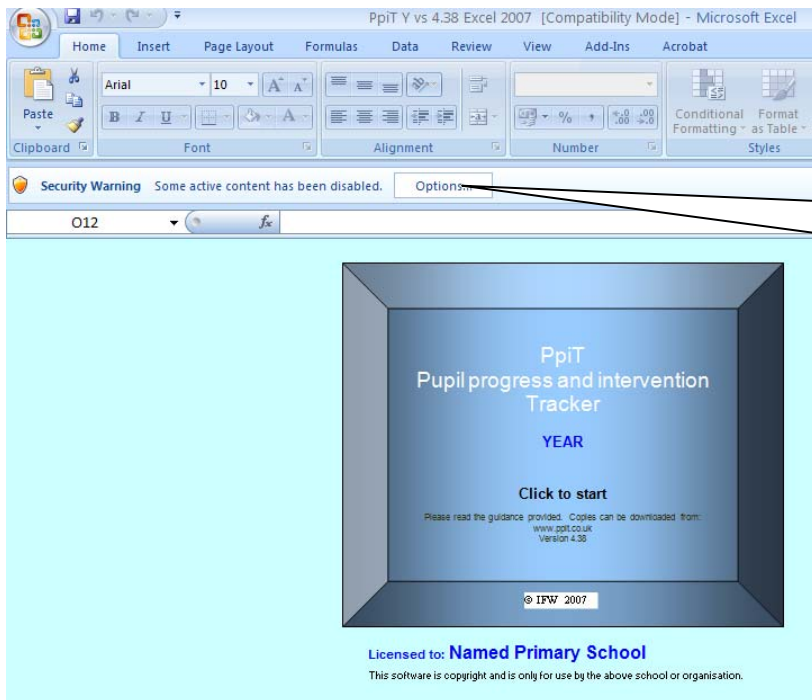
3. Select Trust Center from the Excel Options menu

4. Select Macro settings

5. Select Disable with notification

Then select OK to accept the changes. Close down Excel.

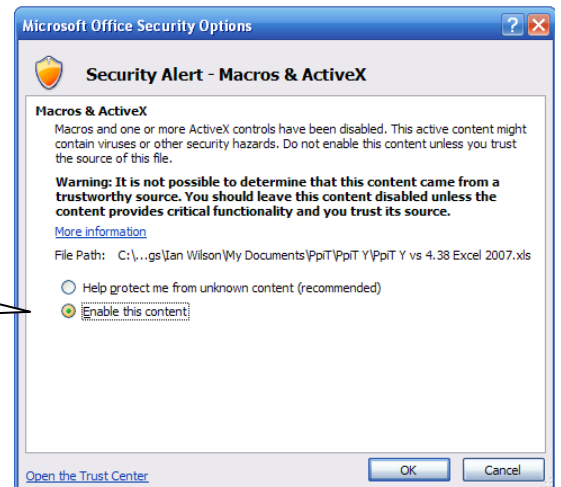
Allow macros to run



6. A warning appears showing that some content has been disabled. Click the options box.

7. Select 'Enable the content' and then click OK.

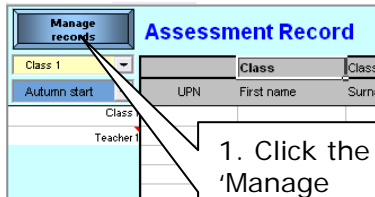
Clicking on the blue PpiT icon shown above will then enable the file to open.



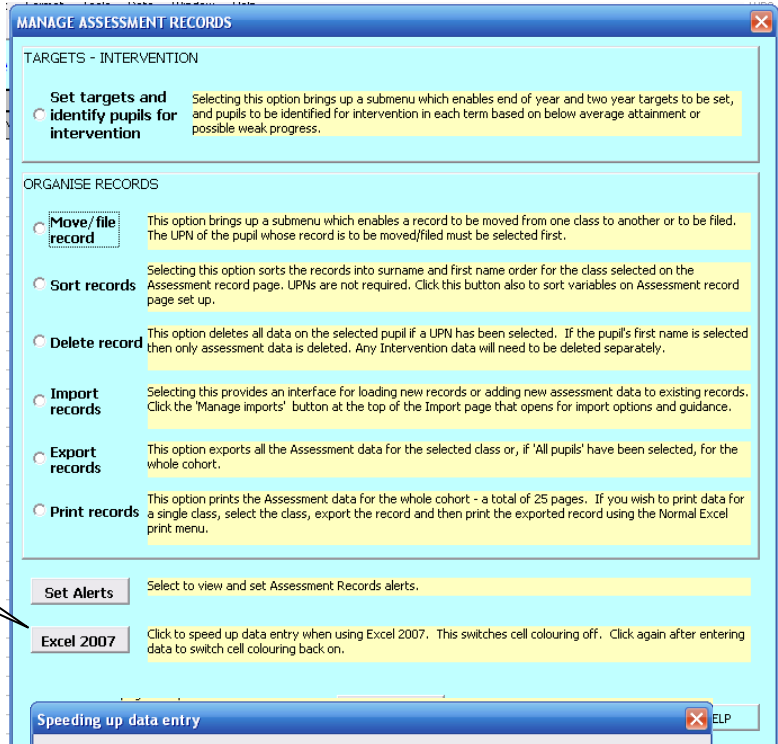
Note that these steps 6 and 7 need to be carried out each time you open PpiT.

Making PpiT run faster

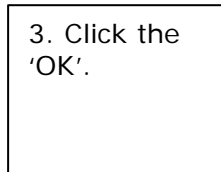
Excel 2007 is much slower than Excel 2003 when carrying out calculations. This slows down any application including PpiT. However PpiT includes a facility to speed up data entry substantially.



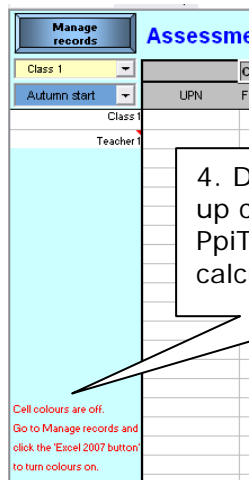
1. Click the 'Manage records' button.



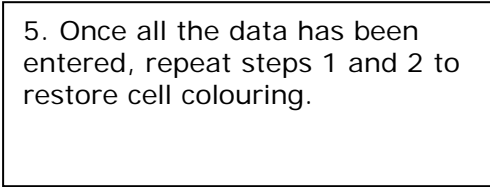
2. Click the 'Excel 2007' button.



3. Click the 'OK'.



4. Data entry is speeded up considerably since PpiT does not have to calculate the colours.



5. Once all the data has been entered, repeat steps 1 and 2 to restore cell colouring.

Note also, that the **Progress grid page** will run slightly slower when using Excel 2007. It is important to allow a few seconds between selecting each menu item, to allow the data to load.

For example, when selecting a Start or Finish value, wait until the levels appear, before selecting the next menu item.

Filtering in Excel 2007

Filtering is a bit more cumbersome in Excel 2007 but more flexible.

1. Click on a filter arrow e.g. SEN

Class	Class 1	Teacher	Teacher 1	Year 2	2007	YEAR START level	2008	YEAR END level	2008	YEAR END ta					
Points analysis					Expected points	9 - 11				15					
All pupils average					11.6	11.2	12.0	11.9	15.6	15.1	15.5	15.9	15.6	15.1	15.5
First name	Surname	SEN	Personal data	Ethnicity	Gender	Intervents	Ma	Reading	Writing	Maths	Science	Reading	Writing	Maths	Science
Adam	Apple	CC			b			9	9	9	9	13	13	13	13
Belinda	Berry		Sum born		g	2		9	9	11	9	13	13	13	13
Christine	Carrot							11	9	11		15	15	13	15
Deidre	Damson	S	Sum born					13	11	13		17	15	17	17
Edwin	Eggplant							11	13	13		15	15	17	17
Fred	Fig	G&T						15	17	15		19	19	21	21
Graham	Grape							11	11	11		15	15	15	15
Harriet	Horseradish		Sum born		g	2		11	13	15		17	15	15	17

2. A drop down menu appears showing all values in the SEN column and a box with a tick in, showing that all values have been selected.

Untick any values you do not want to filter.

4. The arrow changes to a 'filter icon', making it easy to see which columns have been filtered.

4. In this example, CC, S and SA have all been selected. i.e. there is complete flexibility to select any combination of values, unlike with Excel 2003.