



**Saving Time with Templates  
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## **Saving Time with Templates – Ten Tips**



### **When to Use a Template**

1. Word – Form Fields
2. Word - Advanced Field Codes
3. Word – Mail Merge
4. Excel – Data Validation
5. Excel – Protecting Formulas
6. Excel – Automating Data Entry
7. Excel – Navigation Buttons
8. Excel – Lookup Tables
9. Excel – Conditional Formatting
10. Word/Excel – Saving a Template

### **Resources**



## When to Use a Template



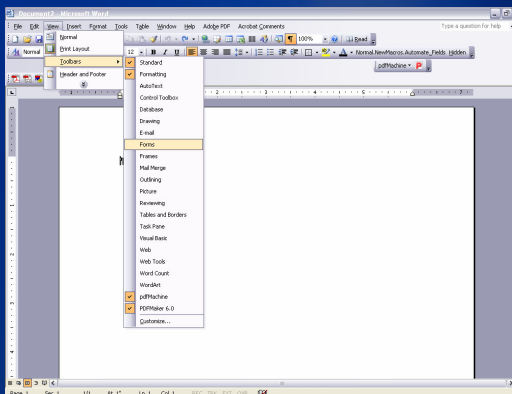
- ◆ Many of the tasks we perform in Word are repeated over and over
  - Writing a letter
  - Sending a Fax
  - Preparing an invoice
  - Writing a report
  - Preparing an Expense Report
- ◆ Any time you find yourself re-performing a Word or Excel task, consider the opportunity to create a reusable template
- ◆ If you are interested in maintaining corporate standards for look, feel and content, templates are the way to go.



## 1. Word – Using Form Fields (cont)



- ◆ Form Fields using the Forms Toolbar
  - To use Form Fields, add the Forms Toolbar by selecting Toolbars from the View Menu



## 1. Word – Using Form Fields (cont)



### ◆ The Forms Toolbar contains the following buttons:

- **Text Form Field** – for use in entering any text
- **Check Box Form Field** - insert a check box next to each item in a group of choices that are not mutually exclusive
- **Drop-Down Form Field** – select an entry from a list of valid values
- **Form Field Options** – provides options for the Drop-Down Form Field.
- **Form Field Shading** - appears on the screen so users can quickly identify the fields they need to respond to. This shading does not print.
- **Reset Form Fields** - If the form contained data, Microsoft Word preserves the data when you protect the form again. You can clear the data by clicking **Reset Form Fields**.
- **Protect Form** - To make form fields active so that users can enter information but cannot accidentally change a form as they fill it in, the form must be locked, or protected.



## 1. Word – Using Form Fields (cont)



◆ Let's try an example, entering each type of form field and setting it up for automation.

◆ Let's take our fax template and automate it.

◆ We'll enter each type of form field, turn on shading, and Protect the form to automate it.

◆ Once we save the template, it will be ready for reuse from the File, New menu option.

The screenshot shows a Microsoft Word window with a fax form template. The form is titled 'FAX' and has a large, stylized graphic of a person's head and shoulders in the background. Below the graphic, there are five form fields with labels: 'To:', 'Fax-number:', 'From:', 'Fax-number:', and 'Date:'. The fields are currently empty. The Word interface, including the menu bar and toolbar, is visible around the form.



## 2. Word - Advanced Field Codes



### ◆ Field Codes using the Insert, Fields menu option

- Word also comes with over 70 additional form fields that can be added to your document from the Insert, Fields menu option
- Examples include:
  - Entering page numbers and file names in your footer
  - Entering a date and time stamp in your letterhead
- For information on each of these fields, hit the F1 button and enter the field name in the search for box



## 2. Word - Advanced Field Codes



### ◆ Field Codes using the Insert, Fields menu option

- My personal favorites are the **Ask**, **Ref** and **Fill-in** fields
- These fields allow you to create **customized dialog boxes** that prompt the user for data entry and then populate the document as required.
- I use the **Ask** and **Ref** fields whenever the required data is to appear in the document multiple times.
- I use the **Fill-In field** whenever the required data is only required once in the document.

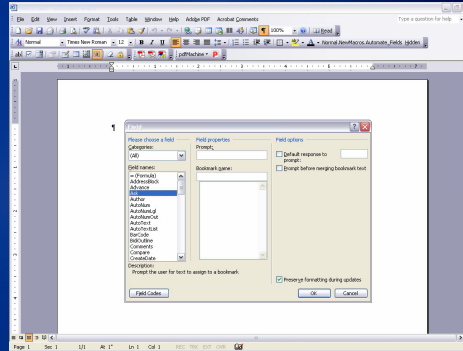


## 2. Word - Advanced Field Codes

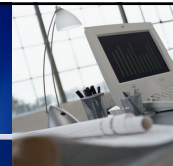


### ◆ Field Codes using the Insert, Fields menu option

- Let's try an example
- Open a blank Word document
- From the Insert menu, select Field and click on Ask
- In the Prompt box, enter "Enter the client name then click OK"
- In the Bookmark Name, enter "ClientName", with no spaces
- Click OK
- When the dialog box appears, type "ABC Co. Ltd." and click OK
- Hit the Enter key to move to the next line in the document

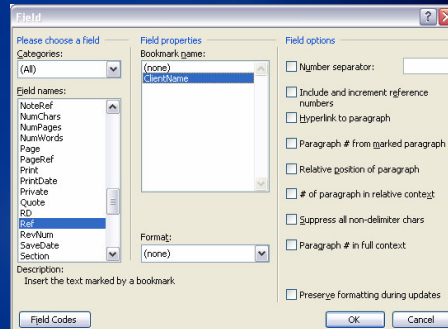


## 2. Word - Advanced Field Codes



### ◆ Field Codes using the Insert, Fields menu option

- Now, we will add a REF field
- Select REF, in the Insert, Field dialog box
- In the Bookmark name box, select ClientName – if the Bookmark Name doesn't appear, click the Field Codes button and enter "ClientName" after REF in the Field Codes box
- Click OK
- You should now see the result
- Use the REF field wherever you want the client name to appear in your template

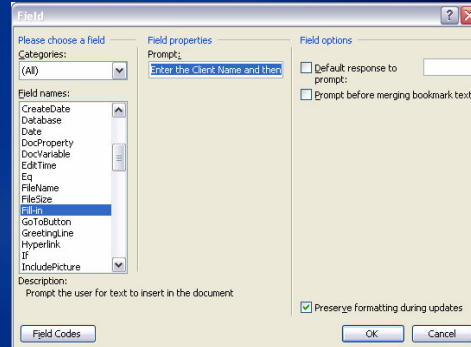


## 2. Word - Advanced Field Codes



### ◆ Field Codes using the Insert, Fields menu option

- Now, we will add a Fill-in Field
- Select Fill-in, in the Insert, Field dialog box
- In the Prompt box, type “Enter the Client Name and then click OK”
- Click OK
- When dialog box appears, type “ABC Co. Ltd.” and click OK



## 2. Word - Advanced Field Codes



◆ Of course, being a MicroSoft product, the use of advanced field codes in Word has its challenges. One challenge is to activate the field codes.

◆ Dialog boxes can be activated by hitting the F9 key. However, this only works if you highlight the Ask field code, which is hidden in your document. If you have multiple dialog boxes, it can even be a greater challenge.

◆ Here is my solution:

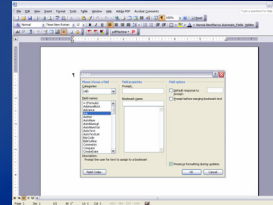
- Create a macro in the Word template, that highlights the entire document and presses the F9 key. This will activate all dialog boxes in the document.
- Create a button on your form, called Activate Form, with a hyperlink to the macro.
- This may sound complicated, but I'll demonstrate that it is not too difficult.



## 2. Word - Advanced Field Codes



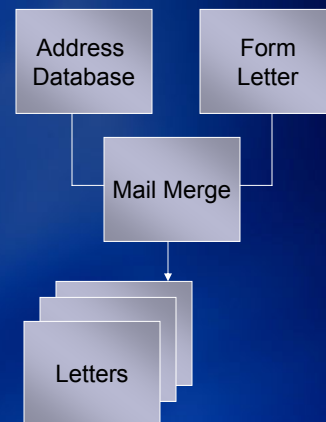
- ◆ From the Tools menu, select Macro, Record New Macro.
  - Name the macro, i.e. Automate Form.
  - In the Store Macro In dropdown box, select the name of the “All documents (normal.dot).
  - Under “Assign Macro To”, click on Toolbars. The Forms toolbar should display on the left, and the Automate Form macro should appear on the right. Drag the Automate Form macro to the Forms Toolbar on your desktop. Click Close. The Macro toolbar will display on screen.
- ◆ On the Edit menu, click Select All. Press F9. Click OK for any dialog boxes that appear.
- ◆ Press CTRL+HOME so that the text is no longer selected.
- ◆ Click the Stop Recording button on the Macro toolbar.



## 3. Word – Mail Merge



- ◆ Another time saving feature in Word is mail merge.
- ◆ Mail merge should be considered for any repetitive activity where data from a table is merged with a form. The form could be a letter, an envelope or any other document.
- ◆ Mail merge will merge data from a Word Table or an Excel Spreadsheet.
- ◆ Let's use an example where a form letter is to be merged with a mailing list.

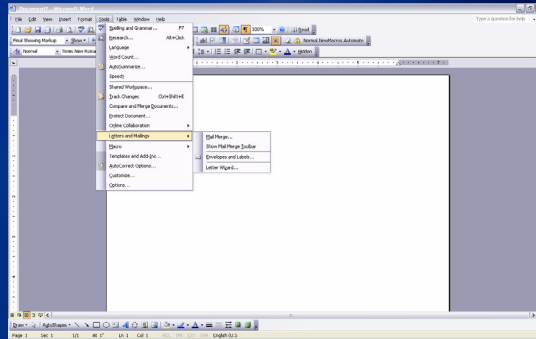


### 3. Word – Mail Merge

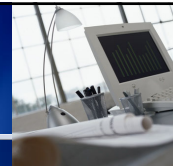


#### ◆ Example:

- We have a form letter to merge with the database.
- We have an address database in Word.
- Each column has a unique name.
- Open the form letter and from the Tools menu, select Letters and Mailings, Mail Merge.

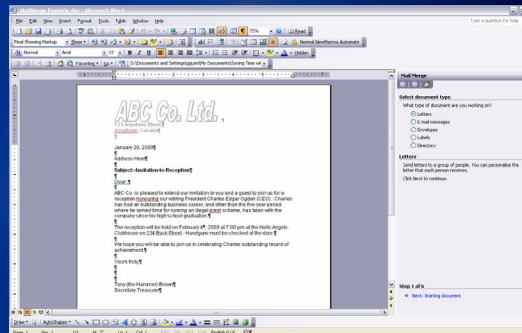


### 3. Word – Mail Merge



#### ◆ Example:

- In the dialog box on the right, select Letters. At the bottom, click to the Next Step.
- Select, Use the Current Document. Click Next Step.
- In Select Recipients, select Use an Existing List. Click the Browse button to locate your address database file. Click OK. Click to Next Step.
- Position your cursor where you want the address located. Click on Address Block on the left. Configure the Address Block as required. Click on Match Fields button to link the address database to the merge.

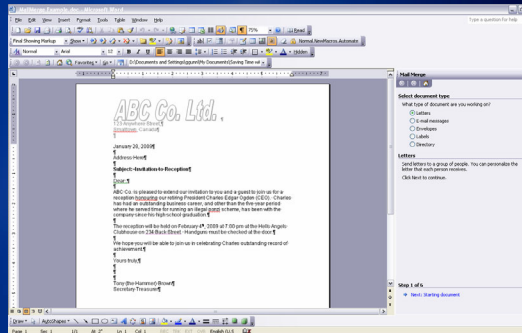


### 3. Word – Mail Merge

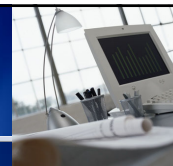


#### ◆ Example:

- Next, highlight where you want the greetings to go and click on Greetings Line on the right. Select the options that fit best. Click OK. Click Next Step.
- You can now preview your merged letter. If changes are required, go back to the appropriate step and make the correction.
- If finished, click Next: Complete the Merge. A merged document file is now created.



### 4. Excel – Data Validation



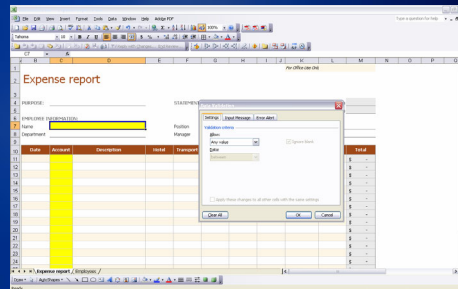
- ◆ For many organizations, Excel is the tool of choice when it comes to developing small databases or financial applications.
- ◆ As with any End-User developed application, there is a high risk of data quality problems.
- ◆ Excel's Validation feature provides a mechanism for reducing the risk of data entry errors and speeding data entry.
- ◆ It's relatively simple to use!
- ◆ So, how does it work?



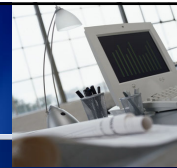
## 4. Excel – Data Validation



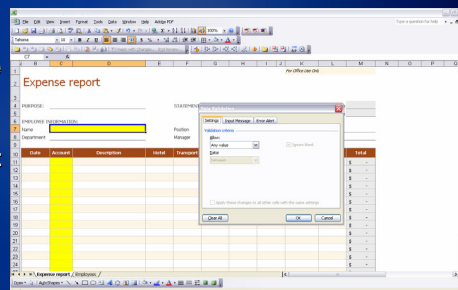
- ◆ Let's use an Expense Report as an example.
- ◆ In this example, there are two fields (name and account) that must be validated.
- ◆ First, we need a list of valid values. A table of valid employee names is located in the workbook. For Validation to work, the table must be in the Expense Report worksheet. Copy the table and paste it to cell V1.
- ◆ In cell C7, click on the Data menu and select Validation.



## 4. Excel – Data Validation



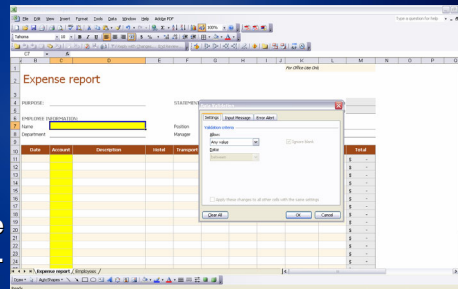
- ◆ In the Allow box, select List. In the Source box, click on the Arrow to browse to the Employee Table.
- ◆ Select cells W2:W7. This includes all the employee names, plus a blank record (hint: so you can leave the field blank). Click on the Arrow button, then Click OK.
- ◆ Return to cell C7. You will now see a drop down arrow in the right corner of cell C7. Click on the arrow to see the employee list. Now only values from this list can be entered.
- ◆ The list must be maintained in the template.



## 4. Excel – Data Validation



- ◆ Do the same for the Account field. Create an account list in the Expense Report template, off to the side.
- ◆ Highlight cells C11:C25.
- ◆ Select Validation from the Data menu. Select List from the Allow box. In Source, navigate to the account listing, highlighting all of the accounts plus one blank row.
- ◆ The Account field can now only be populated from the drop down list.
- ◆ The Account Listing must be maintained in the template.



## 5. Excel – Protecting Formulas



- ◆ In our Expense Report example, there are a number of calculated fields. These fields are not currently protected and could be inadvertently overwritten. As a result, it is possible that totals are not accurate and could even be deliberately manipulated.
- ◆ Excel allows you to protect cells that you do not want overwritten.

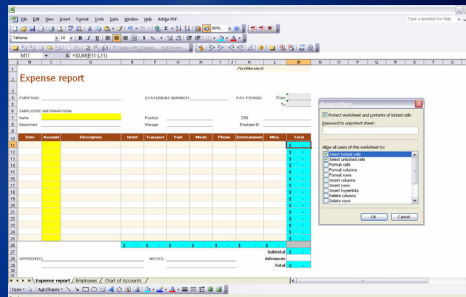


## 5. Excel – Protecting Formulas

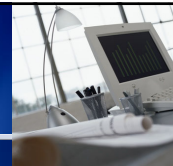


### ◆ Protection is applied as follows:

- First, highlight all cells that are allowed to change.
- From the Format menu, select Cells, Protection and unclick the Locked button. This un-protects cells that are allowed to change. The default status is Locked.
- Now, from the Tools menu, select Protection, Protect Sheet. A password can be applied or not.
- Calculated cells are now protected.



## 6. Excel – Automating Data Entry



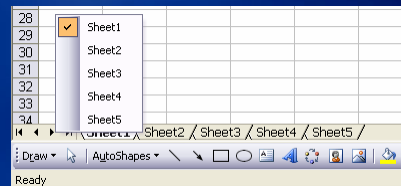
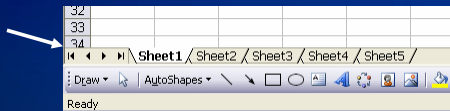
- ◆ Once the spreadsheet is protected, we get an added benefit. If we hit the TAB key, it navigates horizontally, then vertically, through only those cells that are unprotected. This can greatly speed up the data entry process.
- ◆ Another way to automate data entry is the use of a Data Form. This is ideal for situations where there are many fields in each data row. Particularly if some fields are not to be used for data entry. A Data Form can display up to 32 data entry fields.
- ◆ In this case, the expense details are entered in cells B11:K25. The headers are in row 10. So highlight B10:K25. On the Data menu, click Form.
- ◆ A data form now appears, with a field for each column. Note that the Account field, while still validated, no longer has a drop down list. If you enter an invalid account number, the record will not be accepted.



## 7. Excel - Navigation Buttons

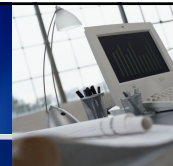


- ◆ Navigating back and forth through multiple spreadsheets in a workbook can be a pain, especially when the number of spreadsheets is large.
- ◆ There are several built in methods of navigation:
  - We can click on the worksheet tabs on the navigation bar at the bottom of the screen.
  - On the left of the navigation bar, there are four arrow buttons, which allow you to move right or left through the sheets, or to the first or last sheet. As well, you can also right mouse click on the arrows and a listing of all sheets will appear. Click any of the sheets to go to it.

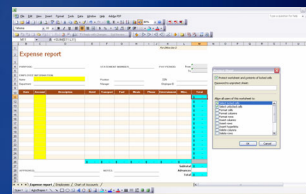


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## 7. Excel - Navigation Buttons



- ◆ Another approach is to create navigation buttons on each worksheet, that are linked to macros that quickly move between worksheets.
- ◆ Here's an example:
  - Open the Expense Report sheet. Select an AutoShape from the Drawing Toolbar to create a Button. Enter "Go To Chart of Accounts" in the AutoShape. Format to your preference.
  - From the Tools menu, select Macro, Record New Macro. Assign a name, with no spaces (i.e., ChartOfAccounts). Select which workbook to include the macro in. The macro can also be assigned a shortcut key. Click OK.
  - Now, navigate to the Chart of Accounts Sheet and press the STOP button on the Macro Toolbar. Return to the Expense Report.
  - Now, right mouse click on the Button, and select Assign Macro. Click on the ChartOfAccounts macro and click OK.
  - Now, click on the Button and you will automatically be transferred to the Chart of Accounts.
  - Perform the same steps to create a button to navigate from the Chart of Accounts back to the Expense Report.

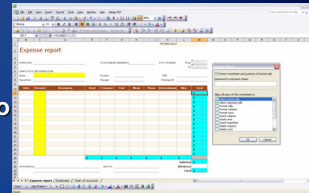


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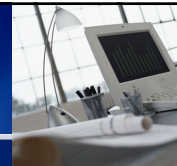
## 8. Excel – Lookup Tables



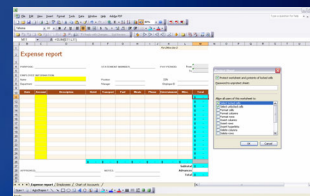
- ◆ Another method for enhancing an Excel template is with the use of Lookup Tables.
- ◆ Lookup Tables are ideal for populating data when there are relationships between data elements.
- ◆ Let's use the Expense Report as our example.
- ◆ In the Expense Report, the employee is asked to identify their name, department, position, manager, SSN and Employee ID. These relationships seldom change. Once we know the employee name, we should be able to populate all other data elements with a Lookup Table.



## 8. Excel – Lookup Tables



- ◆ Let's start with the department field. Make C8 the active cell. In the formula bar, click on the Formula button (fx). Enter "Vlookup" and click Go. Select Vlookup and click OK.
- ◆ In the Lookup Value, enter C7 (Employee Name).
- ◆ In the Table Array, click the arrow and highlight the Employee Table in the other worksheet. The Employee Name must be in the left most column.
- ◆ In the Column Index #, enter the column number for department (3<sup>rd</sup> column from left).
- ◆ Repeat the process for all remaining data fields.
- ◆ Now, only the employee name need be entered.



## 9. Excel – Conditional Formatting



- ◆ As financial managers, we regularly perform financial analyses using Excel. We may be looking for unusual entries or unusual variances. The easier it is to see these variances, the more effective is the spreadsheet.
- ◆ Conditional Formatting is a means of highlighting certain cells based upon a set of pre-conditions.



## 9. Excel – Conditional Formatting



### ◆ Here's an example:

- Open the example spreadsheet with three columns of invoice information: Invoice #, Invoice Date and Invoice Amount.
- Table 1 is the data without conditional formatting.
- In Table 2, we will apply conditional formatting to all three columns.
- For Invoice number, the starting invoice number was 222 and ending was 246.
- For Date, all invoice dates should be in 2008.
- All invoice amounts should be a positive amount. We are interested in identifying any credit notes or large unusual amounts (>\$2,500).
- Can you see any data problems in Table 1?

Invoice #	Invoice Date	Invoice Amount
222	1/15/08	1500
223	1/22/08	2000
224	1/29/08	1800
225	2/5/08	2200
226	2/12/08	1900
227	2/19/08	2100
228	2/26/08	1700
229	3/5/08	2300
230	3/12/08	1600
231	3/19/08	2400
232	3/26/08	1500
233	4/2/08	2000
234	4/9/08	1800
235	4/16/08	2200
236	4/23/08	1900
237	4/30/08	2100
238	5/7/08	1700
239	5/14/08	2300
240	5/21/08	1600
241	5/28/08	2400
242	6/4/08	1500
243	6/11/08	2000
244	6/18/08	1800
245	6/25/08	2200
246	7/2/08	1900
247	7/9/08	2100
248	7/16/08	1700
249	7/23/08	2300
250	7/30/08	1600
251	8/6/08	2400
252	8/13/08	1500
253	8/20/08	2000
254	8/27/08	1800
255	9/3/08	2200
256	9/10/08	1900
257	9/17/08	2100
258	9/24/08	1700
259	10/1/08	2300
260	10/8/08	1600
261	10/15/08	2400
262	10/22/08	1500
263	10/29/08	2000
264	11/5/08	1800
265	11/12/08	2200
266	11/19/08	1900
267	11/26/08	2100
268	12/3/08	1700
269	12/10/08	2300
270	12/17/08	1600
271	12/24/08	2400
272	12/31/08	1500



## 9. Excel – Conditional Formatting



### ◆ Here's an example:

- To apply Conditional Formatting, first highlight the cells to apply the formatting to.
- From the Format menu, select Conditional Formatting. Multiple conditions can be applied.
- For the Invoice column, apply the condition that invoice numbers must be between 221 and 247. Click on the Format button and pick a conditional format (make it stand out!). Click OK.
- For the date column, apply the condition that dates must be between January 1, 2008 and December 31, 2008.
- For the amount column, apply two conditions: that amounts less than \$0 are highlighted and amounts greater than \$2,500 are highlighted.
- With conditional formatting applied, was it easier to identify the data problems?



## 10. Word/Excel – Saving a Template



### ◆ Whether Word or Excel, we can save our document as a template.

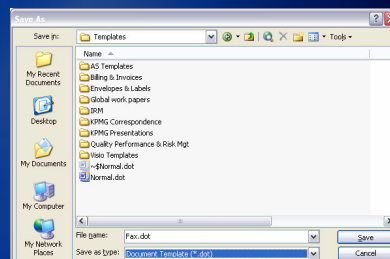
### ◆ Select Save As, from the File Menu

### ◆ In the Save as type box, select Document Template (Word) or Template (Excel).

### ◆ Office should automatically open your personal template folder

### ◆ Select the appropriate folder and click on the Save button.

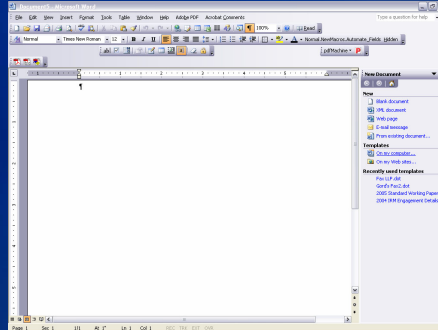
### ◆ You now have templates to support your administrative productivity.



## 10. Word/Excel – Saving a Template

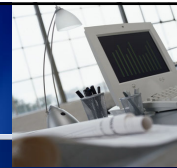


- ◆ To use the template, select New from the File Menu
- ◆ A New Document list will come up on the left side of the screen
- ◆ Select Templates, On My Computer

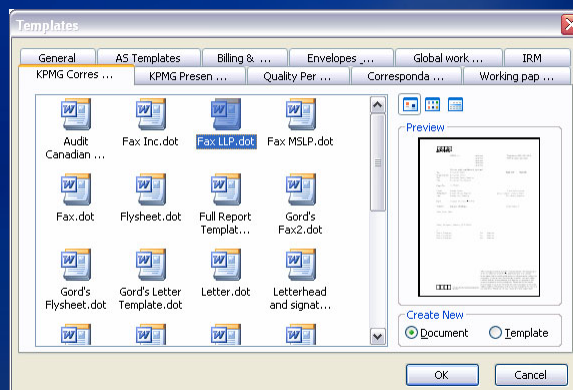


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## 10. Word/Excel – Saving a Template



- ◆ Navigate to the document template you want in the Template Folder list
- ◆ Select the document and click OK



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## Resources

- ◆ <http://office.microsoft.com/en-us/templates/default.aspx>
- ◆ <http://search.techrepublic.com.com/search/microsoft+office+and+template.html>

Don't let the  
Recession Worry  
You

