Tip of the Week

October 11, 2004

Adding Extra Rows to the Isokinetic Field Data Sheets

Occasionally, you may find that we conduct sampling runs where there are more data points than fit in our basic isokinetic data entry sheet. The current sheet, as posted on the Source Intranet Site (Isokinetic-1_v10-2004a.xls), has space for 52 data points in rows 18 through 69. This is likely enough room for most testing scenarios; however, there are always exceptions. (e.g., Project 9571, Hydro Aluminum North America, where several sources had test runs requiring 11 pages of data sheets, 260 minute runs with data recorded at 2 minute intervals.)

Simply inserting rows and copying cells into the newly inserted rows will cause several errors in the calculated cells. To avoid this, follow a few simple steps before beginning data entry:

- 1. Be sure to use the most recent version of the data entry sheet, currently Isokinetic-1_v10-2004a.xls.
- 2. Determined how many rows you need to add; click on the Run 1 sheet and scroll down to row 18.
- 3. Move the cursor to the left side of the sheet over the row numbers. You will see that it turns into a right-pointing arrow. Click and hold as you move down the sheet until you have highlighted the number of rows you want to add. i.e. If you need ten additional rows, highlight rows 18 though 27 (a counter next to the cursor will tell you how many rows you have selected).
- 4. With the rows highlighted, select copy. (You can go to the main menu and select Edit then drop down to Copy; you can use Ctrl+C; you can right click and select Copy, or you can click the Copy icon.)
- 5. Scroll down to the little, short row at the bottom of the data entry area. On the most recent sheet, it is row 70. It is very short, you almost don't see it.
- 6. Again, move the cursor to the left side of the sheet over the row number and click to highlight row 70.
- 7. Right click and select 'Insert Copied Cells'. Viola, you now have 62 data entry rows, all with the correct formulae in them.

Hint No. 1: If you know that all three or four runs need extra data entry rows, you can use the group edit function to change all data entry sheets at the same time.

- 1-1. Click on the Run 1 tab.
- 1-2. While holding down the shift key, click on the Run 4 tab. (all four run sheets will be highlighted.)
- 1-3. Follow the steps outlined above. Remember, any and all changes you make on the current sheet will be made on all highlighted sheets.
- 1-4. When you are through adding rows, remember to undo the group edit. (Click on any un-highlighted sheet.)

Hint No. 2: It doesn't matter what rows you copy. If you need to add 15 rows, highlight and copy any group of 15 consecutive rows between rows 18 and 69. You <u>must</u>, however, insert the rows in that last, short row. (If you have already added 10 rows, that row will be row 80.

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Hint No. 1, Step 1



Hint 1, Step 2

