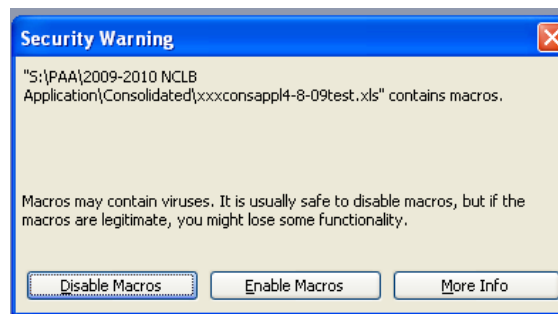


Tips and Tricks for Working with the 2009-2010 Excel based Application

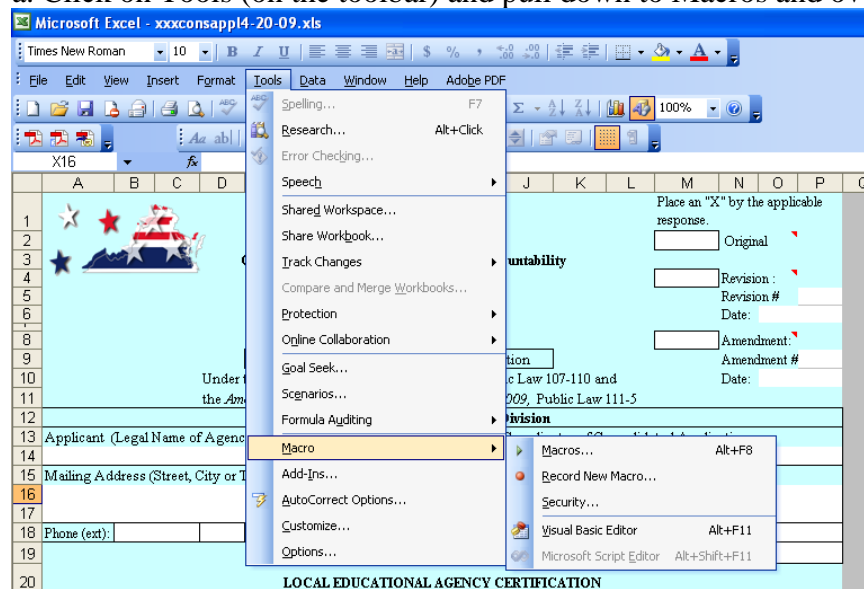
Section 1: Getting Started with the Application

1. Download the appropriate Excel file from <http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html>, depending on whether the consolidated application or the individual title applications are desired.
2. Double click on the file. The following Security Warning should appear. Click “Enable Macros.” It is important that these macros are enabled in order for all sections of the application to be fully functional. If this box comes up, continue to Section 2. If the box did NOT appear, continue with step 3 below.

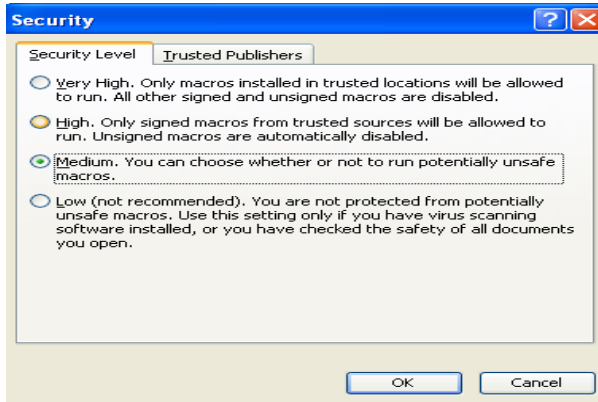


3. If the Security Warning did not appear, follow the directions below from the open document page.

a. Click on Tools (on the toolbar) and pull down to Macros and over to Security.



b. Select the radio button that says “Medium Security,” then click OK.

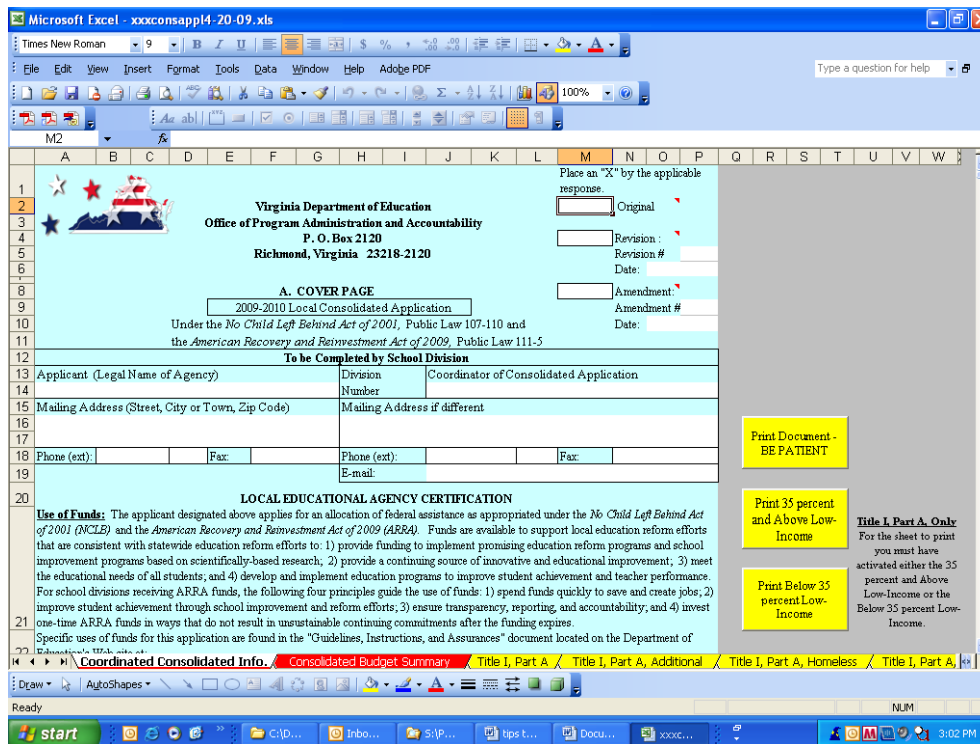


c. Close the Excel file.

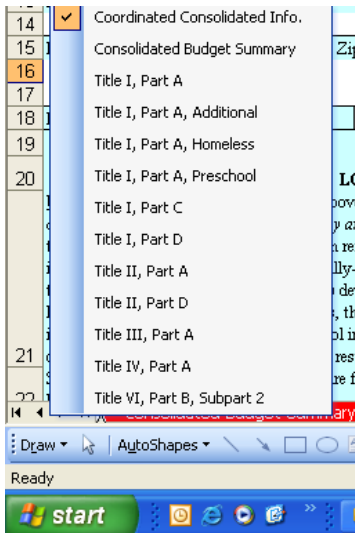
d. Launch the application file again to ensure that the macros have been enabled.

Section 2: Application Format

The Consolidated Application, Title I, Part A, Individual Application, Title I, Part D, Subpart 1, Title I, Part D, Subpart 2, and Title II, Part A, Individual Application have different sheets with each tab having an application component name. Note: If you are working with Excel 2003, you will see color-coded tabs. The other applications each remain on one sheet because of their size.

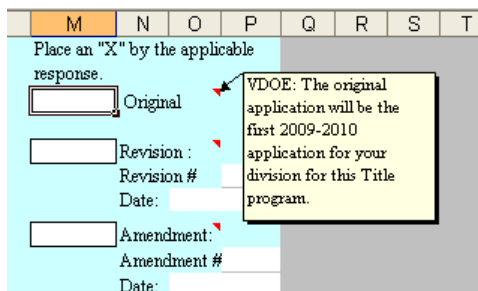


In order to move throughout the application, you may click on each tab to access the sheet or you may right click in the gray area at the bottom left of the screen as indicated below. This will show the name of each sheet in the file. Then click on the desired sheet.



Section 3: General Tips

- a. **Comment boxes.** Throughout the document, helpful comments have been attached to particular cells. They are indicated by a small red indicator at the top right corner of the specific cell. The comments may be read by moving the mouse to place the cursor over the red indicator. It is not necessary to click. The comment box will appear when the cursor hovers over the red indicator.



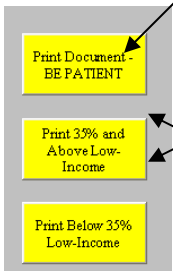
- b. **White cells.** Any white cells that are visible in the application are editable. It is recommended that you use the TAB key to move to each new area to enter data or text. You may also **double-click** in applicable cells in order to begin typing. *(Warning: a single click selects a cell. If data has previously been entered in the cell and the user single-clicks to begin typing, then all of the previous contents will be replaced by the new text; therefore, double-clicking is recommended.)*
- c. **Blue, gray, green, or yellow cells.** These areas of the application have been locked and are not editable. Throughout the document, data will be calculated automatically and entered into these areas; however, the data may not be changed.

2008 - 2009 Allocation	2008 - 2009 Consolidated Yes or No	ELIGIBLE PROGRAMS	2009-2010 Consolidated Yes or No	2009 - 2010 Allocation Total
		Title I, Part A, Improving Basic Programs	No	

These blue cells are automatically populated, based on selections made by the user. They are not changeable.

Any white cells are areas that may be edited by the user.

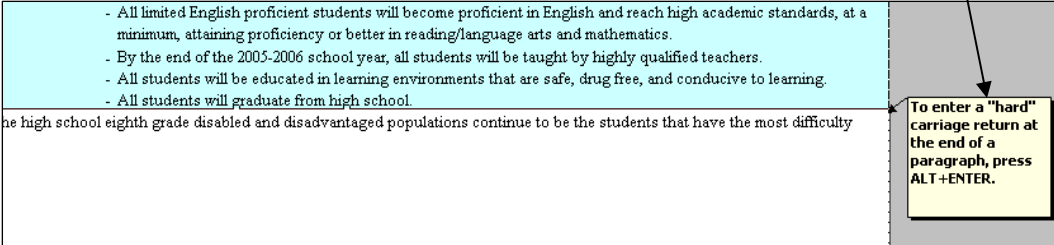
d. **Print and Preview buttons.** These yellow buttons located on the applications include a combination of portrait and landscape pages. (Consolidated, Title I, Part A, and Title II, Part D.) . Use the “Print Entire Document – BE PATIENT” button when an entire print-out is desired. Macros are working in the background to optimize the printing process, so various sections of the document may appear to be slightly delayed, but all pages WILL print out.



Step 1: Click this button to print out entire document when portrait and landscape pages are

Step 2: Title I, Part A, Only
Click on the appropriate button **after** the application is completed and you are ready to print.

e. **Alt-Enter.** In sections of the document when a new line is desired, do NOT use the Enter key. (Doing so will drop the cursor to the next cell.) Instead, use the Alt-Enter key. Areas where this will be useful include the Address boxes on the first page, and any areas where large amounts of text are entered, such as the Program Overview, Coordination of Services, and Measurable Objectives/Activities. A comment box has been included with each of these sections as a reminder.

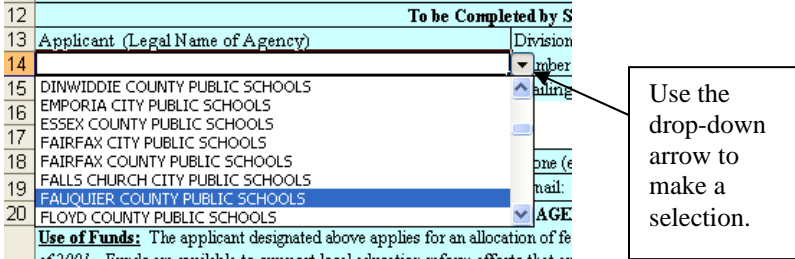


- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum, attaining proficiency or better in reading/language arts and mathematics.
- By the end of the 2005-2006 school year, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

the high school eighth grade disabled and disadvantaged populations continue to be the students that have the most difficulty

To enter a "hard" carriage return at the end of a paragraph, press ALT+ENTER.

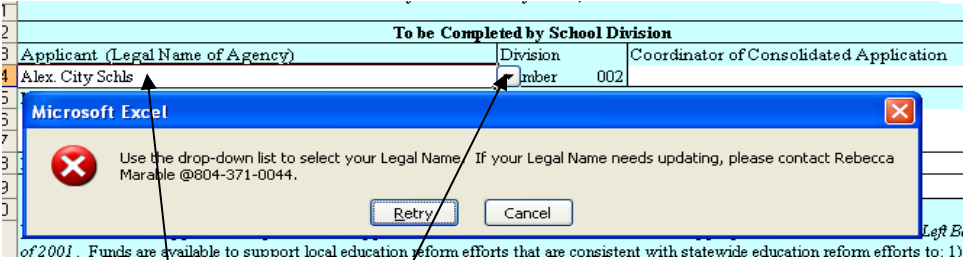
f. **Dropdown selection boxes.** In sections of the application, the user will be able to select from a drop down list. These boxes will be indicated by a downward arrow when the cell is selected. Scroll down to make your selection and release the mouse button. If an attempt is made to type into these cells rather than use the drop-down selector, an error message will pop up on the screen. If that happens, delete the contents of the cell, click outside of the cell to clear the selection, and then click on the dropdown arrow to make the correct selection.



To be Completed by S	
13 Applicant (Legal Name of Agency)	Division
14	umber
15 DINWIDDIE COUNTY PUBLIC SCHOOLS	aining
16 EMPORIA CITY PUBLIC SCHOOLS	
17 ESSEX COUNTY PUBLIC SCHOOLS	
18 FAIRFAX CITY PUBLIC SCHOOLS	one (e
19 FAIRFAX COUNTY PUBLIC SCHOOLS	mail:
20 FALQUIER COUNTY PUBLIC SCHOOLS	AGE
FLOYD COUNTY PUBLIC SCHOOLS	

Use of Funds: The applicant designated above applies for an allocation of fe
of 2001. Funds are available to support local education reform efforts that ar

Use the drop-down arrow to make a selection.



To be Completed by School Division

Applicant (Legal Name of Agency)	Division	Coordinator of Consolidated Application
Alex. City Schls	umber 002	

Microsoft Excel

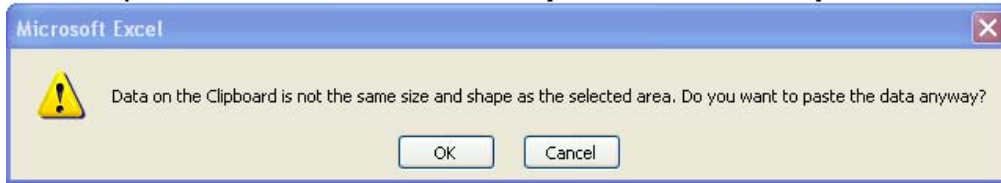
Use the drop-down list to select your Legal Name. If your Legal Name needs updating, please contact Rebecca Marable @804-371-0044.

Retry Cancel

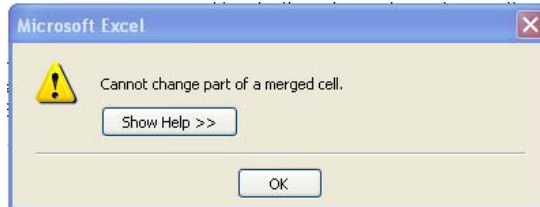
In this instance, the user attempted to type in the box rather than use the drop-down arrow. Click the Cancel button and then make the selection using the drop-down arrow.

g. **Working with Lengthy Text Passages**

The Program Overview and Coordination of Services sections of the document have been split into paragraph sized cells to ensure proper text wrapping and ease of use. When typing directly into the section, once the first text cell has been filled, press the tab key, or double click into the next cell, to continue typing. When copying and pasting from another document, it is recommended that one paragraph at a time be entered. Be sure to **DOUBLE CLICK** before pasting text from another document. Attempting to paste after single clicking to select a cell will result in the following error messages:

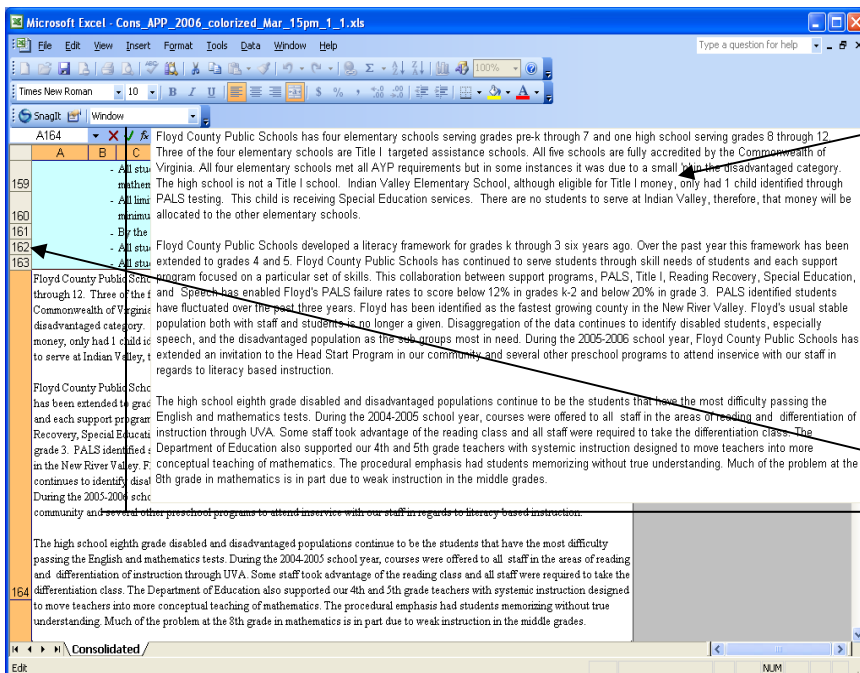


Upon clicking OK, the following message will appear:



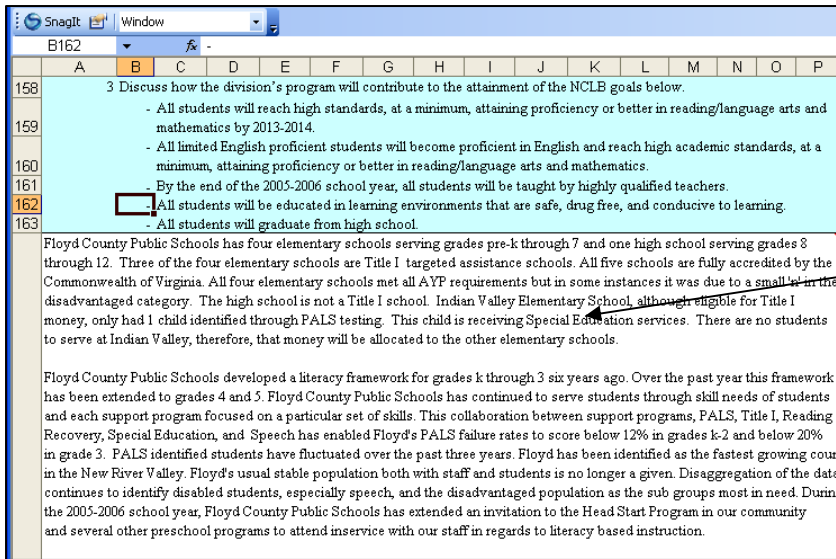
If this occurs, click OK in each message, and then **DOUBLE CLICK** into the cell in order to paste the text.

h. **Lengthy text passages – additional tips.** When entering lengthy amounts of text into the specific fields, text in the entry box may begin to overlay the text area of the page.



Work in this top (overlay) area. Double click to begin typing.

When finished or to preview the section, click off into any blue cell on the page.



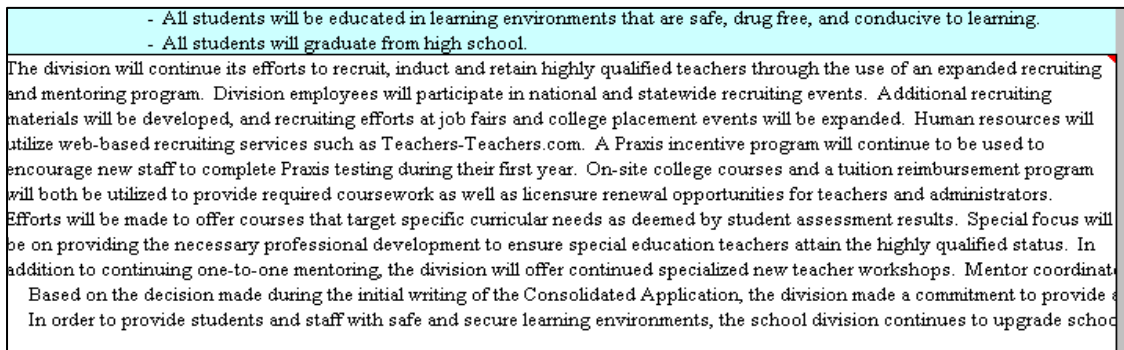
The text will display in its final form when the user clicks onto a blue cell. Notice that the overlay box is no longer visible.

When text is entered into the field, some of it may appear to have extended past the end of the page. To correct this, use the **ALT-ENTER** keys to add a hard-carriage return at the end of the last visible word in each line.

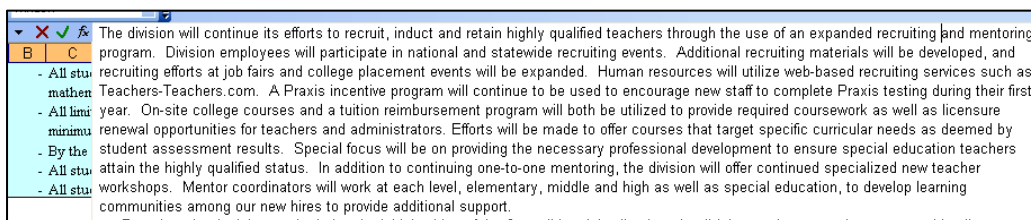
It may help to use the first line of the page as a guide.

To do this:

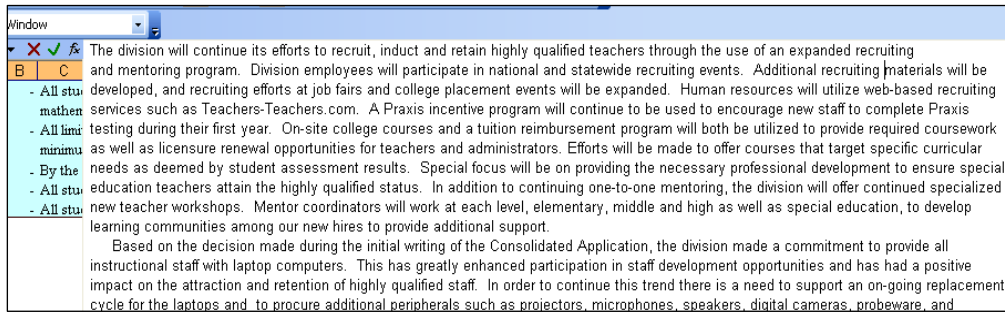
1. Type (or copy/paste, all text into the field. Click on any blue cell to hide the entry box overlay in order to view the area that includes the final entered text.
2. Look at the first line of text to locate the last complete word on the line. (In this example, the last word is “recruiting.”)



3. Next, click in the white area to bring the overlay back up. **DOUBLE** click at the end of the last word in the top line that was visible. (In this example, “recruiting.”) Then press the **Alt-Enter** keys on your keyboard to begin the next line. In this example, the words “and mentoring” will drop to line 2.



4. On line two, locate the word that most closely lines up with the last visible word for line 1 (“recruiting”) and press the **Alt-Enter** keys. In this example, the words “materials will be” will drop to line 3.



Continue selecting the word at the end of each line that most closely lines up with the end of the previous line and press the **Alt-Enter** keys to pull the text down so that it will all be visible in the final document.

- i. **Formulas.** Throughout the document, many formulas have been created in order to automatically perform various calculations pertinent to each page. In order to maintain formulas we request that you not cut and paste numbers.

Please contact Becky Marable, grants and reports manager, at Rebecca.Marable@doe.virginia.gov or at (804)371- 0044 if technical issues arise in completing the application.