

Expert Templates Dummies Guide.

Expert Templates
MS Office Statements Guide
Version 6.1

For Windows and MS Office

Software everyone can learn to use

Expert Templates Dummies Guide.

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MS Office Addins.

A set of commands exist for getting information into MS Office that can be typed into a text file. All these commands work with all the other commands inside Expert Templates if you have MS Office Installed. These commands only work on the version that works with Windows.

If you are using these commands make sure you are not using the VBA commands at the same time. These commands have been included as an add on part of Expert Templates. They are designed to make it very simple to use Word and Excel as automated report writers that you drive from any part of Expert Templates. They are not designed to use all of MS Offices commands. If you need other commands please use the VBA command options.

Using Word.

The commands integrating MS Word and Expert Templates are designed to let you use MS Word as your report writer for any number of tasks. Before using MS Word or Excel with these commands makes sure they are Closed. If you are using VBA script they may be already be open.

This is an example of a cross tabular report in MS Word, 97 and above Lets create a document and format the margins and put in some text, adding a Chart from Excel.

This is an example of a cross tabular report and most of these commands are self explanatory, opening word and setting the margins. The Wordselection() commands should be used to make you have a cursor position in word.

```
WordOpen()  
WordDisplay()  
WordLeftMargin('80')  
WordRightMargin('80')  
WordTopMargin('20')  
WordSelection()  
WordAddText('Product Sales Report for Your Company Ltd 2002')  
WordNewParagraph()  
WordLeftAlign()  
WordSetFont('BOLD')
```

Now lets add some more Text.

```
WordAddText('Projected Sales Report by Month.')
```

```
WordNewParagraph()  
WordRightAlign()  
WordAddText('For Year End 31 March 2002, At, '&Format(Today(),@D8))  
WordNewParagraph()  
WordSetFont('BOLDOFF')  
WordNewParagraph()  
WordLeftAlign()  
WordNewLine('2')  
WordAddText(' Sales for the Months of May to July for Microsoft Windows XP Server Systems.')
```

```
WordNewLine('1')
```

We will expand the word example with a data sheet, a table in excel and a graph pasted back into this word wocument.

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Using Excel.

In this example we will open excel and paste a data sheet and then put that table into word along with a graph.

```
ExcelOpen()  
ExcelPasteDataSheet('Product Sales')
```

A sheet will usually have rows and columns of numbers and text. The ExcelPastDataSheet('Product Sales') will take the information in each row and column of a data sheet and put them into rows and columns in excel. If you have any formulas in the data sheet for formatting information, these will be executed as each cell is pasted into Excel.

If you want fine control over pasting sheets into excel you can use VBA. However you will have to use more commands and understand complex data structures and what an object is. If you stick with the simple Word and Excel statements in Expert Templates you can achieve most things without having to understand the Word or Excel models.

The next commands select whatever was pasted into excel and set the A column width to 35 characters. The ExcelCopy() commands will then paste the excel sheet and its information into the clipboard, ready to paste into word. Why have we pasted into Excel first? Because building Tables in Word is less flexible then doing it in Excel for financial reporting.

```
ExcelSetRange()  
ExcelSelectRange()  
  
ExcelCopy()  
ExcelSetColumnWidth('1','35')  
ExcelClose()
```

```
WordSelection()  
WordLastParagraph()  
WordNewLine('1')  
WordPaste()
```

The Data Sheet Product Sales will now be the Current Data Sheet and the next command will use this automatically when it tries to create a chart in Excel.

Now we open excel charting options and create a graph from the information in the sheet named "Product sales". The ExcelgraphData() command will automatically graph the data by pasting the current Data Sheet into a worksheet and then graph the worksheet. It will then paste the graph into the window clipboard ready for use in other applications. In this case we will paste the contents of the clipboard into Word.

```
ExcelOpenChart()  
ExcelGraphData()  
ExcelClose()
```

```
WordSelection()  
WordLastParagraph()  
WordNewLine('1')  
WordPaste()
```

The WordPaste() command will paste the contents of the windows clipboard into word. In this case it will contain the graph created in excel.

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Here is the full example for creating the cross tab report and pasting the results into Word using the MS Office Addin commands and the Expert Templates Sheet commands.

! This is an example of a cross tabular report in MS Word. Lets create a document and format the margins and put in some text, Adding a Chart from Excel

```
ApplicationDescription('Sales YTD','Sales YTD Report in MS Word')
```

! This is an example of a cross tabular report

```
WordOpen()
WordDisplay()
WordLeftMargin('80')
WordRightMargin('80')
WordTopMargin('20')
WordSelection()
WordAddText('Product Sales Report for Quantum Dynamics Ltd 2002')
WordNewParagraph()
WordLeftAlign()
WordSetFont('BOLD')
WordAddText('Projected Sales Report by Month.')
WordNewParagraph()
WordRightAlign()
WordAddText('For Year End 31 March 2002, At, '&Format(Today(),@D8))
WordNewParagraph()
WordSetFont('BOLDOFF')
WordNewParagraph()
WordLeftAlign()
WordNewLine('2')
WordAddText(' Sales for the Months of May to July for Microsoft Windows XP Server Systems.')
WordNewLine('1')
```

! Lets create a new spreadsheet and tell it to total some columns, we give the sheet a name Product Sales.

```
NewSheet('Product Sales')
SheetTotalColumnNo(2,'Product Sales')
SheetTotalColumnNo(3)
SheetTotalColumnNo(4)
```

! Now use the ForSheetRow command to traverse the rows in the spreadsheet

! ForSheetRow(Start Row,Stop Row,By Step).

! So Loop 1 to 6 times incrementing the sheet row position. All sheet rows and columns are empty until you add them.

```
ForSheetRow(1,6,1)
```

! Now traverse the sheets columns, use the ForSheetColumn statement (StartRow,Stop Column,Step).

! SheetGetRowNo(), gets the current row number.

! SheetGetColumnNo(), gets the current column number.

! Choose(n,item1,item2,item3, ect), gets the item number in the choose list depending on the number.

```
ForSheetColumn(1,4,1)
```

```
IF SheetGetRowNo() = 1
  SheetAddColumn(Choose(SheetGetColumnNo(),'Months','May','June','July'))
EndIF
IF SheetGetRowNo() = 2
  SheetAddColumn(Choose(SheetGetColumnNo(),'Compact Servers','10000','134550','1452310'))
ENDIF
IF SheetGetRowNo() = 3
```

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```
    SheetAddColumn(Choose(SheetGetColumnNo(),'IBM Servers','13440','155630','103546'))
ENDIF
IF SheetGetRowNo() = 4
    SheetAddColumn(Choose(SheetGetColumnNo(),'DEL Servers','12240','145670','1239230'))
ENDIF
IF SheetGetRowNo() = 5
    SheetAddColumn(Choose(SheetGetColumnNo(),'Cisco Routers','167840','1456720','146420'))
ENDIF
IF SheetGetRowNo() = 6
    SheetAddColumn(Choose(SheetGetColumnNo(),'Unix Servers','145660','345620','12312'))
ENDIF
EndFor()

SheetResetColumn()
```

! SheetResetColumn(), Resets the column position so we can start from column 1 on the next row

```
EndFor()
```

! Lets move to the next row and add a row at the bottom of the spreadsheet.

```
SheetAddRow()
```

! No Need to Use SheetNextRow() , SheetAddRow() moves sheet row number to the new row.

! Lets get the totals for each column of the rows above and place them in the new row one at a time. ForSheetColumn will traverse the columns of the current row SheetGetColumnNo(), will get the current column and SheetGetColumnTotal(number) will get the running total of the column number.

```
ForSheetColumn(1,4,1)
  Case SheetGetColumnNo()
  Caseof 1
    SheetAddColumn('Totals',1)
  Caseof 2
    SheetAddColumn(SheetGetColumnTotal(2),2)
  Caseof 3
    SheetAddColumn(SheetGetColumnTotal(3),3)
  Caseof 4
    SheetAddColumn(SheetGetColumnTotal(4),4)
  EndCase()
EndFor()
```

```
SheetResetColumn()
```

```
WordSelection()
WordNewParagraph()
```

! Now lets create a table in word and write the spreadsheet to the word table, using the [Word Add Table Data](#) Sheet command.

```
WordAddTableDataSheet('Product Sales')
WordSetTableProperty('1','Borders.Enable','1')
WordSetTableColumn('1','1','Width','100')
WordSetTableColumn('1','2','Width','100')
WordSetTableColumn('1','3','Width','100')
WordSetTableColumn('1','4','Width','100')
```

! Lets write the data sheet to word inside the current word table. It automatically puts the data in the correct table cells.

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```
WordPasteDataSheet('Product Sales')
WordLastParagraph()
```

! Set Format ([TableNo,RowNo,ColumnNo,MS WORD Property,MS WORD PropertyValue](#)), Select the Macro menu in Word and then select the edit macros, Select Object Browse and search on the commands like Font, Shading, Color, Width.

```
WordSetTableCellFormat('1','3','3','Font.Bold','1')
WordSetTableCellFormat('1','3','3','Font.Shading.BackgroundPatternColorIndex',WDarkRed)
WordSetTableCellFormat('1','1','1','Shading.Texture','150')
WordSetTableCellFormat('1','1','1','Shading.ForegroundPatternColorIndex','0')
WordSetTableCellFormat('1','1','1','Shading.BackgroundPatternColorIndex','8')
```

```
WordSetTableColumnFormat('1','1','Shading.Texture','150')
WordSetTableColumnFormat('1','1','Shading.ForegroundPatternColorIndex','0')
WordSetTableColumnFormat('1','1','Shading.BackgroundPatternColorIndex','8')
```

! Adjust cell widths after a Column Format, Word cannot do it before if Columns have different widths.

WordTableRowsColumns('1') ! Calc the number of columns in the table, you can only use this if the widths have not changed, this is a word restriction.

```
ExcelOpen()
ExcelPasteDataSheet('Product Sales')
```

```
ExcelSetRange()
ExcelSelectRange()
ExcelCopy()
ExcelSetColumnWidth('1','35')
ExcelClose()
```

```
WordSelection()
WordLastParagraph()
WordNewLine('1')
WordPaste()
ExcelOpenChart()
ExcelGraphData()
ExcelClose()
```

```
WordSelection()
WordLastParagraph()
WordNewLine('1')
WordPaste()
```

```
WordNewParagraph()
WordAddText(' Product Summaries. ')
WordNewParagraph()
WordAddText(' A New Paragraph and New Line . ')
WordNewParagraph()
```

```
WordHeader()
WordAddText(' Quantum Dynamics Sales Report. ')
WordCloseHeader()
```

```
WordPrintPreview()
WordClose()
```