



1994

Financial Aid Budget Projection Methodology

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1994

By:
Amy N. Baird

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Current Year Financial Aid Package Projection Spreadsheet

Step I: Setting Up Financial Aid Package Spreadsheet Shell

> Opening the Shell

- ⇒ Enter the QuattroPro application
- ⇒ Type '/' then F(file) O(pen) (NOTE: you may have to Press the 'esc' key first)

The Screen Should Look Like This:



- ⇒ Highlight **FINSHELL.WQ1** by using the arrow keys to choose the spreadsheet
- ⇒ Press the 'Enter' key
 - The spreadsheet shell should come up on the screen
- ⇒ Press the 'Home' key to return to the beginning of the spreadsheet

The Screen Should Look Like This:

QU171 FOR YEAR						
	A	B	C	D	E	F
1	FOR YEAR	** YEAR **	Financial Aid Packages			
2						
3	FRESHMEN					
4						
5	LAST	FIRST	MIDDLE	STATE OF	YEAR IN	NUMBER IN CONTRIBUTION
6	NAME	NAME	INITIAL	RESIDENCE COLLEGE	COLLEGE	COLLEGE

> Adding the proper year and class to the spreadsheet

- ⇒ Highlight cell B1, labeled "*** YEAR ***"
- ⇒ Type the current school year, preceded by an apostrophe (i.e. '1994-1995)
- ⇒ Press the 'Enter' key
- ⇒ Highlight cell A3
- ⇒ Type the class to be represented on that spreadsheet for the current school year (i.e. FRESHMEN, SOPHOMORES, JUNIORS, SENIORS)
- ⇒ Press the 'Enter' key

The Screen Should Look Like This:

1995-1996 SOPHOMORES						
	A	B	C	D	E	F
1	FOR YEAR	1995-1996	Financial Aid Packages			
2						
3	SOPHOMORES					
4						
5	LAST	FIRST	MIDDLE	STATE OF	YEAR IN	NUMBER IN CONTRIBUTION
6	NAME	NAME	INITIAL	RESIDENCE	COLLEGE	COLLEGE

> Saving the spreadsheet for the current year

- ⇒ Type 'F' (File) (Save) A(s) to save the spreadsheet under a meaningful filename

A window will come up which says "Enter save file name." The directory you save the file under will depend on the current year. For instance, if the year for the spreadsheet is 1994-1995, then you should save it under the directory: **C:\QPRO\FILES\FA9495**.

So if we were creating a spreadsheet for the FRESHMEN profile of 1994-1995, we would enter: **C:\QPRO\FILES\FA9495\CFR9495.WQ**

For SOPHOMORES:

C:\QPRO\FILES\FA9495\CSO9495.WQ1

For JUNIORS:

C:\QPRO\FILES\FA9495\CJR9495.WQ1

For SENIORS:

C:\QPRO\FILES\FA9495\CSR9495.WQ1,

where the C before the class standing stands for "current"

- ⇒ Type the appropriate file name into the window to save the file

- ⇒ Press the 'Enter' key

The new file name and directory should now appear in the upper left-hand bar above the spreadsheet window

> Import student information from the Ascii text file

- ⇒ Move the cursor to cell A8
- ⇒ Put the disk of the Ascii files in the disk drive
- ⇒ Type '/' then **T(ools) I(mport) A(ascii text file)**
 A window will come up requiring the name of the file to be imported. Press the 'Backspace' key until the line after the prompt message: "Enter name of file to import" is blank.
- ⇒ Type **A:\BDGTOTHR.**
 This should be the Ascii file containing the student demographic information. (see **APPENDIX A** for a complete listing of the attributes)
NOTE: It is important to include the period at the end. If an error message comes up stating that the drive does not exist or that an invalid drive was entered, then try the last step again only this time type **B:\BDGTOTHR.**
- ⇒ Press the 'Enter' key
 The last step will import the demographic information, all into column A in one long line.
- ⇒ Type '/' **F(ile) S(ave) R(eplace)** to save the spreadsheet thus far

The Screen Should Look Like This:

n8: 10171 'Apple' Red G:FR 2 6580.00 4646 37905 5979 43884 11850.00							
	A	B	C	D	E	F	G
1	FOR YEAR	1995-1996	Financial Aid Packages				
2							
3	SOPHOMORES						
4							
5	LAST	FIRST	MIDDLE	STATE OF	YEAR IN	NUMBER IN	CONTRIBUTION
6	NAME	NAME	INITIAL	RESIDENCE	COLLEGE	COLLEGE	
7							
8	Apple Red	G:FR 2	6580.00	4646	37905	5979	43884 11850.00

> Deleting the undesired classes of demographic information

- ⇒ Move the cursor to the first row in column A that is not of the class standing for the class you are working on
- ⇒ Type '/ F(ile) D(elete) R(ow)
- ⇒ Highlight the rows that are of a class standing different from the one you are working on by using the arrow keys
- ⇒ Press the 'Enter' key to delete the rows
- ⇒ Repeat the above steps if there are other rows of a different class standing remaining
- When done, only rows with a class standing of the class being worked on should remain
- ⇒ Type '/ F(ile) S(ave) R(eplace) to save the spreadsheet thus far

The Screen Should Look Like This:

Ad: [W17] 'Doe	John	M.SO 1	2060.00	2173	0	33427	38827	9165.00
A	B	C	D	E	F	G	H	I
1	FOR YEAR	1995-1996	Financial Aid Packages					
2								
3	SOPHOMORES							
4								
5	LAST	FIRST	MIDDLE	STATE OF	YEAR IN	NUMBER IN	CONTRIBUTION	
6	NAME	NAME	INITIAL	RESIDENCE	COLLEGE	COLLEGE		
7								
8	Doe	John	M.SO 1	2060.00	2173	0	33427	38827 9165.00

> Import student aid elements from Ascii text files

- ⇒ Highlight cell B8
 - Although it seems as though the first row of information you just imported is in this cell, it actually is not - it is all contained in column A
- ⇒ Put the disk with the Ascii files **BDGT3115. and BDGT4321.** into the disk drive
- ⇒ Type '/ T(ools) I(mport) A(scii text file)
- ⇒ Press the 'Backspace' key until the line that says "file to import" is blank.
- ⇒ Type **A:\BDGT3115.**
 - This should be the Ascii file containing the aid elements 3115-4320. (see **APPENDIX B** for a complete listing of the attributes)
- ⇒ Press the 'Enter' key
 - The aid elements 3115-4320 should all be imported into one long line in column B

The Screen Should Look Like This:

[illegible]

- ⇒ Highlight cell C8
Again, do not worry that there appears to be information in this cell - it is actually in column B)
- ⇒ Type '**T**(ools) **I**(mport) **A**(scii text file)
- ⇒ Press the 'Backspace' key until the line that says "file to import" is blank.
- ⇒ Type **A:\BDGT4321**.
This file will contain the rest of the aid elements (see **APPENDIX C** for a complete listing of the attributes)
- ⇒ Type '**F**(ile)**S**(ave) **R**(eplace) to save the spreadsheet changes thus far

The Screen Should Look Like This:

[illegible]

- ⇒ Move the cursor to column B
 - ⇒ If you are working on the FRESHMEN spreadsheet, move the cursor so that you are on the first row in column B which contains data, where column A does not contain data and
- ⇒ Type ' E(dit) D(elete) R(ow).
- ⇒ Highlight all of the remaining rows
- ⇒ Press the 'Enter' key
 - ⇒ If you are working on the JUNIOR class spreadsheets, move the cursor to the FIRST row of data in column B. (Should be FRESHMEN).
- ⇒ Type ' E(dit) D(elete) (Row) B(lock).
- ⇒ Highlight all of the entries in column B AND C which contain the FRESHMEN class standing
- ⇒ Press the 'Enter' key.
- ⇒ Move the cursor to the first row in column A which does not contain data. Put the cursor in column B of that row
- ⇒ Type ' E(dit) D(elete) R(ow).
- ⇒ Highlight the remaining rows in BOTH columns B and C
- ⇒ Press the 'Enter' key.
- ⇒ If you are working on the SOPHOMORE class spreadsheets, move the cursor to the FIRST row of data in column B. (Should be FRESHMEN).
- ⇒ Type ' E(dit) D(elete) (Row) B(lock).
- ⇒ Highlight all of the entries in column B AND C which contain the FRESHMEN or JUNIOR class standing
- ⇒ Press the 'Enter' key.
- ⇒ Move the cursor to the first row in column A which does not contain data. Put the cursor in column B of that row
- ⇒ Type ' E(dit) D(elete) R(ow).
- ⇒ Highlight the remaining rows in BOTH columns B and C
- ⇒ Press the 'Enter' key
 - ⇒ Do not worry that the last few rows in column B and C have a class standing different than the one you are working on. These will be taken care of later.
- ⇒ Type ' F(ile) S(ave) R(eplace) to save the spreadsheet changes thus far

[illegible]

> Deleting extraneous names in column A

- ⇒ Press the 'Home' key to return to the top of the list
- ⇒ Use the arrow keys to scan down the list

When a name appears in column A that is **NOT** in column B:

- ⇒ Move the red highlight to that name in column A
- ⇒ Type **' E(dit) D(elete) B(lock)**
- ⇒ Press the 'Enter' key

The extra row will be deleted

Continue this process through the remainder of the list

If done properly, for each row, the names in column A and B for that row should be the same person.

Once you get to the bottom of column A, there will most likely be some data in columns B and C in the rows directly following the last row in A. To remove them:

- ⇒ Type **' E(dit) D(elete) R(ow)**
- ⇒ Highlight the extra information in columns B and C by using the arrow keys
- ⇒ Press the 'Enter' key
- ⇒ Type **' F(ile)S(ave) R(eplace)** to save the changes made to the spreadsheet thus far

> **Readying the spreadsheet for parsing**

- You should now be able to read the contents of each column in its entirety

[illegible]

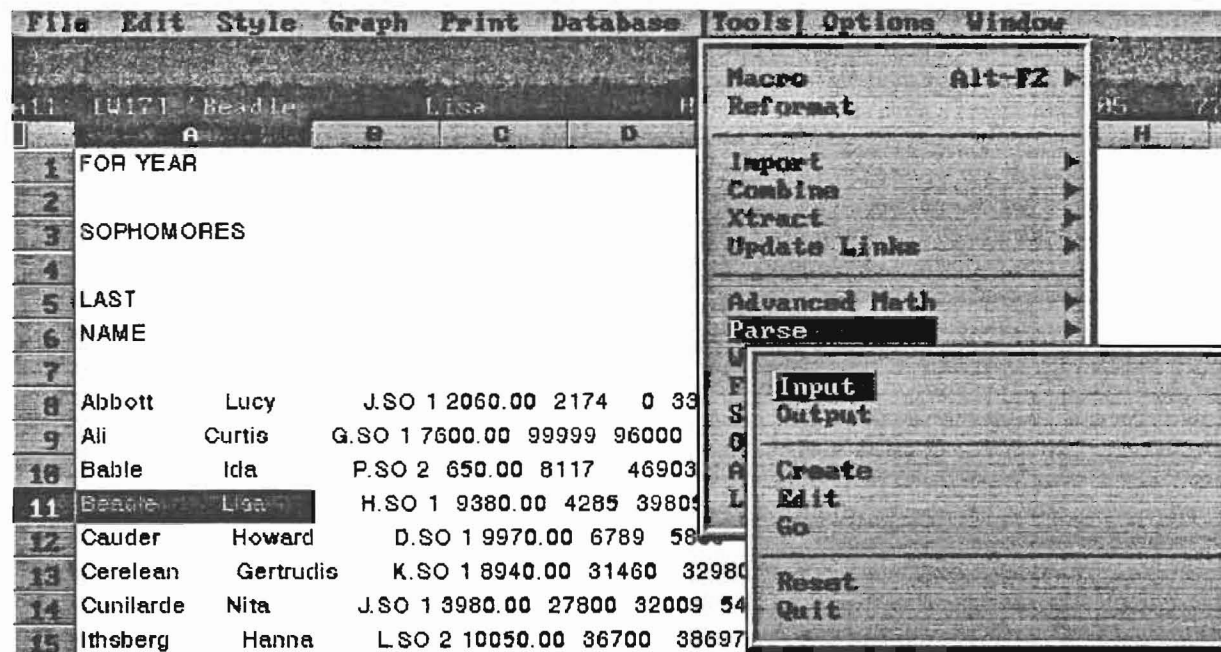
- [illegible]

Press the 'Home' key to return to the top of the spreadsheet

> Parsing the first set of data on the spreadsheet

- ⇒ Move the cursor to cell A8
- ⇒ Type '/' T(ools) P(arse) C(reate) E(dit)
To edit the parsing bar that should appear in row 8:

The Screen Should Look Like This:



- ⇒ Replace the '>' above the first letter of the state of residency with an 'L'
- ⇒ Replace the '>' above the first letter of the class standing with an 'L'
The remainder of the edit line is correct as it is
- ⇒ Press the 'Enter' key
- ⇒ Press the 'Esc' key until you are back to your spreadsheet
- ⇒ Page down and take note of the number of the last row of the spreadsheet containing student data (probably somewhere around 400) **REMEMBER THIS NUMBER!**
- ⇒ Press 'Home' to return to the top of the spreadsheet
- ⇒ Type '/' T(ools) P(arse) I(nput)
A line should appear requiring "Column of labels to be parsed:".
- ⇒ Type **A8..** immediately followed by **A** plus the number of the last line of data in that column. For example, if the last line of data is 410, for the input line you would type **A8..A410**
- ⇒ Press the 'Enter' key
- ⇒ Type **O**(utput)

In the window requesting "Block to copy new (parsed) values: "

> Parsing the first set of data on the spreadsheet (cont.)

⇒ Type **A9**

⇒ Press the 'Enter' key

⇒ Type **G(o)**

The values should now be parsed out into their own appropriate columns

⇒ Move the cursor to row 8

⇒ Type **' E(dit) D(elete) R(ow)**

⇒ Press the 'Enter' key to remove the edit bar

⇒ Go to the first empty column (should be column M)

⇒ Type **' E(dit) D(elete) C(olumn)**

⇒ Highlight all of the empty columns (probably up to S)

Press the 'Enter' key to delete the extra columns

Type **F(ile) S(ave) R(eplace)** to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

001: John										
	A	B	C	D	E	F	G	H		
1	FOR YEAR									
2										
3	SOPHOMORES									
4										
5	LAST									
6	NAME									
7										
8	Doe	John	G.	IL	SO		1	2060	2173	

> Parsing the second set of data on the spreadsheet

- [illegible]

Type **F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

> Parsing the second set of data on the spreadsheet (cont.)

The Screen Should Look Like This:

MS: 10131 Doe								
	M	N	O	P	Q	R	S	T
1	1995-1996							
2								
3								
4								
5	FIRST							
6	NAME							
7								
8	Doe	John	M.	SO	0	0	5500	0

- ⇒ Move the cursor to the top line of the last section of data to be parsed (should be AX)
- ⇒ Type T(ools) P(arse) C(reate) E(dit)
To edit the parsing line, do the following:
- ⇒ Replace the '>' above the first letter of the class standing with an 'L'
- ⇒ Replace the first numeric value with a 'V' arrow over four '>'s and replace the fifth one with a 'V'
- ⇒ Continue this process for the remainder of the line
- ⇒ You should end up with the line above the numeric part of the column looking like this:
V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>. In all, there
should be 33 sets of 'V>>>>'
- ⇒ Press the 'Enter' key when you are through editing the parsing bar
- ⇒ Press the 'Esc' key until you are back to the spreadsheet you are editing.
- ⇒ Page down to note the row for column AX with the last data entry
- ⇒ Type T(ools) P(arse) I(nput)
- ⇒ Type **AX**(plus the line number of the parse bar)..**AX**(plus the line number of the last line of data
in column AX) to indicate the input to be parsed
- ⇒ Press the 'Enter' key.
- ⇒ Type O(utput)
- ⇒ Type **AX9** as the placement for the output
- ⇒ Type G(o)
- ⇒ Highlight row 8
- ⇒ Type E(dit) D(elete) R(ow)
- ⇒ Press the 'Enter' key
- ⇒ Type F(ile) S(ave) R(eplace) to save the changes to the spreadsheet thus far

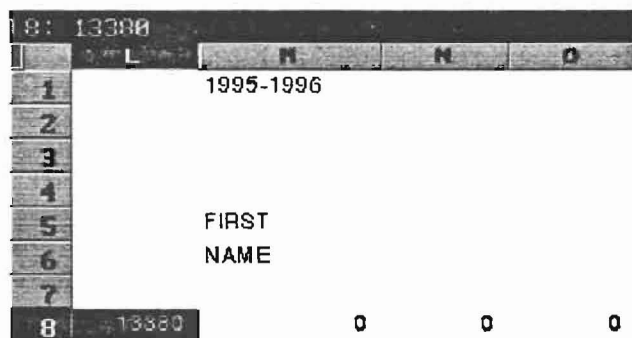
AX	AY	AZ	BA	BB	BC
1	Financial Aid Packages				
2					
3					
4					
5	MIDDLE	STATE OF	YEAR IN	NUMBER IN	CONTRIBUTION GRANT
6	INITIAL	RESIDENCE	COLLEGE	COLLEGE	INDEX
7					
8	0	0	DOE John	SO	0

Step IV - Adding Additional Information Columns

> Deleting extraneous column blocks

- ⇒ Move the cursor to column M
- ⇒ Type **E**(dit) **D**(elete) (co)**L**(umn Block)
When prompted for the column to delete
- ⇒ Type **M8..P**(last row of data in the spreadsheet)
- ⇒ Press the 'Enter' key
- ⇒ Type **E**(dit) **D**(elete) **C**(olumn)
- ⇒ Type **AT8..AW8** when prompted for the columns to delete
- ⇒ Press the 'Enter' key
- ⇒ Type **F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:



1	1995-1996			
2				
3				
4				
5	FIRST			
6	NAME			
7				
8	13380	0	0	0

> Repositioning the spreadsheet column titles

- ⇒ Type **E**(dit) **D**(elete) (co)**L**(umn Block)
When prompted for columns to delete:
- ⇒ Type **B1..L7**
- ⇒ Press the 'Enter' key
- ⇒ Type **E**(dit) **D**(elete) (co)**L**(umn Block)
When prompted for columns to delete:
- ⇒ Type **C1..AH7**
- ⇒ Press the 'Enter' key
- ⇒ Type **F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

11: [W17] 'FOR YEAR							
	A	B	C	D	E	F	G
1	FOR YEAR	1995-1996 Financial Aid Packages					
2							
3	SOPHOMORES						
4							
5	LAST	FIRST	MIDDLE	STATE OF YEAR IN	NUMBER I	CONTRIBU	GRANT
6	NAME	NAME	INITIAL	RESIDENC COLLEGE	COLLEGE		INDEX
7							
8	Doe	John	M.	SO	2	5470	99999

> Increasing the column widths

- ⇒ Move the cursor to the first column that needs to be widened so that the label is completely in view
 - ⇒ Type '/' **S**(tyle) **C**(olumn)
 - ⇒ Use the arrow keys to widen the column until the entire label can be read
 - ⇒ Press the 'Enter' key when done
 - ⇒ Repeat the above steps on all of the columns that need to be widened
- When all columns are at the desired width:
- ⇒ Type '/' **F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

> Adding the CURRENT BUDGET and PROJECTED BUDGET columns

- ⇒ Move the cursor to column M
- ⇒ Type **Ctrl-I**(nsert) **C**(olumn)
- ⇒ Press the 'Enter' key
 - An empty column should be inserted in column M
- ⇒ Enter the title **CURRENT BUDGET** into the correct row of column M
- ⇒ Move the cursor to cell M8
- ⇒ Enter the current year monetary amount for tuition and fees
- ⇒ Press the 'Enter' key
- ⇒ Type **E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **M9..M**(last row of data) as the destination
- ⇒ Press the 'Enter' key
- ⇒ Move the cursor to column N and repeat the above steps only this time type **PROJECTED BUDGET** as the title for column N
- ⇒ Enter into cell N8 the projected monetary amount for tuition and fees. Be sure to copy the amount down for all of the necessary rows of column N
- ⇒ Type **' F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	18610									
	M	I	J	K	L	M	N	O	P	Q
1										
2										
3										
4										
5	GRANT	PARENTS	STUDENT	FISAP	CURRENT	CURRENT	PROJECTE	PELL	MAP	IWU
6	INDEX	AGI TXBL	AGI TXBL	AGI	FINANCIAL	BUDGET	BUDGET	GRANT		GRANT
7		INCOME	INCOME		NEED					
8	99999	39280	0	99999	13380	18610	19520	0	0	0

> Adding the ACUTAL AID RECEIVED and FM DIFFERENCE columns

- ⇒ Move the cursor to column CC
- ⇒ Type the title of the column in the correct place as **ACTUAL AID RECEIVED**
- ⇒ Press the 'Enter' key
- ⇒ Move the cursor to cell CC8
- ⇒ Type the formula **@SUM(O8..CB8)**
- ⇒ Press the 'Enter' key
- ⇒ Type **' E(dit) C(opy)**
- ⇒ Press the 'Enter' key
- ⇒ Type **CC8..CC**(last row of the data in the spreadsheet) as the destination for the copied cell
- ⇒ Press the 'Enter' key

The Screen Should Look Like This:

CB: (W91 @SUM(O8..CB8))

	CA	CB	CC
1			
2			
3			
4			
5	COLLEGE	COLLEGE	ACTUAL
6	WORK	WORK	STDY. AID
7	STUDY	PARTIAL	RECEIVED
8	0	0	13390

- ⇒ Move the cursor to column CD
- ⇒ Type **FM DIFFERENCE** as the title for this column
- ⇒ Press the 'Enter' key
- ⇒ Move the cursor to cell CD8
- ⇒ Type **+CC8 - L8** as the formula
- ⇒ Press the 'Enter' key
- ⇒ Type **' E(dit) C(opy)**
- ⇒ Press the 'Enter' key
- ⇒ Type **CD8..CD**(last row of data in the spreadsheet) as the destination for the copied cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' F(ile) S(ave) R(eplace)** to save the changes to the spreadsheet thus far

> Adding the ACUTAL AID RECEIVED and FM DIFFERENCE columns (cont.)**The Screen Should Look Like This:**

CD9: TW111 +CCB-L8				
	CA	CB	CC	CD
1				
2				
3				
4				
5	COLLEGE	COLLEGE	ACTUAL	FM
6	WORK	WORK	STDY. AID	DIFFERENCE
7	STUDY	PARTIAL	RECEIVED	
8	0	0	13380	13380

> Recopying the FINANCIAL NEED column

- => Move the cursor to cell L1
- => Type **E**(dit) **C**(opy)
- => Highlight all of the information in column L by using the page down and arrow keys
- => Press enter

When prompted for "Destination for cells: "

- => Type **CE1**
- => Press the 'Enter' key

This should copy column L into column CE

- => Type **' F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	CE	CC	CD	CE
1				
2				
3				
4				
5	COLLEGE	ACTUAL	FM	CURRENT
6	WORK STDY	AID	DIFFERENCE	FINANCIAL
7	PARTIAL	RECEIVED		NEED
8	0	13380	0	13380

> Inserting a blank row

- ⇒ Move the cursor to row 8
- ⇒ Type **Ctrl-I** and then **R(ow)** to insert a blank row into row 8
- ⇒ Type **' F(ile) S(ave) R(eplace)** to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

97: [U17]								
	A	B	C	D	E	F	G	H
1	FOR YEAR	1995-1996 Financial Aid Packages						
2								
3	SOPHOMORES							
4								
5	LAST	FIRST	MIDDLE	STATE OF YEAR IN	NUMBER I	CONTRIBU	GRANT	
6	NAME	NAME	INITIAL	RESIDENC COLLEGE	COLLEGE		INDEX	
7								
8								
9	Doe	John	M.	SO	2	5470	99999	

> Denoting students with no financial aid

- ⇒ Move the cursor to the first cell in column I in which the parent's AGI is equal to '99999'
Leaving the cursor in that cell,
- ⇒ Type a '0'
- ⇒ Press 'Enter'.
This will remove any information from the cell, and is done so that these figures will not skew later projections
- ⇒ Move the cursor over one cell to the right (Column J) and do the same to the Student's AGI for that row

The Screen Should Look Like This:

	E	F	G	H	I	J	K	L
9	SO	2	5470	99999	39280	0	99999	13380
10	SO	1	2060	2173	0	33427	38827	9165
11	SO	1	7600	99999	96000	0	99999	11630
12	SO	2	6670	5370	67732	612	68344	11760

- ⇒ Check the value of CONTRIBUTION in row G.
If the value in the cell for the row you are working on = 999.99, then
- ⇒ Move the cursor to that cell, type '99999'
- ⇒ Press 'Enter'
- ⇒ Continue down the spreadsheet changing all AGI's = 99999 in columns I and J to zeros and all CONTRIBUTIONS = 999.99 in column G to 99999
- ⇒ Type '/' E(dit) S(ave) R(eplace) to save the spreadsheet changes thus far

The Screen Should Look Like This:

	E	F	G	H	I	J	K	L
17	SO	1	18165	16602	66701	2389	78906	7280
18	SO	2	11940	6789	74448	2354	84137	6490
19	SO	1	10795	99999	36000	0	99999	7635
20	SO	1	1510	638	5805	3388	16485	16920
21	SO	0	99999	99999	0	0	99999	0
22	SO	1	6025	4129	42851	40	43291	12405
23	SO	0	99999	99999	0	0	99999	0

THE CURRENT YEAR SPREADSHEET FOR THE CLASS YOU WERE WORKING ON IS NOW COMPLETE

Projected Year Financial Aid Package Projection Spreadsheet

Step I - Setting Up the Projection Spreadsheets

> Saving as the spreadsheet for the projected year

- ⇒ Change the year on the spreadsheet to be for the projected year. For instance, if the cell for the current year reads '94-95, then change it to '95-96.
- ⇒ Move the cursor to cell A2
- ⇒ Type '**PROJECTED**'
- ⇒ Move the cursor to cell A3 and Type the projected class, for example, change from SOPHOMORE to JUNIOR
- ⇒ Press the 'Enter' key
- ⇒ Move the cursor to column E
- ⇒ Change the class standing cloumn, E, to be that of the projected class

The standings will change as follows:

current FRESHMEN -> projected FRESHMEN

current FRESHMEN -> projected SOPHOMORES

current SOPHOMORES -> projected JUNIORS

current JUNIORS -> projected SENIORS

Note: The current senior spreadsheet will NOT be saved as a projected spreadsheet

- ⇒ Go to the first entry for the class standing in column E
For the projected FRESHMEN spreadsheet, no changes are necessary for this column.
For the other projections,
- ⇒ Highlight cell E9 in order to change the data from the current class to the projected class
- ⇒ Retype the data in the cell
- ⇒ Press the 'Enter' key.

The changes should be: current FR -> projected FR (no change)

current FR -> projected SO

current SO -> projected JR

current JR -> projected SR

Unless the spreadsheet is from current FRESHMEN to projected FRESHMEN the class standing label needs to be changesd for all cells in column E. To do this, do the following:

- ⇒ Move the cursor to cell E9, which should already be changed to the projected class standing
- ⇒ Type ' E(edit) C(copy)

When prompted for input to copy:

> Saving as the spreadsheet for the projected year (cont.)

- ⇒ Type **E9**
- ⇒ Press the 'Enter' key
 - When prompted for the cells to be copied into:
- ⇒ Type **E9..E**(last row of data)
- ⇒ Press the 'Enter' key
 - The projected class should now appear in every row of column E
- ⇒ Type **' F(file) (Save) A(s)** to save the changes to the spreadsheet thus far
 - When prompted for the file name to save the file under :
- ⇒ Save the file in the same manner as outlined under the section **Saving the spreadsheet for the current year**, only instead of using the directory for the current year, use the directory for the projected year and put a 'P' in front of the class and projected year in the file name in order to denote that the spreadsheet is for a projected year. For example, to save the SOPHOMORE spreadsheet for the projected year 1995-1996, the **Save As** file name would be:
C:\QPRO\FILES\FA9596\PSO9596.WQ1

The Screen Should Look Like This:

R1: 1996-1997								
	A	B	C	D	E	F	G	H
1	FOR YEAR	1996-1997	Financial Aid Packages					
2								
3	JUNIORS							
4								
5	LAST	FIRST	MIDDLE	STATE OF YEAR IN	NUMBER I	CONTRIBU	GRANT	
6	NAME	NAME	INITIAL	RESIDENC COLLEGE	COLLEGE		INDEX	
7								
8								
9	Doe	John	M.	JR	2	5470	99999	

Step II: Creating the Spreadsheets for the Remaining Classes

Most likely the spreadsheets created thus far have been for the current FRESHMEN class and the projected FRESHMEN and SOPHOMORE classes. The spreadsheets for the current SOPHOMORES, JUNIORS, and SENIORS and the spreadsheets for the projected JUNIORS and SENIORS now need to be created.

To do this, simply follow the same steps under **STEP I** that were used to create the first spreadsheet, only this time choose the other class standings until all of the spreadsheets are set up and saved under their proper names and directories

Step III: Adding Formula and Projection Columns to the Projected Spreadsheet

> Adding the ADJUSTED CONTRIBUTION and DIFFERENCE columns

- ⇒ Move the cursor to column H
- ⇒ Type **CTRL-I**(nser) **C**(olumn)
- ⇒ Press the right arrow key once so that columns H and I are highlighted.
- ⇒ Press the 'Enter' key

This process should insert 2 empty columns into H and I

- ⇒ Move the cursor to column I and title it **ADJUSTED CONTRIBUTION**
- ⇒ Move the cursor to column H
- ⇒ Look at the value in column G for that row.

If the value of the contribution is **LESS** than the minimum contribution, **BUT NOT EQUAL TO ZERO**, then:

- ⇒ Type the value for the minimum contribution into that row in column H
- ⇒ Press the 'Enter' key

If the value in column G is greater than or equal to the minimum contribution, then:

- ⇒ Leave the value in column H for that row **BLANK**
- ⇒ Continue down the column until all of the values have been checked.
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	F	G	H	I	J	K	L	M	N
1									
2									
3									
4									
5	NUMBER IN CONTRIBUT	ADJUSTED	DIFFERENCE	GRANT	PARENTS	STUDENT	FISAP	CURRENT	
6	COLLEGE	CONTRIB		INDEX	AGI TXBL	AGI TXBL	AGI	FINANCIAL	
7					INCOME	INCOME		NEED	
281	2	1905	2200	907	23515	0	23515	16525	
282	1	3810		2549	46087	1798	47885	14620	
283	1	3465		3329	35407	1605	42412	6845	
284	1	1625	2200	525	19791	200	20089	16805	
285	3	5810		3651	58284	412	65176	12620	
286	0	0		0	0	0	0	0	

- ⇒ Move the cursor to column I
- ⇒ Type the title of the column as **DIFFERENCE**
- ⇒ Move the cursor to cell I9
- ⇒ Type **+H9-G9** as the formula
- ⇒ Press the 'Enter' key

> Adding the ADJUSTED CONTRIBUTION and DIFFERENCE columns (cont.)

- ⇒ Type '/ E(dit) C(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **I9..I**(last row of data in the spreadsheet) as the destination for the copied cell
- ⇒ Press the 'Enter' key
- ⇒ Return to the top of column I by using the 'Page Up' key Up' key
- ⇒ Move down column I using the down arrow key

Whenever a negative value appears in column I:

- ⇒ Move the cursor to that cell
 - ⇒ Press the space bar
 - ⇒ Press the 'Enter' key.
- This will make the entry for that cell a BLANK
- ⇒ Continue in this manner for all of column I until no negative entries remain
 - ⇒ Type '/ E(dit) S(ave) R(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

[41]: [W11] +H41-G41			
	B	H	I
41	1570	2200	660
42	4075		
43	1300	2200	900
44	99999		
45	1300		
46	2610		

> Editing the titles for current and projected years

- = Move the cursor to cell N5
- = Type the ACTUAL current year (ex. '94-95) in place of the word 'CURRENT'
- = Move the cursor to cell O5
- = Type the ACTUAL current year in place of the word 'CURRENT'
- = Move the cursor to cell P5
- = Type the ACTUAL projected year (ex. '95-96) in place of the word 'PROJECTED'
- = Type 'E(dit) S(ave) R(eplace)' to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

05: '95-96										
	K	L	M	N	O	P	Q	R	S	T
1										
2										
3										
4										
5	PARENTS	STUDENT	FISAP	95-96	95-96	96-97	PELL	MAP	IWU	IWU GRANT
6	AGI TXBL	AGI TXBL	AGI	FINANCIAL	BUDGET	BUDGET	GRANT		GRANT W/ALUMNI	
7	INCOME	INCOME		NEED						AWARD
8										
9	39280	0	99999	13380	18610	19520	0	0	0	0
10	0	33427	38827	9165	18610	19520	0	0	5500	0

> Adding the PROJECTED FINANCIAL AID column

- ⇒ Move the cursor to column Q
- ⇒ Type **CTRL-I**(nser) **C**(olumn) to insert an empty column into Q
- ⇒ Press the 'Enter' key
- ⇒ Label the new column Q as **FINANCIAL NEED** (projected year) ex. **'95-96**
- ⇒ Move the cursor to cell Q9
- ⇒ Type **+P9-O9+N9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **Q9..Q**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	K	L	M	N	O	P	Q
5	PARENTS	STUDENT	FISAP	95-96	95-96	96-97	FINANCIAL
6	AGI TXBL	AGI TXBL	AGI	FINANCIAL	BUDGET	BUDGET	NEED
7	INCOME	INCOME		NEED			96-97
8							
9	39280	0 99999	13380	18610	19520		74290

> Adding the LOAN ELIGIBILITY column

- ⇒ Move the cursor to column R
- ⇒ Type **CTRL-I**(nser)**C**(olumn) to insert an empty column into R
- ⇒ Press the 'Enter' key
- ⇒ Label the new column R as **LOAN ELIGIBILITY**
- ⇒ Move the cursor to cell R9
- ⇒ Type the maximum loan eligibility for the class you are working on into the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **R9..R**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

RD: TW121 4888						
	M	N	O	P	Q	R
5	FISAP	95-96	95-96	96-97	FINANCIAL	LOAN
6	AGI	FINANCIAL	BUDGET	BUDGET	NEED	ELIGIBILITY
7		NEED			96-97	
8						
9	99999	13380	18610	19520	14290	4800

> Adding the LOANS CURRENT + \$\$ column

- ⇒ Move the cursor to column S
- ⇒ Type **CTRL-I**(nser)**C**(olumn) to insert an empty column into S
- ⇒ Pressing 'Enter'
- ⇒ Label the new column S as **LOANS CURRENT +** (amount of proposed increase)
- ⇒ Move the cursor to cell S9
- ⇒ Type **+BS9 +BT9 +BV9 +BW9 +BZ9 +CB9 +CC9 +CD9 +CE9 +CF9 +CG9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **/ E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **S9..S**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Type **/ E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	M	N	O	P	Q	R	S
5	FISAP	95-96	95-96	96-97	FINANCIAL	LOAN	LOANS
6	AGI	FINANCIAL	BUDGET	BUDGET	NEED	ELIGIBILITY	CURRENT
7		NEED			96-97		+1200
8							
9	99999	13380	18610	19520	14290	4800	8880

> Adding the UNMET NEED AFTER \$\$ LOAN POLICY column

- ⇒ Move the cursor to column T
- ⇒ Type **CTRL-I**(nsert) **C**(olumn) to insert an empty column into column T
- ⇒ Press the 'Enter' key
- ⇒ Label the new column T as **UNMET NEED AFTER** (amt if increase) **LOAN POLICY**
- ⇒ Move the cursor to cell T9
- ⇒ Type **+S9 - R9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **T9..T**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Return to the top of column T by using the 'Page Up'
- ⇒ Move down column T using the down arrow key
 - Whenever a negative value appears in column T:
- ⇒ Move the cursor to that cell
- ⇒ Press the space bar
- ⇒ Press the 'Enter' key.
 - This will make the entry for that cell a BLANK
- ⇒ Continue in this manner for all of column T until no negative entries remain
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	Q	P	Q	R	S	T
5	95-98	96-97	FINANCIAL	LOAN	LOANS	UNMET NEED
6	BUDGET	BUDGET	NEED	ELIGIBILITY	CURRENT	AFTER 1200
7			96-97		+1200	LOAN POLICY
8						
9	18610	19520	14290	4800	6680	1880

> Adding the NEED BASED GRANTS column

- ⇒ Move the cursor to column U
- ⇒ Type **CTRL-I**(nsert) **C**(olumn) to insert an empty column into U
- ⇒ Press the 'Enter' key
- ⇒ Label the new column U as **NEED BASED GRANTS**
- ⇒ Move the cursor to cell U9
- ⇒ Type **+X9 +Y9 +Z9 +AA9 +AB9 +AC9 +AD9 +AE9 +AF9 +AG9 +AH9 +AJ9 +AN9 +AO9 +AP9 +AQ9 +AR9 +BF9 +BL9 +BN9 +BO9 +BQ9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **'/ E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **U9..U**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Type **'/ E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

U9: +U9+U9+X9+Y9+Z9+AA9+AB9+AC9+AD9+AE9+AF9+AG9+AH9+AL9+AM9+AN9+AO9+AP9+BD9+BJ9+BL9+I									
	Q	R	S	T	U	V	W	X	Y
5	FINANCIAL	LOAN	LOANS	UNMET NEED	NEED	PELL	MAP	IWU	IWU GRANT
6	NEED	ELIGIBILITY	CURRENT	AFTER 1200	BASED	GRANT		GRANT W/ALUMNI	
7	96-97		+1200	LOAN POLICY	GRANTS				AWARD
8									
9	14290	4800	6680	1880	6700	0	0	0	0

> Adding the ADJUSTED NEED BASED GRANTS column

- ⇒ Move the cursor to column V
- ⇒ Type **CTRL-I**(nser)**C**(olumn) to insert an empty column into V
- ⇒ Press the 'Enter' key
- ⇒ Label the new column V as **ADJ. NEED BASED GRANTS**
- ⇒ Move the cursor to cell V9
- ⇒ Type **+T9 +U9 -I9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **V9..V**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

=T9+U9-I9				
	S	T	U	V
5	LOANS	UNMET NEED	NEED	ADJ. NEED
6	CURRENT	AFTER 1200	BASED	BASED
7	+1200	LOAN POLICY	GRANTS	GRANTS
8				
9	6680	1880	6700	8560

> Adding the ADJUSTED NEED + (AMT) CONTRIBUTION column

- ⇒ Move the cursor to column V
- ⇒ Type **CTRL-I**(nser) **C**(olumn) to insert an empty column into W
- ⇒ Press the 'Enter' key
- ⇒ Label the new column W as **ADJ. NEED + (AMT) CONTR.**
- ⇒ Move the cursor to cell W9
- ⇒ Type **+V9 - AMT** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **' / E**(dit) **C**(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **V9..V**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ Type **' / E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

Q9: [U18] 815-188

	S	T	U	U	W
5	LOANS	UNMET NEED	NEED	ADJ. NEED	ADJ. NEED
6	CURRENT	AFTER 1200	BASED	BASED	+100
7	+1200	LOAN POLICY	GRANTS	GRANTS	CONTRIB.
8					
9	6680	1880	6700	8580	8480

> Adding the NEED BASED GRANTS column

- ⇒ Move the cursor to column CO
- ⇒ Label column CO as **NEED BASED GRANTS**
- ⇒ Move the cursor to cell CO9
- ⇒ Enter the formula as: $+X9 + Y9 + Z9 + AA9 + AB9 + AC9 + AD9 + AE9 + AF9 + AG9 + AH9 + AJ9 + AN9 + AO9 + AP9 + AQ9 + AR9 + BF9 + BL9 + BN9 + BO9 + BQ9$ into the cell
- ⇒ Press the 'Enter' key
- ⇒ Type '/ E(dit) C(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **CO9..CO**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ Type '/ E(dit) S(ave) R(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

09: 1271 +X9+Y9+Z9+AA9+AB9+AC9+AD9+AE9+AF9+AG9+AH9+AJ9+AN9+AO9+AP9+AQ9+AR9+BF9+BL9+BN9+BO9+BQ9+1									
	CL	CH	CN	CO	CP	CQ	CR	CS	CT
5	ACTUAL	FM	CURRENT	NEED					
6	AID	DIFFERENCE	FINANCIAL	BASED					
7	RECEIVED		NEED	GRANTS					
8									
9	13380	0	13380	13700					

> Adding the NEED BASED LOANS column

- ⇒ Move the cursor to column CP
- ⇒ Label column CP as **NEED BASED LOANS**
- ⇒ Move the cursor to cell CP9
- ⇒ Type **+BR9 +BT9 +BV9 +BW9 +BZ9 +CB9 +CC9 +CD9 +CE9 +CF9 +CG9** as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type **/ E(dit) C(opy)**
- ⇒ Press the 'Enter' key
- ⇒ Type **CP9..CP**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ Type **/ E(dit) S(ave) R(eplace)** to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

CP9: =B71 +BR9+BT9+BU9+BW9+BZ9+CB9+CC9+CD9+CE9+CF9+CG9							
	CL	CM	CN	CO	CP	CQ	CR
5	ACTUAL	FM	CURRENT	NEED	NEED		
6	AID	DIFFERENCE	FINANCIAL	BASED	BASED		
7	RECEIVED		NEED	GRANT	LOANS		
8							
9	13380	0	13380	6700	5320		

> Adding the NEED BASED JOBS column

- ⇒ Move the cursor to column CQ
- ⇒ Label column CQ as **NEED BASED JOBS**
- ⇒ Move the cursor to cell CQ9
- ⇒ Enter the formula as **+CH9 +CI9 +CJ9 +CK9** into the cell
- ⇒ Press the 'Enter' key
- ⇒ Type '/' E(dit) C(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type **CQ9..CQ**(last row of data in the spreadsheet) as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ Type '/' E(dit) S(ave) R(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

CQ9: +CH9+CI9+CJ9+CK9					
	CH	CI	CD	CE	CQ
5	FM	CURRENT	NEED	NEED	NEED
6	DIFFERENCE	FINANCIAL	BASED	BASED	BASED
7		NEED	GRANT	LOANS	JOBS
8					
9	0	13380	6700	5320	1360

> Summing the column values

- ⇒ Move the cursor to column A and page down to three rows after the last row containing information in that column
- ⇒ Type 'TOTAL AMOUNT' into that cell
- ⇒ Arrow down to the next cell in column A
- ⇒ Type 'STUDENTS RECEIVING' into that cell
- ⇒ Arrow down to the next cell in column A
- ⇒ Type 'AVERAGE AWARD' into that cell
- ⇒ Move the cursor to column G of the row which was just labeled 'TOTAL AMOUNT'
- ⇒ Type `@SUM(G9..G(line number of last row of student information))` as the formula for that cell
- ⇒ Press the 'Enter' key
- ⇒ Type `' E(dit) C(opy)`
- ⇒ Press the 'Enter' key
- ⇒ Type `D(line # of 'TOTALS' row)..O(line # of 'TOTALS' row)` as the destination for the copied cell block
- ⇒ Press the 'Enter' key
 - This action should copy the formula across all of the columns in the 'TOTALS' row
- ⇒ Type `' E(dit) S(ave) R(eplace)` to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

324: [413] @SUM(G9..G323)							
	A	B	C	D	E	F	G
321	Zinger	Lauri	L	MN	JR	2	7720
322							
323							
324	TOTAL AMOUNT						4949975
325	STUDENTS RECEIVING						
326	AVERAGE AWARD						

> Counting the number of students receiving the award in each column

- ⇒ Move the cursor to a row in column J which is a couple of rows beyond the row labeled 'AVERAGE AWARD'
- ⇒ Type a '0' (zero)
- ⇒ Press the 'Enter' key
- ⇒ Arrow down to the cell directly below the one with the zero in it
- ⇒ Type a '1'
 - NOTE:** The two cells just created are referred to as a BIN BLOCK and can be retained for counting the other columns as well, or the above process of setting up a bin block can be repeated further along the spreadsheet so that the results can be more easily read
- ⇒ Type '/' T(ools) F(requency)
 - When prompted for the input block:
- ⇒ Type the cell address of the first data item in column being counted, followed by two periods and then the cell address of the last data item in the column being counted, for example, **G9..G110**
- ⇒ Press the 'Enter' key
- ⇒ When prompted for the Bin Block:
- ⇒ Type the address of the cell containing the zero, followed by two periods, and then the address of the cell containing the one, for example, **G120..G121**
- ⇒ Press the 'Enter' key
 - A value should appear one cell over and one cell down from the Bin Block cell containing the 1.
 - This is the number of students receiving the award in that column
- ⇒ Move the cursor to the line labeled "STUDENTS RECEIVING" in the column you are counting
- ⇒ Type the number of students receiving the award into the cell
- ⇒ Press the 'Enter' key
- ⇒ Continue the above process with all of the columns that require an item count
 - NOTE:** You can continue to use the same "BIN BLOCK" each time, or you can move it further along the spreadsheet
- ⇒ Move the cursor to the row directly following the AVERAGE AWARD row
- ⇒ Type '/' E(dit) D(elete) R(ow)
- ⇒ Highlight all of the bin blocks used by using the down arrow key
- ⇒ Press the 'Enter' key to delete the BIN BLOCKS
- ⇒ Type '/' F(ile) S(ave) R(eplace) to save the changes to the spreadsheet thus far

> Counting the number of students receiving the award in each column (cont.)

The Screen Should Look Like This:

329: [W13] 298							
	D	E	F	G	H	I	
321	MN	JR	2	7720			
322							
323							
324				4949975	79200	21890	
325				298	36	36	
326							
327			0	15			
328			1	0			
329							

> Averaging the columns

- ⇒ Move the cursor to the row at the bottom of the spreadsheet labeled 'AVERAGES'
- ⇒ Move the cursor to column G of that row
- ⇒ Type $+G(\text{line\# TOTAL AMOUNT line}) / G(\text{line\# of STUDENTS RECEIVING line})$ as the formula for that cell
- ⇒ Press the 'Enter' key
- ⇒ Type '/' E(dit) C(opy)
- ⇒ Press the 'Enter' key
- ⇒ Type $G(\text{line \# of 'AVERAGES' row})..O(\text{line \# of 'AVERAGES' row})$ as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ This action should copy the formula across all of the columns in the 'AVERAGES' row
- ⇒ Type '/' E(dit) S(ave) R(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	A	B	C	D	E	F	G
324	TOTAL AMOUNT						4949975
325	STUDENTS RECEIVING						298
326	AVERAGE AWARD						16810.654362

> Adding Up The Need Based Loan, Grants and Jobs

- ⇒ Move the cursor to column **CR** in the row containing the sums of the columns
- ⇒ Type **CO**(sum row) + **CP**(sum row) + **CQ** (sum row) as the formula for that cell
- ⇒ Press the 'Enter' key
 - This action should sum the values in the three need base rows to give a total of need-based aid
- ⇒ Type **' E**(dit) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

R324: IU111 +C0324+CP324+CQ324					
	CR	CO	CP	CQ	CR
1					
2					
3					
4					
5	CURRENT	NEED	NEED	NEED	
6	FINANCIAL	BASED	BASED	BASED	
7	NEED	GRANT	LOANS	JOBS	
324	2921080	2E+06	849197	246590	2905310
325	254	254	243	200	
326	11500.315	7478.4	3494.6	1232.95	

**THE PROJECTED YEAR SPREADSHEET FOR THE CLASS YOU WERE
WORKING ON IS NOW COMPLETE AND READY FOR ANALYSIS**

ALUMNI AWARD PROJECTION SPREADSHEETS

Step I: Setting Up the Alumni Award Spreadsheet Shell

> Opening the shell

- ⇒ Enter the QuattroPro application
- ⇒ Type '/ F(file) O(pen)
- ⇒ Highlight **AASHELL.WQ1** by using the arrow keys to choose the spreadsheet shell
- ⇒ Press the 'Enter' key

The spreadsheet shell should come up on the screen

The Screen Should Look Like This:

AL: IWU'S ALUMNI AWARDS								
	A	B	C	D	E	F	G	H
1	ALUMNI AWARDS			Class	Original	Alumni	IWU Natl'	Music
2	FRESHMEN 93-94			Standing	Award	Academic	Merit	Award
3	FRESHMEN 94-95				93-94	Award	Scholar	
4								
5	Last	First	Middle					

> Adding the proper year and class to the spreadsheet

- ⇒ Highlight cell A2
- ⇒ Type the current class and school year, i.e. FRESHMEN 94-95
- ⇒ Press the 'Enter' key
- ⇒ Highlight cell A3
- ⇒ Type the class to be represented for the projected school year and the projected year, i.e. SOPHOMORES 95-96
- ⇒ Press the 'Enter' key

The Screen Should Look Like This:

A3: IWU Natl' SOPHOMORES 95-96						
	A	B	C	D	E	F
1	ALUMNI AWARDS			Class	Original	Alumni
2	FRESHMEN 94-95			Standing	Award	Academic
3	SOPHOMORES 95-96				93-94	Award
4						Scholar
5	Last	First	Middle			

> Saving the spreadsheet for the projected year

- ⇒ Type 'F' (File) (Save) A(s) to save the spreadsheet under a meaningful name

A window will come up requesting the name you want to save the file under. The directory you save the file under will depend on the projected year. For instance, if the projected year for the spreadsheet is 1994-1995, then you would save it under the directory **C:\QPRO\FILES\FA9495**

So if we were creating a spreadsheet for the FRESHME profile of 1995-1996, we would enter: **C:\QPRO\FILES\FA9495\AAFR9596.WQ1**

For SOPHOMORES:

C:\QPRO\FILES\FA9495\AASO9596.WQ1

For JUNIORS:

C:\QPRO\FILES\FA9495\AAJR9596.WQ1

For SENIORS:

C:\QPRO\FILES\FA9495\AASR9596.WQ1,

where the **AA** before the class standing stands for "current"

- ⇒ Type the file directory and name into the prompt window

- ⇒ Press the 'Enter' key

This will save the file under the appropriate name

> Importing student information from the Ascii text file

- ⇒ Type '**F**(ile) **S**(ave) **R**(eplace)' to save the changes to the spreadsheet thus far

[illegible]

- ⇒ Page down to the first cell containing a student with a class standing different than the one of the sheet you are working on. For example, for the FRESHMEN sheet, page down to the first line that has 'JR' in the class standing column.
- ⇒ Place the cursor in column A of that row.
- ⇒ Type 'E' (dit) D(elete) R(ow)
- ⇒ Highlight all of the rows with a class standing other than the class you are working on. by using the 'Page Down' key
- ⇒ Press the 'Enter' key to delete those rows.

If the spreadsheet you are working on is for the JUNIOR or SOPHOMORE class:

- ⇒ Repeat the above steps to delete the undesired rows below the class you are working on.

[illegible]

- ### The Screen Should Look Like This:

[illegible]

Step III - Parsing The Spreadsheet

> Parsing the alumni award data on the spreadsheet

- ⇒ Move the cursor to cell A8
- ⇒ Type '/' T(ools) P(arse) C(reate) E(dit)
 - To edit the parsing bar that should appear in row 8, do the following:
- ⇒ Replace the '>' above the first letter of the class standing with an 'L'
 - The remainder of the line should be numbers.
- ⇒ Move the cursor to the '>' above the first number after the class standing
- ⇒ Type a 'V'
- ⇒ Move past four '>'s after the 'V' and type another 'V'
- ⇒ Continue in this manner until you reach the end of the line. The parsing bar for the number part of the information should look like this:
 V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>>V>>>> so that there are 11 repetitions of 'V>>>>' from left to right
- ⇒ Press the 'Enter' key
- ⇒ Press the 'Esc' key until you are back to your spreadsheet
- ⇒ Page down and take note of the number of the last row of the spreadsheet containing student data (probably somewhere around 110) **REMEMBER THIS NUMBER!**
- ⇒ Press 'Home' to return to the top of the spreadsheet
- ⇒ Type '/' T(ools) P(arse) I(nput)
 - A line should appear requiring the input.
- ⇒ Type A8.. immediately followed by A plus the number of the last line of data in that column. For example, if the last line of data is 110, for the input line you would type 8..A110
- ⇒ Press the 'Enter' key
- ⇒ Type O(utput)
 - When the window requests the place for the output to be sent:
- ⇒ Type A9
- ⇒ Press the 'Enter' key
- ⇒ Type G(o)
 - The values should now be parsed out into their own appropriate columns
- ⇒ Move the cursor to row 8
- ⇒ Type E(dit) D(elete) R(ow)
- ⇒ Press the 'Enter' key
- ⇒ Type '/' F(ile) S(ave) R(eplace) to save the changes to the spreadsheet thus far

> Parsing the alumni award data on the spreadsheet (cont.)

The Screen Should Look Like This:

A8: [W18] Andersen							
	A	B	C	D	E	F	G
1	ALUMNI AWARDS			Class	Original	Alumni	IWU Natl'
2	FRESHMEN 94-95			Standing	Award	Academic	Merit
3	SOPHOMORES 95-96				93-94	Award	Scholar
4							
5	Last	First	Middle				
6							
7							
8	Andersen	Warren	F.	FR	9500	0	0

Step IV - Adding Additional Information Columns**> Deleting the CLASS STANDING column - Adding the PROJECTED AWARD column**

- ⇒ Move the cursor to column D
- ⇒ Type **E**(dit) **D**(elete) **C**(olumn)
- ⇒ Press the 'Enter' key
 - Column D should be removed and the rest moved over
- ⇒ Move the cursor to column E
- ⇒ Type **CTRL-I**(nsert)**C**(olumn) to insert an empty column into E
- ⇒ Press the 'Enter' key
- ⇒ Label the new column E as **PROJECTED AWARD YEAR** (ex. '94-95)

The Screen Should Look Like This:

E1: 10111 2 PROJECTED					
	A	B	C	D	E
1	ALUMNI AWARDS			Original	PROJECTED
2	FRESHMEN 94-95			Award	AWARD
3	SOPHOMORES 95-96			94-95	95-96

The values for this column will need to be filled in manually and are based on a standard which is projected from the current award. To enter this information into each cell :

- ⇒ Move the cursor to the desired cell
- ⇒ Type the amount.
 - When done either :
- ⇒ Move the cursor to the next cell
 - or*
- ⇒ Press the 'Enter' key to place the value in the cell
- ⇒ Move the cursor to row 8
- ⇒ Type **Ctrl-I** and the **R**(ow)
- ⇒ Press the 'Enter' key
 - There should now be a empty row in row 8
- ⇒ Type **' F**(ile) **S**(ave) **R**(eplace) to save the changes to the spreadsheet thus far)

> Summing the column values

- ⇒ Move the cursor to column A and page down to three rows after the last row containing information in that column
- ⇒ Type 'TOTAL AMOUNT' into that cell
- ⇒ Arrow down to the next cell in column A
- ⇒ Type 'STUDENTS RECEIVING' into that cell
- ⇒ Arrow down to the next cell in column A
- ⇒ Type 'AVERAGE AWARD' into that cell

The Screen Should Look Like This:

	A	B	C
109	Yardis	Helena	D.
110			
111	TOTAL AMOUNT		
112	STUDENTS RECEIVING		
113	AVERAGE AMOUNT		

- ⇒ Move the cursor to column D of the row which was just labeled 'TOTAL AMOUNT'
- ⇒ Type `@SUM(D9..D(line number of last row of student nformation))` as the formula for the cell
- ⇒ Press the 'Enter' key
- ⇒ Type `' E(dit) C(opy)`
- ⇒ Press the 'Enter' key
- ⇒ Type `D(line # of 'TOTALS' row)..O(line # of 'TOTALS' row)` as the destination for the copied cell block
- ⇒ Press the 'Enter' key
- ⇒ This action should copy the formula across all of the columns in the 'TOTALS' row
- ⇒ Type `' E(dit) S(ave) R(eplace)` to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	A	B	C	D	E
109	Yardis	Helena	D.	13295	15000
110					
111	TOTAL AMOUNT			420514	484855
112	STUDENTS RECEIVING				
113	AVERAGE AMOUNT				

> Counting the number of students receiving the award in each column

- ⇒ Move the cursor to a row in column J which is a couple of rows beyond the row labeled 'AVERAGE AWARD'
- ⇒ Type a '0' (zero)
- ⇒ Press the 'Enter' key
- ⇒ Arrow down to the cell directly below the one with the zero in it
- ⇒ Type a '1'
 - NOTE:** The two cells just created are referred to as a BIN BLOCK and can be retained for counting the other columns as well, or the above process of setting up a bin block can be repeated further along the spreadsheet so that the results can be more easily read.
- ⇒ Type '/' T(ools) F(requency)
 - When prompted for a value block:
- ⇒ Type the cell address of the first data item in the column being counted, followed by two periods and then the cell address of the last data item in the column being counted, for example, **D9..D110**
- ⇒ Press the 'Enter' key
 - When prompted for a bin block:
- ⇒ Type the address of the cell containing the zero, followed by two periods, and then the address of the cell containing the one, for example, **D120..D121**
- ⇒ Press the 'Enter' key
 - A value should appear one cell over and one cell down from the Bin Block cell containing the 1. This is the number of students receiving the award in that column.
- ⇒ Move the cursor to the line labeled "STUDENTS RECEIVING" in the column you are counting
- ⇒ Type the number of students receiving the award into the cell
- ⇒ Press the 'Enter' key
- ⇒ Continue the above process with all of the columns that require an item count
 - NOTE:** You can continue to use the same "BIN BLOCK" each time, or you can move it further along the spreadsheet. Once you are through
- ⇒ Move the cursor to the row directly following the AVERAGE AWARD row
- ⇒ Type '/' E(dit) D(elete) R(ow)
- ⇒ Use the down arrow key to highlight all of the bin blocks used
- ⇒ Press the 'Enter' key
 - This action will delete the BIN BLOCKS
- ⇒ Type '/' F(ile) S(ave) R(eplace)to save the changes to the spreadsheet thus far

> Counting the number of students receiving the award in each column (cont.)

The Screen Should Look Like This:

0116: 1091 101							
	A	B	C	D	E	F	G
109	Yardis	Helena	D.	13295	15000	0	0
110							
111	TOTAL AMOUNT			420514	484855	203055	122855
112	STUDENTS RECEIVING			101	101	7	14
113	AVERAGE AMOUNT						
114			0	0			
115			1	0			
116				101			

> Averaging the columns

- ⇒ Move the cursor to the row at the bottom of the spreadsheet labeled 'AVERAGES'
 - ⇒ Move the cursor to column D of that row
 - ⇒ Type $+D(\text{line\# TOTAL AMOUNT line}) / D(\text{line\# of STUDENTS RECEIVING line})$ as the formula for the cell
 - ⇒ Press the 'Enter' key
 - ⇒ Type '/' E(dit) C(opy)
 - ⇒ Press the 'Enter' key
 - ⇒ Type D(line # of 'AVERAGES' row)..O(line # of 'AVERAGES' row) as the destination for the copied cell block
 - ⇒ Press the 'Enter' key
- This action should copy the formula across all of the columns in the 'AVERAGES' row
- ⇒ Type '/' E(dit) S(ave) R(eplace) to save the changes to the spreadsheet thus far

The Screen Should Look Like This:

	A	B	C	D	E	F
109	Yardis	Helena	D.	13295	15000	0
110						
111	TOTAL AMOUNT			420514	484855	203055
112	STUDENTS RECEIVING			101	101	7
113	AVERAGE AMOUNT			4163.505	4800.545	29007.857

**THE ALUMNI AWARD SPREADSHEET FOR THE CLASS YOU WERE WORKING
ON IS NOW COMPLETE AND READY FOR ANALYSIS**

Additional Help

Part I: Printing Reports

Obviously, you will not be able to print entire spreadsheets of the projections as they tend to be huge. Executive reports can be printed, however, if they are blocked correctly.

> Specifying a Print Block

- ⇒ Type '/' **P**(rint) **B**(lock)
- ⇒ Specify the block of data you want to print on a page (The first value is the cell address of the upper left-hand corner of the page. The second value is the cell address of the lower right-hand corner of the page to be printed. These two values should be separated by two periods. For example, To print columns A-L, rows 1-44, the block would be specified as: **A1..L44**.)
- ⇒ Press the 'Enter' key

> Performing a Screen Preview

- ⇒ Type '/' **P**(rint) **D**(estination) **S**(creen) then **S**(preadsheet Print)
This action should show you how a printout of your specified block would appear
- ⇒ Type '/' **Q**(uit) to exit this option

> Changing the Orientation/Format

If the page does not appear in the screen preview as desired, several options are available for changing it

- ⇒ Typing '/' **P**(rint) **F**(ormat) will give you a window in which you can tinker with the options available until the desired report is achieved
NOTE: When performing a landscape print rather than a portrait orientation, make sure that the **DESTINATION** is set as the **GRAPHICS** printer

> Printing the Report

- After ensuring that the report is formatted in the desired manner, and making sure that the destination is set as either the Graphics Printer (for landscape orientation) or printer, make sure that the printer is turned on and loaded with paper. Then choose **S**(preadsheet Print) from the menu.

APPENDIX A

DATA ELEMENTS IN FILE BDGOTHR.

LAST NAME

FIRST NAME

MIDDLE INITIAL

STATE OF RESIDENCE

YEAR IN SCHOOL

NUMBER OF FAMILY MEMBERS IN COLLEGE

CONTRIBUTION

GRANT INDEX

PARENT'S AGI TAXABLE INCOME

STUDENT'S AGI TAXABLE INCOME

FISAP AGI

CURRENT NEED

APPENDIX B**DATA ELEMENTS IN FILE BDGT3115.**

LAST NAME
FIRST NAME
MIDDLE INITIAL
YEAR IN SCHOOL
PELL GRANT
MAP
IQU GRANT
IWU GRANT W/AA
IWU GRANT O/S
IWU GRANT O/S ALUMNI
OUTSIDE SCHOLARSHIP
NO NEED SCHOLARSHIP
SPECIAL CORP. NATIONAL MERIT SCHOLAR
MERIT CORP SPONSORED NMSC
ONE TIME SPECIAL NMSC
ALUMNI AWARD ACADEMIC
ALUMNI AWARD W/NEED
ALUMNI TALENT - MUSIC
ALUMNI TALENT - ART
ALUMNI TALENT - DRAMA
MUSIC AWARD W/NEED
FOREIGN STUDENT GRANT
MINISTERIAL GRANT
PARENT'S ASSOCIATION GRANT
PRETHEOLOGY GRANT
IWU NATIONAL MERIT SCHOLAR
MUSIC AWARD
GIESE AWARD
ALKONIS AWARD
STEVENSON AWARD
RUPERT AWARD
MAHLSTEDT AWARD
SENATE SCHOLARSHIP
PRESSER FOUNDATION
BROKAW GRANT
SHANKS AWARD
BAKER AWARD

APPENDIX C**DATA ELEMENTS IN BDGT4321.**

ALUMNI ACHIEVEMENT SCHOLARSHIP
STATE FARM MINORITY GRANT
EVERETT B. RUST SCHOLARSHIP
SPECIAL AWARD
MUSIC AWARD W/AA
IWU NATIONAL MERIT W/AA INCLUDED
INTERNATIONAL STUDENT ACHIEVEMENT AWARD
NB GIFT W/NATIONAL MERIT SCHOLAR
MUSIC HONORS
SEOG INITIAL YEAR
SEOG RENEWAL
ILLINOIS MERIT RECOGNITION SCHOLARSHIP
MERIT RECOGNITION SCHOLARSHIP W/NEED
PERKINS LOAN
PERKINS LOAN S.T. TRIP
NURSING LOAN
NURSING LOAN S.T. TRIP
STAFFORD LOAN I.S.
STAFFORD LOAN O.S.
STAFFORD LOAN I.S. S.T.
STAFFORD LOAN O.S. S.T.
LULU LAW LOAN
LULU LAW LOAN S.T. TRIP
EDGAR M. SMITH LOAN
METHODIST LOAN
MASSOCK LOAN
FERGUSON LOAN
TRIPP LOAN
MYERS LOAN
IWU STUDENT EMPLOYMENT
IWU EMPLOYMENT PARTIAL
COLLEGE WORK STUDY
COLLEGE WORK STUDY PARTIAL

APPENDIX D**DATA ELEMENTS IN FILE BDGTAA.**

LAST NAME
FIRST NAME
MIDDLE INITIAL
YEAR IN SCHOOL
ALUMNI AWARD ACADEMIC
IWU MATIONAL MERIT SCHOLAR
MUSIC AWARD
ALUMNI TALENT - MUSIC
ALUMNI TALENT - ART
ALUMNI TALENT - DRAMA
PRESSER FOUNDATION
ALUMNI ACHIEVEMENT SCHOLARSHIP
SPECIAL AWARD
NATIONAL MERIT W/AA INCLUDED

Intent of Research

The nature of this research project is to make a very strong contribution toward the final goal of completely automating the financial aid office at Illinois Wesleyan University within the next five years. The proposed research will be of immense value not only to myself, through the research and programming experience it will provide me, but to the entire community of Illinois Wesleyan University, in that the ultimate result will be a more efficient and accurate financial aid office.

The initial step of my research will be to develop a more efficient method to implement a university budget projection for grant assistance for the academic year 1994-1995. From the experience I will gain through that development process, I will then be able to discern the fundamental processes necessary to effectively develop a budget projection module that will have the capacity of projecting the need-analysis involved with a budget year by using data elements derived from the current fiscal year. Other methodology will be developed for the budget projection module which will provide the university with flexibility in its ability to deal with updated state and federal directives affecting the availability of funds from external sources and the university's need to develop its own resources for the delivery of an effective student assistance program. The research to be conducted will be instrumental in making the financial aid process at Illinois Wesleyan one which allows the human and financial resources of the university to be used most effectively and efficiently.

Amy N. Baird