



SAARC
ENERGY
CENTRE

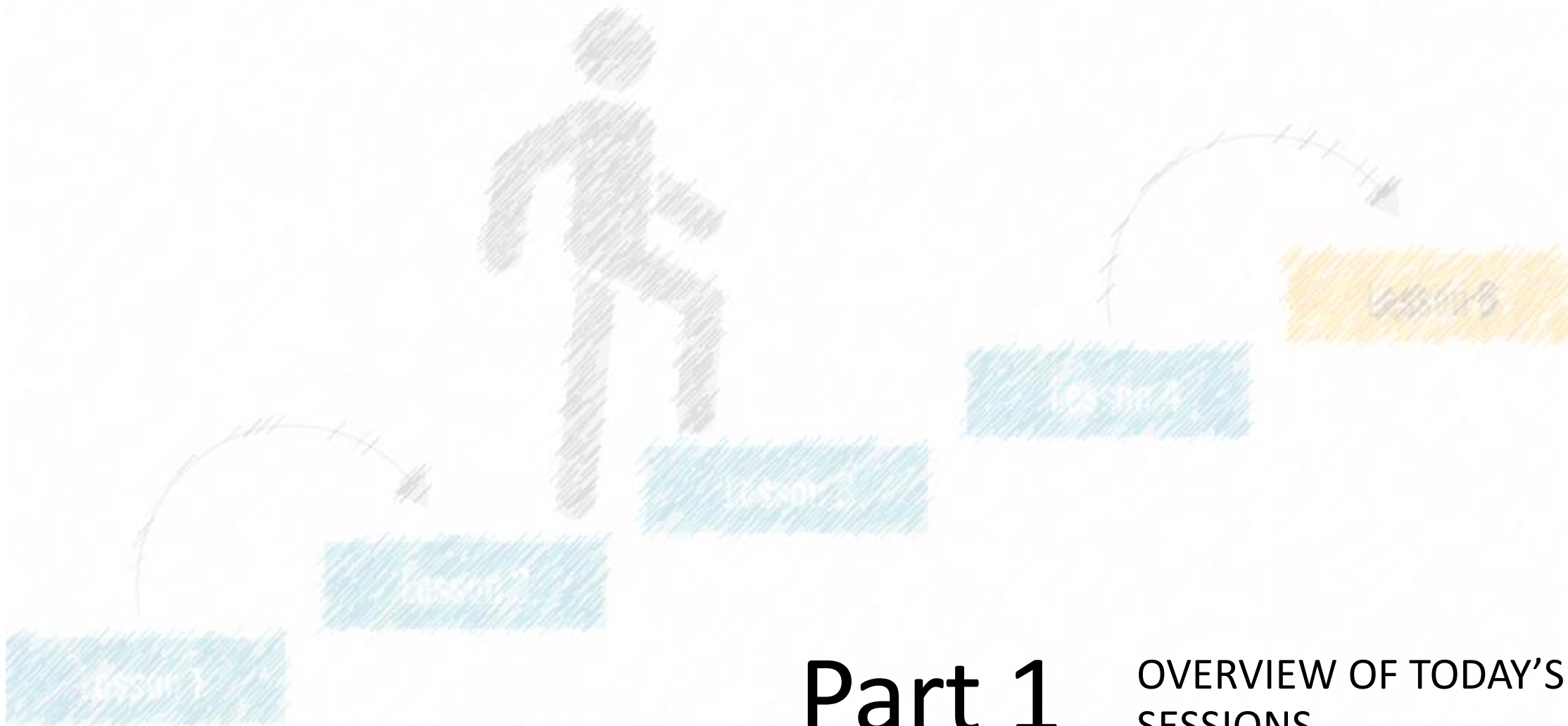
Training on Energy Statistics

DAY 2

Engr. Muhammad Faizan Khan

Consultant

SAARC Energy Center



Part 1

OVERVIEW OF TODAY'S
SESSIONS

Overview of Training Program

- Introduction to Energy Balance Converter
- Introduction to Microsoft Excel
- Installation: Energy Balance Converter
- Energy Balance Converter Workflow
- Exercise: Generate report based on SAARC template



Part 2

INTRODUCTION TO ENERGY BALANCE CONVERTER

LET'S RECALL SOME BASICS

- COMMODITY BALANCES
- COMMODITY FLOWS
- ENERGY BALANCES
- ENERGY FLOWS
- UNITS
 - MASS UNITS
 - VOLUME UNITS
 - ENERGY UNITS

LET'S RECALL SOME BASICS

- CONVERSION FACTORS
 - HEAT CONTENT
 - CALORIFIC VALUES
- REFORMATING
 - SIGN CONVENTIONS
 - PLACEMENT
- INTERNATIONAL AGENCIES
 - IEA, UNSTAT, EUROSTAT

LET'S RECALL SOME BASICS

COMMODITY BALANCE

	Crude Oil (kt)	Motor Gasoline (kt)
Production	100	30
Import		
Export	-10	-24
Supply	90	6
Oil Refineries	88	
Final Consumption	2	6

ENERGY BALANCE

	Crude Oil (TJ)	Motor Gasoline (TJ)
Production	4230	
Import		
Export	-423	-1063
Supply	3807	-1063
Oil Refineries	-3722	1329
Final Consumption	85	266

Motor Gasoline in kt x **44.3 TJ/kt** = Motor Gasoline in TJ

Crude Oil in kt x **42.3 TJ/kt** = Crude Oil in TJ

LET'S RECALL SOME BASICS

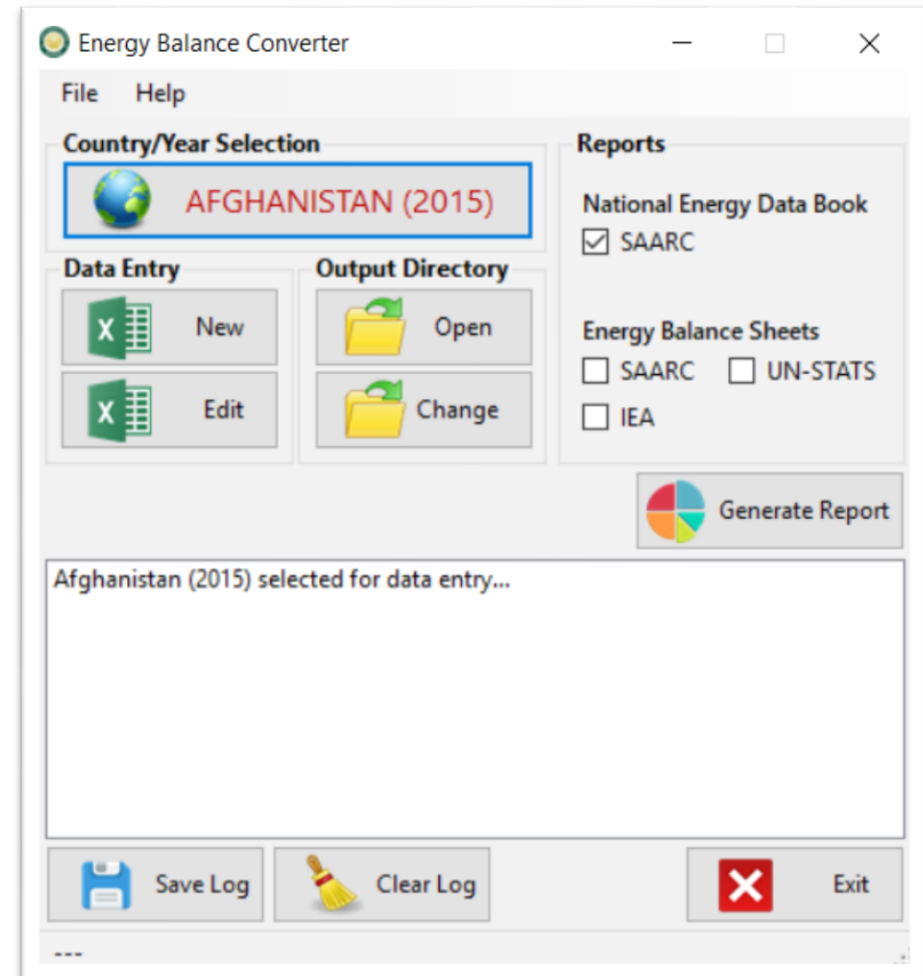
- **CHALLENGES?**
- INPUT IN COMMODITY BALANCE
- UNIT CONVERSIONS
- SIGN CONVENTIONS
- REFORMATTING
- INPUT IN ENERGY BALANCE

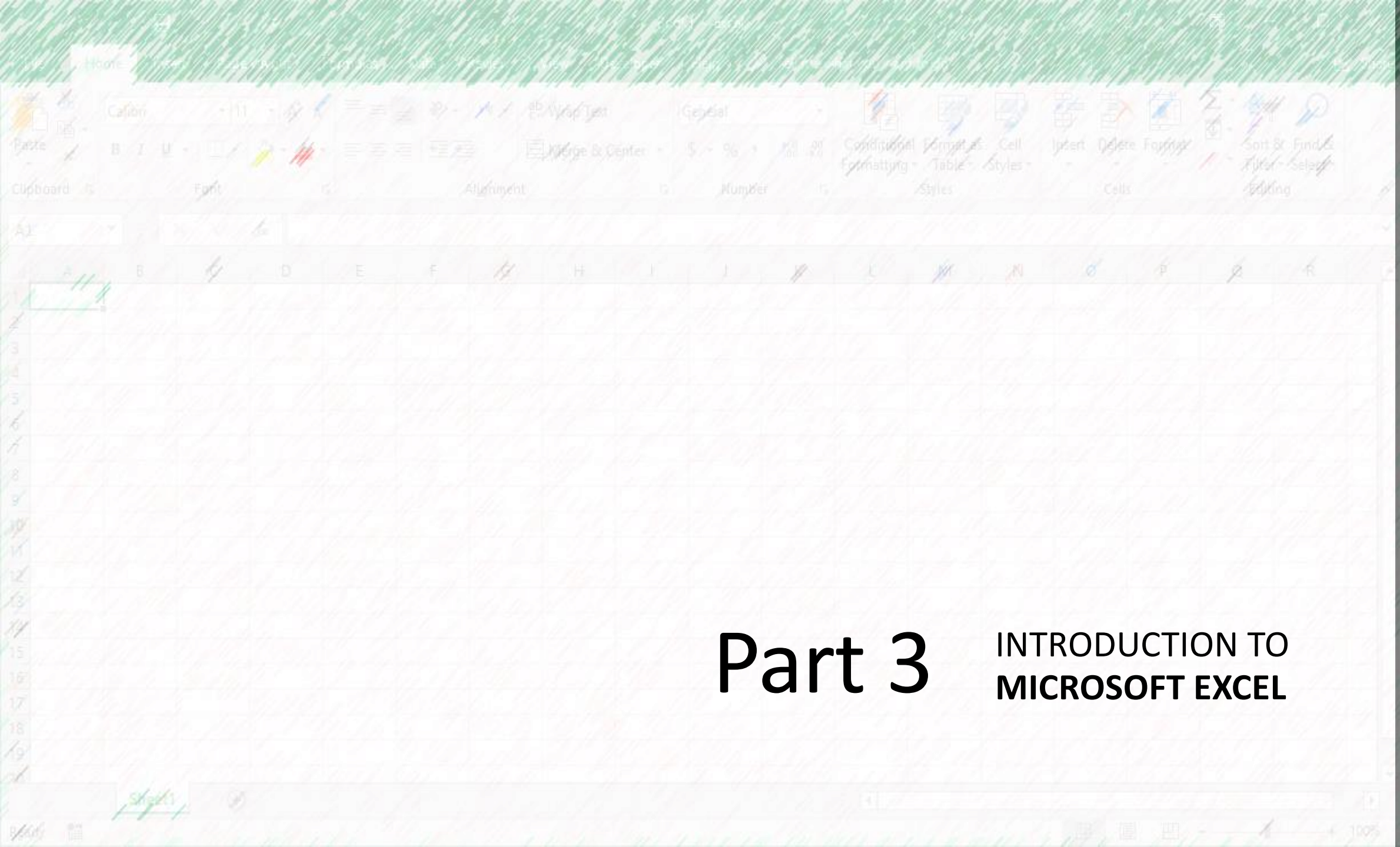
COMMODITY BALANCE			ENERGY BALANCE		
	Crude Oil (kt)	Motor Gasoline (kt)		Crude Oil (TJ)	Motor Gasoline (TJ)
Production	100	30	Production	4230	
Import			Import		
Export	-10	-24	Export	-423	-1063
Supply	90	6	Supply	3807	-1063
Oil Refineries	88		Oil Refineries	-3722	1329
Final Consumption	2	6	Final Consumption	85	266

Motor Gasoline in kt x **44.3 TJ/kt** = Motor Gasoline in TJ
 Crude Oil in kt x **42.3 TJ/kt** = Crude Oil in TJ

ENERGY BALANCE CONVERTER

- A SOFTWARE TOOLKIT DEVELOPED BY **SAARC ENERGY CENTER**
- CONVERTS **COMMODITY BALANCES** INTO **ENERGY BALANCES**
- BASED ON INTERNATIONAL STANDARDS LIKE **IEA**
- GENERATE REPORTS IN DIFFERENT FORMATS
 - SAARC, UNSTAT, IEA
 - SAARC ENERGY DATA BOOK



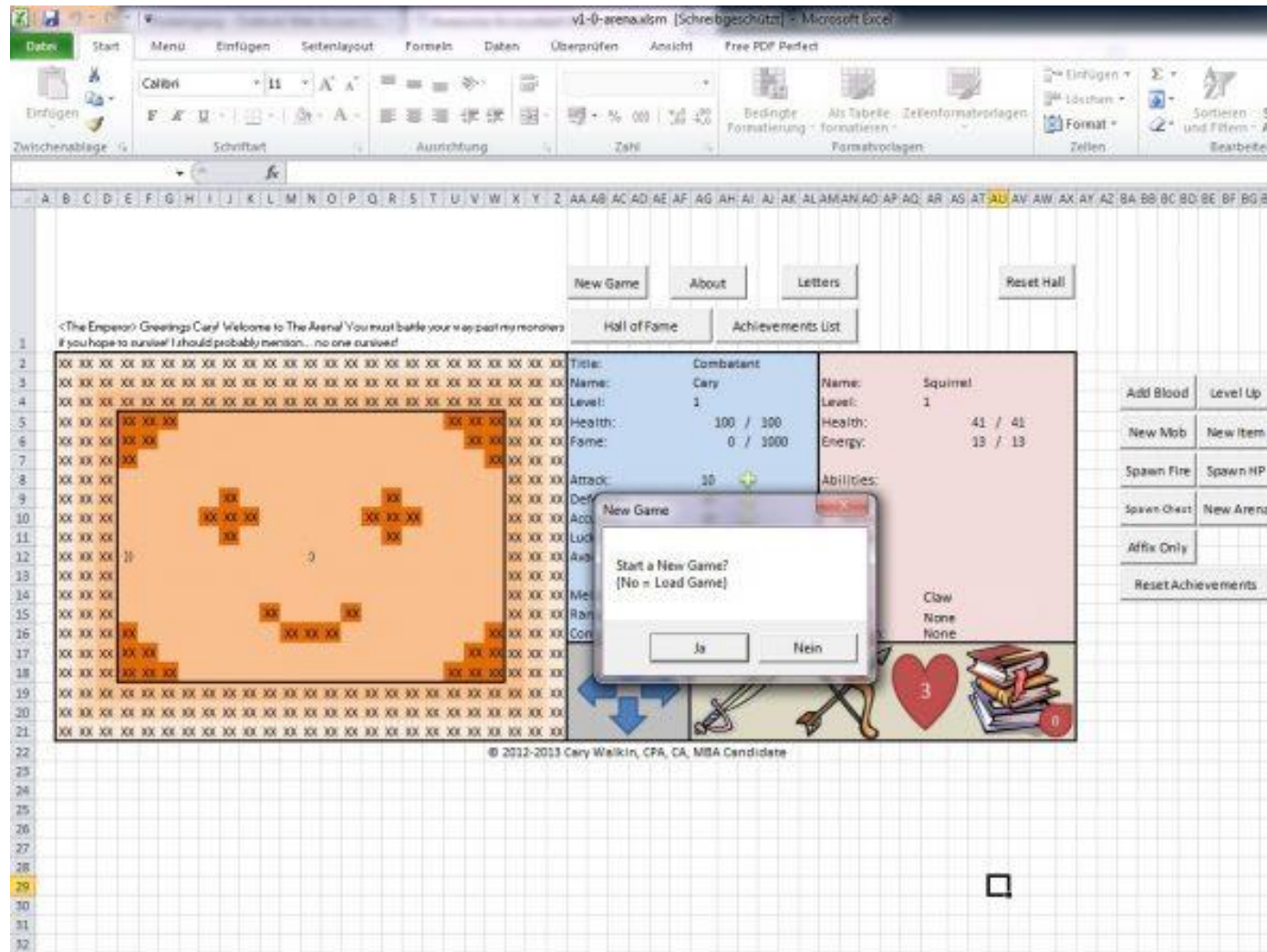


Part 3

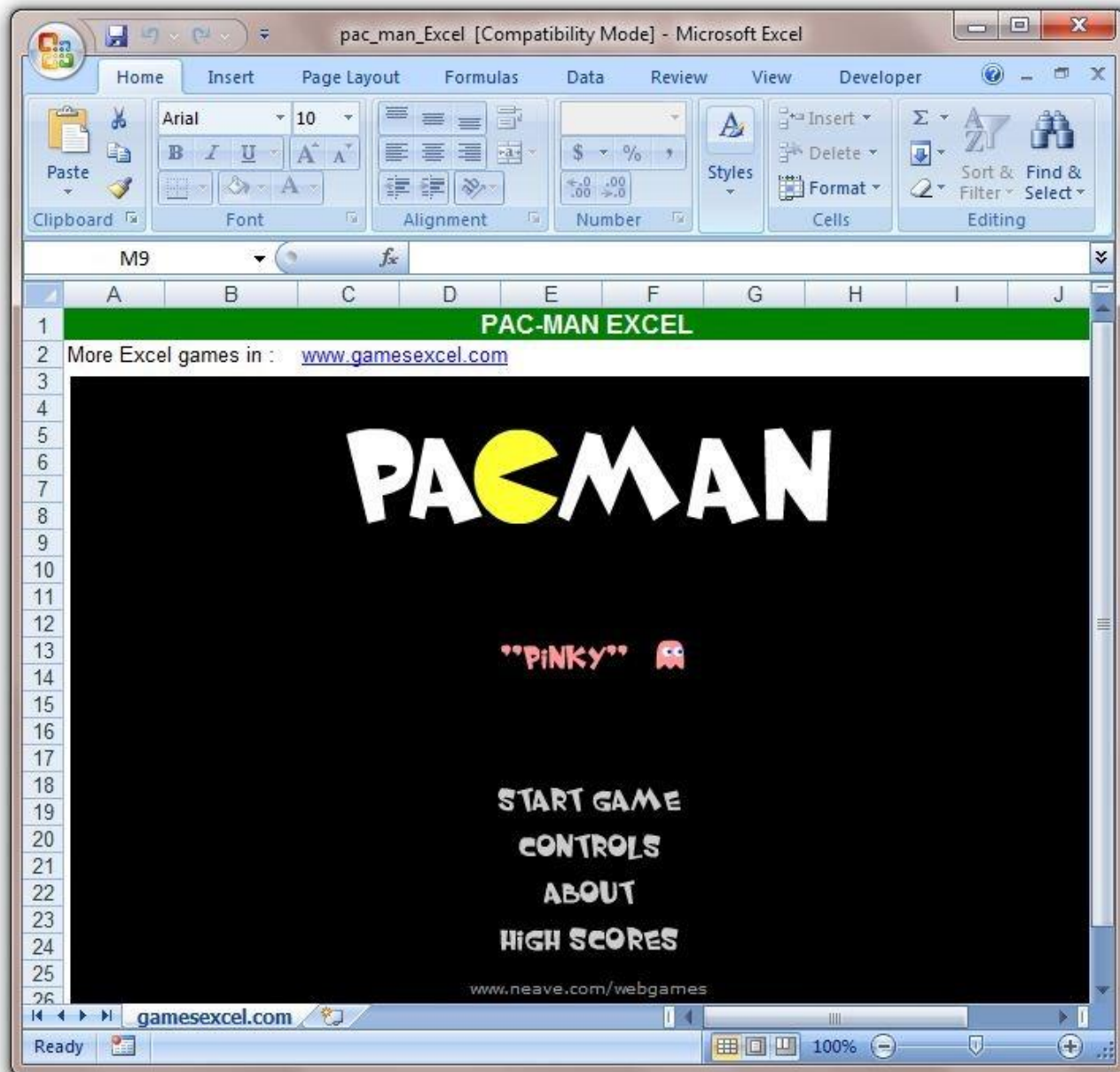
INTRODUCTION TO MICROSOFT EXCEL



Japanese
artist uses
Excel to
draw
scenery



Full Length Role Playing Game in Excel



PACMAN in
Excel

Part 3.1

INTRODUCTION TO
MICROSOFT EXCEL

OVERVIEW

FileHomeInsertPage LayoutFormulasDataReviewViewPower PivotTell me what you want to do...TeachUcomp TeacherShare

fx

Insert Function

Σ

AutoSum

Recently Used

Financial

Logical

Text

Date & Time

Lookup & Reference

Math & Trig

More Functions

Name Manager

Define Name

Use in Formula

Create from Selection

Defined Names

Trace Precedents

Trace Dependents

Remove Arrows

Formula Auditing

Show Formulas

Error Checking

Evaluate Formula

Watch Window

Calculation Options

Calculate Now

Calculate Sheet

Calculation

Sum (Alt+=)

3

6

5

5

=SUM(J2:J5)

Automatically add it up. Your total will appear after the selected cells.

4000

3500

3000

2500

2000

1500

1000

500

0

Erin White

Joe Smith

Sam Smith

Full Name

Row Labels

Sum of Order Total

Average of Order Total

Average of Order Total Goal

Average of Order

Erin White

1250

625

650

Jenny White

1375

687.5

650

Joe Smith

2600

650

650

Sam Black

5150

858.3333333

650

Sam Smith

3575

715

650

Grand Total

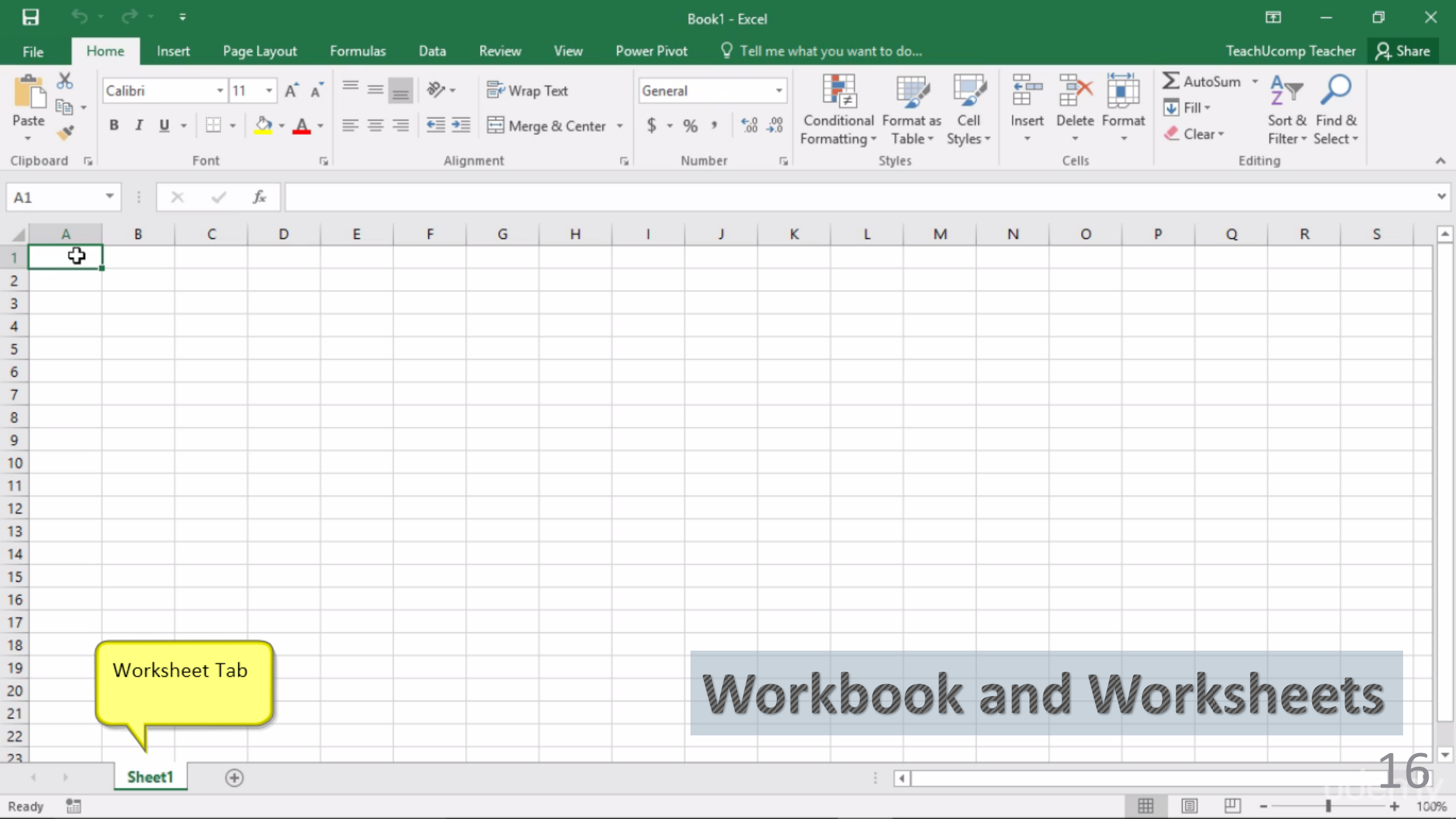
13950

734.2105263

650

Auto Sum Feature

15



File

Home

Insert

Page Layout

Formulas

Data

Review

View

Power Pivot

Tell me what you want to do...

TeachUcomp Teacher

Share



Paste

Clipboard

Calibri

11

A

A

B

I

U

A

Font

Wrap Text

Merge & Center

Alignment

General

\$

%

,

Number



Conditional
Formatting



Format as
Table



Cell
Styles

Styles



Insert



Delete



Format

Cells



AutoSum

Fill

Clear



Sort &
Filter

Find &
Select

Editing

A1

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

1

2

3

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8

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10

11

12

13

14

15

16

17

18

19

20

21

22

23

Worksheet Tab

Workbook and Worksheets

Sheet1



Ready





Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

Feedback

Open



Recent



OneDrive - TeachUcomp, Inc.
TUCTeacher@teachucomp.onmicrosoft....



OneDrive - Personal
tucteacher@outlook.com



Sites - TeachUcomp, Inc.
TUCTeacher@teachucomp.onmicrosoft....



This PC



Add a Place



Browse

Today



Advanced Excel
Documents

12/2/2015 4:33 PM



Intro- Sample
Documents

12/2/2015 4:32 PM

Older



Excel Sample Data
Documents

11/12/2015 12:59 PM



Intro- Sample
TeachUcomp Teacher's OneDrive » Documents

11/2/2015 1:59 PM



Charts
Documents

10/30/2015 3:53 PM



Customers
Documents

10/29/2015 3:23 PM



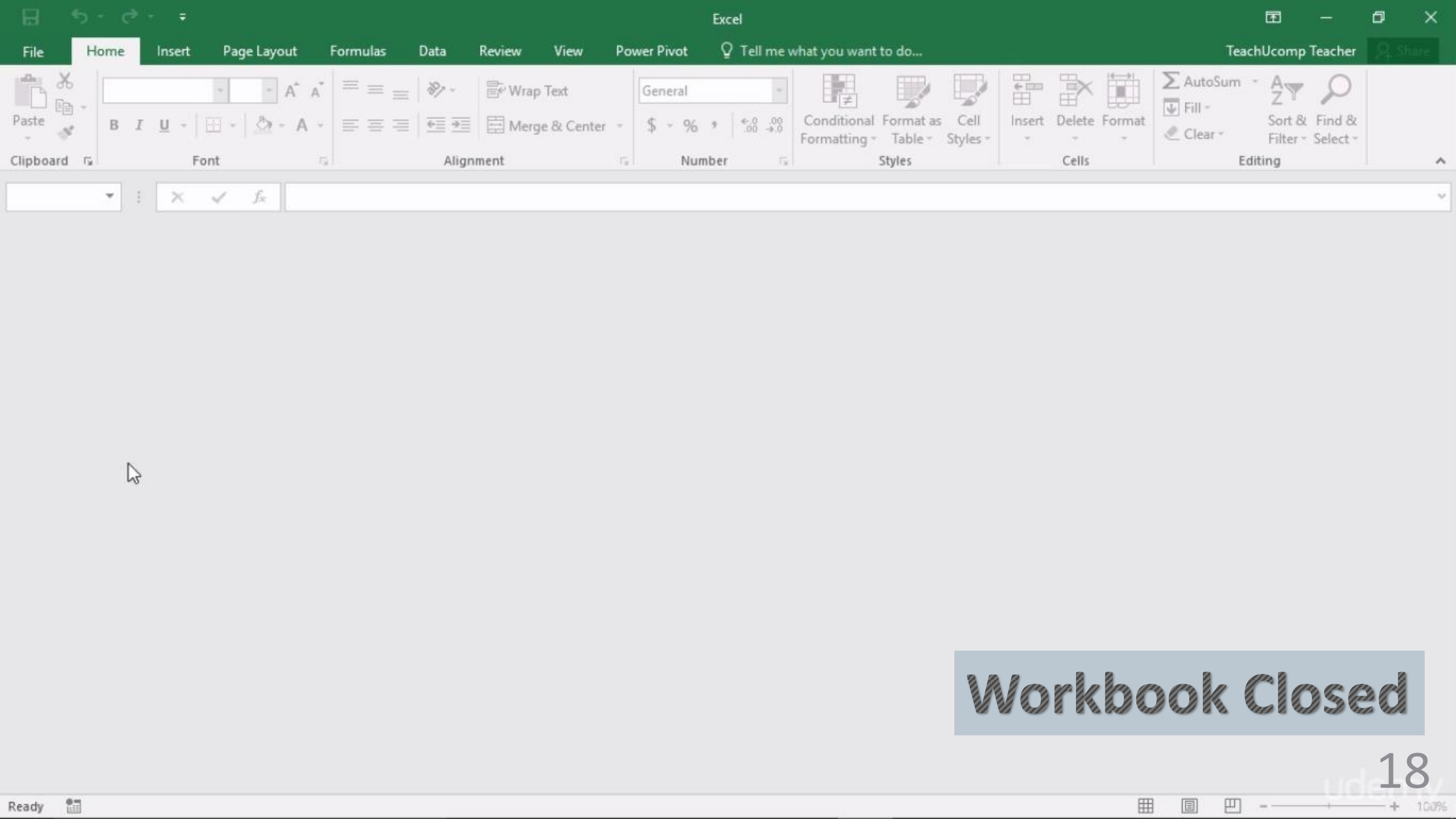
Book
TeachUcomp, Inc. » sites » TestingDepartment » Shared Documents

8/20/2015 9:52 AM

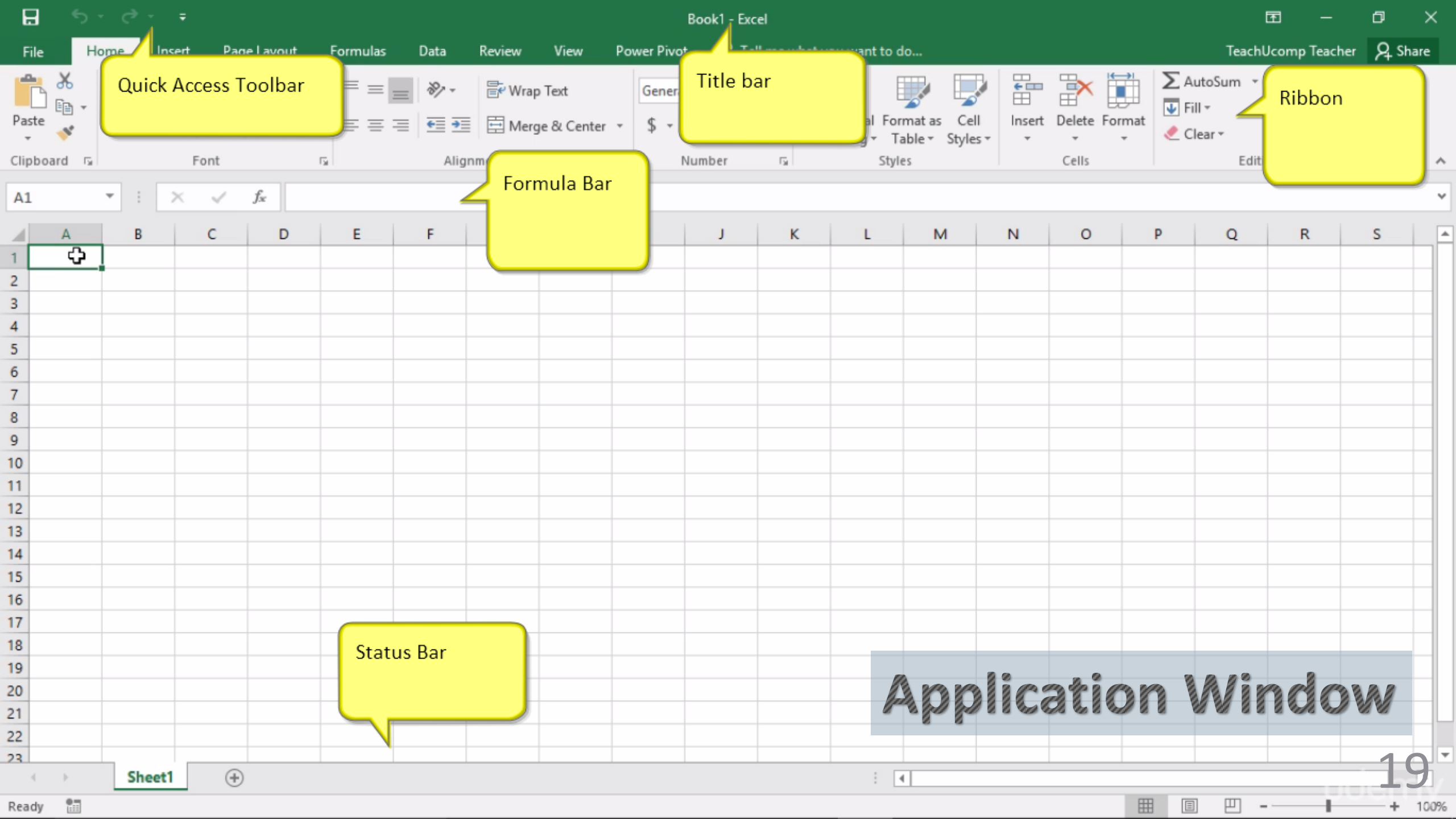
Open or close a Workbook



Recover Unsaved Workbooks



Workbook Closed



Quick Access Toolbar

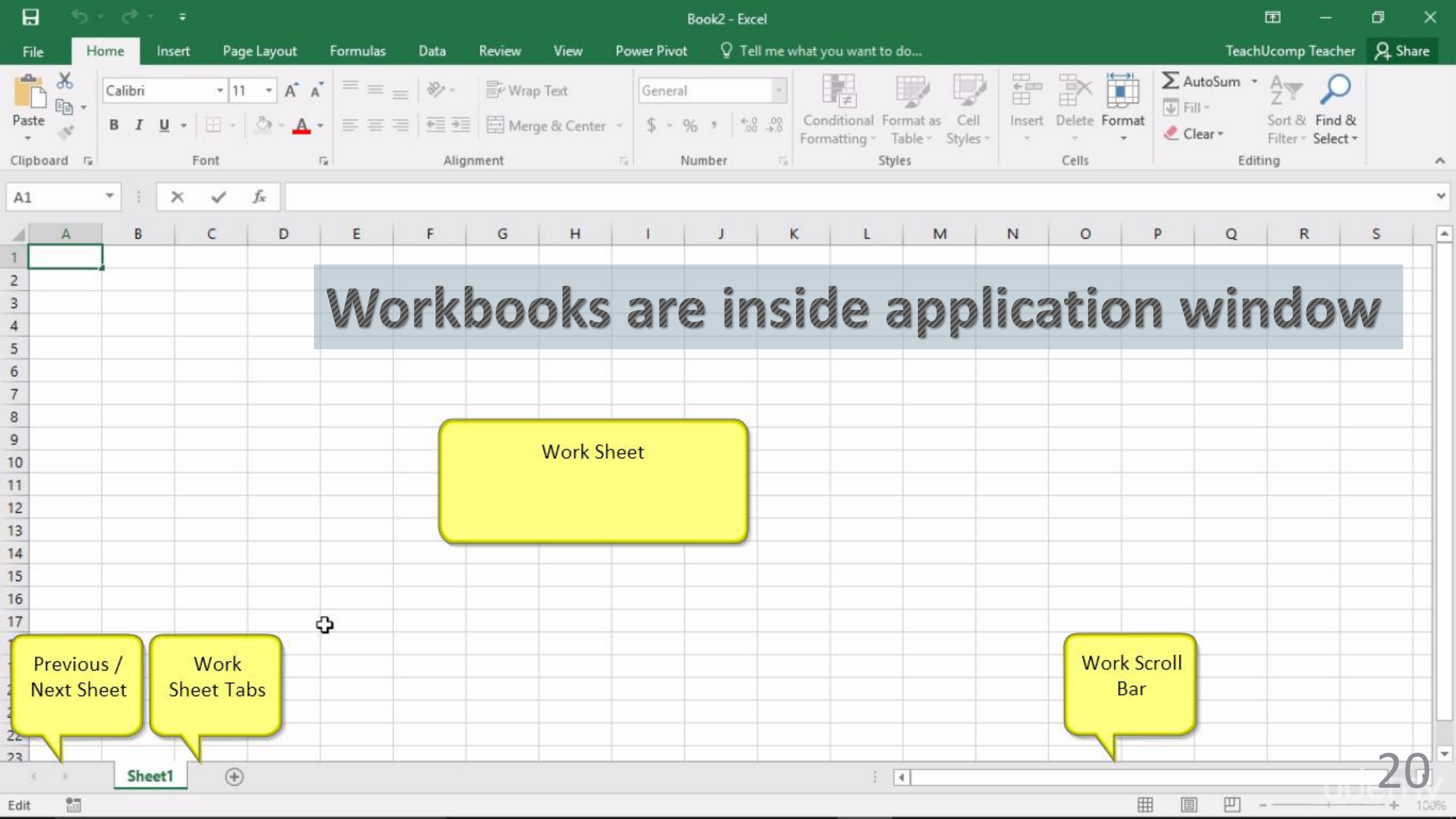
Title bar

Ribbon

Formula Bar

Status Bar

Application Window



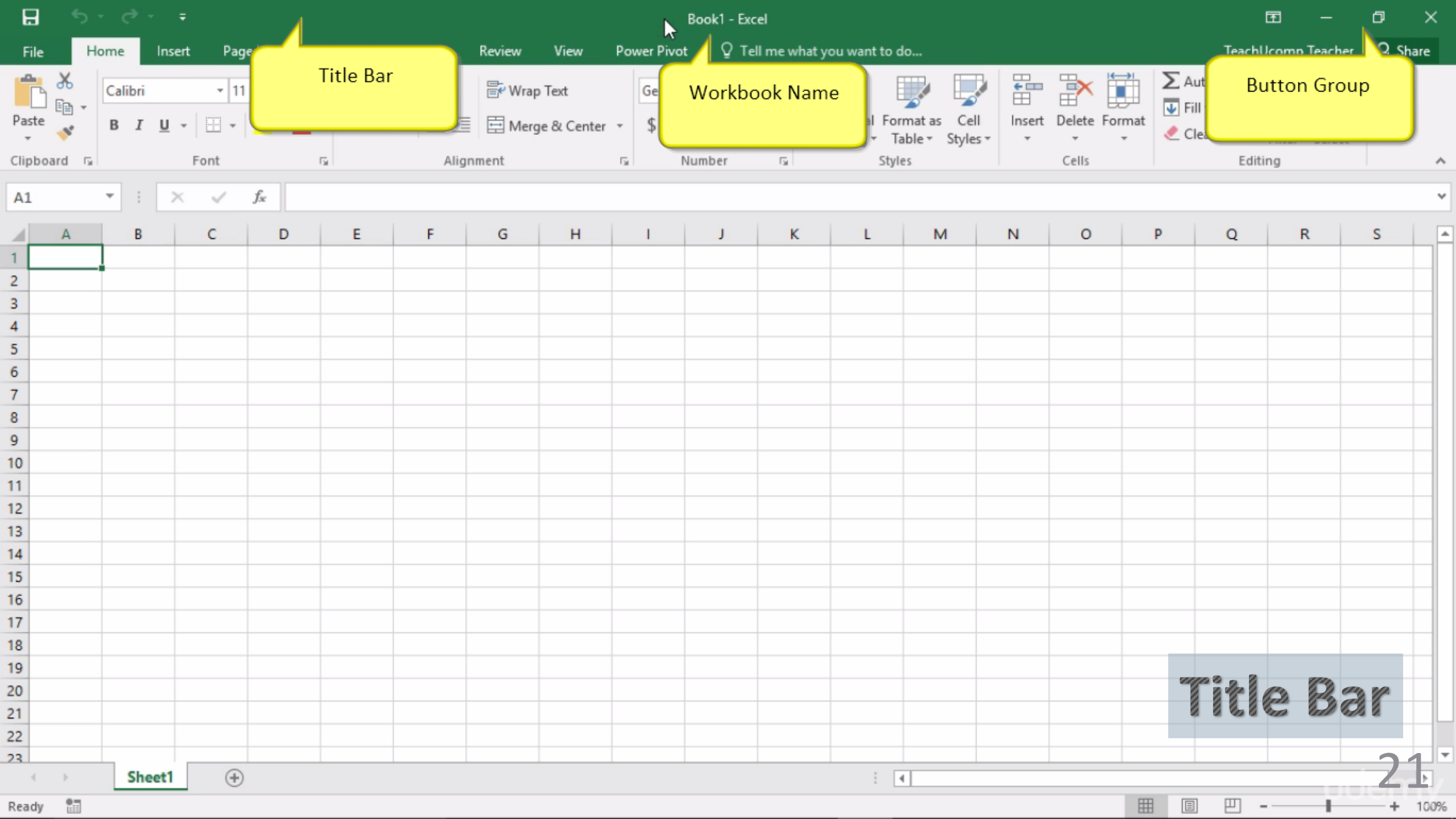
Workbooks are inside application window

Work Sheet

Previous /
Next Sheet

Work
Sheet Tabs

Work Scroll
Bar

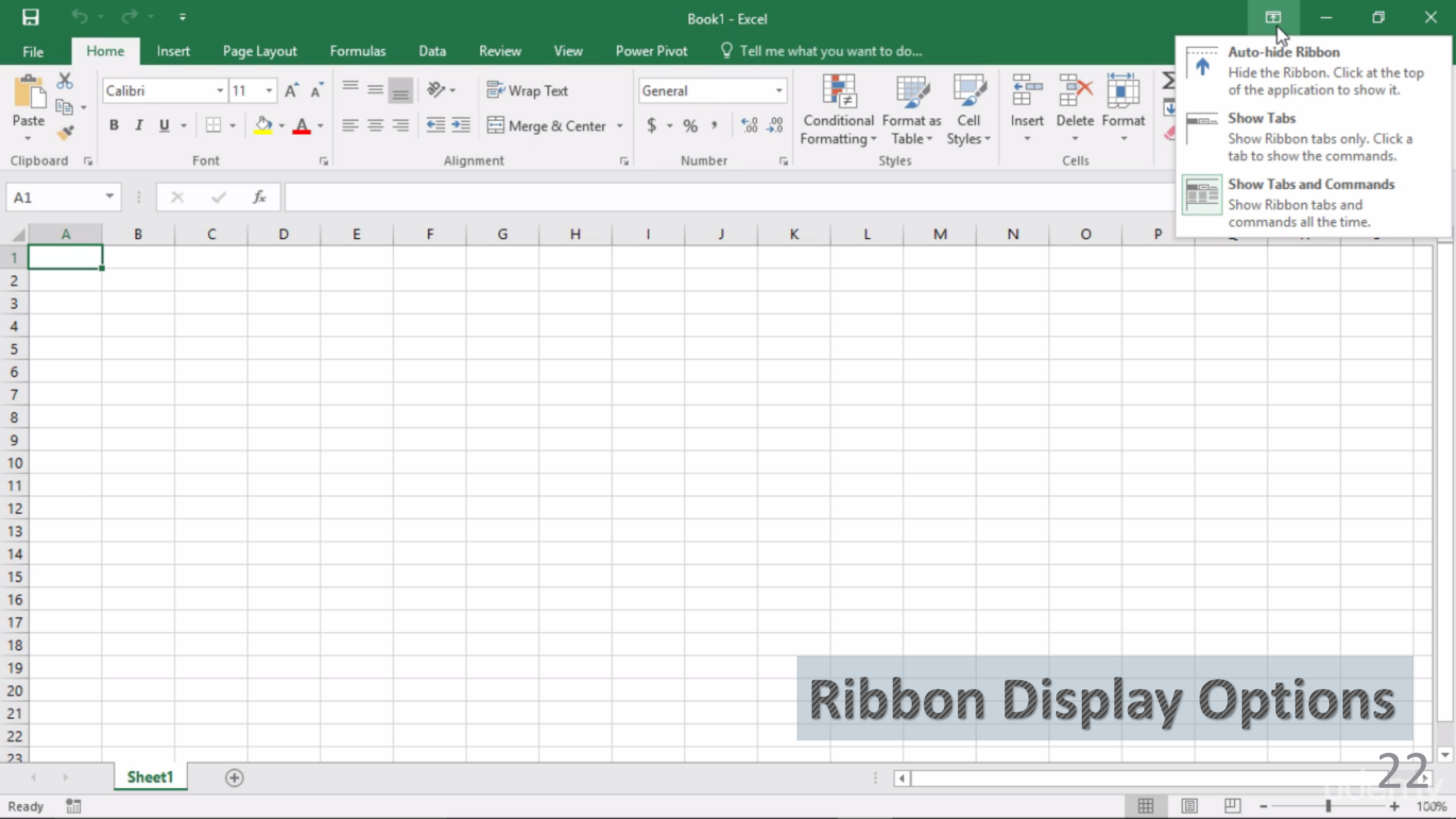


Title Bar

Workbook Name

Button Group

Title Bar

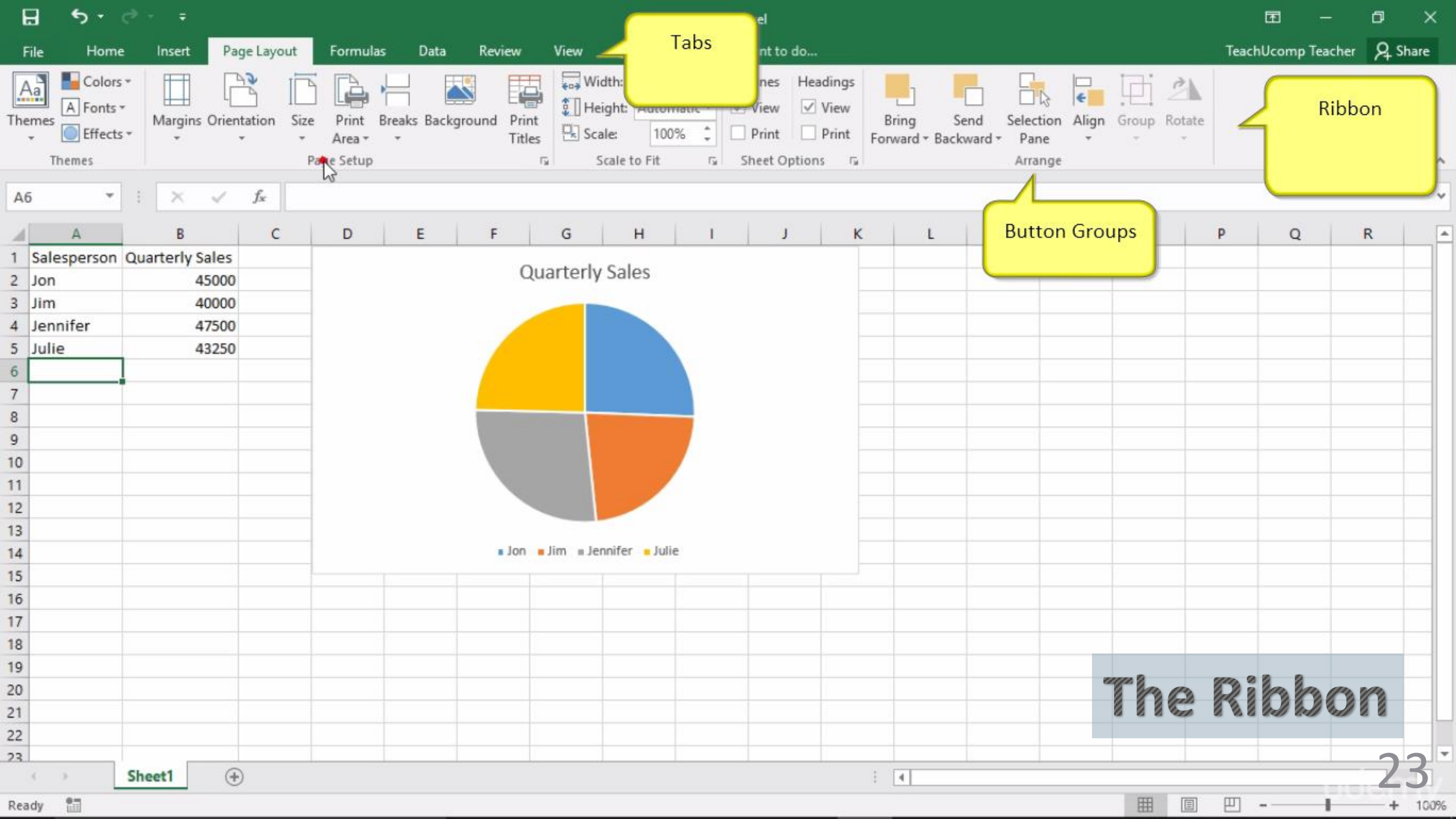


Auto-hide Ribbon
Hide the Ribbon. Click at the top of the application to show it.

Show Tabs
Show Ribbon tabs only. Click a tab to show the commands.

Show Tabs and Commands
Show Ribbon tabs and commands all the time.

Ribbon Display Options



Tabs

Ribbon

Button Groups

The Ribbon

Book1 - Excel

FileHomeInsertPage LayoutFormulasDataReviewViewTell me what you want to do...TeachUcomp TeacherShare

Paste

Clipboard

Calibri11

Font

Wrap Text

Alignment

General

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

AutoSum

Fill

Clear

Editing

Sort & Filter

Find & Select

A6

	A	B	C	D	E	F	G	M	N	O	P	Q	R
1	Salesperson	Quarterly Sales											
2	Jon	45000											
3	Jim	40000											
4	Jennifer	47500											
5	Julie	43250											
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													

Quarterly S

JonJimJenniferJulie

Alignment Settings

Don't see what you're looking for?

Check out the full set of cell alignment options.

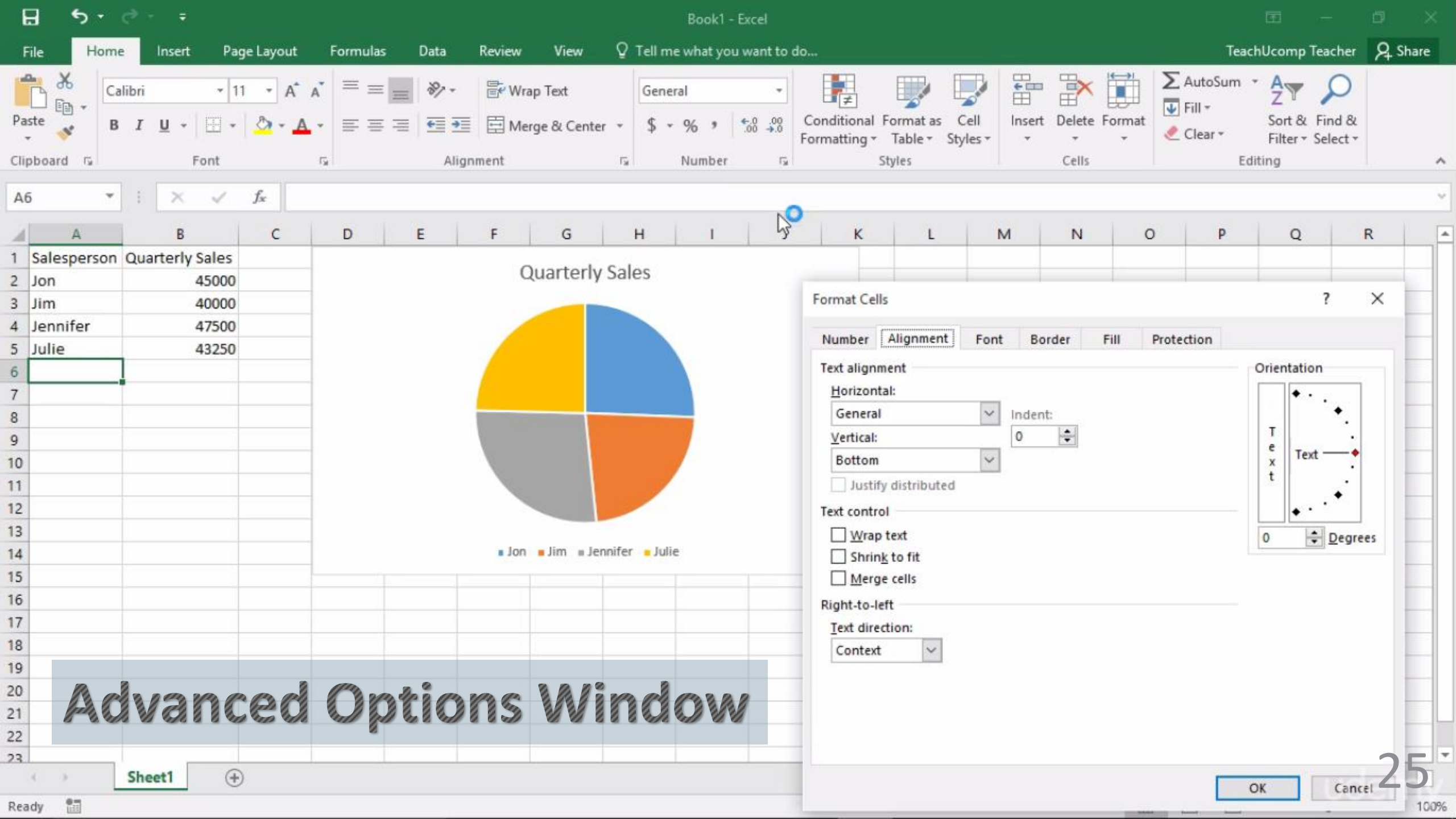
Dialog Box Launcher Button for Advanced Options

Sheet1

Ready

24

100%



Double Click any tab to hide the ribbon.

A6	
1	Sale
2	Jon
3	Jim
4	Jennifer
5	Julie
6	
7	
8	
9	
10	
11	
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16	
17	
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19	
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24	
25	
26	
27	



Hiding the ribbon Shortcut

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Design Format

Contextual Tabs

Chart Tools

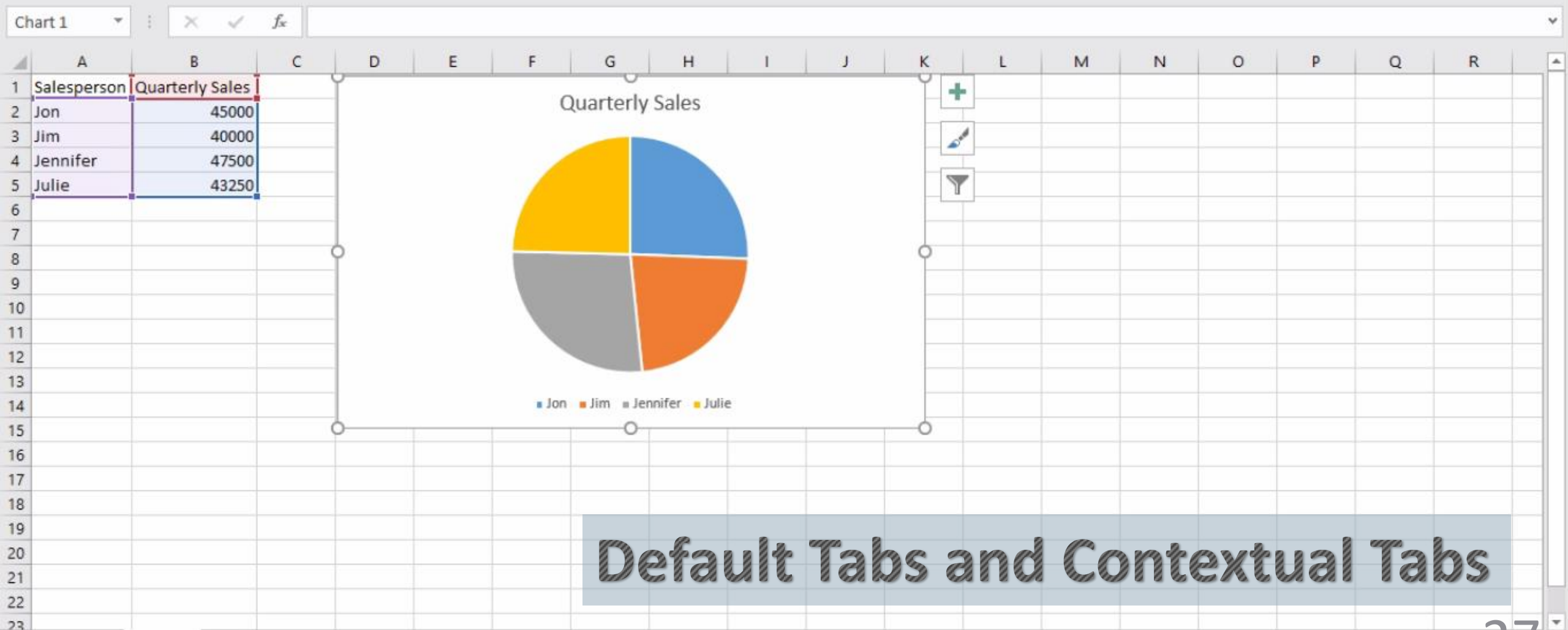
Chart Layouts: Add Chart Element, Quick Layout, Change Colors

Chart Styles: Various pie chart styles

Data: Switch Row/Column, Select Data

Type: Change Chart Type

Location: Move Chart



Default Tabs and Contextual Tabs



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

Feedback

Info

Intro- Sample

Documents

**Protect Workbook** ▾

Protect Workbook

Control what types of changes people can make to this workbook.

**Check for Issues** ▾

Inspect Workbook

Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name and absolute path
- Footers

**Manage Workbook** ▾

Manage Workbook

Check in, check out, and recover unsaved changes.

- There are no unsaved changes.

**Browser View Options**

Browser View Options

Pick what users can see when this workbook is viewed on the Web.

Backstage View using File Menu

Properties ▾

Size	12.0KB
Title	Add a title
Tags	Add a tag
Categories	Add a category

Related Dates

Last Modified	11/2/2015 2:37 PM
Created	11/2/2015 1:59 PM
Last Printed	

Related People

Author	 TeachUcomp Teacher
	Add an author
Last Modified By	 TeachUcomp Teacher

Related Documents

[Open File Location](#)[Show All Properties](#)

New

Different views in Backstage

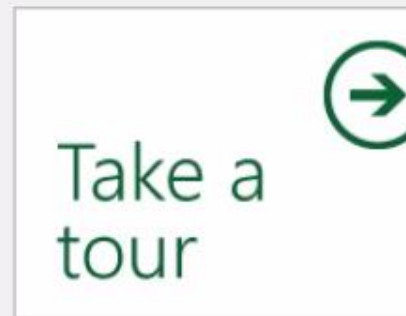


Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists

FEATURED PERSONAL

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook



Welcome to Excel



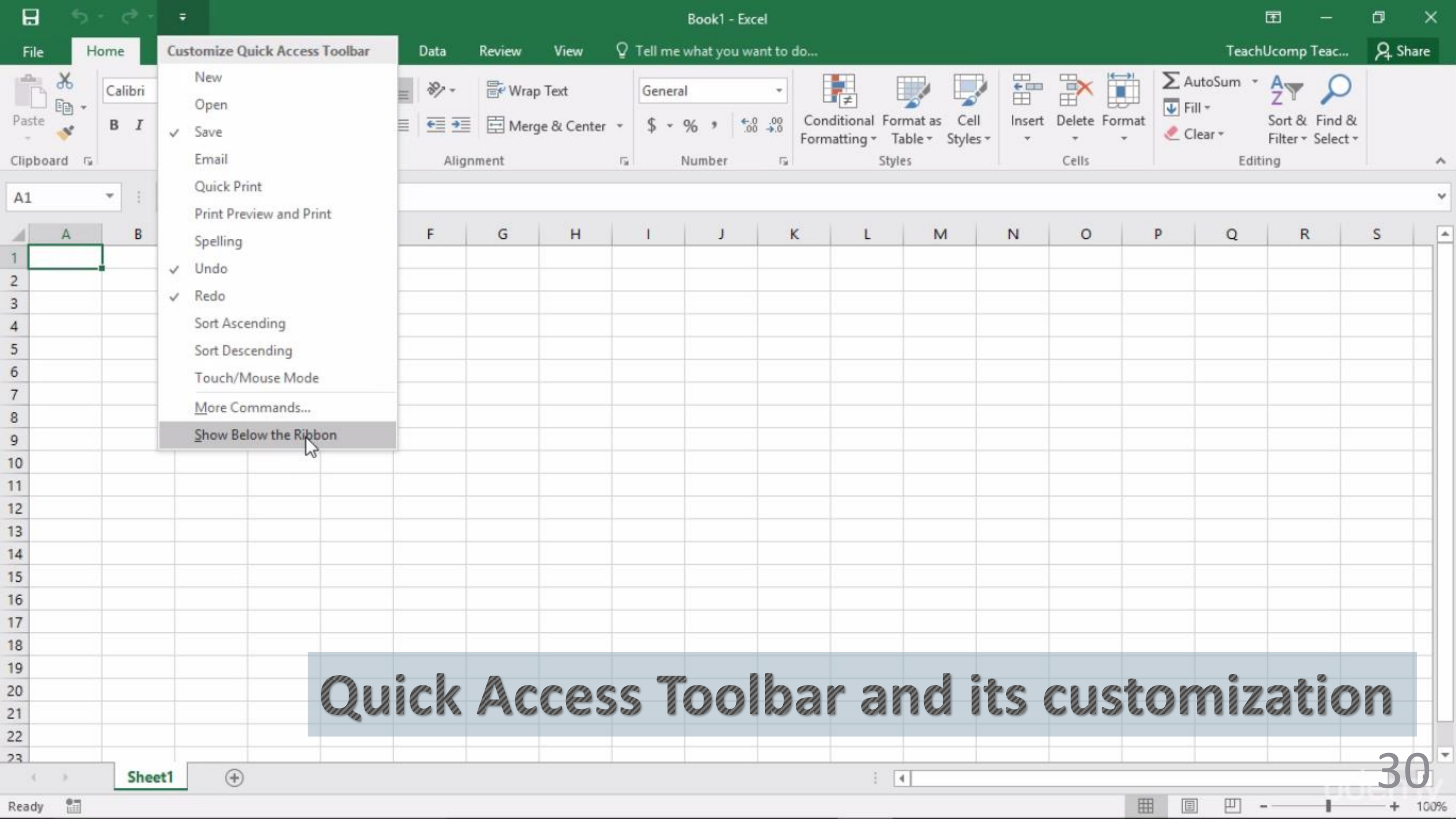
Business analysis feature tour



Business analysis feature tour

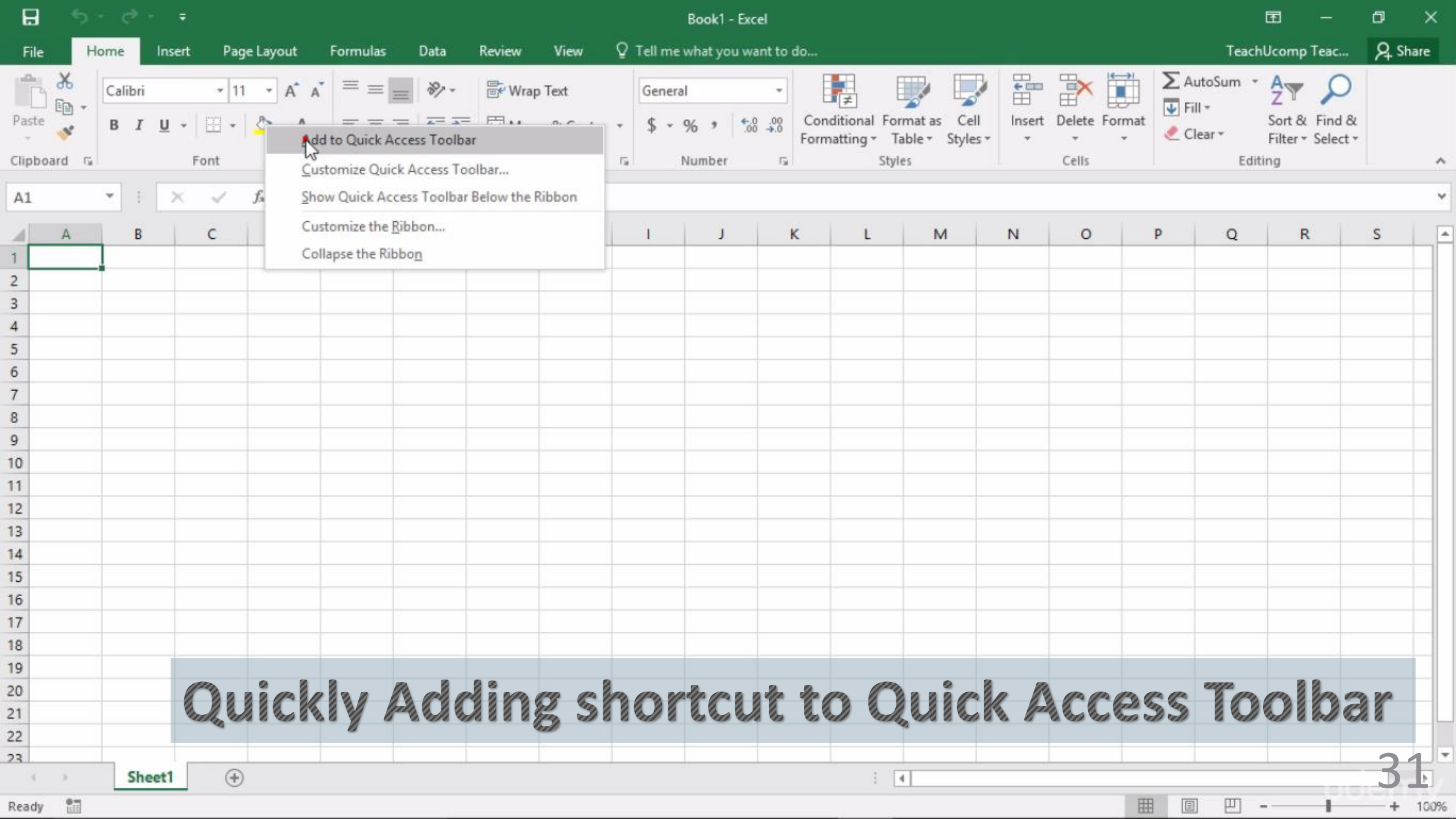


Inventory ID	Item	Description	Unit Price	Quantity in Stock	Unit Cost
IN0001	Item 1	Item 1	\$10.00	25	
IN0002	Item 2	Item 2	\$20.00	100	
IN0003	Item 3	Item 3	\$30.00	500	
IN0004	Item 4	Item 4	\$40.00	200	
IN0005	Item 5	Item 5	\$50.00	100	
IN0006	Item 6	Item 6	\$60.00	50	
IN0007	Item 7	Item 7	\$70.00	25	
IN0008	Item 8	Item 8	\$80.00	100	
IN0009	Item 9	Item 9	\$90.00	500	
IN0010	Item 10	Item 10	\$100.00	250	
IN0011	Item 11	Item 11	\$110.00	100	
IN0012	Item 12	Item 12	\$120.00	50	

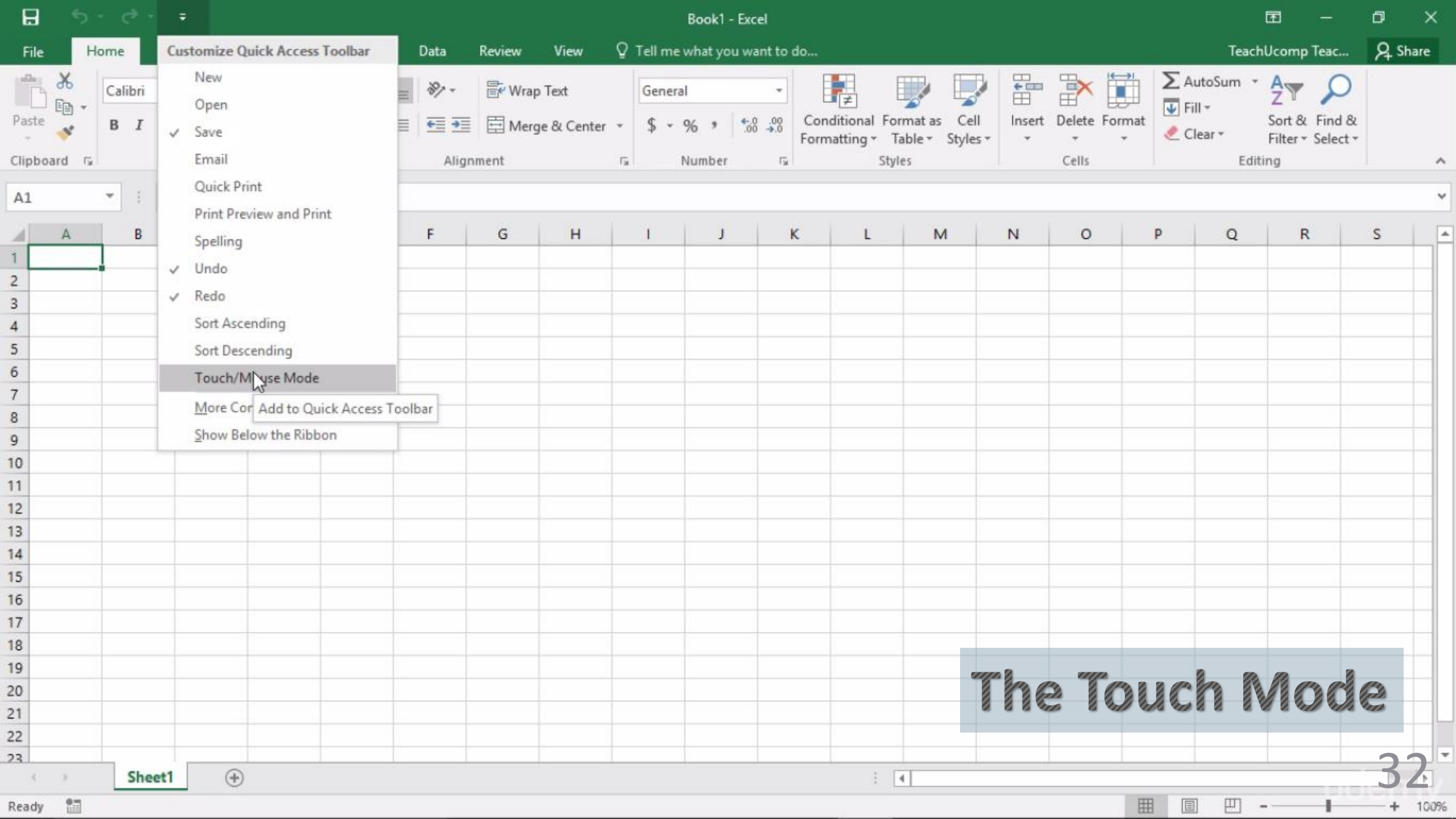


- Customize Quick Access Toolbar
- New
 - Open
 - ✓ Save
 - Email
 - Quick Print
 - Print Preview and Print
 - Spelling
 - ✓ Undo
 - ✓ Redo
 - Sort Ascending
 - Sort Descending
 - Touch/Mouse Mode
 - More Commands...
 - Show Below the Ribbon

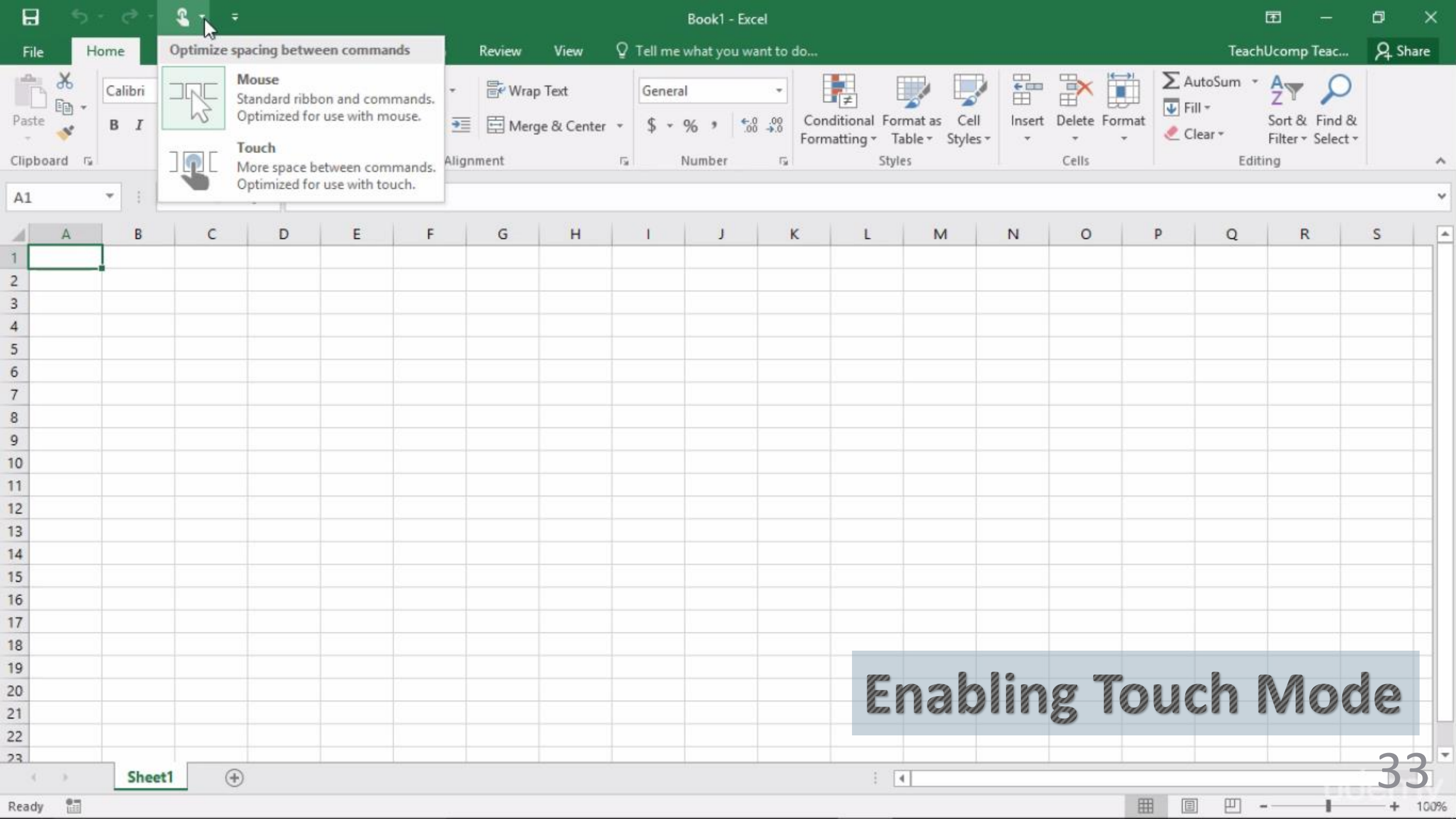
Quick Access Toolbar and its customization



Quickly Adding shortcut to Quick Access Toolbar



The Touch Mode



Optimize spacing between commands



Mouse

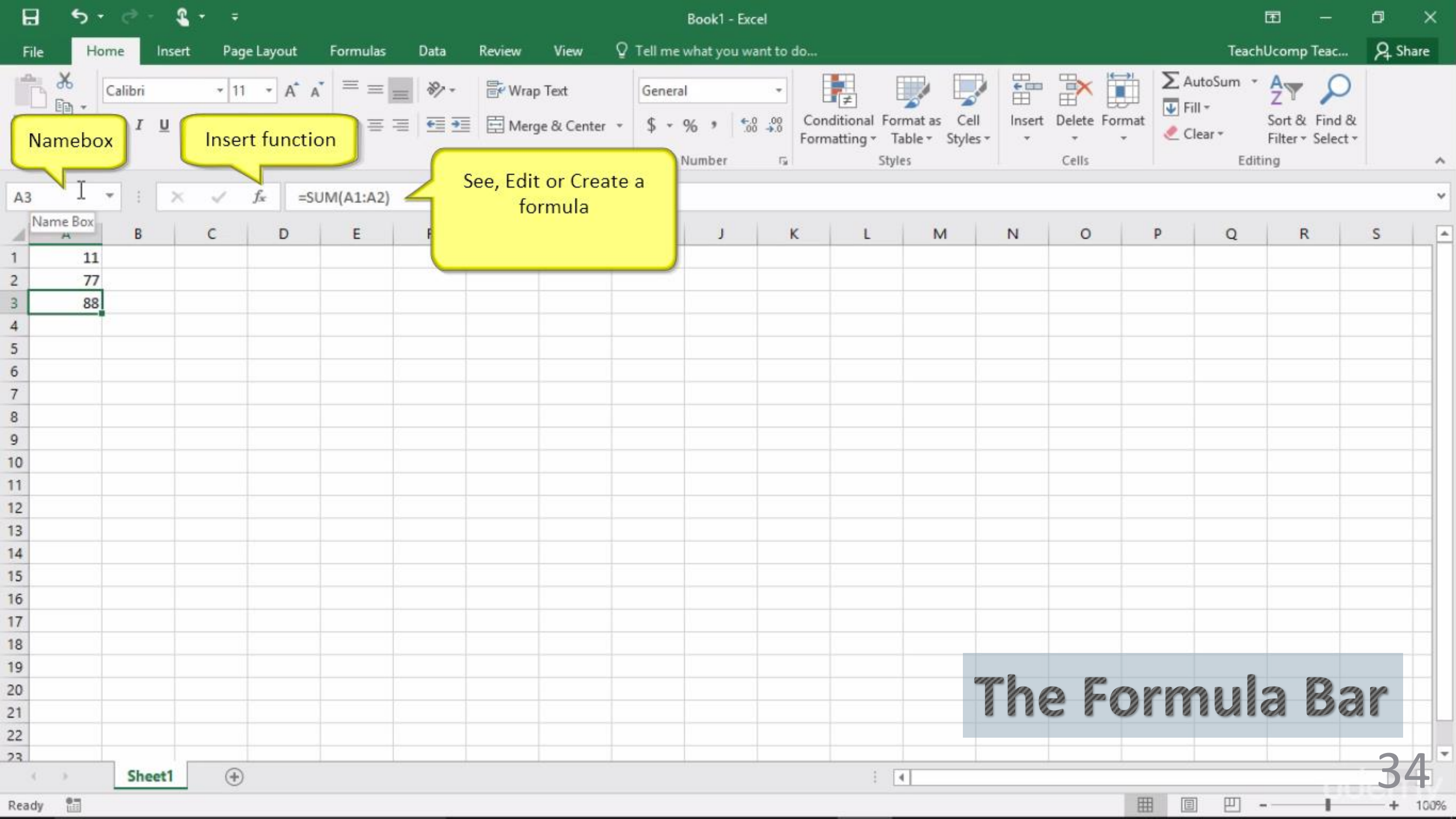
Standard ribbon and commands.
Optimized for use with mouse.



Touch

More space between commands.
Optimized for use with touch.

Enabling Touch Mode

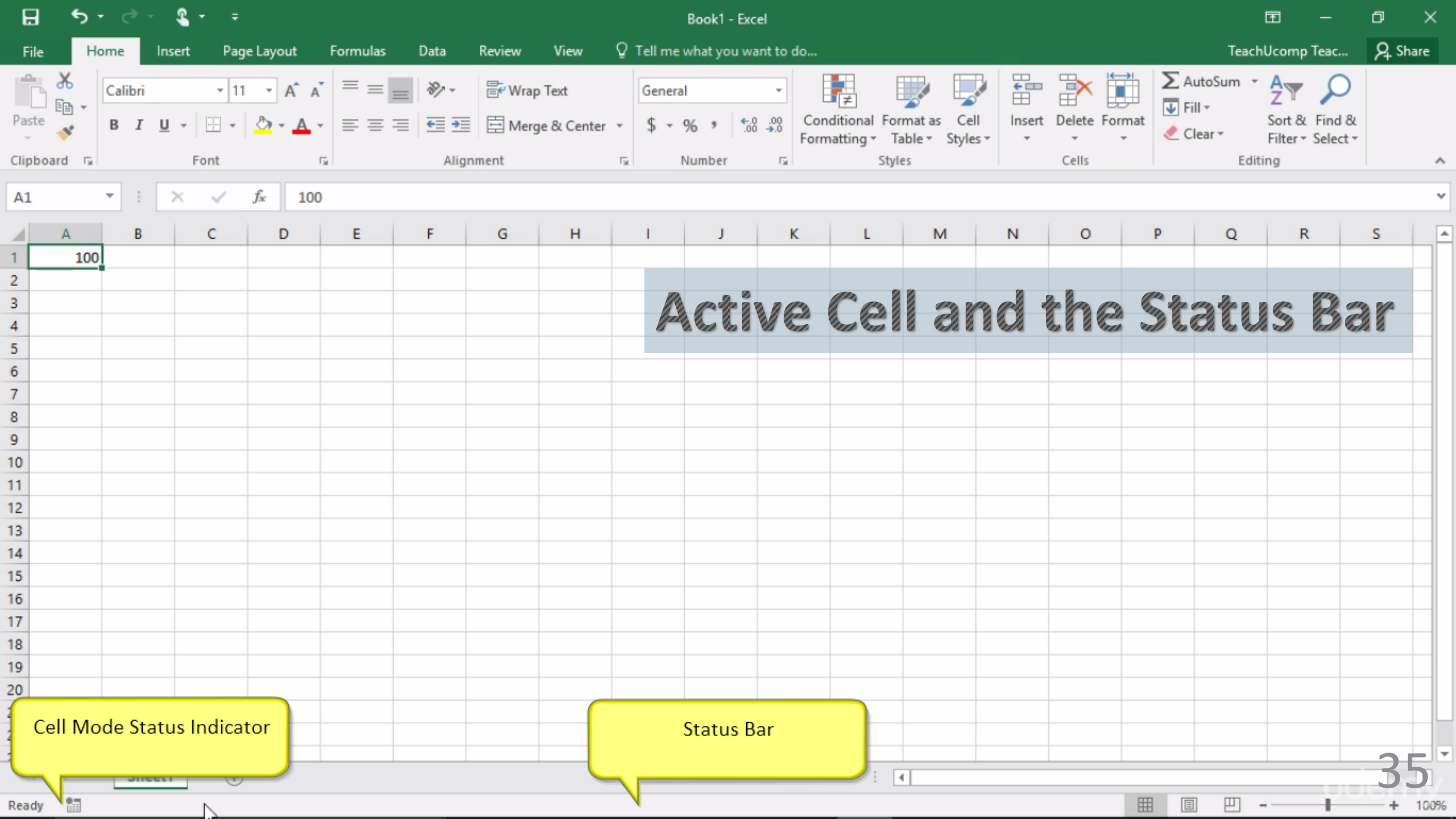


Namebox

Insert function

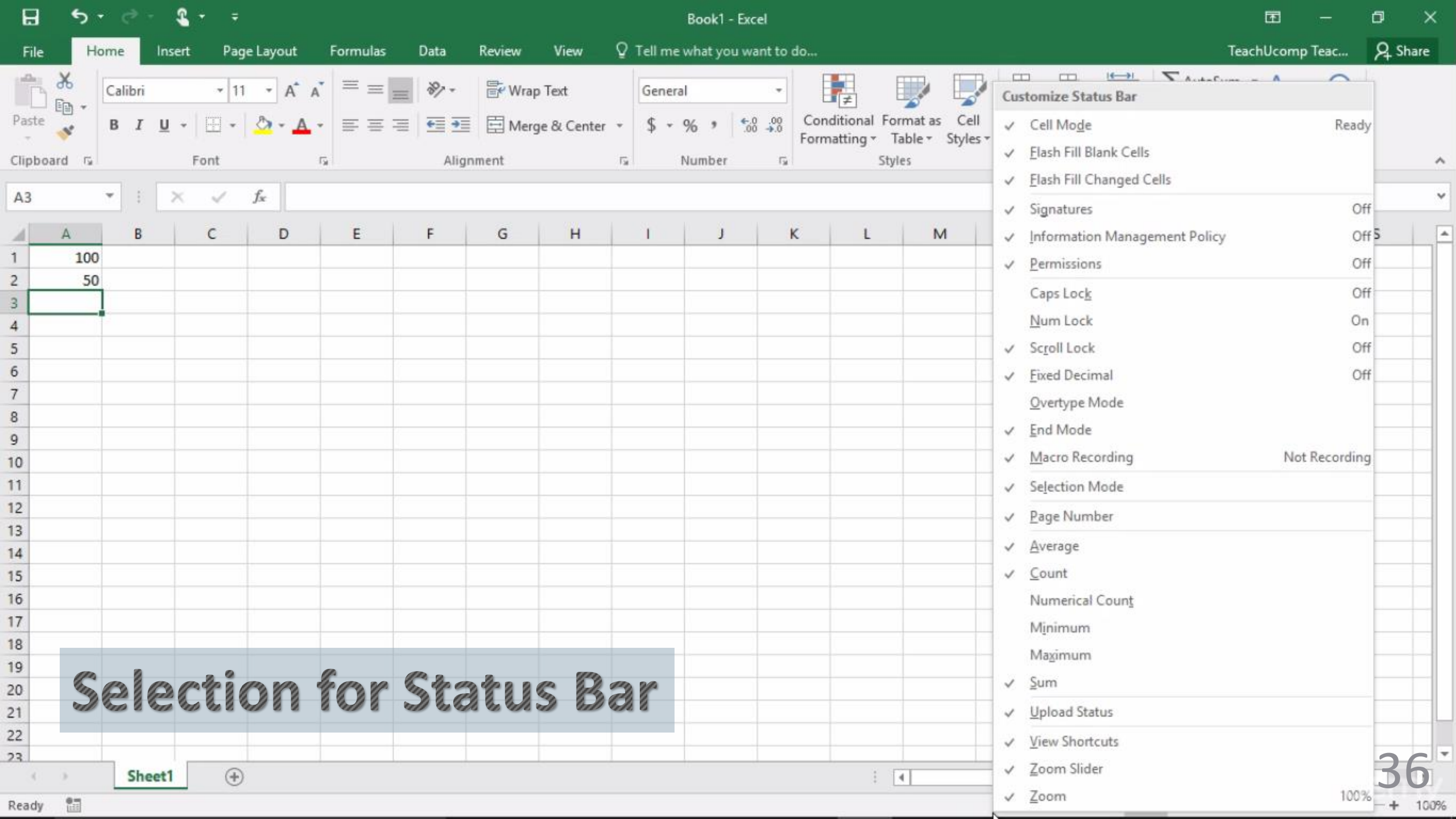
See, Edit or Create a formula

The Formula Bar



Cell Mode Status Indicator

Status Bar



Selection for Status Bar

Workbook View Buttons

Normal, Page Layout, Page Break

Day	Marketing	Administration	Clerical	Production
Monday	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Tuesday	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Wednesday	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Thursday	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Friday	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00



Add header

Daily Expenses by Department					
	Monday	Tuesday	Wednesday	Thursday	Friday
Marketing	#####	#####	#####	#####	#####
Administration	#####	#####	#####	#####	#####
Clerical	#####	#####	#####	#####	#####
Production	#####	#####	#####	#####	#####

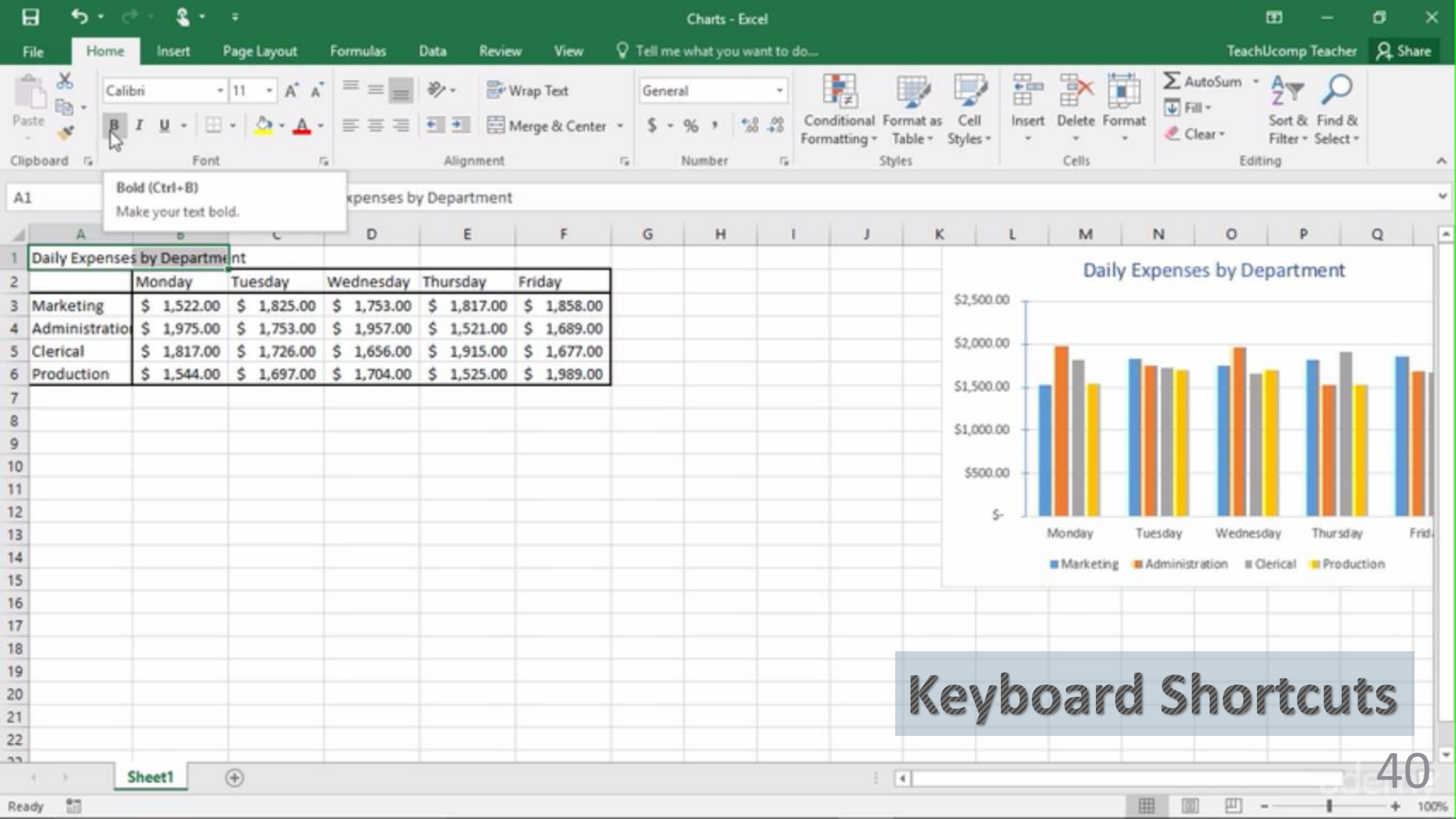
Page Layout View
Adding Header and Footer



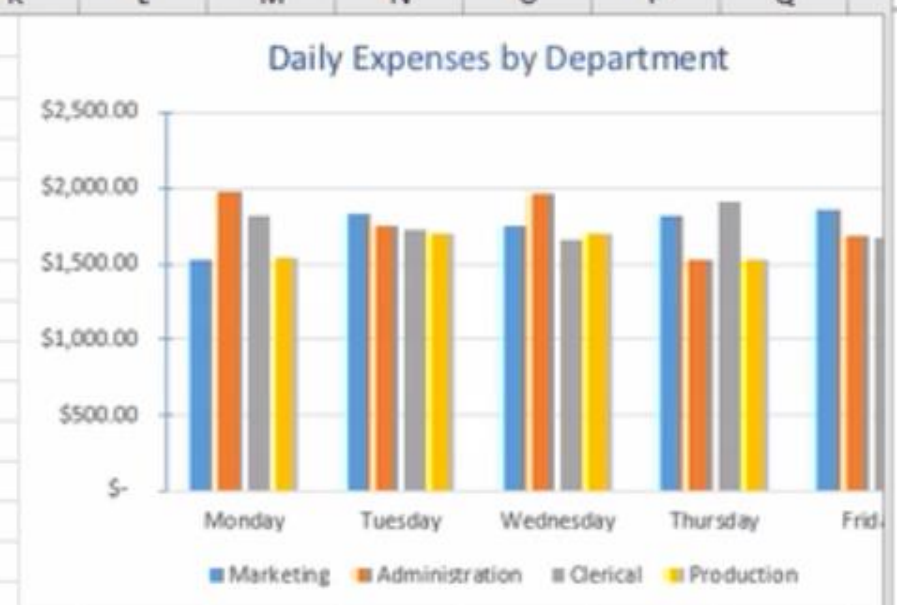
Page Break View

Adjusting Pages for printing

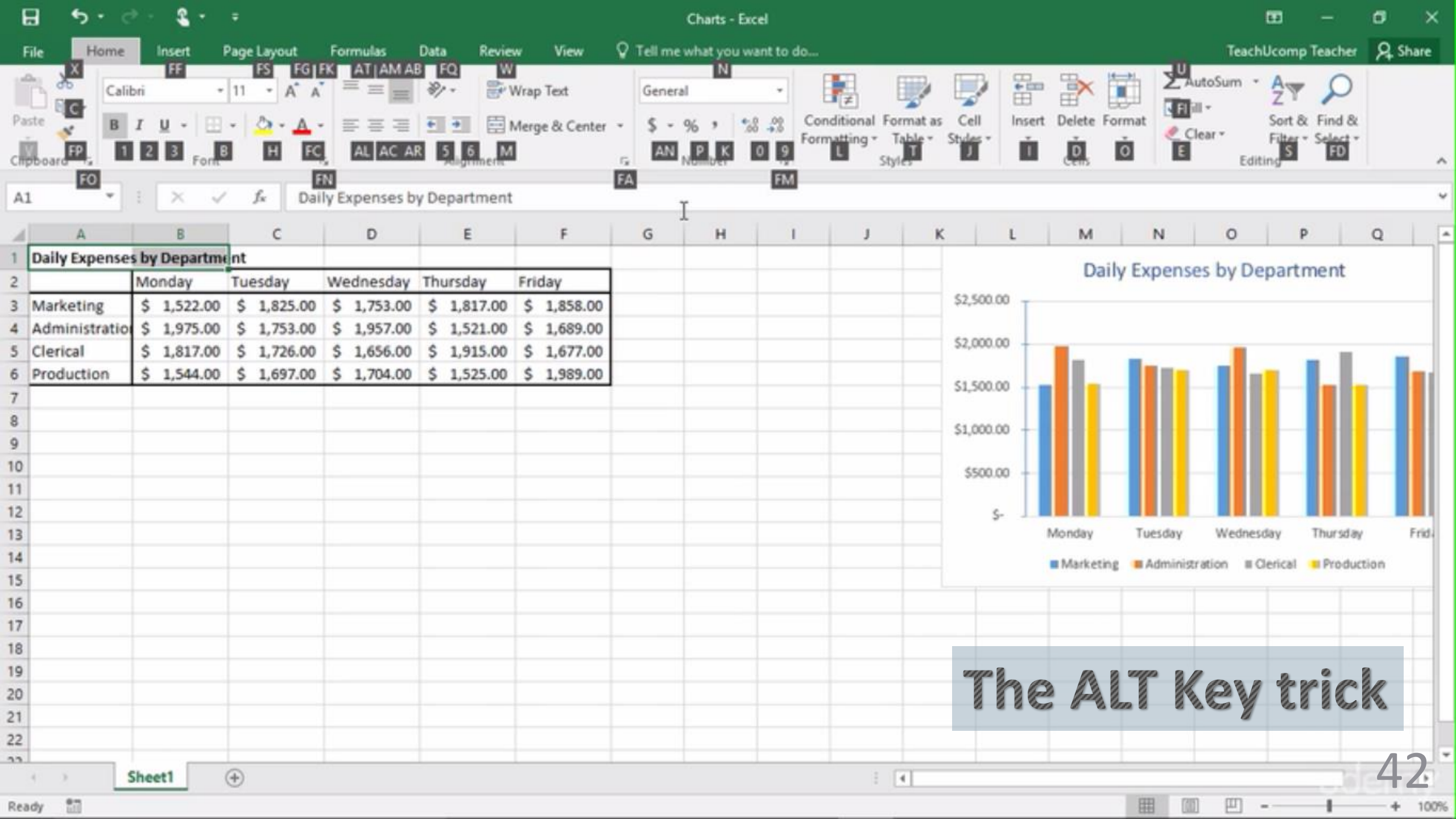
39

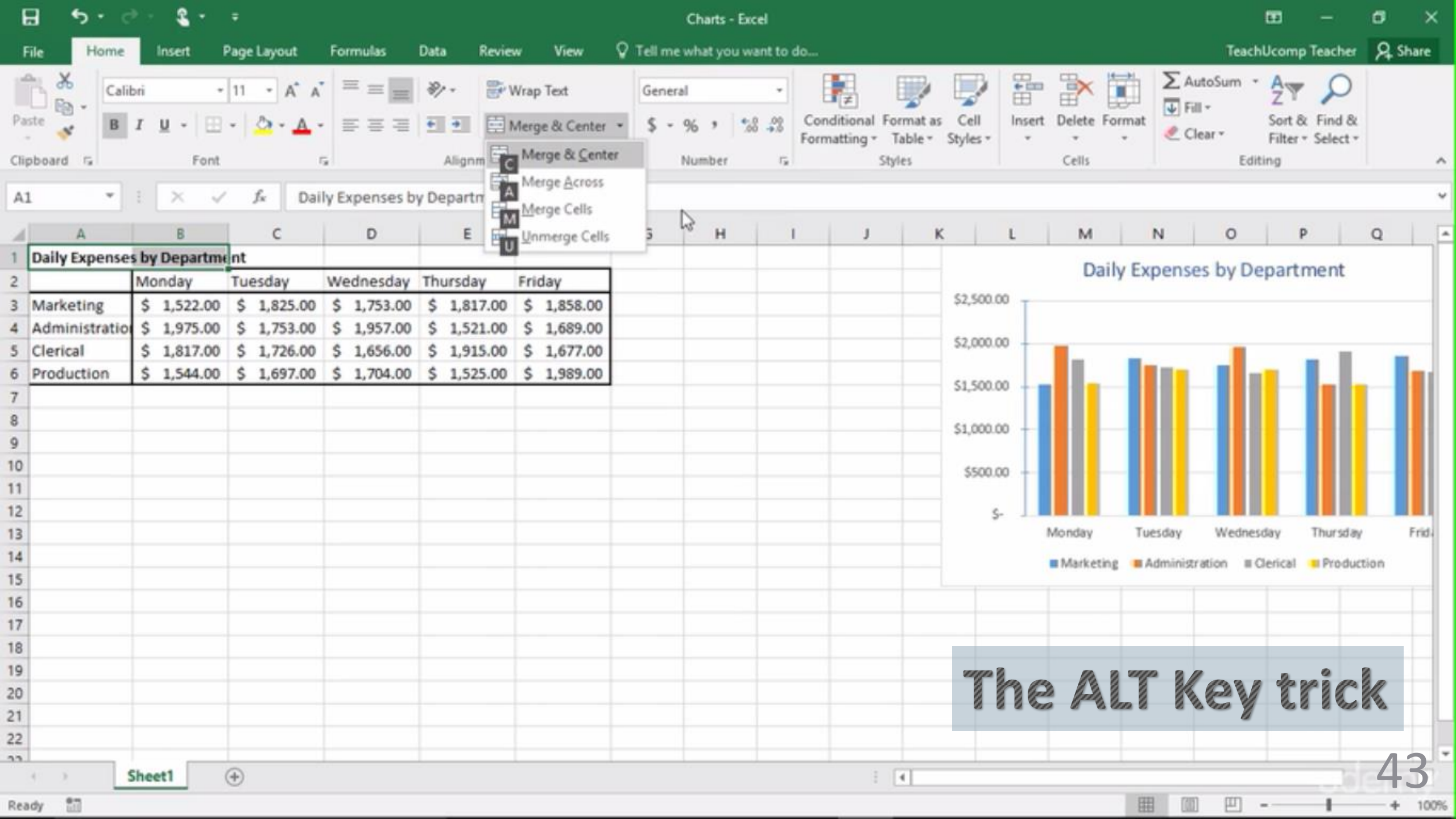


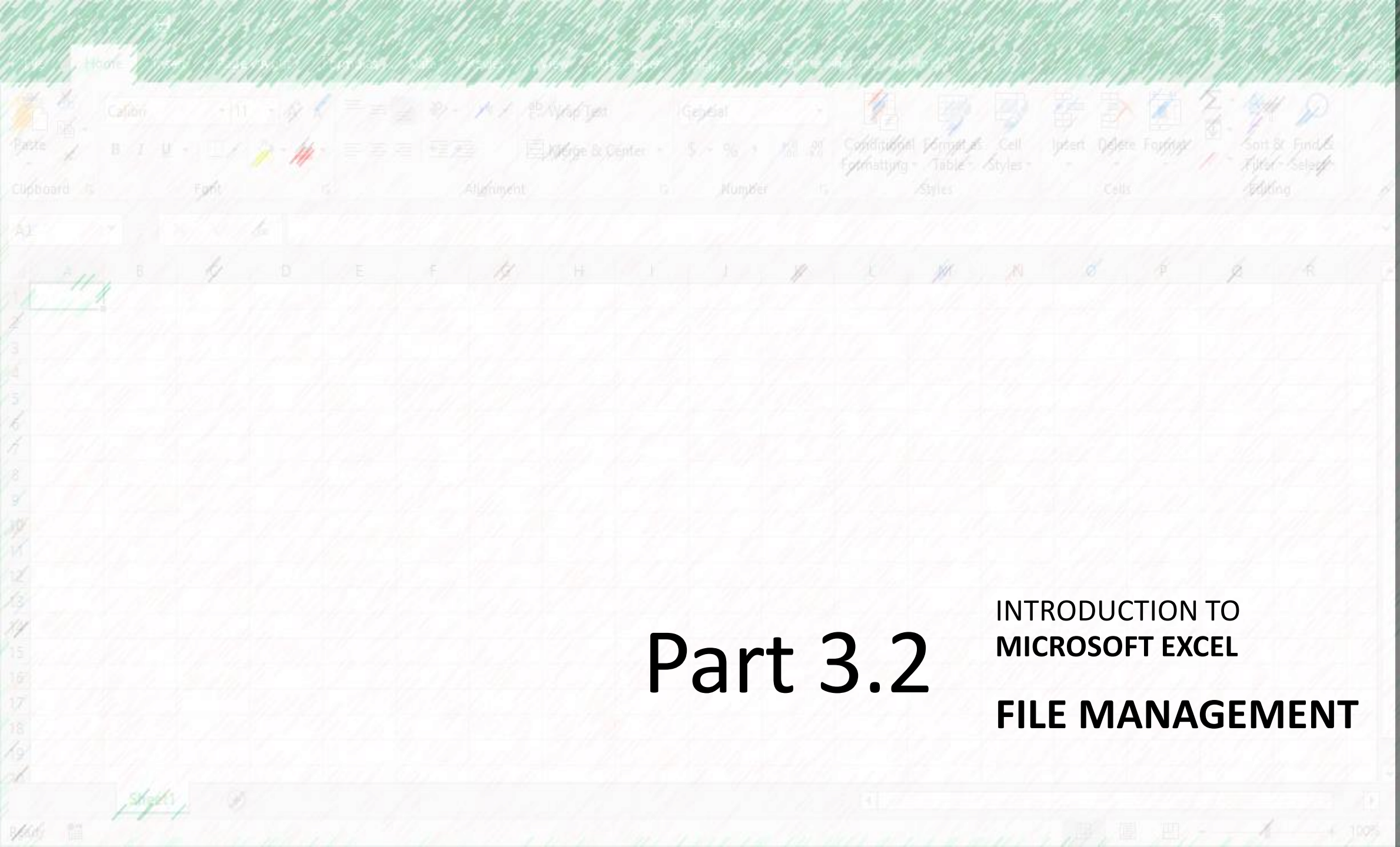
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Daily Expenses by Department																
2		Monday	Tuesday	Wednesday	Thursday	Friday											
3	Marketing	\$ 1,522.00	\$ 1,825.00	\$ 1,753.00	\$ 1,817.00	\$ 1,858.00											
4	Administratio	\$ 1,975.00	\$ 1,753.00	\$ 1,957.00	\$ 1,521.00	\$ 1,689.00											
5	Clerical	\$ 1,817.00	\$ 1,726.00	\$ 1,656.00	\$ 1,915.00	\$ 1,677.00											
6	Production	\$ 1,544.00	\$ 1,697.00	\$ 1,704.00	\$ 1,525.00	\$ 1,989.00											



The ALT Key trick







Part 3.2

INTRODUCTION TO
MICROSOFT EXCEL

FILE MANAGEMENT

Excel

Recent

Today



Charts
Documents



Intro- Sample
TeachUcomp Teacher's OneDrive » Documents

Yesterday



Intro- Sample
Documents



Advanced Excel
Documents

Older



Excel Sample Data
Documents



Customers
Documents



Book
TeachUcomp, Inc. » sites » TestingDepartment »...

Open Other Workbooks

Search for online templates

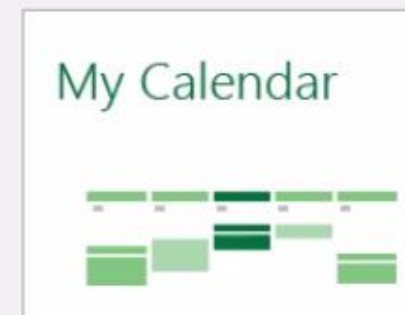
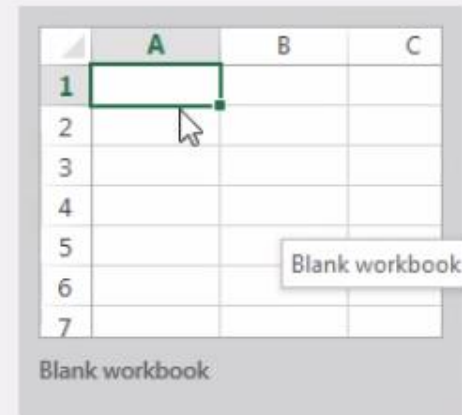


Suggested searches: Business Personal Industry Small Business Calculator
Finance - Accounting Lists

FEATURED

PERSONAL

Creating New Workbook



TeachUcomp Teacher
tucteacher@outlook.com
[Switch account](#)



New

Creating New Workbook using File Menu

...and other standard options

Search for online templates

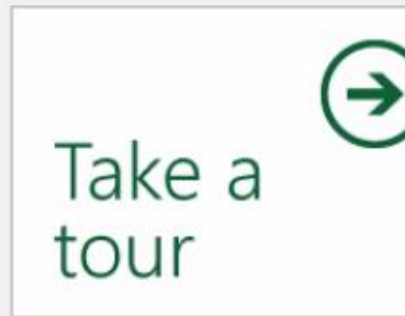


Suggested searches: Business Personal Industry Small Business Calculator Finance - Accounting Lists

FEATURED PERSONAL

	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook



Welcome to Excel



Business analysis feature tour



Business analysis feature tour



Inventory List					
Inventory ID	Item	Description	Unit Price	Quantity in Stock	Unit Value
IN0001	Item 1	Item 1	\$10.00	25	
IN0002	Item 2	Item 2	\$20.00	100	
IN0003	Item 3	Item 3	\$15.00	50	
IN0004	Item 4	Item 4	\$12.00	150	
IN0005	Item 5	Item 5	\$18.00	75	
IN0006	Item 6	Item 6	\$10.00	10	
IN0007	Item 7	Item 7	\$15.00	50	
IN0008	Item 8	Item 8	\$12.00	100	
IN0009	Item 9	Item 9	\$10.00	200	
IN0010	Item 10	Item 10	\$15.00	175	
IN0011	Item 11	Item 11	\$10.00	175	



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

Feedback

Open



Recent



OneDrive - TeachUcomp, Inc.
TUCTeacher@teachucomp.onmicrosoft....



OneDrive - Personal
tucteacher@outlook.com



Sites - TeachUcomp, Inc.
TUCTeacher@teachucomp.onmicrosoft....



This PC



Add a Place



Browse

Today



Charts
Documents

12/4/2015 2:54 PM



Annual Sales
Documents

12/4/2015 2:54 PM



Advanced Excel
Documents

12/4/2015 2:54 PM



Customers
Documents

12/4/2015 2:46 PM

Yesterday



Sample Workbook
Documents

12/3/2015 4:41 PM



Intro- Sample
TeachUcomp Teacher's OneDrive » Documents

12/3/2015 2:20 PM

This Week



Intro- Sample
Documents

12/2/2015 4:53 PM

Older



Excel Sample Data
Documents

11/12/2015 12:59 PM



Book
TeachUcomp, Inc. » sites » TestingDepartment » Shared Documents

8/20/2015 9:52 AM



Recover Unsaved Workbooks



Recover Unsaved Workbook

New Window
Open a second window for your document so you can work in different places at the same time.

A1			Payroll Projections:		New Window Open a second window for your document so you can work in different places at the same time.					
	A	B	C	D	E	F				
	Payroll Projections:			Wage:		\$10.00				
				Withholding Percentage:		0.13				
	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay
	Joe	Admin	8.00	7.50	8.00	8.25	7.75	39.50	\$395.00	\$343.65
	Jill	Admin	8.00	8.00	8.00	7.75	8.00	39.75	\$397.50	\$345.83
	Jon	Admin	8.00	0.00	8.00	8.00	8.00	32.00	\$320.00	\$278.40
	Jerry	Admin	8.00	8.00	8.00	8.00	8.00	40.00	\$400.00	\$348.00
								151.25		

Open a workbook in New Window

Intro- Sample2 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... TeachUcomp Teacher

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Payroll Projections:			Wage:		\$10.00											
2				Withholding Percentage:		0.13											
3																	
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay							
5	Joe	Admin	8.00	7.50	8.00	8.25	7.75	39.50	\$395.00	\$343.65							
6	Jill	Admin	8.00	8.00	8.00	7.75	8.00	39.75	\$397.50	\$345.83							
7	Jon	Admin	8.00	0.00	8.00	8.00	8.00	32.00	\$320.00	\$278.40							
8	Jerry	Admin	8.00	8.00	8.00	8.00	8.00	40.00	\$400.00	\$348.00							
9								151.25									
10																	
11																	
12																	
13																	
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16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	

Arrange Windows
?
X

Arrange

- ☒ Tiled
- ☐ Horizontal
- ☐ Vertical
- ☐ Cascade

☐ Windows of active workbook

OK
Cancel

Arranging Multiple Windows

Intro- Sample2 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... TeachUco... Share

Workbook Views Show Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Switch Windows Macros

A1 Payroll Projections:

	A	B	C	D	E	F	G	H
1	Payroll Projections:			Wage:		\$10.00		
2				Withholding Percentage:		0.13		
3								
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hou
5	Joe	Admin	8.00	7.50	8.00	8.25	7.75	39.
6	Jill	Admin	8.00	8.00	8.00	7.75	8.00	39.
7	Jon	Admin	8.00	0.00	8.00	8.00	8.00	32.
8	Jerry	Admin	8.00	8.00	8.00	8.00	8.00	40.
9								151.
10								
11								
12								
13								
14								
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18								
19								
20								
21								
22								
23								

Week1 Week2

Ready 100%

Intro- Sample1 - Excel

File Home Insert Page Layout Formulas Data Review View Tell me... TeachUco... Share

Workbook Views Show Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Switch Windows Macros

A1 Payroll Projections:

	A	B	C	D	E	F	G	H
1	Payroll Projections:			Wage:		\$10.00		
2				Withholding Percentage:		0.13		
3								
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hou
5	Joe	Admin	8.00	7.50	8.00	8.25	7.75	39.
6	Jill	Admin	8.00	8.00	8.00	7.75	8.00	39.
7	Jon	Admin	8.00	0.00	8.00	8.00	8.00	32.
8	Jerry	Admin	8.00	8.00	8.00	8.00	8.00	40.
9								151.
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

Week1 Week2

Ready 100%

Arranging Multiple Windows

FileHomeInsertPage LayoutFormulasDataReviewView

DesignTell me what you want to do...

TeachUcomp TeacherShare

NormalPage Break PreviewPage Layout Custom Views

Workbook Views

☒ Ruler☒ Formula Bar

☒ Gridlines☒ Headings

Show

Zoom100%

Zoom to Selection

Zoom

New Window

Arrange All

Freeze Panes

Split

Hide

Unhide

Freeze Panes

Split

Hide

Unhide

View Side by Side

Synchronous Scrolling

Reset Window Position

View Side by Side

Synchronous Scrolling

Reset Window Position

Switch Windows

Macros

Switch Windows

Macros

B2

X

✓

Northwind Traders Beer

Freeze Panes

Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row

Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column

Keep the first column visible while scrolling through the rest of the worksheet.

Sheet1

Freezing Panes

51

Ready

100%

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position

Switch Windows Macros

Order Date	Product Name	Category	Amount
1/15/2006	Northwind Traders Beer	Beverages	1400
1/15/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	105
1/20/2006	Northwind Traders Dried Apples	Dried Fruit & Nuts	530
1/20/2006	Northwind Traders Dried Pears	Dried Fruit & Nuts	300
1/20/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	35
1/22/2006	Northwind Traders Chai	Beverages	270
1/22/2006	Northwind Traders Coffee	Beverages	920
1/30/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	276
2/6/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	184
2/10/2006	Northwind Traders Chocolate	Candy	127.5
2/23/2006	Northwind Traders Clam Chowder	Soups	1930
3/6/2006	Northwind Traders Curry Sauce	Sauces	680
3/10/2006	Northwind Traders Coffee	Beverages	13800
3/22/2006	Northwind Traders Chocolate	Candy	1275
3/24/2006	Northwind Traders Boysenberry Spread	Jams, Preserves	250
3/24/2006	Northwind Traders Cajun Seasoning	Condiments	220
3/24/2006	Northwind Traders Chai	Beverages	450
3/24/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	92
3/24/2006	Northwind Traders Coffee	Beverages	1150
3/24/2006	Northwind Traders Coffee	Beverages	13800
3/24/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	70
3/24/2006	Northwind Traders Green Tea	Beverages	149.5

Split
Divide the window into different panes that each scroll separately.

Splitting Worksheets

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Order Date	Product Name	Category	Amount										
2	1/15/2006	Northwind Traders Beer	Beverages	1400										
3	1/15/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	105										
4	1/20/2006	Northwind Traders Dried Apples	Dried Fruit & Nuts	530										
5	1/20/2006	Northwind Traders Dried Pears	Dried Fruit & Nuts	300										
6	1/20/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	35										
7	1/22/2006	Northwind Traders Chai	Beverages	270										
8	1/22/2006	Northwind Traders Coffee	Beverages	920										
9	1/30/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	276										
10	2/6/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	184										
11	2/10/2006	Northwind Traders Chocolate	Candy	127.5										
12	2/23/2006	Northwind Traders Clam Chowder	Soups	1930										
13	3/6/2006	Northwind Traders Curry Sauce	Sauces	680										
14	3/10/2006	Northwind Traders Coffee	Beverages	13800										
15	3/22/2006	Northwind Traders Chocolate	Candy	1275										
16	3/24/2006	Northwind Traders Boysenberry Spread	Jams, Preserves	250										
17	3/24/2006	Northwind Traders Cajun Seasoning	Condiments	220										
18	3/24/2006	Northwind Traders Chai	Beverages	450										
19	3/24/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	92										
20	3/24/2006	Northwind Traders Coffee	Beverages	1150										
21	3/24/2006	Northwind Traders Coffee	Beverages	13800										
22	3/24/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	70										
23	3/24/2006	Northwind Traders Green Tea	Beverages	140.5										

Splitting Worksheets

Order Date	Product Name	Category	Amount
1/15/2006	Northwind Traders Beer	Beverages	1400
1/15/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	105
1/20/2006	Northwind Traders Dried Apples	Dried Fruit & Nuts	530
1/20/2006	Northwind Traders Dried Pears	Dried Fruit & Nuts	300
1/20/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	35
1/22/2006	Northwind Traders Chai	Beverages	270
1/22/2006	Northwind Traders Coffee	Beverages	920
1/30/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	276
2/6/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	184
2/10/2006	Northwind Traders Chocolate	Candy	127.5
2/23/2006	Northwind Traders Clam Chowder	Soups	1930
3/6/2006	Northwind Traders Curry Sauce	Sauces	680
3/10/2006	Northwind Traders Coffee	Beverages	13800
3/22/2006	Northwind Traders Chocolate	Candy	1275
3/24/2006	Northwind Traders Boysenberry Spread	Jams, Preserves	250
3/24/2006	Northwind Traders Cajun Seasoning	Condiments	220
3/24/2006	Northwind Traders Chai	Beverages	450
3/24/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	92
3/24/2006	Northwind Traders Coffee	Beverages	1150
3/24/2006	Northwind Traders Coffee	Beverages	13800
3/24/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	70
3/24/2006	Northwind Traders Green Tea	Beverages	149.5

View Side by Side
Instead of switching back and forth between workbooks, view them side by side. It makes comparing them easier.

Comparing Open Workbooks

Table Tools Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Design Tell me what you want to do... TeachUcomp Teacher Share

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

A1 : x ✓ fx Order Date

Order Date	Product Name	Category	Amount
1/15/2006	Northwind Traders Beer	Beverages	1400
1/15/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	105
1/20/2006	Northwind Traders Dried Apples	Dried Fruit & Nuts	530
1/20/2006	Northwind Traders Dried Pears	Dried Fruit & Nuts	300

Sheet1

Ready

Synchronous Scrolling

Scroll two documents at the same time.

This is a great way to compare documents line by line or scan for differences.

To use this feature, turn on View Side by Side.

Table Tools Book2 - Excel

File Home Insert Page Layout Formulas Data Review View Design Tell me what you want to do... TeachUcomp Teacher Share

Normal Page Break Preview Page Layout Custom Views Workbook Views

Ruler Formula Bar Gridlines Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

Product Name

Product Name	Order Date	Amount
Northwind Traders Beer	1/15/2006	1400
Northwind Traders Dried Plums	1/15/2006	105
Northwind Traders Dried Apples	1/20/2006	530
Northwind Traders Dried Pears	1/20/2006	300

Sheet1

Ready

Synchronous Scrolling

55

File Home Insert Page Layout Formulas Data Review View Design Tell me what you want to do... TeachUcomp Teacher

Normal Page Break Preview Page Layout Custom Views Workbook Views

☒ Ruler ☒ Formula Bar ☒ Gridlines ☒ Headings Show

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

View Side by Side Synchronous Scrolling Reset Window Position

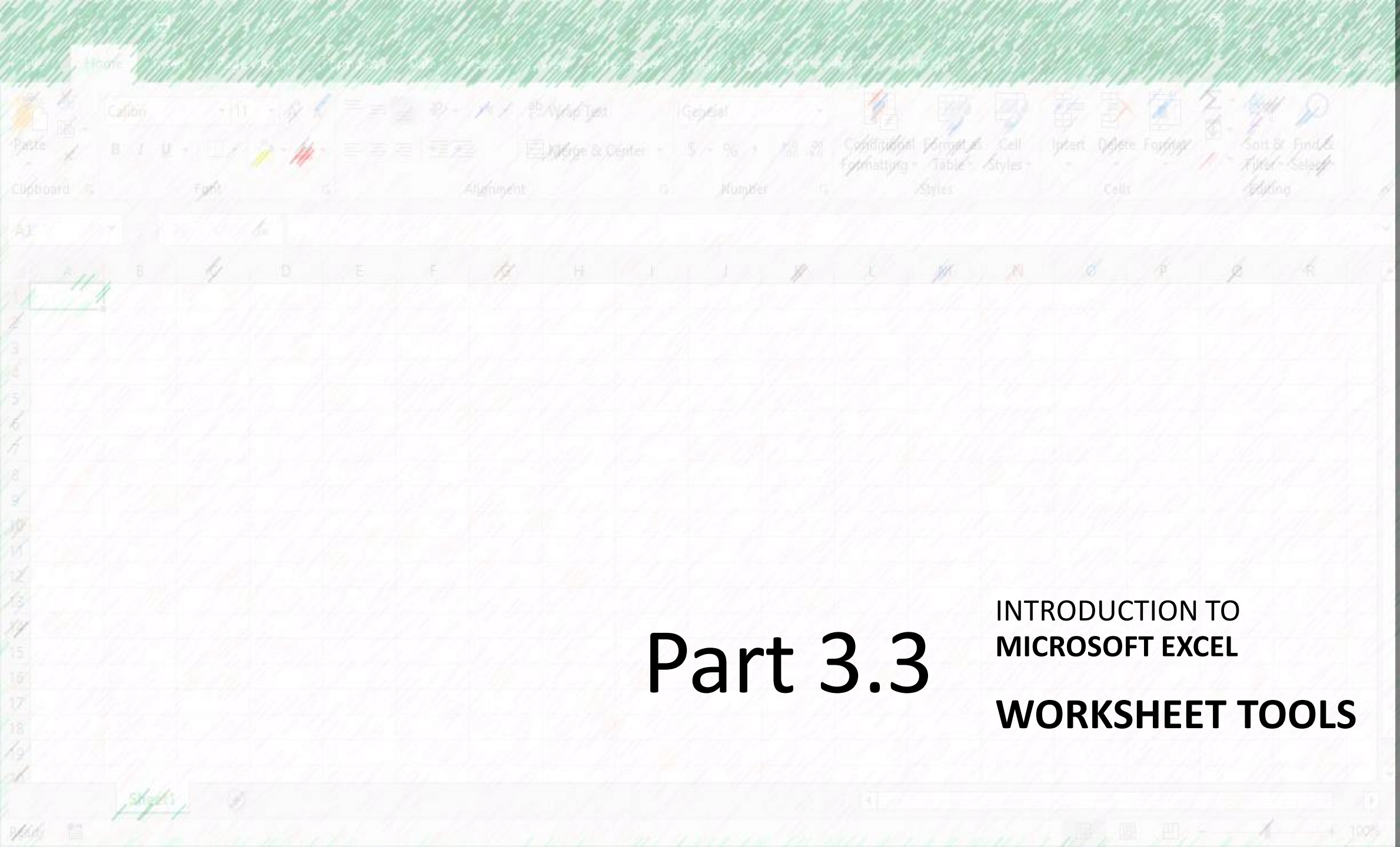
Switch Windows

1 Book2
✓ 2 Book1

A1 : X ✓ fx Order Date

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Order Date	Product Name	Category	Amount									
2	1/15/2006	Northwind Traders Beer	Beverages	1400									
3	1/15/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	105									
4	1/20/2006	Northwind Traders Dried Apples	Dried Fruit & Nuts	530									
5	1/20/2006	Northwind Traders Dried Pears	Dried Fruit & Nuts	300									
6	1/20/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	35									
7	1/22/2006	Northwind Traders Chai	Beverages	270									
8	1/22/2006	Northwind Traders Coffee	Beverages	920									
9	1/30/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	276									
10	2/6/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	184									
11	2/10/2006	Northwind Traders Chocolate	Candy	127.5									
12	2/23/2006	Northwind Traders Clam Chowder	Soups	1930									
13	3/6/2006	Northwind Traders Curry Sauce	Sauces	680									
14	3/10/2006	Northwind Traders Coffee	Beverages	13800									
15	3/22/2006	Northwind Traders Chocolate	Candy	1275									
16	3/24/2006	Northwind Traders Boysenberry Spread	Jams, Preserves	250									
17	3/24/2006	Northwind Traders Cajun Seasoning	Condiments	220									
18	3/24/2006	Northwind Traders Chai	Beverages	450									
19	3/24/2006	Northwind Traders Chocolate Biscuits Mix	Baked Goods & Mixes	92									
20	3/24/2006	Northwind Traders Coffee	Beverages	1150									
21	3/24/2006	Northwind Traders Coffee	Beverages	13800									
22	3/24/2006	Northwind Traders Dried Plums	Dried Fruit & Nuts	70									
23	3/24/2006	Northwind Traders Green Tea	Beverages	149.5									

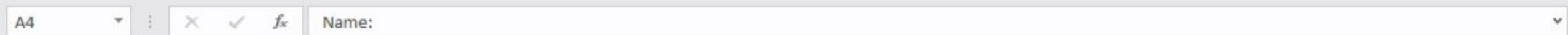
Switching Windows



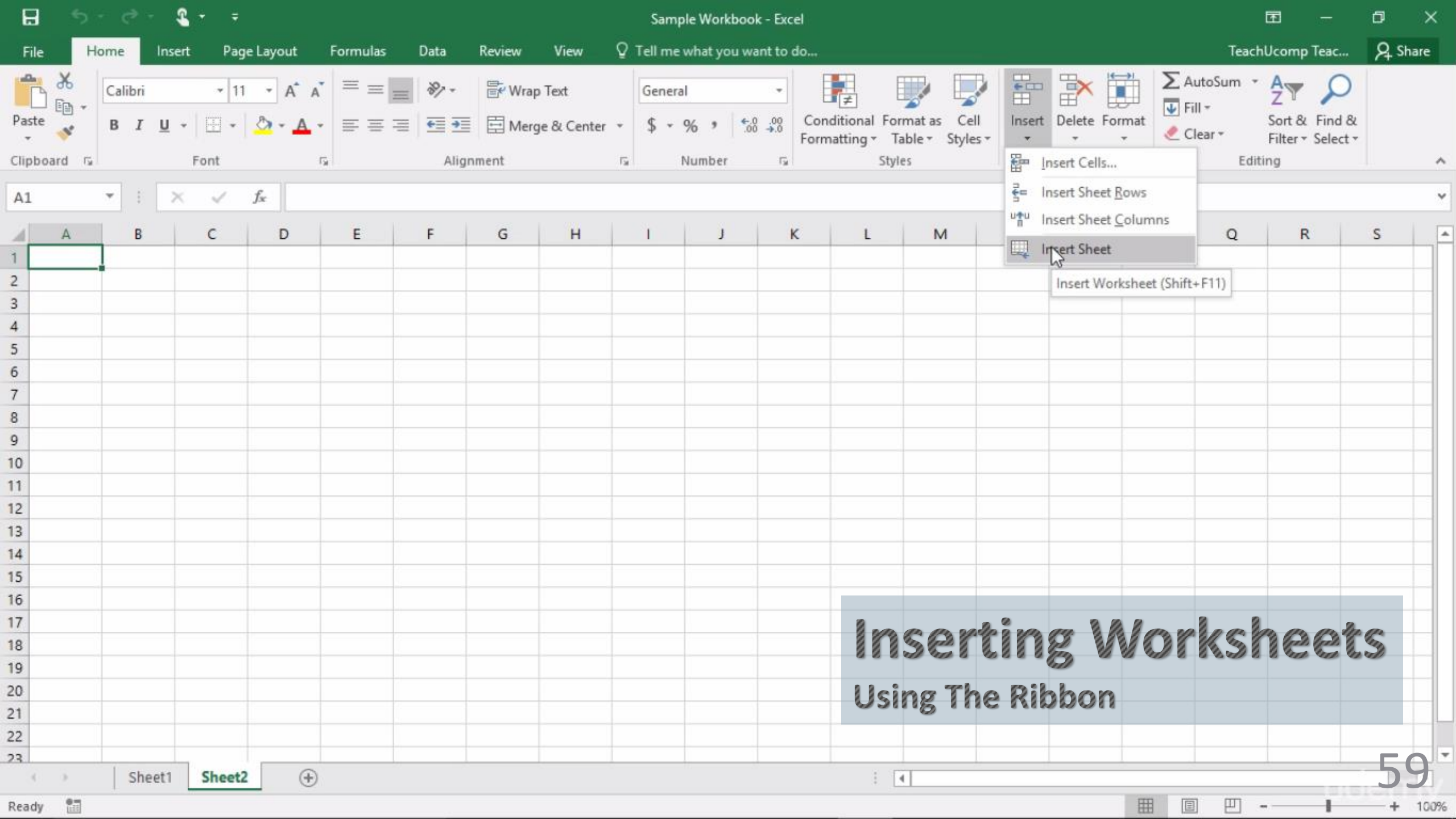
Part 3.3

INTRODUCTION TO
MICROSOFT EXCEL

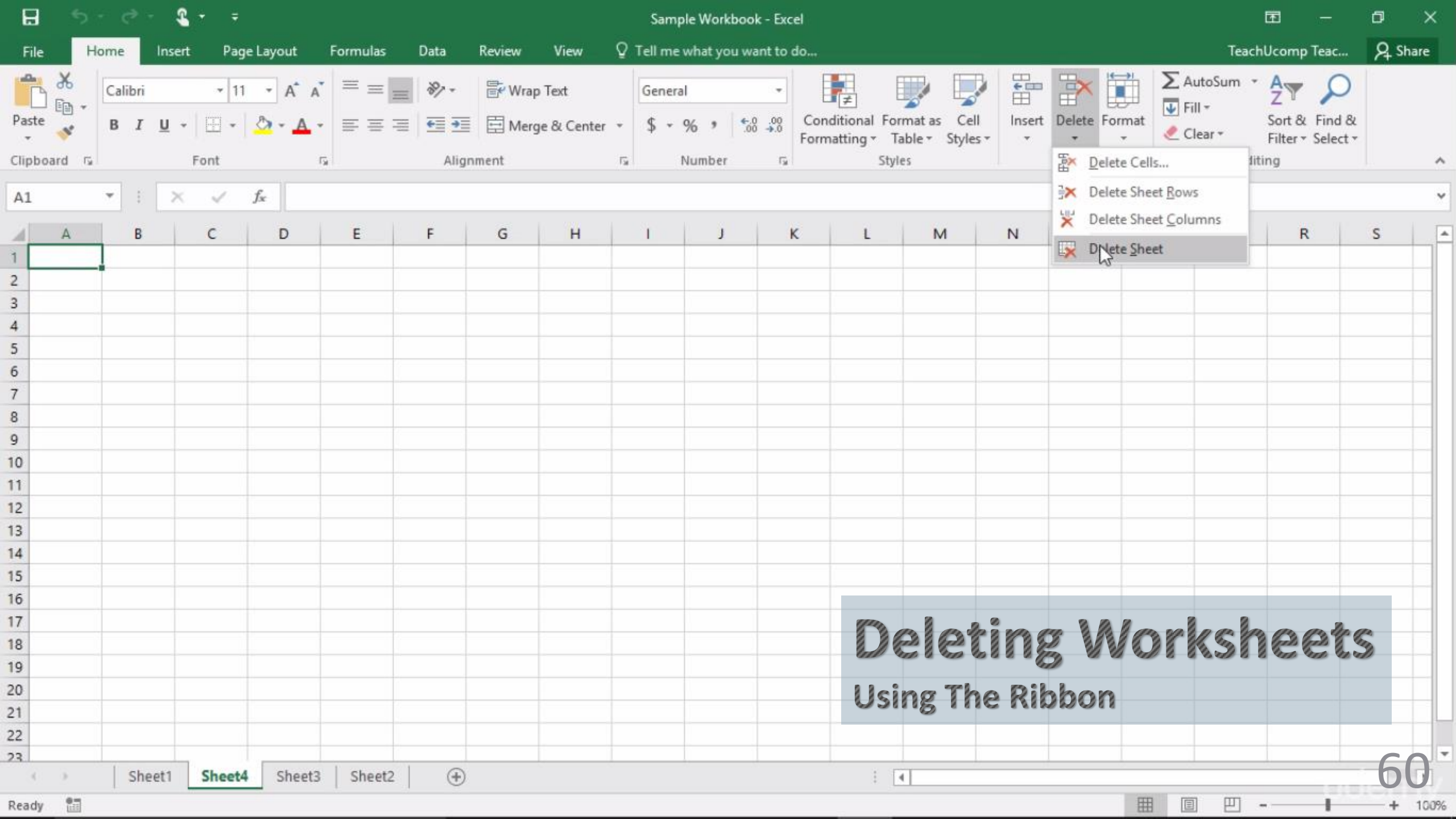
WORKSHEET TOOLS



Inserting Worksheets



Inserting Worksheets Using The Ribbon



Deleting Worksheets
Using The Ribbon

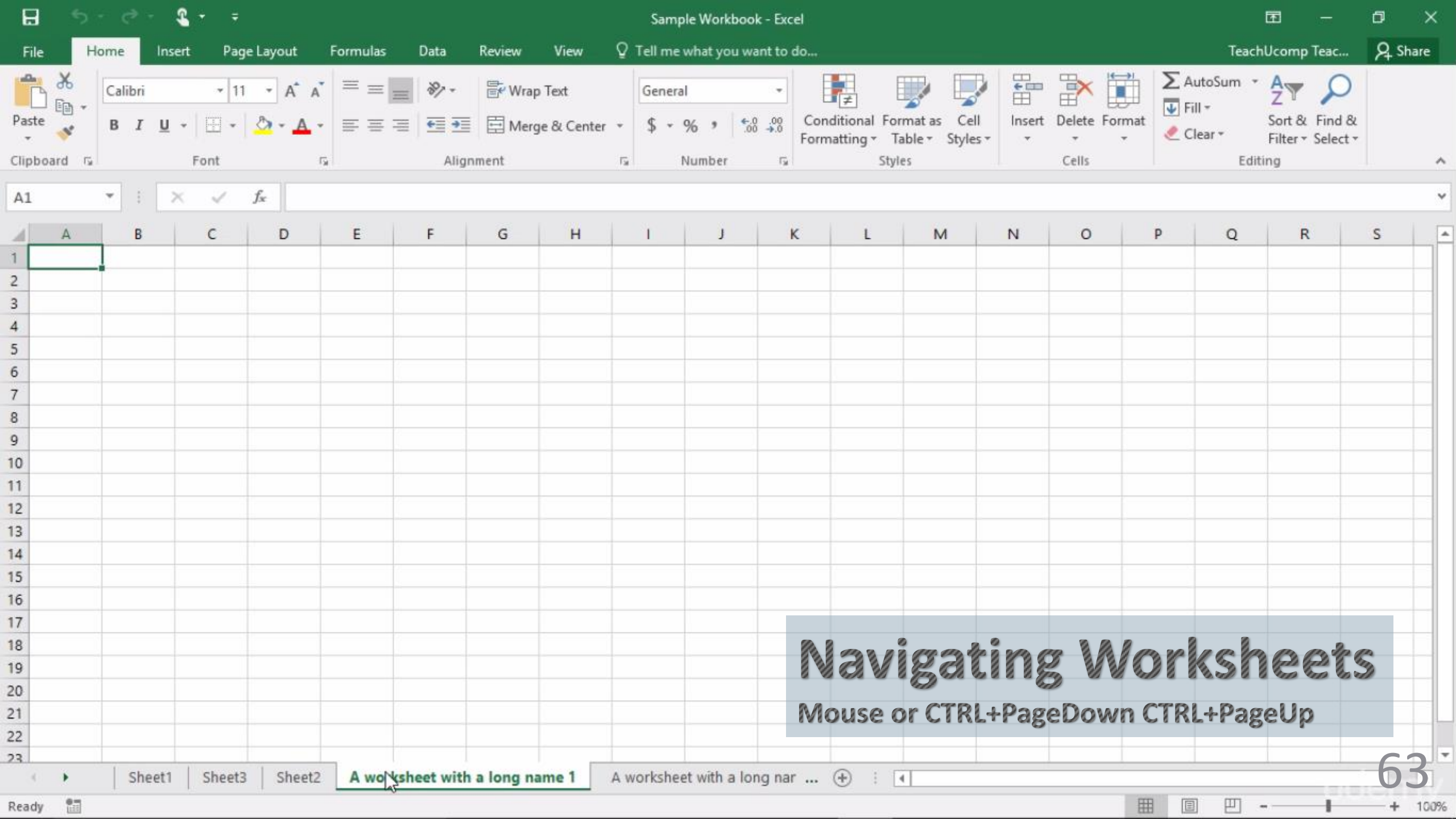
A4		Name:								
1	Payroll Projections:	Wage:	\$10.00							
2		Withholding Percentage:	0.13							
3										
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00
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22										
23										

Select Multiple Worksheet
Using Shift Key

Select Multiple Worksheet
Using Shift Key

A4																			
1	Payroll Projections:		Wage:																
2			Withholding Percentage:																
3																			
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay									
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65									
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83									
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40									
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00									
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23																			

Select Multiple Worksheet
Using CTRL Key



Navigating Worksheets

Mouse or CTRL+PageDown CTRL+PageUp

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Payroll Projections:			Wage:		\$10.00												
2				Withholding Percentage:		0.13												
3																		
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay								
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65								
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83								
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40								
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00								
9																		
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20																		
21																		
22																		
23																		

- Ctrl+Left click
- Scroll to the last sheet.
- Right click
- See all sheets.

Navigating Worksheets

Using Arrows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3																			
4																			
5																			
6																			
7																			

Activate

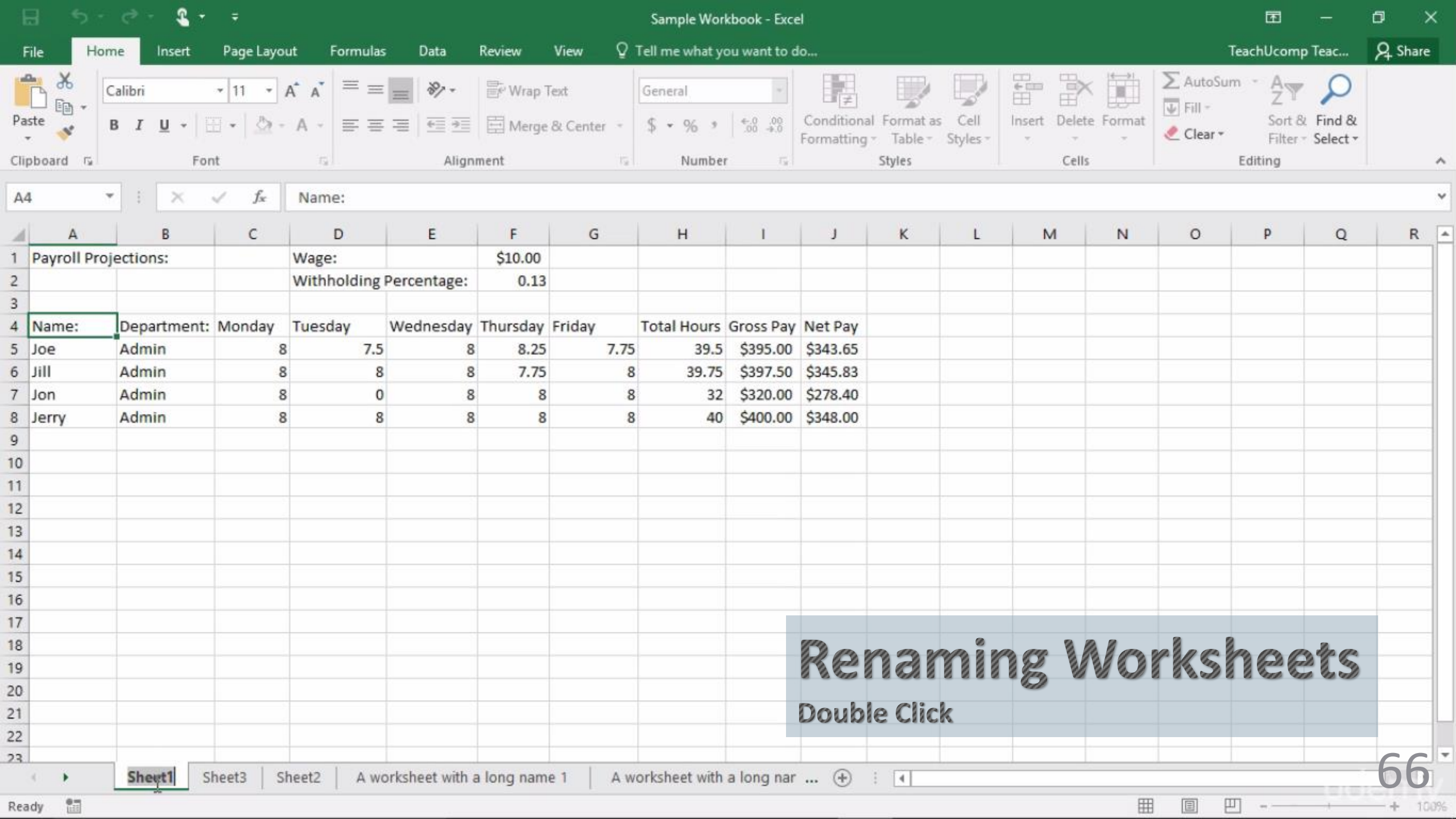
Activate:

Sheet1
Sheet3
Sheet2
A worksheet with a long name 1
A worksheet with a long nam (2
Sheet8
Sheet7

OK Cancel

Navigating Worksheets

Worksheets List



Clipboard Paste Font Calibri 11 Bold Italic Underline Font Color Paragraph Alignment Merge & Center Number General Conditional Formatting Styles Cells Insert Delete Format Editing AutoSum Fill Clear Sort & Filter Find & Select

A4 Name:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Payroll Projections:			Wage:		\$10.00												
2				Withholding Percentage:		0.13												
3																		
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay								
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65								
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83								
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40								
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00								
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22																		
23																		

Renaming Worksheets
Double Click

A4	Name:																	
1	Payroll Projections:		Wage:		\$10.00													
2			Withholding Percentage:		0.13													
3																		
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay								
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65								
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83								
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40								
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00								
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21																		
22																		
23																		

Copying a Worksheet
Using CTRL + mouse

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Payroll Projections:			Wage:		\$10.00												
2				Withholding Percentage:		0.13												
3																		
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay								
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65								
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83								
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40								
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00								
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20																		
21																		
22																		
23																		

Moving a Worksheet
Using mouse

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Payroll Projections:			Wage:		\$10.00												
2				Withholding Percentage:		0.13												
3																		
4	Name:	Department:	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Gross Pay	Net Pay								
5	Joe	Admin	8	7.5	8	8.25	7.75	39.5	\$395.00	\$343.65								
6	Jill	Admin	8	8	8	7.75	8	39.75	\$397.50	\$345.83								
7	Jon	Admin	8	0	8	8	8	32	\$320.00	\$278.40								
8	Jerry	Admin	8	8	8	8	8	40	\$400.00	\$348.00								

Move or Copy ? X

Move selected sheets

To book:

Sample Workbook.xlsx

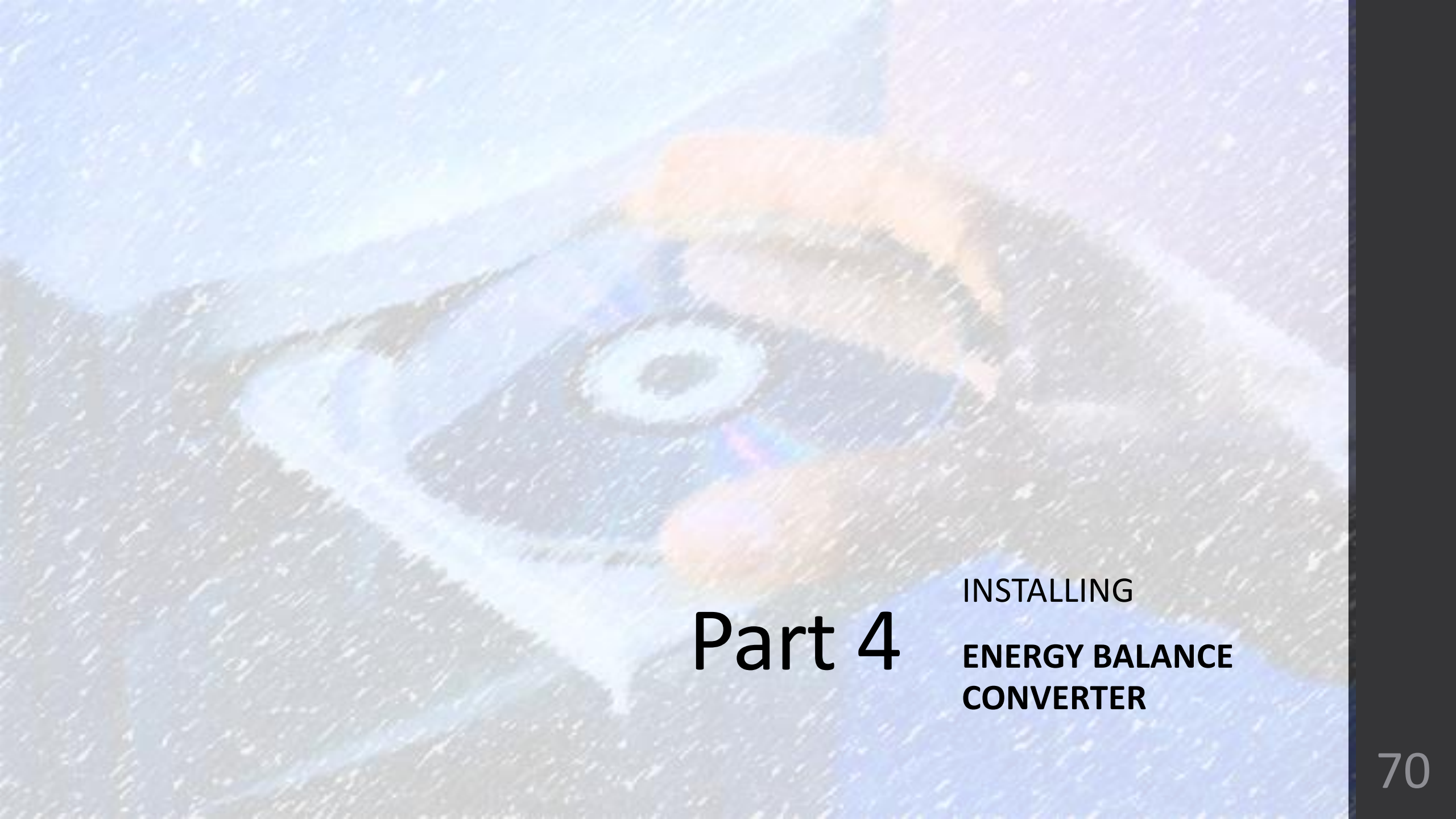
Before sheet:

Week1
Week1 (2)
Sheet4
Sheet5
(move to end)

☒ Create a copy

OK Cancel

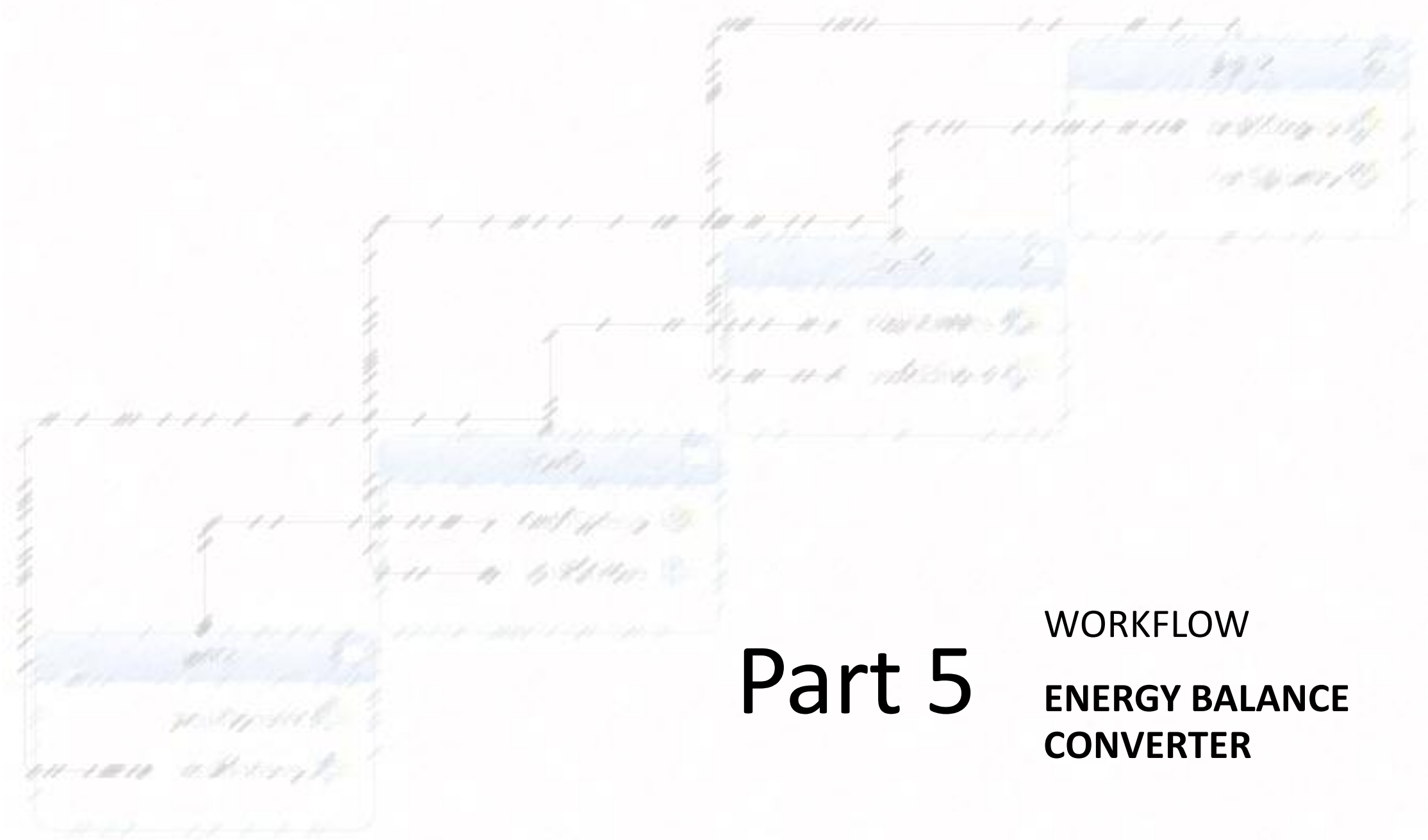
Move or Copy Worksheet
Advanced Menu

The background is an abstract, textured composition. It features a central circular motif with concentric rings of blue and white. Surrounding this are various shades of blue, green, and orange, creating a sense of depth and movement. The overall texture is grainy and painterly.

Part 4

INSTALLING

**ENERGY BALANCE
CONVERTER**



Part 5

WORKFLOW

**ENERGY BALANCE
CONVERTER**

STEP 1: CONFIGURATION

- **COUNTRY SELECTION**

- Afghanistan
- Bangladesh
- Bhutan
- India
- Maldives
- Nepal
- Pakistan
- Sri lanka

- **YEAR SELECTION**

- 2015-2030

Select Country / Year

Country	Afghanistan
Year	2015

STEP 2: DATA ENTRY

- **COMMODITY BALANCES**

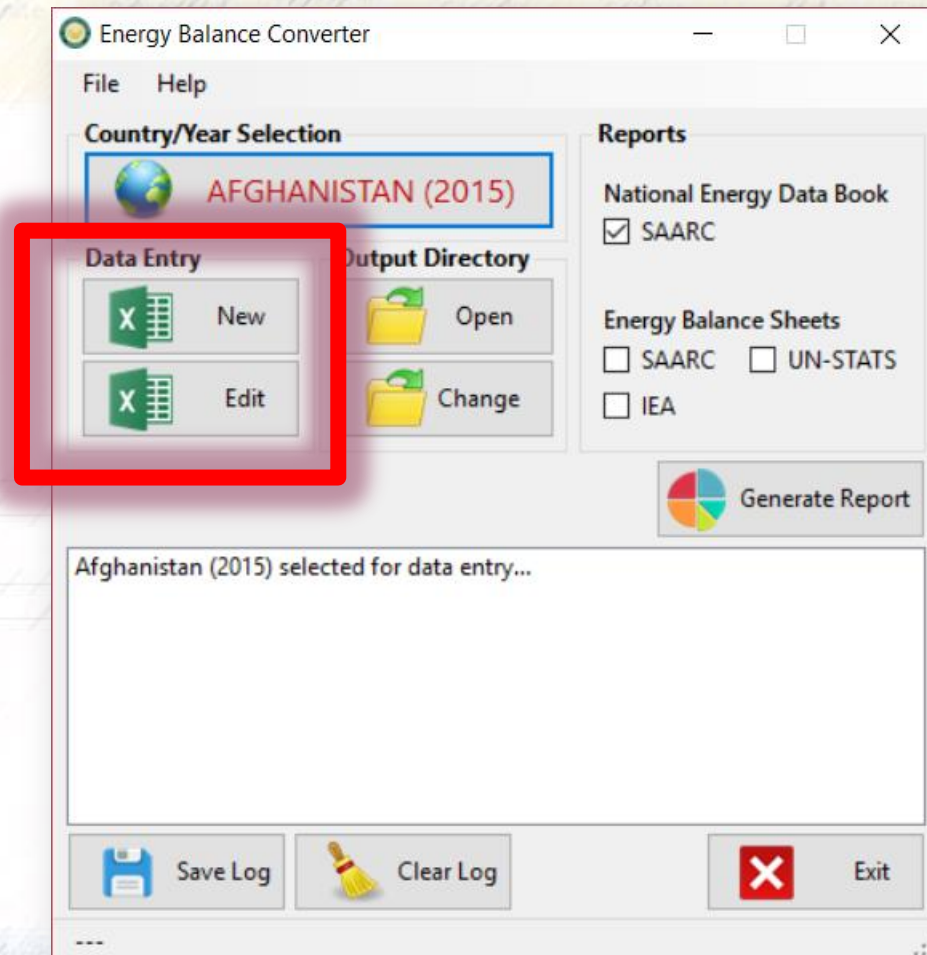
- All rows and columns defined
- Rows (flows) and Columns (fuel quantities)

- **NEW ENTRY**

- Generates a new file
- Removes any existing saved data file
- Prompts before clearing data

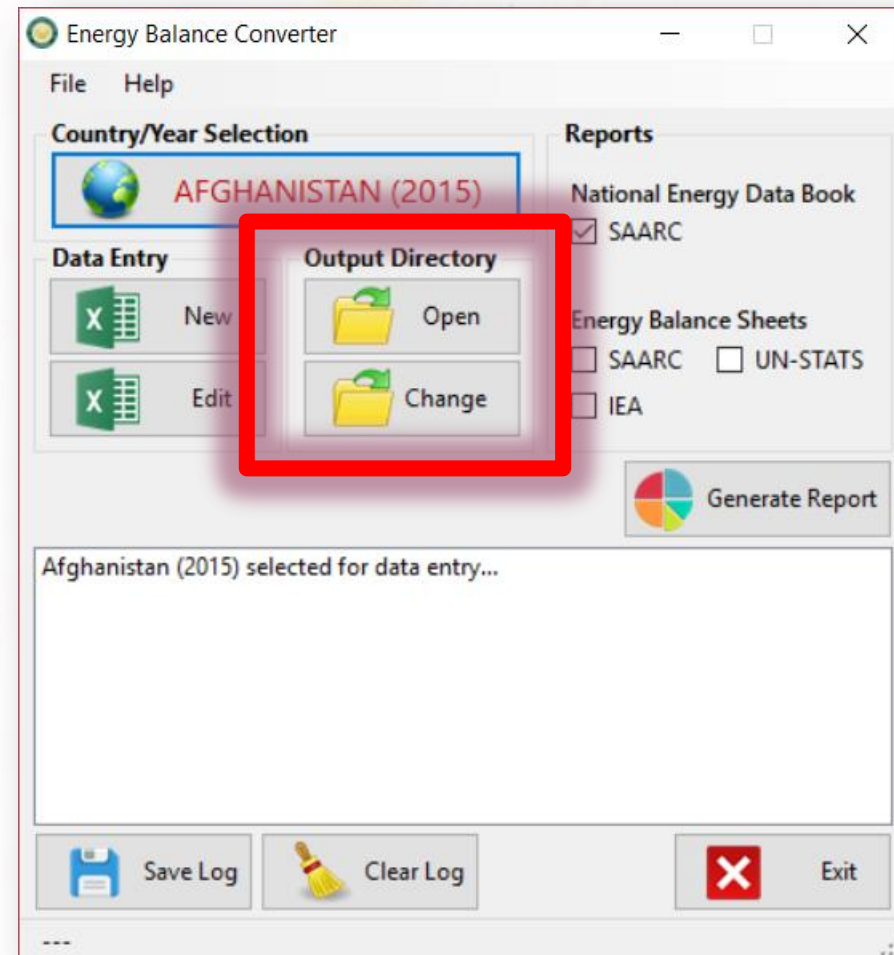
- **EDIT EXISTING DATA FILE**

- Opens previously saved data file
- User can resume anytime



STEP 3: OUTPUT DIRECTORY

- A directory for storing generated reports.
- **OPTIONAL**
 - Let the default settings run
- **CONFIGURABLE**
 - Select a directory of your choice



STEP 4: REPORT TYPE

• REPORTS AVAILABLE

- Energy Balance Sheets
- SAARC, UNSTAT, IEA
- Energy Data Book
- SAARC Energy Data Book Format

• DEFAULT SETTING

- Only **Energy Data Book** is selected



STEP 5: GENERATE

- **GENERATE REPORTS**

- Data input in commodity balance converted to energy balance
- Reports generated as selected by user
 - Energy Balance Sheets
 - National Energy Data Book
- Saved in the output folder
- Customized for individual countries





INTERACTIVE SESSION 1

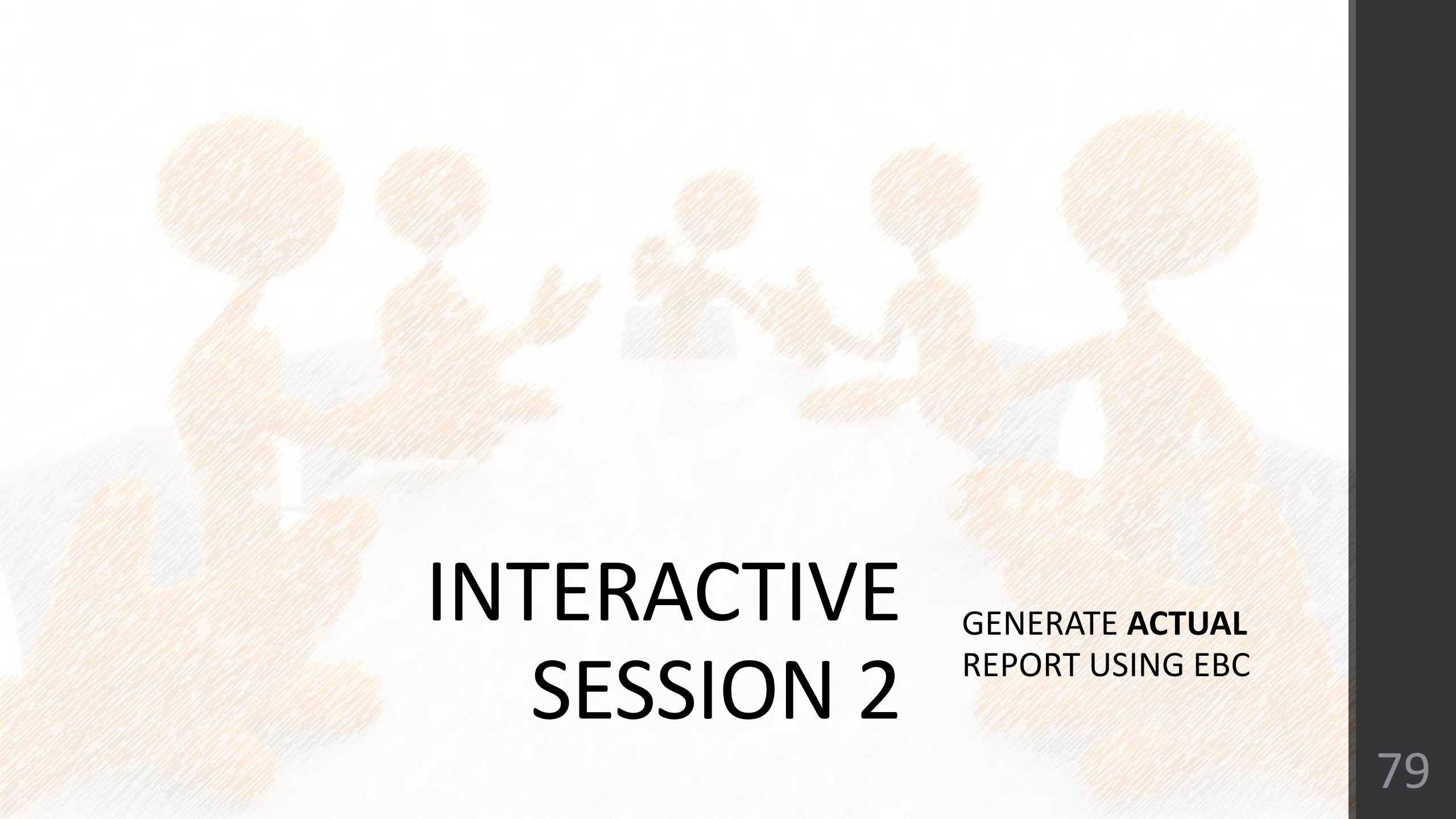
GENERATE **SAMPLE**
REPORT USING EBC

Interactive Session 1

Generate Sample Report

- **OBJECTIVES**

- Get familiar with the Software Toolkit.
- Explore all menus and options available.
- Fill input sheet for **Afghanistan** with random data.
- Generate ALL reports.
- Verify conversion to Energy Balances



INTERACTIVE SESSION 2

GENERATE **ACTUAL**
REPORT USING EBC

Interactive Session 2

Generate Actual Report

- **OBJECTIVES**

- Collect latest data for **Afghanistan** (if available)
- Generate **National Energy Data Book**
- Find and report Bugs!

Thank You!