

# bpmToolbox<sup>®</sup>

**Getting Started** - Version 6.0

## **bpmToolbox 6.0 – Getting Started Guide**

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This document contains an overview of bpmToolbox 6.0 and the ways in which this tool can be used to develop best practice spreadsheet models. Please check [www.bestpracticemodelling.com](http://www.bestpracticemodelling.com) for any upgrades to bpmToolbox and the related help and training materials. All copyright in this document and any derivation of this document is owned by bpmToolbox Pty Ltd.

First Published in Australia in September 2006.

Printed and bound (if hard copy) in Australia.

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# Chapter 1.

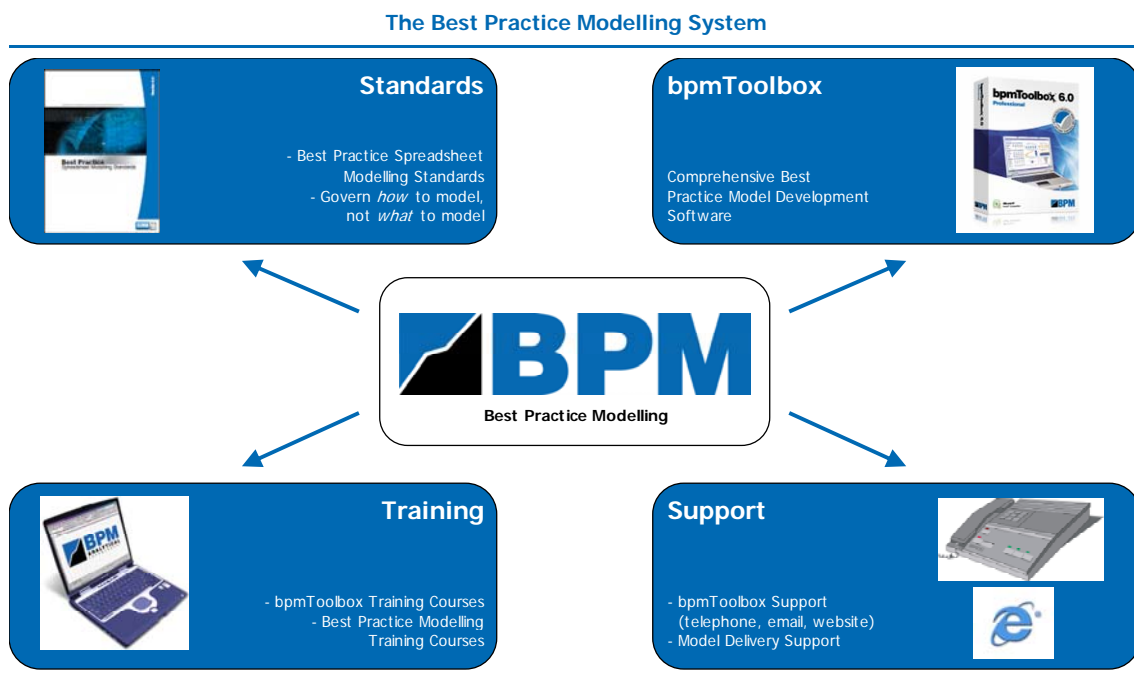
## *Introduction*

Welcome to bpmToolbox; the world's most comprehensive best practice modelling spreadsheet modelling tool. By utilising bpmToolbox, you have put the wheels in motion for implementing BPM's Best Practice Modelling System. This system is comprised of four components:

- 1) Best Practice Spreadsheet Modelling Standards;
- 2) bpmToolbox;
- 3) Training; and
- 4) Support.

These four components, when implemented together, can rapidly provide the knowledge, tools and support to efficiently develop and use best practice spreadsheet models. In summary, the primary purposes of the Best Practice Modelling System are to:

- 1) Ensure that models are built in accordance with the Best Practice Spreadsheet Modelling Standards; and
- 2) Make the model development process as efficient as possible.



bpmToolbox is a suite of universally applicable spreadsheet modelling tools that can be applied to every spreadsheet modelling task, from building a single table of numbers to building a complex multiple-workbook financial and valuation model.

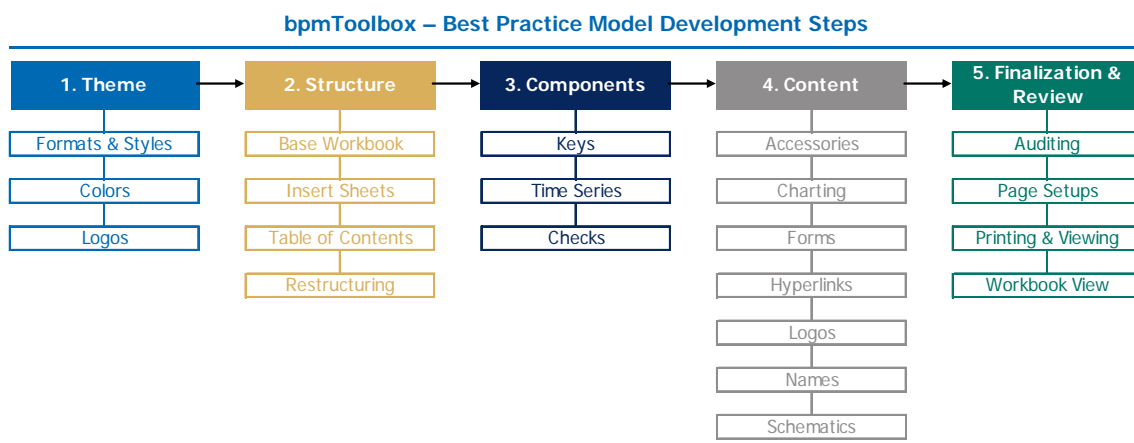


# Chapter 2.

## Overview of bpmToolbox

This Getting Started Guide introduces you to the key features of bpmToolbox and explains in broad terms how the program can be used to build spreadsheet models efficiently and effectively in accordance with the Best Practice Spreadsheet Modelling Standards. You'll learn how to develop fully-customized best practice spreadsheet models that can easily be used by anyone and printed and viewed in a similar way to Microsoft Word® and PowerPoint® documents. Additionally, you'll learn how to do all this whilst almost subconsciously adhering to the Best Practice Spreadsheet Modelling Standards and your personal presentation preferences (or those of your organisation).

bpmToolbox has been designed to provide a structured, start-to-finish approach to the development of any best practice model in Microsoft Excel®. This is done via the following five steps:



Note that these steps align with the layout of the groups of tools within the bpmToolbox tab when bpmToolbox is loaded within Microsoft Excel® 2007 (or the bpmToolbox menu in Excel® 2003 or earlier):

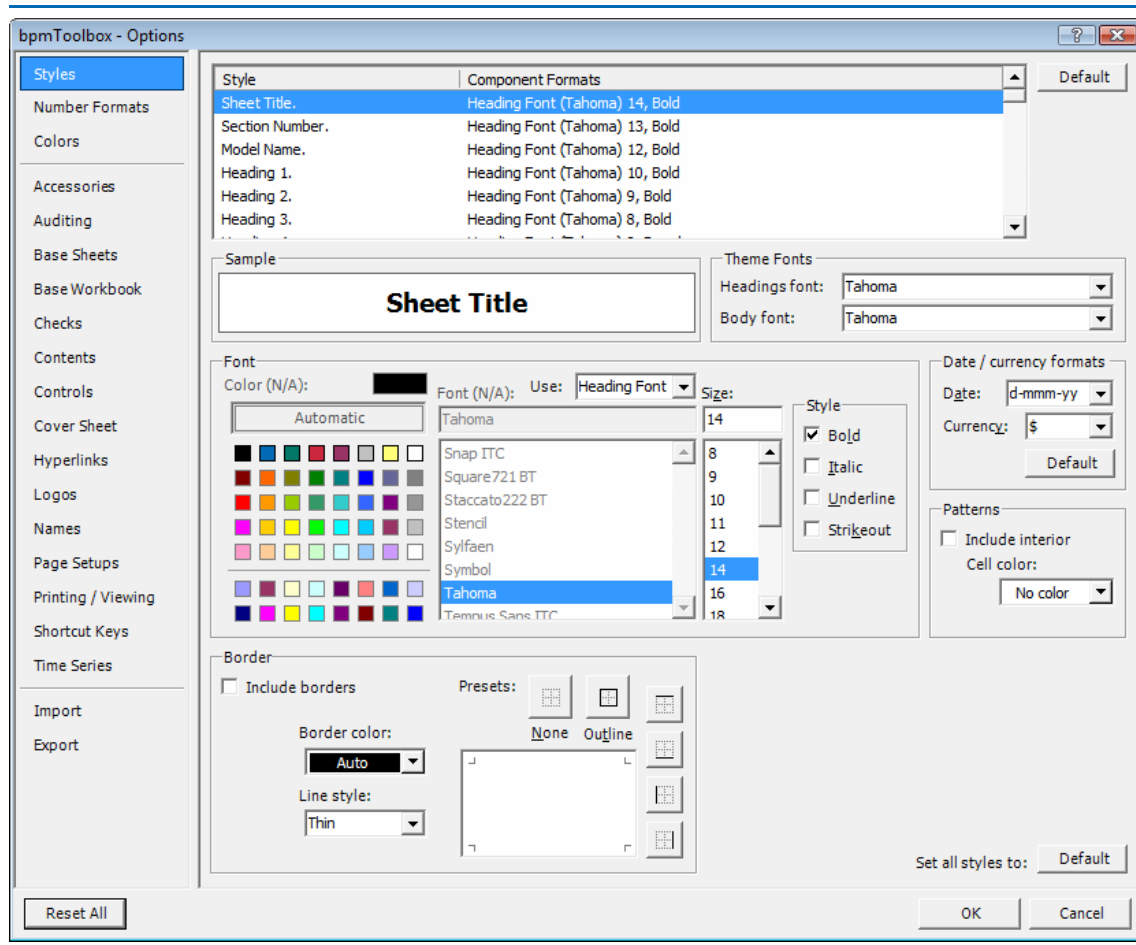


Each of these steps will be discussed in turn.

## 2.1. Theme

Before commencing the development of your first best-practice model, you may want to customize the 'look and feel' of models built using bpmToolbox to more closely reflect your personal or corporate preferences. To facilitate this, bpmToolbox allows thousands of settings to be customized via the bpmToolbox Options, thereby allowing a 'theme' to be adopted and applied automatically, even when multiple bpmToolbox users are working in a team. To access the bpmToolbox Options, click the 'Options' button within the bpmToolbox tab/menu to display the following dialog box:

bpmToolbox Options Dialog Box



The most common options to be customized by bpmToolbox users are the fonts, chart colors and logos. A more advanced level of customization may include sheet and style fill colors, although this must be done with care as the default bpmToolbox settings have been designed to reflect the Best Practice Modelling Standards and Conventions and are well recognised throughout the best practice modelling sector.

A full collection of settings, which is collectively referred to as a bpmToolbox 'theme', may be imported and exported to efficiently allow the sharing of themes between multiple bpmToolbox users within a team or organization. To do this, see the 'Import' and 'Export' tabs within the above Options dialog box.

## 2.2. Structure

Having decided upon the theme to be applied by bpmToolbox, it's time to start building a best practice spreadsheet model. Unlike pure Microsoft Excel®, bpmToolbox provides a foundation for a new best practice model in the Base Workbook. The Base Workbook is a pre-determined collection of sheets (which can be customized in the bpmToolbox Options dialog discussed above) that can be inserted together in order to quickly provide a starting point for developing a best practice model. To insert a Base Workbook, click the 'Insert Base Workbook' button on the bpmToolbox tab/menu and follow the prompts. The table of contents for the default bpmToolbox Base Workbook is shown below:

**bpmToolbox Default Base Workbook Table of Contents**

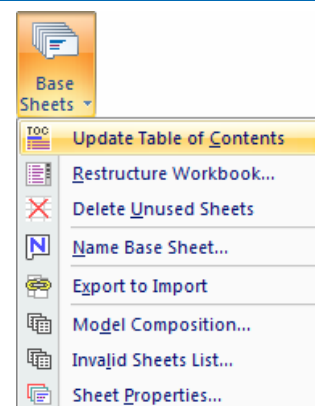
	A	B	D	F	H	I	J	K	L	M
1	<b>Table of Contents</b>									
2	<b>[Insert Model Name]</b>									
3	<a href="#">Go to Cover Sheet</a>									
4										
5										
6	<b>Section &amp; Sheet Titles</b>									
7	<hr/>									
8	<b>1. Assumptions</b>									
9	a. Time Series Assumptions									
10	b. [Insert Time Series Assumption Sheet Title]									
11	<b>2. Outputs</b>									
12	a. [Insert Time Series Output Sheet Title]									
13	<b>3. Appendices</b>									
14	<b>3.1. Lookup Tables</b>									
15	a. Time Series Lookup Tables									
16	<b>3.2. Checks</b>									
17	a. Checks									
18	- Error Checks									
19	- Sensitivity Checks									
20	- Alert Checks									
21										
22										

After inserting a Base Workbook, additional sheets can be added via the bpmToolbox 'Insert Sheet' menu, with the workbook table of contents being updated using the 'Update Table of Contents' tool on the 'Base Sheets' menu.

The Base Sheets System is fully automated. Upon insertion, every base sheet will automatically reflect your chosen theme settings and will include all the relevant attributes that ensure that the requirements of the Best Practice Spreadsheet Modelling Standards have been met. The base sheet will then automatically be added to the model's table of contents (with or without page numbers), thereby ensuring that the model can easily be printed and viewed on screen.

Following the insertion of a base sheet, all you need to do is insert the worksheet content. And that's where the rest of bpmToolbox becomes important...

### bpmToolbox Base Sheets Menu



## 2.3. Components

bpmToolbox is a tool focused on ‘how’ to model, not ‘what’ to model. However, the system does allow three common types of components to be quickly inserted into best practice spreadsheet models. These components are all available within the ‘Components’ section of the bpmToolbox tab/menu, and are as follows:

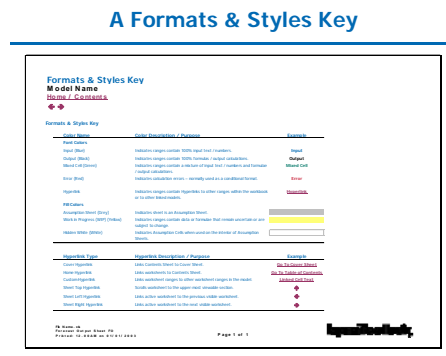
- 1) **Keys:** Provide users of the model with an understanding of the best practice formats and styles, sheet naming and range naming systems which have been used when building the model;
- 2) **Time Series:** Allows for the analysis of data over multiple time series periods based on time series assumptions including the model start date and periodicity; and
- 3) **Checks:** Facilitate the rapid creation, maintenance and use of exhaustive error, sensitivity and alert checks systems within a model.

All of these components are inserted by default when inserting a Base Workbook and can subsequently be removed if necessary. They are each discussed in turn below.

### 2.3.1. Keys

bpmToolbox allows keys to be added to each spreadsheet model to inform model users about the best practice methodologies that have been used when building the model. There are three different types of keys provided by bpmToolbox:

- 1) Formats & Styles Key;
- 2) Sheet Naming Key; and
- 3) Range Naming Key.



### 2.3.2. Time Series

One of the most common uses of spreadsheets is undertaking time series analysis – i.e. the analysis of data over a number of time series periods. In lieu of this, bpmToolbox contains time series components which provide a complete foundation for this type of analysis. These components are:

- 1) **Time Series Assumptions:** Collect assumptions from model users about the time series over which analysis will be undertaken – e.g. the model start date, periodicity, etc; and
- 2) **Time Series Lookup Tables:** Contain lookup tables used by the time series assumptions component and time series sheets.

These time series components are dependent on each other, and are both necessary in order to insert time series assumption and time series output sheets, on which time series analysis is undertaken.



A Dedicated Error Checks Summary

**Error Checks**  
 [Insert Model Name] (Error in Balance Sheet - Base Case)  
 Go to Table of Contents

**Error Checks**

Show error message in model name (if linked?)

**Errors Detected - Summary**

Total Error Areas:  
 Error Message (Empty if None): (Error in Balance Sheet - Base Case)

**Error Checks by Area**

Check	Include?	Msg Flag
Balance Sheet - Base Case Opening Assumptions	0 Yes	0
Revenue - Base Case Outputs	0 Yes	0
Ordinary Equity - Base Case Outputs	0 Yes	0
Revenue - Sensitivity Case Outputs	0 Yes	0
Ordinary Equity - Sensitivity Case Outputs	0 Yes	0
Balance Sheet - Base Case	1 Yes	1
Income Statement - Base Case	0 Yes	0
Income Statement - Sensitivity Case	0 Yes	0
Cash Flow Statement - Base Case	0 Yes	0

Total Error Areas: 1

**bpmToolbox - Add Error Check**

Heading to display in checks summary  
 Check worksheet title  
 Specified cell test  
 Custom text:

Check cell:  
 Check cell range: [Rev\_Rev\_2018E437]  
 Format check cell  
 Include check sum formula  
 Check formula sum range: [Rev\_Rev\_2018E437:2AC317]  
 Conditional format check formula sum range

Check cell comment:  
 Copy comment cell  
 (Heading): Error Check  
 Comment: Flags the existence of errors.

Error checks component updating  
 Update error checks component after addition.

Add Cancel

When using the bpmToolbox checks tools, the user is clearly made aware of:

- The existence of errors;
- Operative sensitivity assumptions; and/or
- The occurrence of designated events of which model users would expect to be alerted.

This is done through the automatic linking of the outcome of each checks summary to the workbook model name cell, thus ensuring that each worksheet in the spreadsheet model indicates the outcome of these checks – e.g. '(Error in Balance Sheet – Base Case)'. Checks summaries can be quickly and easily added to a workbook, and maintained and updated as the model is developed going forward.

## 2.4. Content

Once you have chosen your bpmToolbox theme, inserted a Base Workbook and ascertained the components to be included within your best practice model, the model development process turns to the content of the model. Model content may include headings, numbers, assumptions, controls, graphs, hyperlinks, formulas, range names, logos and any other content required to undertake the desired analysis. bpmToolbox contains a wide range of tools designed to dramatically assist in the development of this content. An overview of these tools has been provided below.

### 2.4.1. Formats & Styles

The bpmToolbox formats and styles are different to the formats and styles you'd be used to using in Microsoft Word® and Excel® because they have been designed to be *purpose-based* in accordance with the Best Practice Spreadsheet Modelling Standards. This simply means that the format properties of different bpmToolbox styles have set to reflect their purpose – e.g. assumption styles will always be unprotected. The bpmToolbox styles can be accessed via the bpmStyles tab/menu, as shown below:

The bpmStyles tab in Microsoft Excel® 2007



As discussed above in 2.1 Theme, the bpmToolbox styles can be customized to enforce a corporate identity and ensure that spreadsheet model presentations remain consistent with related Microsoft Word® documents and PowerPoint® presentations.

Best Practice, Customizable Formats & Styles

```

graph TD
    Word[Word] --> Excel[Excel]
    PowerPoint[PowerPoint] --> Excel[Excel]
    Word <--> PowerPoint
    subgraph Consistency
        Word
        PowerPoint
    end
            
```

### 2.4.2. Accessories

The bpmToolbox accessories tools are a suite of tools which enhance the efficiency and improve the effectiveness of the spreadsheet modelling process. Most of these tools provide functionalities previously unavailable in Excel®, assisting with areas such as formula creation, conditional formatting, and the use of worksheet range names.

#### Advanced Formula Creation with the Partially Transpose Formula Tool

Capital Expenditure Assumptions		Start of Period
Capital Expenditure Timing		25.0
Depreciation Term (Years)		Straight-Line
Depreciation Method		

Depreciation Timing Factors		
Cum. Depn Term - Opening Assets	1 0000	2 0000
Cum. Depn Term - 1st Period Capex	1 0000	2 0000
Cum. Depn Term - Period 2+ Capex	-	1.0000
Periodic Depn % - Opening Assets	4.00%	4.00%
Periodic Depn % - 1st Period Capex	4.00%	4.00%
Periodic Depn % - Period 2+ Capex	-	4.00%

Opening Net Book Value		
Capital Expenditure	250.0	264.0
Book Depn - Opening Assets	25.0	25.6
Book Depn - 2006 Capex	(10.0)	(10.0)
Book Depn - 2007 Capex	(1.0)	(1.0)
Book Depn - 2008 Capex		(1.0)
Book Depn - 2009 Capex		
Book Depn - 2010 Capex		
Book Depn - 2011 Capex		
Book Depn - 2012 Capex		

The accessories tools are essentially a spreadsheet modeller's 'wish list' – redefining the limitations of Excel® whilst greatly reducing the model development time frame.

### 2.4.3. Forms

bpmToolbox makes the use of controls (referred to with Excel® as 'forms') easy and ensures that your assumption entry interfaces always meet the requirements of the Best Practice Spreadsheet Modelling Standards and the interface control concept. Multiple controls can be inserted, sized to specified ranges and linked to range-named cell links, all via a single user-friendly dialog box.

#### Inserting Multiple Controls with Named Cell Links

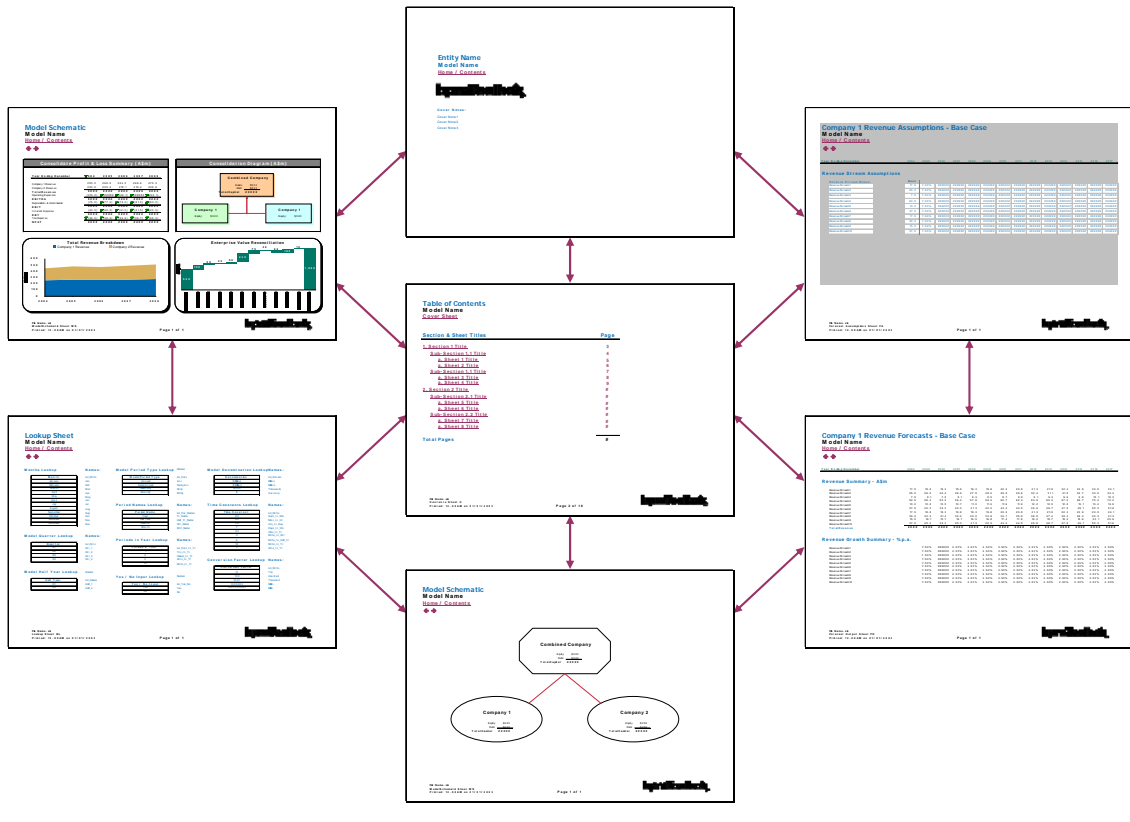
The screenshot shows the bpmToolbox interface. On the left is a spreadsheet titled 'Revenue Assumptions' with columns for Revenue Categories, Revenue Driver, Unit Price (\$), Total (\$), and Does Category Move with Inflation?. A red arrow points from the 'Rev\_Drivers' list item in the dialog box to the 'Revenue Driver' column in the spreadsheet. On the right is the 'bpmToolbox - Insert Drop Down Boxes' dialog box. The dialog has tabs for Main, Placement, Properties, and Protection. The 'Main' tab is active, showing options to insert a 'Drop Down Box' with 'List Item 1'. The 'Workbook names (LU,...):' dropdown is set to 'Lookup'. The list of items includes 'Pers\_In\_Yr', 'Qtrs', 'Rev\_Drivers' (highlighted), and 'Yes\_No'. The 'Total drop down boxes to be inserted:' is set to 5. The 'First drop down box insert range or range name:' is 'Rev\_FA!\$I\$10:\$J\$10'. The 'Input range or range name:' is 'LU\_Rev\_Drivers'. The 'First cell link range or range name:' is 'Rev\_FA!\$I\$10'. The 'Name cell link ranges' and 'Auto prefix (DD\_)' checkboxes are checked. The 'Rev 1 Driver' text is entered in the 'Name cell link ranges' field. The 'Insert' and 'Cancel' buttons are at the bottom.

Building fully controllable, user-friendly assumption entry interfaces has never been easier.

### 2.4.4. Hyperlinks

Hyperlinks are the navigational glue that hold a best practice model together, linking every worksheet in a model to related worksheets and the table of contents and vice versa. Hyperlinks ensure that model users will be able to quickly access any worksheet in the model with no more than two clicks of the mouse.

Hyperlinks (shown as purple arrows) between the worksheets in a workbook



Whilst almost all the basic hyperlinks you will need will be inserted automatically when using the bpmToolbox, bpmToolbox also includes a range of hyperlinks tools that ensure that custom hyperlinks can quickly and easily be inserted between worksheets within any worksheet in your spreadsheet model.

### 2.4.5. Names

The bpmToolbox Names tools provide a framework for the systematic use of worksheet range names as recommended by the Best Practice Spreadsheet Modelling Standards and Conventions. The use of these tools, and the resulting use of best practice range naming methodologies, can greatly improve the rate of interpretation of complex formulas within large models.

#### Formula Transparency resulting from Best Practice Range Naming

The screenshot illustrates the use of range names in an Excel spreadsheet. The spreadsheet is titled "Taxation - Base Case Assumptions" and contains several sections: "Model Name", "Taxation Rates", "Tax Losses", and "Opening Tax Balances". A dialog box titled "bpmToolbox - Name Range" is open, showing the range "Tax\_BA!\$L\$14" being named "Open Tax Losses". The formula bar shows the formula "=Open\_Tax\_Losses\*CB\_Ind\_Open\_Tax\_Losses". A "Tax Loss Calculations" table is also visible, showing the following data:

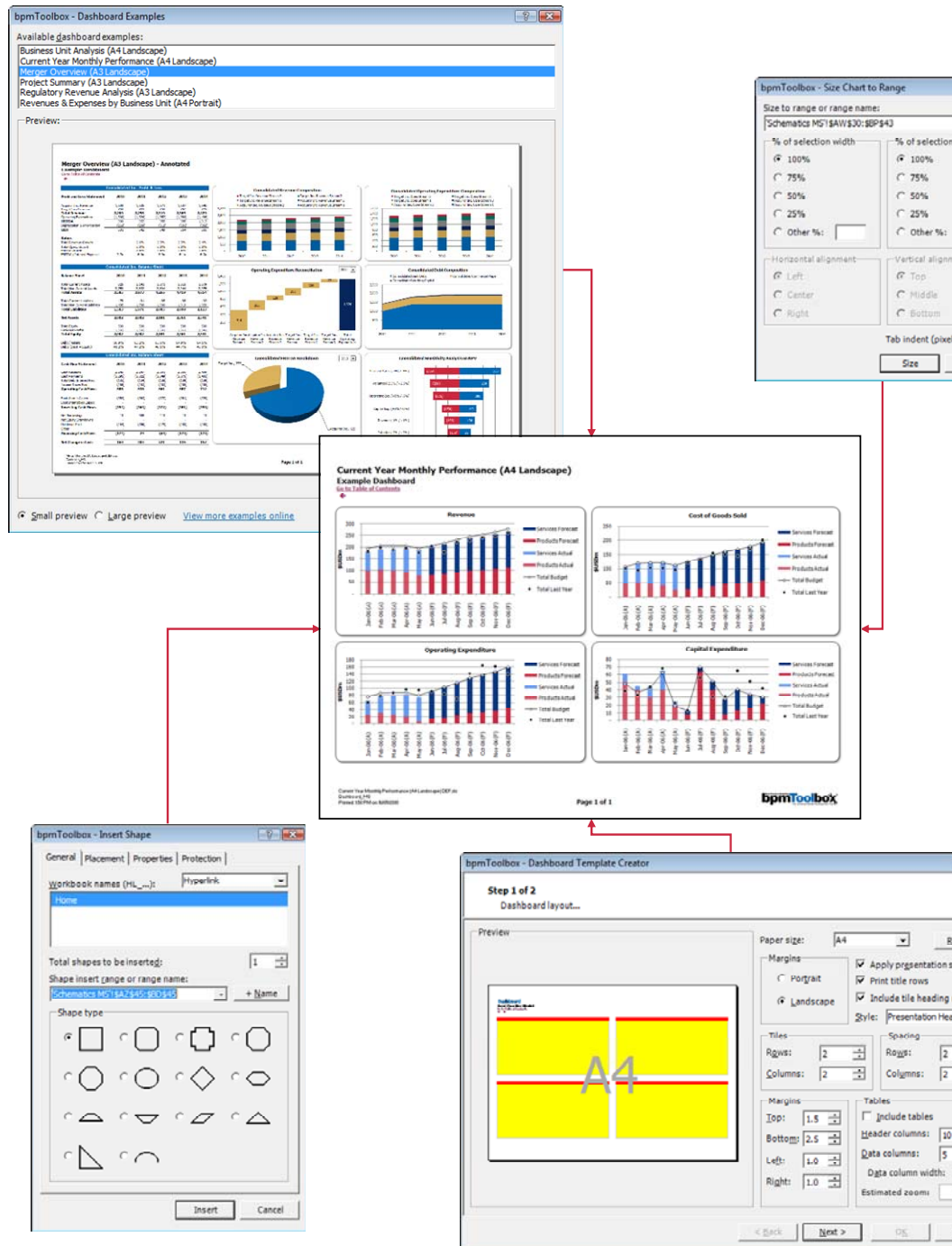
Tax Loss Calculations		
Opening Balance	-	49.8
Tax Losses - Created during period	49.8	52.7
Tax Losses - Used during period	-	-
<b>Closing Balance</b>	<b>49.8</b>	<b>102.4</b>

When used properly, range names can make the interpretation and auditing of even the most complex formulas easy. And for Visual Basic<sup>®</sup> programmers writing macros in Excel<sup>®</sup>, range naming is a necessity.

### 2.4.6. Schematics, Borders & Charting

The bpmToolbox schematics, borders and charting tools provide you with all you need to efficiently develop professional diagrams, charts and presentations to communicate the logic and/or outputs of your spreadsheet models to other model developers and model users.

#### Efficiently Create Consistent, Symmetrical, Themed Dashboard Outputs

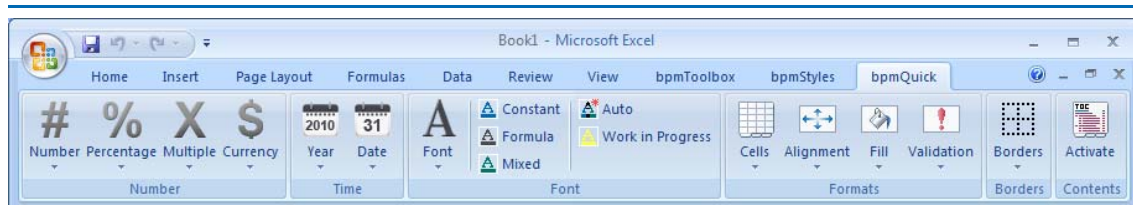


Generic output presentations can be developed and perfected once and then re-used repeatedly to significantly reduce model development times.

### 2.4.7. Quick Tools

In addition to the many content-specific development-optimization tools within bpmToolbox, a full range of 'Quick' tools have been provided to facilitate the ultra-efficient application of number formats, validation, borders and other range properties. The bpmToolbox quick tools can be accessed via the bpmQuick tab/menu, as shown below:

The bpmQuick tab in Microsoft Excel® 2007



The most common use of the bpmToolbox quick tools is the application of decimal places, font color or cell alignment to ranges following the application of a bpmToolbox style using the bpmStyles tab/menu. For keyboard shortcut users, becoming familiar with the logical keyboard shortcut sequences on these two tabs/menus is fundamental to experiencing major efficiency gains when using bpmToolbox.

## 2.5. Finalization & Review

After choosing a bpmToolbox theme, determining the appropriate model structure, inserting the required components and building the model content, the bpmToolbox finalization and review tools become an integral part of completing (or reviewing) any spreadsheet model.

The bpmToolbox finalisation and review tools fall within two primary areas:

- 1) **Auditing:** Review and interpret formulas, locate and repair errors in a workbook and lock down a work book for secure distribution; and
- 2) **Printing & Viewing:** Ensure the use of consistent page setups, panes and splits, print scaling, viewing zoom and group levels within all the sheets in a best practice model.

Each of these areas will be discussed in turn.

## 2.5.1. Auditing

The purpose of the bpmToolbox auditing tools is to allow the undertaking of quick and easy preliminary spreadsheet model audits. These tools do not intend to reinvent the wheel by providing functionalities already available in Excel or alternative auditing software programs, but have instead been developed to extend and complement the existing Excel auditing tools and check for the correct implementation of best practice.

### Sophisticated Model Auditing & Review Tools

**Revenue - Base Case Outputs (\$Millions)**

Revenue	100.0	102.5	105.1
Revenue Category 1 Name	75.0	76.9	78.8
Revenue Category 2 Name	50.0	51.3	52.5
Revenue Category 3 Name	25.0	25.6	26.3
Revenue Category 4 Name	10.0	10.3	10.5
<b>Total Revenue</b>	<b>260.0</b>	<b>266.5</b>	<b>273.2</b>

**Formula Traversal:** `=IF(NOT(CB_Rev_Mod_Inc), IF($I8=1, Rev_Base_FAI129, I27*(1+Rev_Base_FAI129)))`

**Search & Repair Criteria:**

- Find what: Errors, Error source ranges, Invalid conditional formats, Invalid cell content ranges, Work in progress ranges, Invalid names
- Search: All sheets, Selected sheets, Active sheet, Designated sheet types (Cover, Contents, Section Cover, Sub-Section Cover, Blank Assumption, Time Series Assumption, Blank Output, Time Series Output, Lookup, Model Schematic, Chart)
- Look in: Formulas, Formula results, Controls, Shapes / objects, Conditional formats, Charts, Nagges
- Audit cell content exceptions: Tags, Hyperlinks, Cell links, Presentation sheets, Presentation styles

**Formula Logic:**

```

    graph TD
        FinalResult["Final Result  
IF  
100.0"]
        LogicalTest1["Logical Test  
NOT  
False"]
        Logical1["Logical  
CB_Rev_Mod_Inc  
True"]
        IFTrue["If True  
0  
0"]
        IFFalse["If False  
100.0"]
        LogicalTest2["Logical Test  
True"]
        Arg1["Argument 1  
129"]
        Arg2["Argument 2  
1"]
        IFTrue2["If True  
Rev_Base_FAI129  
100.0"]
        IFFalse2["If False  
x  
0"]
        Arg3["Argument 1  
127"]
        Arg4["Argument 2  
101"]
        Arg5["Argument 1  
1"]
        Arg6["Argument 3  
Rev_Base_FAI129  
100.0"]

        FinalResult --> LogicalTest1
        LogicalTest1 --> Logical1
        Logical1 --> IFTrue
        Logical1 --> IFFalse
        IFTrue --> Arg1
        IFTrue --> Arg2
        IFFalse --> IFTrue2
        IFFalse --> IFFalse2
        IFTrue2 --> Arg3
        IFFalse2 --> Arg4
        Arg3 --> Arg5
        Arg4 --> Arg5
        Arg5 --> Arg6
    
```

**Tools List:**

- Traverse Formula...
- View Formula Logic...
- Sketch Formula Logic...
- Trace All Precedents
- Trace All Dependents
- Search and Repair...
- Locate Error Source Ranges...
- Locate Errors...
- Locate Links...
- Locate WIP Ranges...
- Locate Invalid Conditional Formats...
- Locate Invalid Names...
- Audit Cell Content...
- Protect Multiple Sheets...
- Unprotect Multiple Sheets...
- Protected Sheets Summary...
- Multi Watch Window

Using the bpmToolbox Auditing tools a spreadsheet modeller can overcome the auditing frustrations so often experienced during the spreadsheet modelling process, such as drilling down into complex formulas, finding the location of external workbook links in a model, tracing the precedents/dependents of multiple cells at the same time, or simply protecting/unprotecting multiple worksheets simultaneously.

## 2.5.2. Printing & Viewing

Preparing a workbook for printing is often one of the most frustrating in the spreadsheet modelling process, whether it be attempting to apply consistent headers and footers to all worksheets, setting the scaling of a worksheet so all the data fits onto the one printed page, or removing panes/splits from multiple worksheets simultaneously.

The bpmToolbox printing and viewing tools remove all of these frustrations and in doing so provide you with tools which dramatically reduce the time taken to print and view a model. These tools will also significantly improve the presentation and professionalism of your printed spreadsheet models.









### Efficient, Best Practice Model Printing & Viewing






Using the bpmToolbox printing and viewing tools on models built using bpmToolbox will allow the development of models which will print and view in a similar manner to documents created in Microsoft Word® or PowerPoint®.

# Chapter 3.

## *Fundamental First Steps...*

Follow the instructions provided below for a simple step-by-step guide on how to instantly start using your bpmToolbox to efficiently build your own best practice spreadsheet models.

- 1) Review the **Best Practice Spreadsheet Modelling Standards** (from [www.ssrb.org](http://www.ssrb.org)).
- 2) Download and explore some **example models** built using bpmToolbox (from [www.bestpracticemodelling.com](http://www.bestpracticemodelling.com)).
- 3) Insert a Base Workbook using the **Insert Base Workbook** tool () on the bpmToolbox tab/menu.
- 4) Insert base sheets using the **Insert Sheet** menu on the bpmToolbox tab/menu. Note that when inserting sheets from the **Insert Sheet** menu, the new sheet will be inserted to the *right* of the active worksheet.
- 5) Update the table of contents using the **Update Table of Contents** tool () within the **Base Sheets** menu on the bpmToolbox tab/menu.
- 6) Apply bpmToolbox styles from within the **bpmStyles** tab/menu, noting the automatic coloring of constants, formulas and mixed cell content ranges as per the Best Practice Spreadsheet Modelling Standards.
- 7) Insert a control using the **bpmToolbox Controls** tools within the **Forms** menu on the bpmToolbox tab/menu. Insert multiple controls to see the true efficiency savings of these tools.
- 8) Insert a custom hyperlink using the **Custom Hyperlink** tool () located on the **Hyperlinks** menu within the **bpmToolbox** tab/menu.
- 9) Insert a list of range names into your workbook using the **Names List** tool () located on the **Names** menu within the **bpmToolbox** tab/menu. Be sure to include a number in the name assigned to the first name in the list.
- 10) Enter a simple formula into a cell and partially transpose it using the **Partially Transpose Formula** tool () located on the **Accessories** menu within the **bpmToolbox** tab/menu. After using this tool, use the **Trace All Precedents** tool () from within the **Auditing** menu on the **bpmToolbox** tab/menu to trace the precedents of the formulas which have been partially transposed.
- 11) Examine and trace formula logic using the **Traverse Formula** tool () and the **View Formula Logic** tool () from within the **Auditing** menu on the **bpmToolbox** tab/menu.

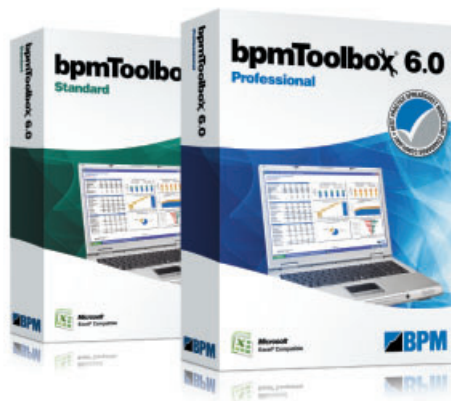
- 12) View some example dashboards using the **Dashboard Examples** tool () and insert a dashboard template using the **Create Dashboard Template** tool (), both located within the **Schematics** menu on the **bpmToolbox** tab/menu.
- 13) Insert a **Model Schematic Sheet** (via the **Insert Sheet** menu on the **bpmToolbox** tab/menu) and insert multiple shapes into it using the **Insert Shape(s)** tool (), located within the **Schematics** menu on the **bpmToolbox** tab/menu.
- 14) Undertake a search and repair of the active workbook using the **Search and Repair** tool () located within the **Auditing** menu on the **bpmToolbox** tab/menu.
- 15) View the entire workbook in page break preview mode using the **Print Preview** tool () from the **Workbook View** menu on the **bpmToolbox** tab/menu and use this view to set or update page breaks on worksheets.

For further information or help on using any of the tools listed above, consult the relevant area in the bpmToolbox online help at [www.bestpracticemodelling.com](http://www.bestpracticemodelling.com).



# Revolutionary Spreadsheet Modelling

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