Guide to Using
the 2016 Election Administration and
Voting Survey Data Templates

2016 EAVS Data Template Instructions

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Introduction

The 2016 Election Administration and Voting Survey (EAVS) data templates were created to help you supply the information that the Election Assistance Commission (EAC) has requested about the 2016 election cycle.   The templates have been redesigned based on your comments and feedback. Improved copy and paste functionality makes it easier and more efficient to compile data from multiple jurisdictions or data sources.

Most importantly, there are now two different templates:

- **Data Entry Template**—This template offers you the choice of two different "views" for entering the EAVS questionnaire data:

  - The "Form View" permits you to enter information one jurisdiction at a time, using preformatted forms.

  - The "Worksheet View" permits you to enter data in your own fashion, using a spreadsheet grid with each jurisdiction on a separate row and each questionnaire item in a separate column.

  You can switch between the two views at any time—the data you enter will be there regardless of which view you are currently using or have used before.

  The Data Entry Template now includes a "Report" function, which produces a copy-and-paste friendly output sheet with data from all sections of the survey on a single row.

- **Data Aggregation Template**—This new template allows data to be directly pasted into the template by row or in a flat-file format. Once the data have been added into the spreadsheet, standard error checks can be run, and errors will be presented in a separate error tab for review.

Both the Data Entry Template and Data Aggregation Template include extensive error checking. The information you enter for each jurisdiction will be checked for consistency and errors.

- **Optional marking of errors as "not errors"**—We understand that the templates may mark a response as an error when, for a specific jurisdiction, the response is actually correct. When working in Form View, the template permits you to mark such items as "not an error."

- **Pre-populated jurisdictions**—The template contains all of your jurisdictions for which the EAC needs information. If you find that we have made a mistake in the jurisdiction list that was built into the template, contact us before starting, and we will update the template for you.

- **Formulas built in to calculate item totals**—There are some survey questions that are calculated by finding the sum of a certain subcategory of questions. For example, the question labeled "A5Total" is equal to the sum of the values found in questions A5b through A5l. We have built in formulas in both Form View and Worksheet View of the Data Entry Template and on a separate tab for the Data Aggregation Template to calculate these totals automatically. As a result, for example, you won't need to manually calculate the sum of A5b through A5l; the sum will be automatically entered in A5Total.

The rest of these instructions describe how to use the Data Entry and Data Aggregation Templates, how to save your work periodically so that you do not have to enter all of the data at once, and how to take advantage of the two different data entry views. These instructions will also show you how to submit your data electronically when you have finished entering the information for all of your jurisdictions.

It is probably a good idea to keep a hard copy of the 2016 EAVS Questionnaire nearby so that you can refer to the full description of each question when you are entering the data. In addition, the Supplemental Instructions Manual provides many helpful definitions and specific instructions that will help you collect the data that you will be entering into the Data Entry Template.

A brief tutorial for novice and beginner users of Excel is also found in the appendix. If you have questions about using Excel in general or about any aspects of the template in particular, please call or email the technical assistance team at Fors Marsh Group (FMG).

Getting Started

The 2016 EAVS data templates are applications developed in Microsoft Excel. In order for you to use the Data Entry Template, it is recommended that you have Microsoft Excel 2007, 2010, or 2013 installed on your computer. The new Data Aggregation Template is not compatible with Excel 2003 or earlier. If you are using Microsoft Excel 2003 or earlier, the Form and Worksheet View in the Data Entry Template should still work. However, there is one limitation: The new "Report" feature that is built into the standard Data Entry Template, which creates an aggregate file of all survey sections, cannot be created because the full dataset has more columns then Excel software allowed in Excel 2003 or earlier versions. The templates have not been tested in Excel 2003 or earlier versions. If you are using Excel 2003 or earlier and you encounter difficulty using the template, please contact the EAVS team at FMG for assistance (EAVS@forsmarshgroup.com).

If you need help identifying which version of Excel you have, refer to the Appendix at the end of this guide.

Opening and Saving the Template

To open the Data Entry Template the first time, you will need to download it from the EAVS Portal website. Once you log into the site using the link provided in our email, click on the "2016 EAVS Data Entry Template.xlsm" link for the standard Data Entry Template or the "2016 EAVS Data Aggregation Template.xlsm" to download the requested file and open it. **You will then need to save the file to your computer before proceeding further**.

If you have Microsoft Excel 2007, 2010, or 2013, you will see the following message after opening the file:
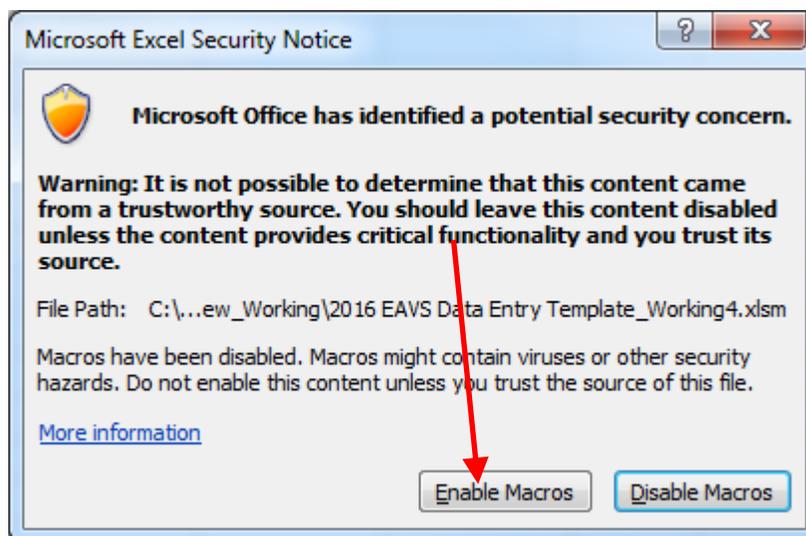
This message is expected. It is not an issue and will not prevent you from working with the template. Click "Enable Macros" to move past this warning and to successfully run the data entry program.

To save the file, first select "Save As" to save the file to a local folder (e.g., "Desktop") on your computer. If you save the file somewhere other than a local folder—such as a network folder—you may have trouble saving the file later. If you are working in Excel 2003, you can save the file as you normally would save an Excel workbook. You may save the workbook under any name that you prefer—but make sure to use a name that you can remember easily.

Once you have used "Save As" to save the template to your desired location, you only need to select "Save" (and not "Save As") to save any changes made to the template. It is a good idea to save the file frequently, especially considering that the "Undo" and "Re-do" features are not available in the Data Entry Template (see page 25 for more information).

For more detailed instructions on saving files in Excel, refer to the Appendix at the end of this guide.

Enabling Macros in Microsoft Excel 2003

For the Data Entry Template to work properly, you need to ensure that Excel's macro capability is **turned on**. The specific steps you need to take to accomplish this vary with the version of Excel you are using.

If you are using Microsoft Excel 2003, use the following steps to enable macros:

Step 1:   Open up Excel. You can open up a blank workbook or open up the Data Entry Template. Click on "Tools," then "Macro," and then "Security."
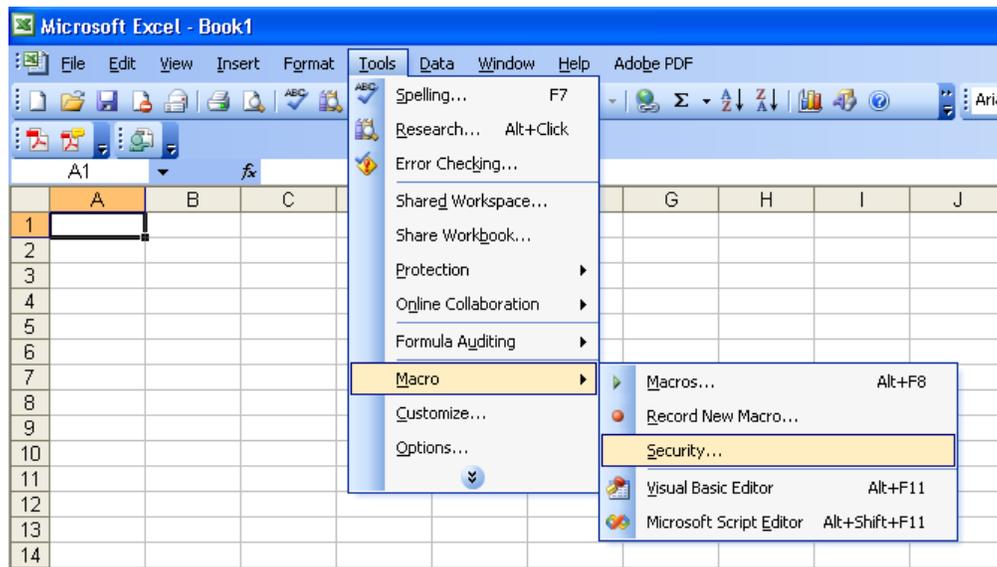
Step 2:   Once you click "Security," a window will open. Select "Medium" security and then click on "OK."
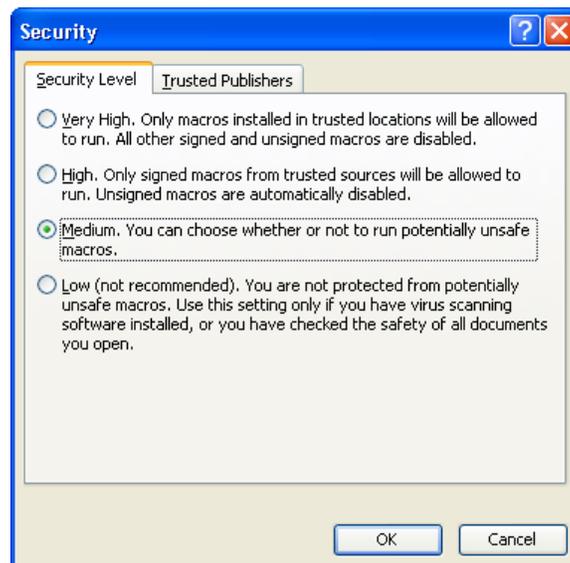
Step 3: Once you have selected "Medium" security, you will need to close Excel. After exiting Excel, open up the Data Entry Template. When you open the template this time, a Security Warning window will appear. Click "Enable Macros."
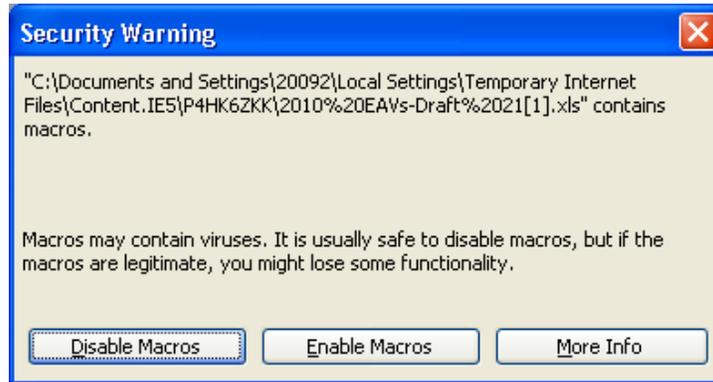
Enabling Macros in Microsoft Excel 2007

If you are using Microsoft Excel 2007, take the following steps to enable macros.

Step 1: Click the "Options" button next to the "Security Warning" that appears below the Office Ribbon.
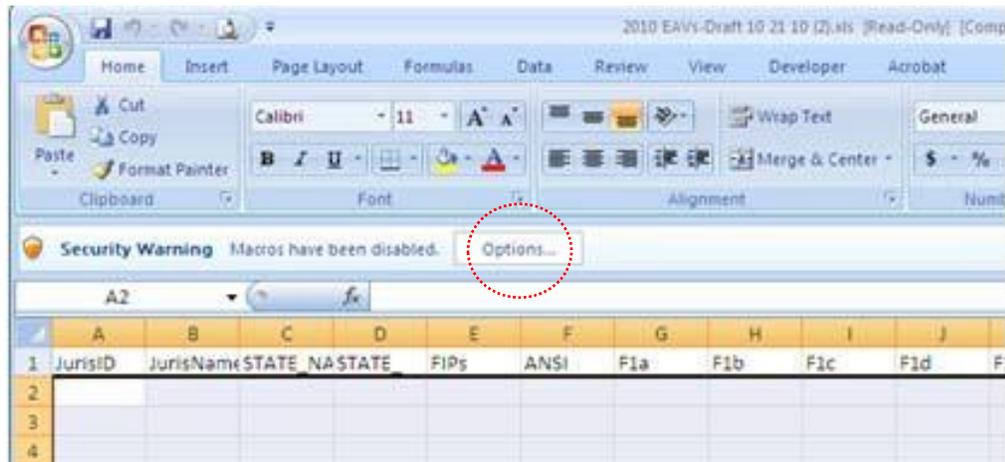
Step 2: In the pop-up box that appears, click "Enable this content" and click on "OK."
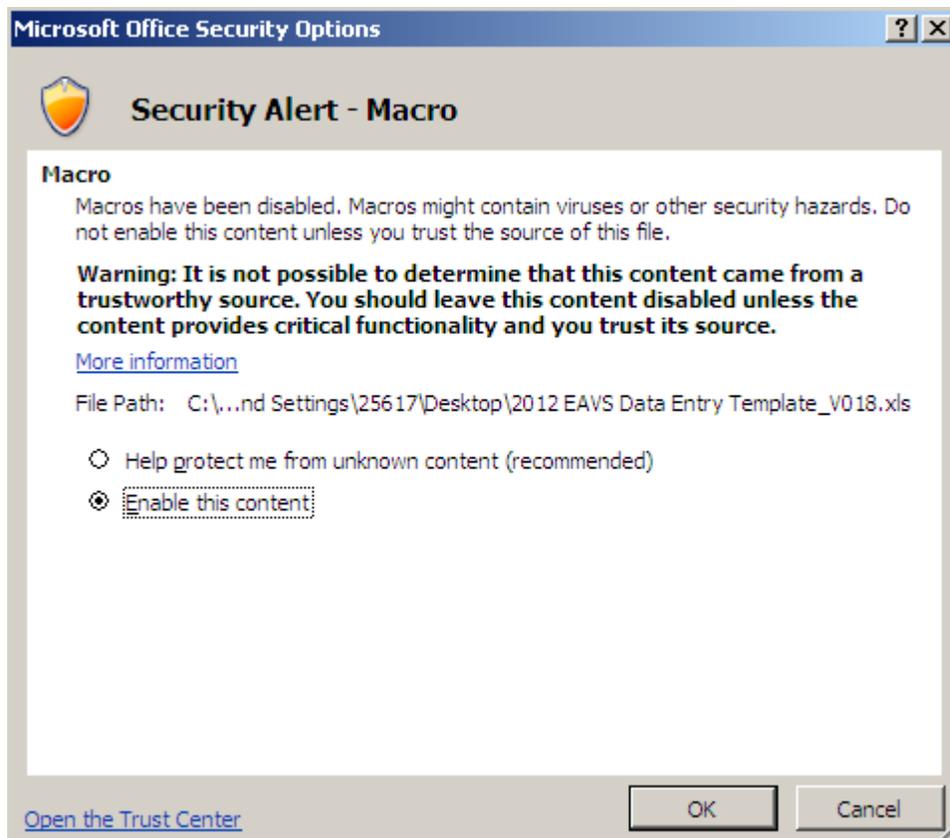
Enabling Macros in Microsoft Excel 2010 and 2013

If you are using Microsoft Excel 2010 or 2013, you only need to take one step to enable macros:

Open the workbook and click on the "Enable Content" button next to the "Security Warning" that appears below the office ribbon.
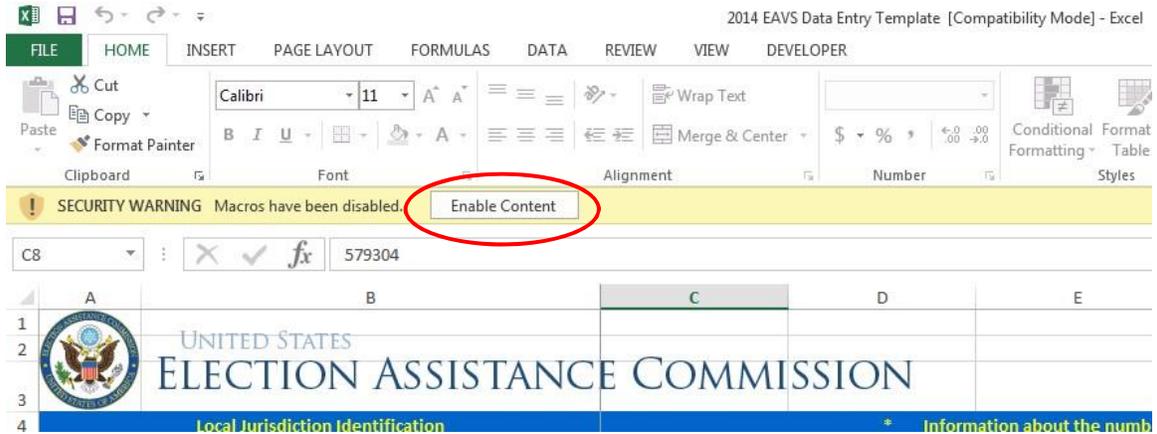
With the macros now enabled, you are ready to begin entering the information for the 2016 EAVS questionnaire. The two different views are described below, beginning with Form View.

2016 Survey Changes

Both 2016 EAVS templates have been updated to reflect the survey changes that occurred in Section B (the *UOCAVA* section) of the survey. A number of questions that were determined to be redundant or unnecessary for the current year's data collection are no longer required. These questions are not included in the Form View of the Data Entry Template.

The picture below illustrates one example in the Form View in which questions have been removed. The data entry form only provides an option to answer questions that are necessary for 2016 data collection.

However, the Worksheet View and Data Aggregation Template maintain the same variable layout as the 2014 data collection instrument to provide consistency for those states that have already based their data collection variable layout on the previous years' instruments. The questions that are no longer required for the 2016 EAVS have been filled in with a dark gray color. Data in the dark gray cells are not required and will not be tested for completion or accuracy. Data can still be entered in these cells without issue.

The Form View

The picture below shows the first page of the Form View.
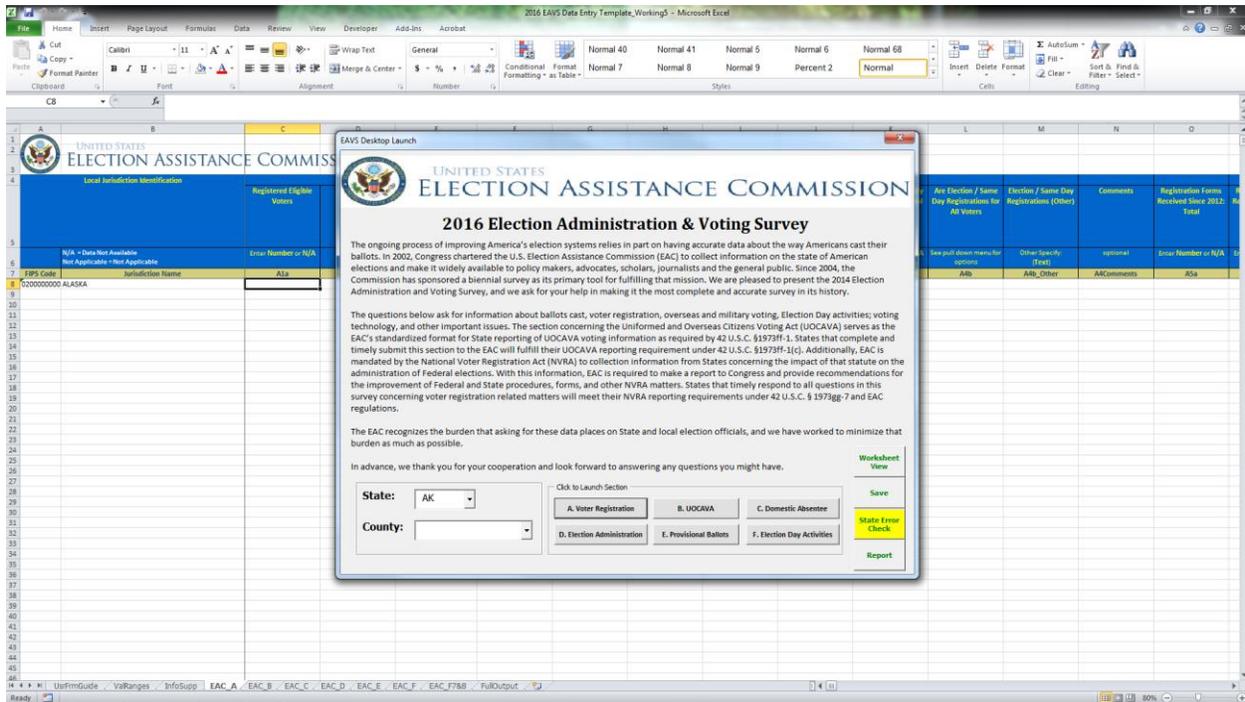
Once macros are enabled, the first page of the Form View will appear. Throughout the Data Entry Template, this screen is referred to as the "EAVS Home." If you click on an "EAVS Home" button, it will return you to this screen.

To use the Form View, first use the drop-down menus for "State" and "County" to select your State or territory and jurisdiction.

Entering Data in Form View

Note: For Alaska, the District of Columbia, American Samoa, Guam, Puerto Rico, and the U.S. Virgin Islands, you still need to select your jurisdiction name under "County" even though you are responding for only one jurisdiction.

Select your state and jurisdiction.

After selecting your State and the jurisdiction for which you will be entering data, you will see all of the jurisdictions in your State appear in the worksheet behind the first page of the form. The data that you enter in the tabs of the form will appear and be stored in the worksheet. You will be able to enter and edit data in either Form View or Worksheet View.

To begin entering data for the selected jurisdiction, click on one of the tabs to launch the EAVS Questionnaire section you would like to complete. You can select any section; you do not have to begin with Section A.

Use these buttons to select a section of the survey you want to work on.

The first tab of each section will look like this. This is the first tab in Section A—Voter Registration, corresponding to Section A of the EAVS Questionnaire.

There are several different ways to navigate through the template as you enter data.
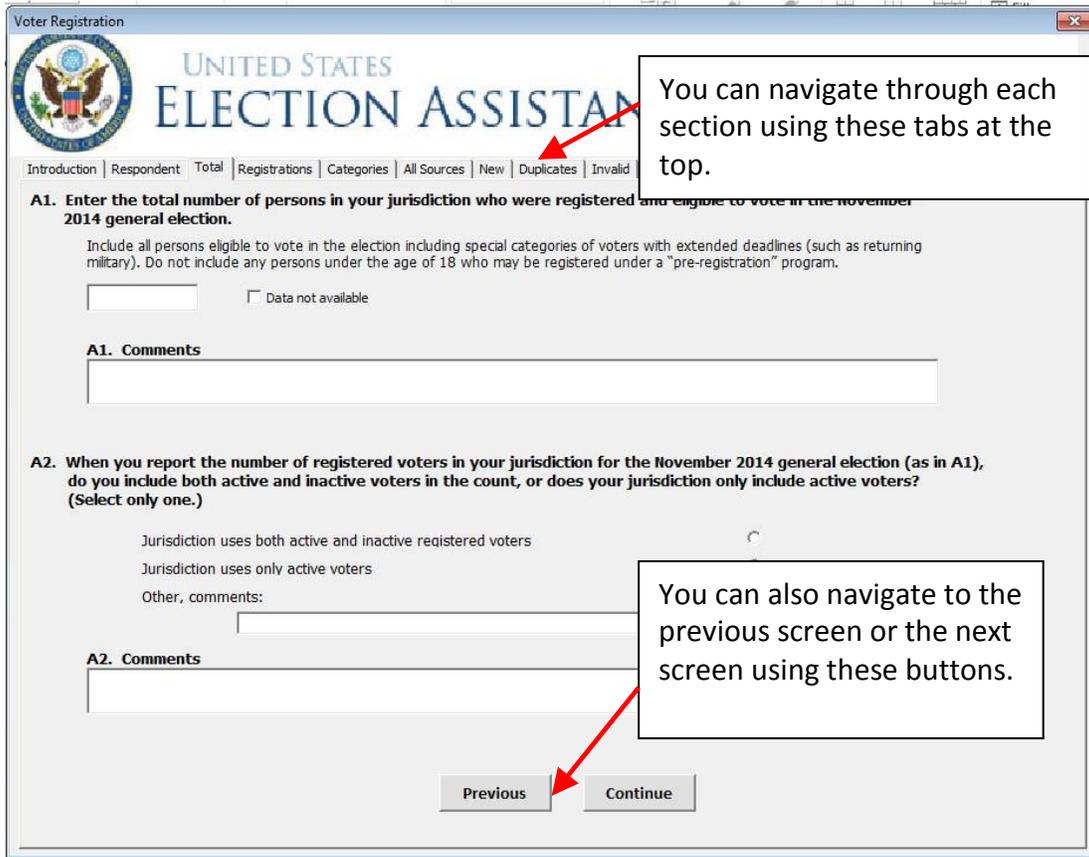
On the last tab of the section, you can click "Continue" to take you back to the first screen in the section and to run your error check, or you can click the "Next:" button to take you to the next section. In this case "Next: UOCAVA" will take you to Section B: Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA). Clicking "EAVS Home" will take you back to the home screen, and you can select the section you would like to complete next.
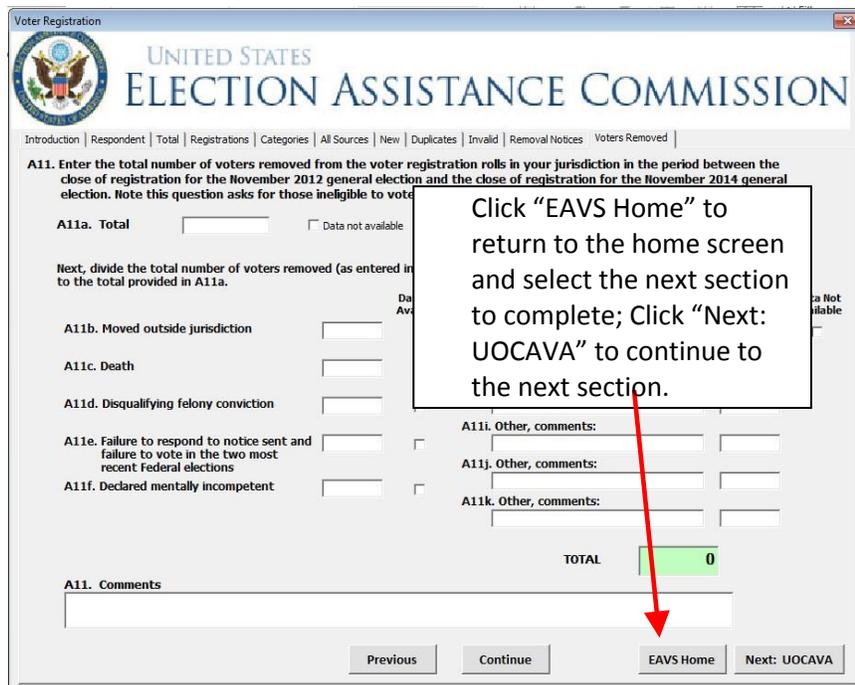
Error Checking in Form View

The Form View was designed with two types of error-checking functionality to help you identify problems or errors in the data that you have entered. The first type is the **Section Error Check** that you can perform for each jurisdiction after completing a section. This is a great way to check your data entry as you go, rather than waiting until you have entered all your questionnaire responses.

On the first tab of each section, there is an "Error Check" button. If the error check for that section has not been run yet, the button will be yellow.

This is the error check button for Section B. The yellow indicates no error check has been run.
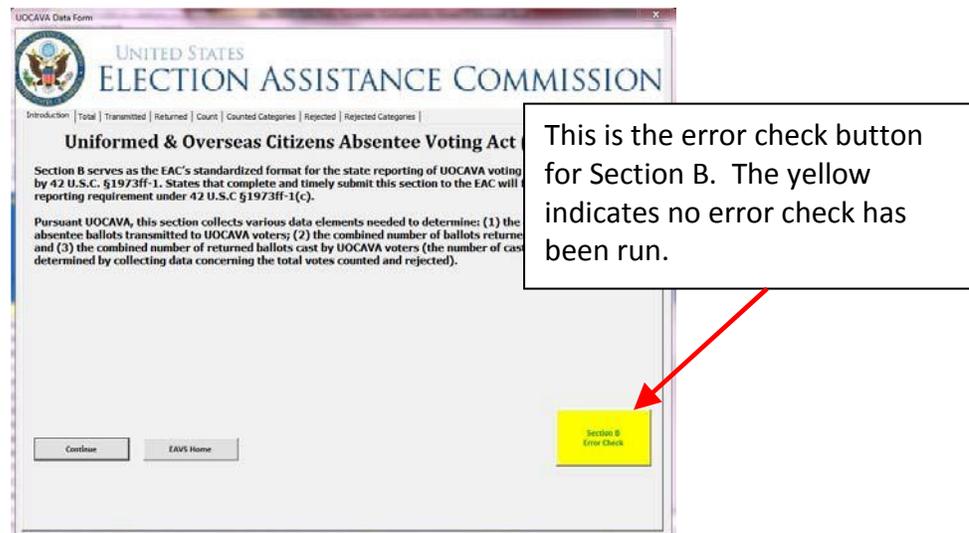
The "Error Check" button will turn green once the error check is run and no errors are found in the data.

Green indicates the section is error free.

If the error check for a section is run and no errors are found in the data, a blank "Data Entry Warnings" pop-up window will appear. Click "OK" to return to the form and continue entering your jurisdiction's data.

If the error check for a section is run and errors *are* found in the data, a pop-up window will appear that specifies which problems were found. Click "OK" to return to the form and correct the errors.
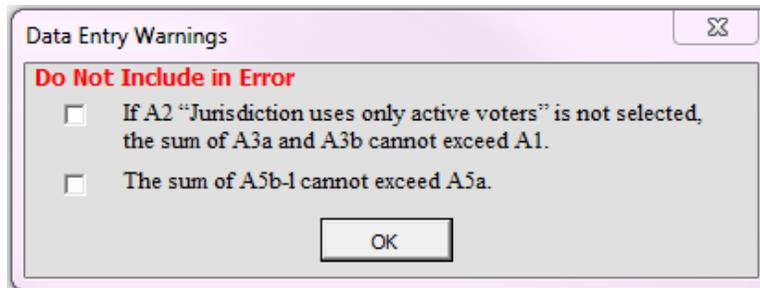
If a specific error does not apply to your jurisdiction, click the box under "Do Not Include in Error." This will override the error; the next time an error check is run on the section, this error will not be reviewed.
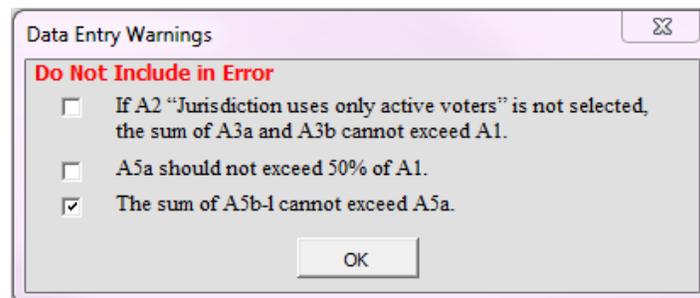
When the error check is run and errors are found, the button will appear red. It will remain red until all errors are either resolved or flagged with the "Do Not Include in Error" option.
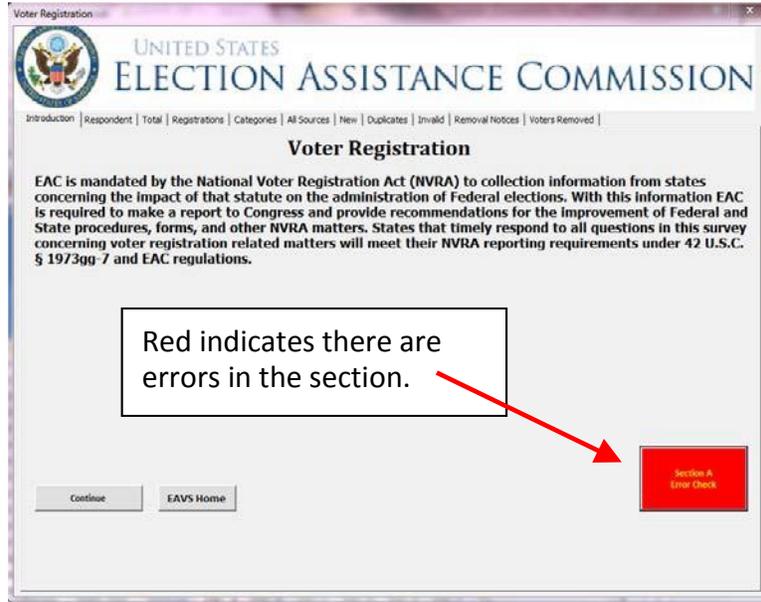
The second type of error check is the **State Error Check**. The State Error Check will review every field for every jurisdiction in the State looking for errors. The State Error Check is run from the EAVS home screen.
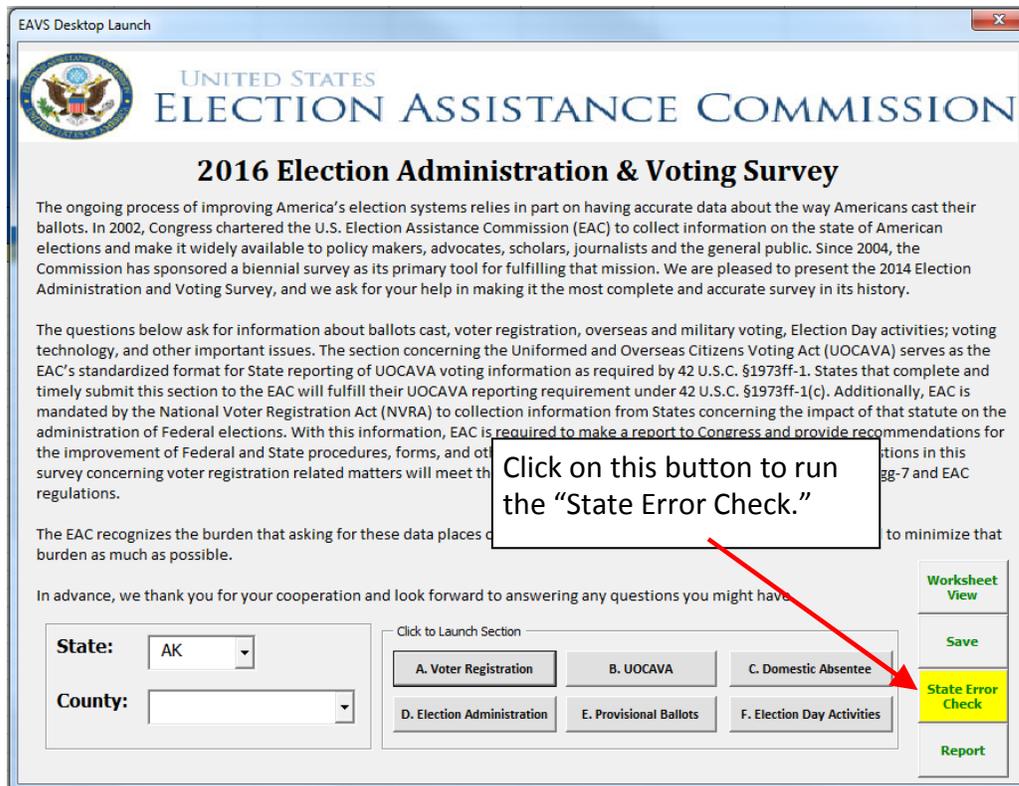
When you click on the "State Error Check," a Microsoft Word document will open that will contain the details of the error check. The report will provide a list of all the errors that were identified in the data and which jurisdictions' data contain the error. For example:

If A2 "Jurisdiction uses only active voters" is not selected, the sum of A3a and A3b cannot exceed A1.
· BOX BUTTE COUNTY

A5a should not exceed 50% of A1.
· BOX BUTTE COUNTY

The sum of A5b-l cannot exceed A5a.
· BOX BUTTE COUNTY

Compiling Sections in "FullOutput" Report

A new feature added to the Form View this year allows the respondent to aggregate all data entered across all survey sections into a single worksheet. The "FullOutput" worksheet has all protections removed so that data can be easily copied in its entirety and pasted for use outside of the Data Entry Template.

After the "Report" button is clicked, the program will generate an additional tab on the Excel workbook that contains all of the data entered up to this point.

This report can be run repeatedly, deleting the previous report and providing an updated report that includes any changes that were made in either Form View or Worksheet View in the data collection instrument.

Please **do not** edit data in the "FullOutput" worksheet. Any changes made to the "FullOutput" worksheet will be deleted once the Report button is pushed. All changes should be made within the Form View or on individual section worksheets.

The Worksheet View

If you want to enter data for more than one jurisdiction at a time, it will be easier to use the Worksheet View. In this view, you can navigate to a particular column and enter or paste data for multiple jurisdictions.

Switching to Worksheet View

When moving to Worksheet View, all data that have been entered in the form will be visible in the worksheet.

To switch from the Form View to the Worksheet View, go to "EAVS Home" and click on the "Worksheet View" button. You can also click on the "X" in the top right corner from any of the screens in Form View.

Once in Worksheet View, click on "Return to Form View" to open up the Form View again. This box will remain at the top of the screen while working in Worksheet View so that you always have an easy way to switch to the Form View.
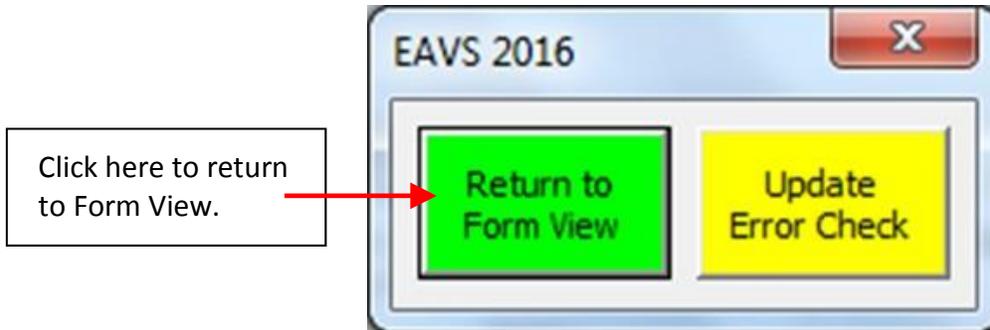
If you close the "Return to Form View" button but need to return to the Form View, you will need to save your data, close the template, and re-open the template in order to re-open the Form View.
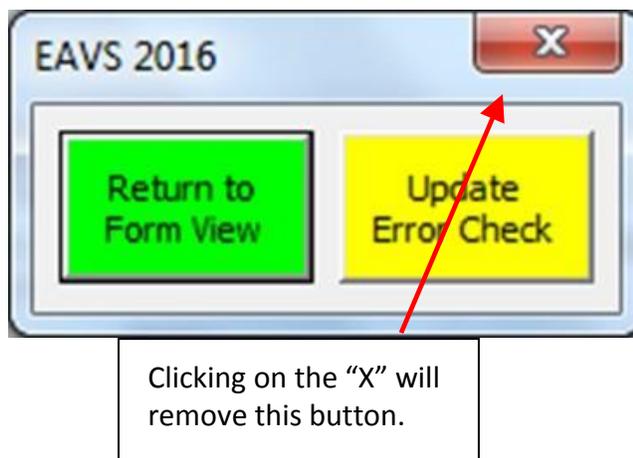
Entering Data in Worksheet View

Each worksheet represents a different section. Data for the fields in Section A: Voter Registration are entered on the "EAC_A" worksheet. Similarly, the data fields for Section B: Uniformed & Overseas Citizens Absentee Voting Act (UOCAVA) are located on worksheet "EAC_B." Section F is split into two worksheets: The first worksheet contains items F1–F6, and the second worksheet contains items F7 and F8.

25	0603500000	LASSEN COUNTY
26	0603700000	LOS ANGELES COUNTY
27	0603900000	MADERA COUNTY
28	0604100000	MARIN COUNTY
29	0604300000	MARIPOSA COUNTY
30	0604500000	MENDOCINO COUNTY

InfoSupp / EAC_A / EAC_B / EAC_C / EAC_D / EAC_E / EAC_F / EAC_F7&8

Ready   Calculate
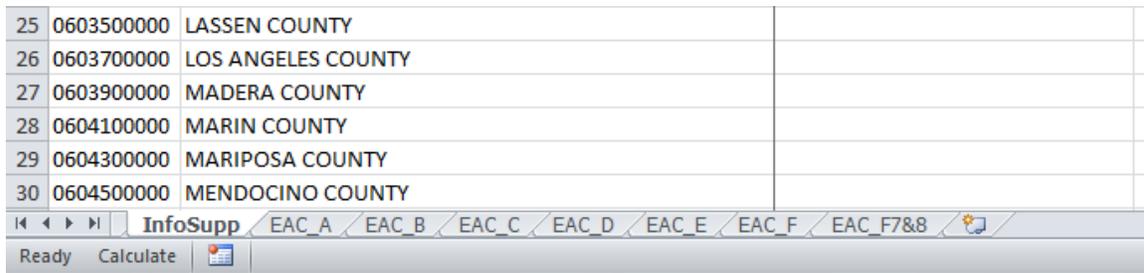
When using the Worksheet View, it is important to keep in mind the type or format of the information that you are entering in a particular field. Most fields are numeric fields, in which you enter the total number of registered voters, ballots, etc. Other fields are text fields, in which you can type in your comments. Entering data in a format other than what is meant to be entered in that field will prevent the error check from identifying errors in that field.

In addition, there are several fields that require a specific response. In most cases, these question columns are equipped with pre-defined lists from which you will need to either select a response from the drop-down menu using your mouse or type in one of the response options (e.g., "Yes" or "No"). The question subheaders will specify which responses are allowed for each column.

Lag Times for Certain Cells

You may experience some lag times as you enter data in certain cells in the worksheet, specifically for questions A1a, B1a, and C1a. **After entering data in these cells, when you attempt to move to another cell in the worksheet, the program may freeze for a few seconds**. Please note that this is normal; it is a side effect of the error-checking features we have built into Worksheet View. For the vast majority of cells, you should experience little to no such lag, though the "EAC_A" worksheet may be a bit slower.

Locked Cells

The worksheet contains certain cells that will be locked; you will not be able to select or enter data in these cells. You will also not be able to paste data into these cells. All cells that do not require a response from you will be locked. The "Totals" columns are also locked, as they contain formulas to automatically calculate the answers to the questions based on your other answers.

The image below gives an example of which cells are locked in the template. The grayed-out cells are locked, whereas the lighter cells are not. Note that you will need to scroll left or right and up or down to see the entire list of available jurisdictions and survey questions.

"Undo" and "Re-do" Features are not Available

Important! Please note that, unlike most Excel files you may have worked with, **the "Undo" and "Re-do" features do not work in the Data Entry Template**. As a result, if you make a mistake, such as accidentally overwriting data in a cell, column, or row, you will not be able to automatically undo this mistake by clicking on the "undo" button. You will only be able to undo and re-do changes manually. The programming that is behind the built-in formulas and error checking in Worksheet View makes the "Undo" and "Re-do" features unavailable.

Because of this, <u>we highly recommend saving your file before overwriting any existing data</u>, so that, should you make a mistake, you may close the file without saving it and return to the place at which you had last saved before the mistake.

Alternatively, you can save different versions of the template file, putting in a date, time, or version number as part of the file name so that you can go back to any previous version should you discover that you have entered a lot of data by mistake. For example, you could save the file as "EAVS-V01-2014-11-02.xlsm," "EAVS-V02-2014-11-03.xlsm," and so on.

"Totals" Columns: Built-in Formulas to Automatically Calculate Sums

In both Worksheet and Form View, built-in formulas automatically calculate the sum of a range of cells, where needed. For example, B1Total represents the sum of items B1b, B1c, B1d, and B1e. In the Worksheet View, the gray "Total" columns have a subheading of "Formula," and once data has been entered into the worksheet, they will appear with a dark gray background color.

This is a sample "Total" column in Worksheet view (for B1Total).

In Form View, these same formulas are built into the "Total" cells.

These cells can be identified by their green background.

This is a sample "Total" cell in Form View (for B1Total).

Copy and Paste in Worksheet View

You will be able to copy and paste data in Worksheet View of the Data Entry Template, just as you would with any other Excel file. However, there will be two differences:

1. Content that you paste into the worksheet will lose any of its prior formatting, such as cell color, cell background, or bolded/underlined/italicized font.

As a result, you can copy data from a variety of outside sources (e.g., other Excel files, MS Word files) and paste those data into the Data Entry Template without the formatting from those outside sources interfering with the structure of the Data Entry Template.

2. You will be unable to copy and paste entire rows of data into the Data Entry Template. Specifically, you will be unable to paste data into the grayed-out "Totals" columns in the worksheet, as the cells in these columns are locked to protect their built-in formulas. If you attempt to paste data into one of these locked cells, you will see the following error message:
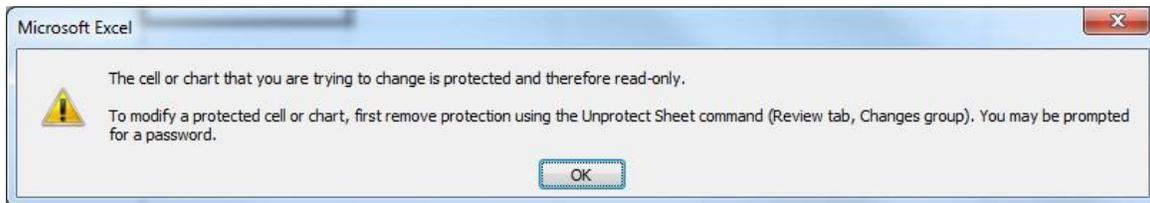
You may click "OK" or "X" to get past this message. You will only be able to successfully paste in the data by selecting fewer columns to copy and paste. For example, you *can* paste data into the cells covering questions between A1a and A5l at once but *not* between the cells covering A1a through A5Comments all at once, as the A5Total column is grayed-out and locked.

If you need to copy and paste large amounts of data into the worksheet at once, we recommend using the Data Aggregation Template.

Error Checking in Worksheet View

The 2016 Data Entry Template, like in 2014, includes a Worksheet View Error Check mechanism. After a potential error has been entered, the relevant cell(s) will appear highlighted in orange, and a message describing the issue in question will appear if you hover your mouse over the highlighted cell. Once the error has been corrected, this flag will disappear. These error messages in Worksheet View will be identical to the error messages you will see in Form View.
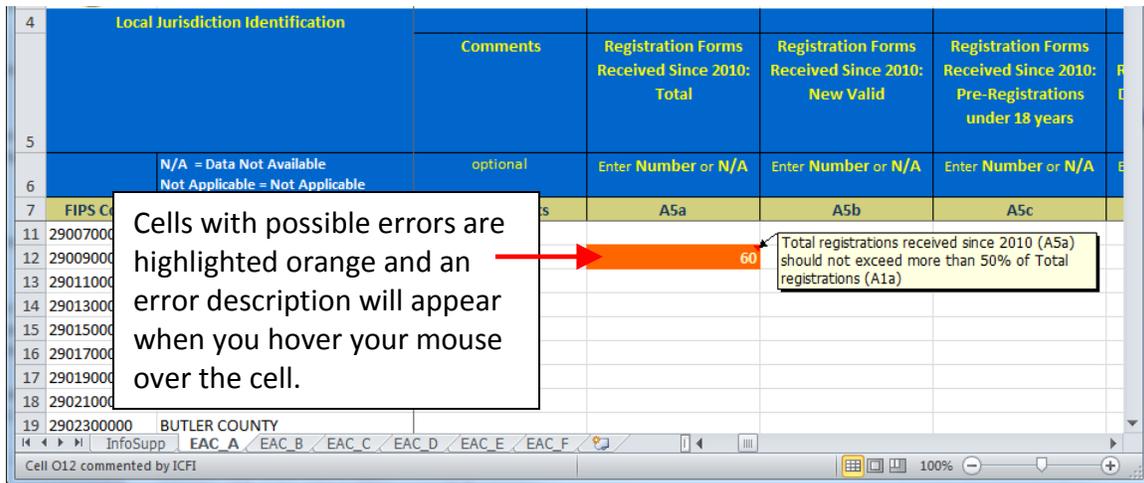
"Update Error Check" Button

As you enter data, the workbook's built-in formulas will *usually* update automatically to display possible errors. However, these formulas will *not* update automatically after switching between worksheets and after switching back and forth between Form View and Worksheet View. To refresh these formulas in Worksheet View, you will need to save, close out, and re-open the file, or simply press the "Update Error Check" button.
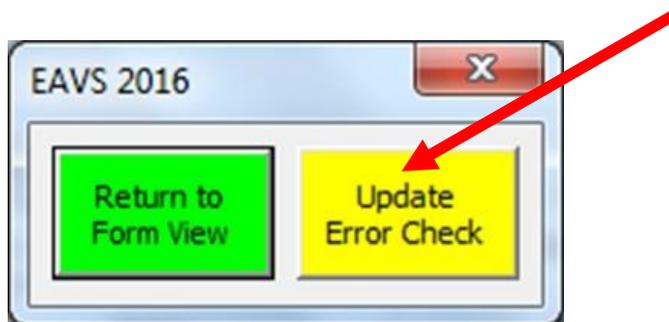
Please note that the process of updating the formulas may take several minutes, during which time Excel will be unavailable to use. Because of this, you may want to press this button infrequently, such as when you are ready to review the data in a section.

The Data Aggregation Template

Entering Data in the Data Aggregation Template

If you want to enter data for a jurisdiction or multiple jurisdictions with the ability to copy and paste the entire row of data into the form, it will be easiest to use the new Data Aggregation Template that is being offered this year. The totals columns have been moved to a second tab, so you can enter all of your data without breaking for the grayed-out totals columns. Once you have entered your data into the sheet, you can then run the error-checking program to determine if there are any problems with the data.

In the Data Aggregation Template, you can copy and paste a full row of data, multiple rows of data, or just small portions of data, depending on how you choose to use the Data Entry Template. Content that you paste into the worksheet will lose any of its prior formatting once the error-checking procedure is run. This includes cell color, cell background, or bolded/underlined/italicized font.

You will be able to copy data from a variety of outside sources (e.g., other Excel files, MS Word files) and paste that data into the Data Aggregation Template without the formatting from those outside sources interfering with the structure of the Template.

When adding data for different survey sections to the Data Aggregation Template, it may be helpful to use the "Paste Special: Skip Blanks" function to avoid overwriting previously entered data for other sections. See the "How to Copy and Paste Data" section in the Appendix for more information on using this Excel function.

Error Checking in the Data Aggregation Template

The 2016 Data Aggregation Template will have an error-checking procedure built in that will allow you to check your entire worksheet after you have completed an entry. To run the error-checking procedure, please click the button labeled "Error Check" that is located on the data collection worksheet in cell A5.
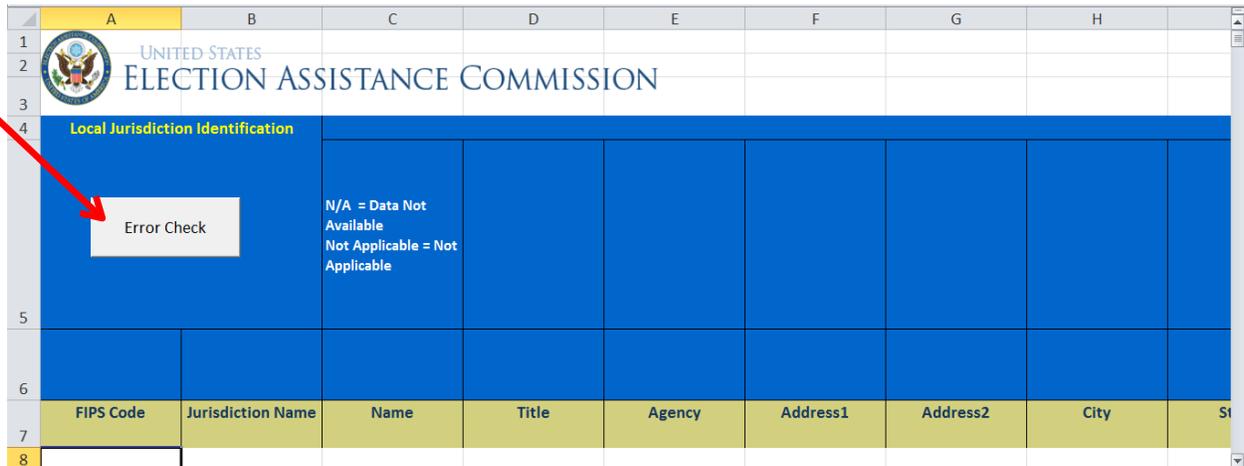
After clicking the button, the procedure will check the entire worksheet at once. If a potential error has been entered, the relevant cell(s) will appear highlighted in orange and a full error report will be generated on a separate tab labeled with the State's name. A separate table will be generated for each jurisdiction within a State that has a potential error.

Once you have corrected the errors, run the error report again to confirm that all issues within the data have been resolved. The previous error report will be deleted and a new report will be generated that contains only current data issues.

Submitting Your Data

Once all the data have been entered, you can run the "State Error Check" to get a complete report of the problems, if any, in your data. After resolving the errors that are identified via the State Error Check, you are ready to submit your 2016 EAVS. Note that you are allowed to submit the template to FMG even if you have not resolved all the errors that the template identified.

To submit your data, please save the completed data template locally either using the "Save" button in the Form View or use "File, Save As" in the Excel menu to save the file to your desired folder location.
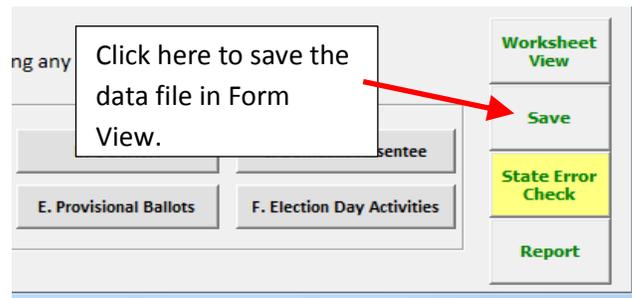
You can submit your survey one of two ways:

1. Save the template and attach it to an email to the EAVS project team at FMG (EAVS@forsmarshgroup.com).

2. Log into the EAVS project portal (https://www.eavsportal.com) using your state credentials, and upload the file to your State Files page.

If you have any questions about your data or the data templates, contact the Technical Assistance Team at FMG (EAVS@forsmarshgroup.com).

Appendix

This appendix is intended to provide users with the technical knowledge necessary to complete the EAVS Data Entry Template. The guide covers the following topics:

- How to identify which version of Excel you have

- How to save Excel files

- Components of an Excel workbook

- How to copy and paste data

Which Version of Microsoft Excel Do I Have?

You may find it helpful to know which version of Excel you are working in, as some features of the program have changed over the years. The process for saving a file, for example, differs slightly between Excel 97–2003 and Excel 2007, 2010, and 2013, so you will want to know which version of Excel you have before working in the template. This will also help if you need to talk with your point of contact at FMG about any issues regarding this template.

To determine which version of Excel you have, first open either the 2016 EAVS Data Entry Template or a blank Excel workbook.

If you are using Excel 2007, 2010, or 2013, the Excel menu will look similar to the image below:
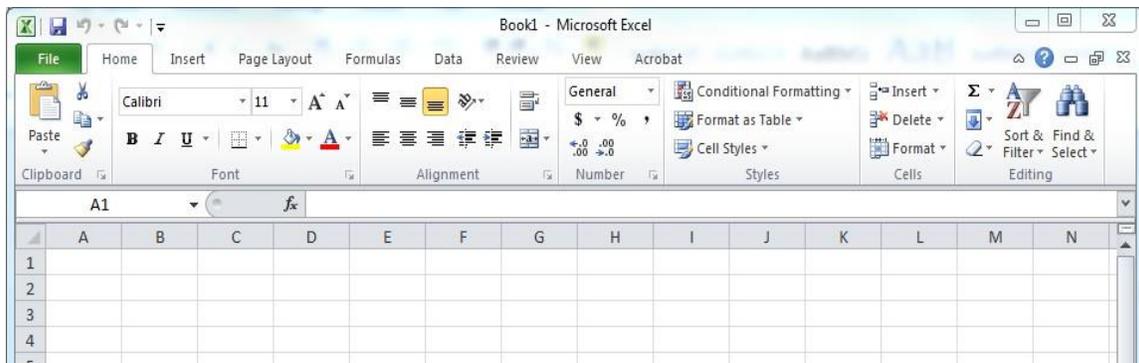
To distinguish between Excel 2007 and Excel 2010, click on the "?" icon (blue in 2007 and 2010) in the upper-right corner (see image below).
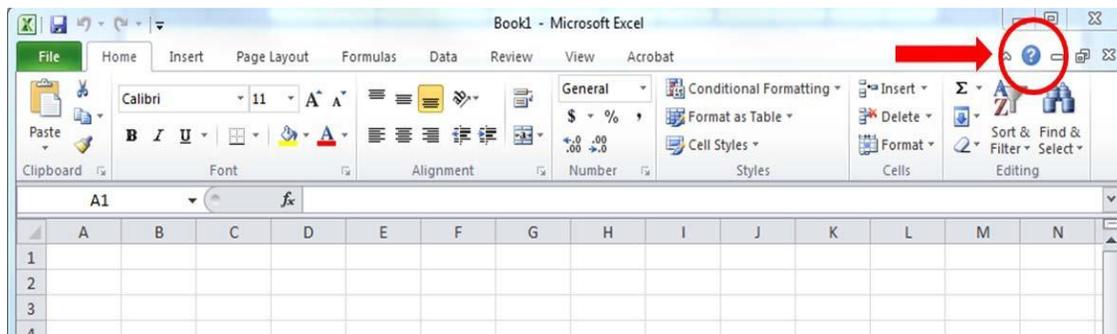
A box will pop up indicating the version of Excel you are working in (see image to right).
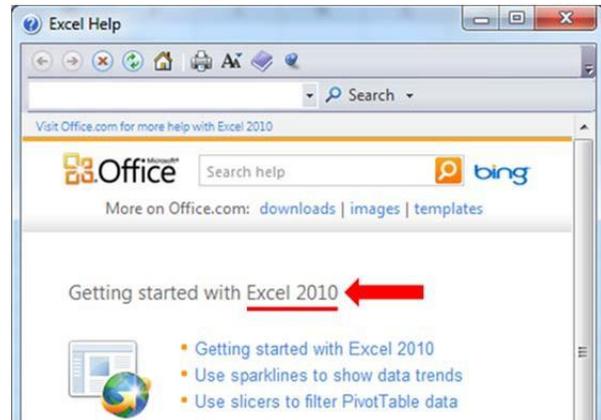
If you are using an early version of Excel (Excel 97–2003), the Excel menu will look like the image to the right.
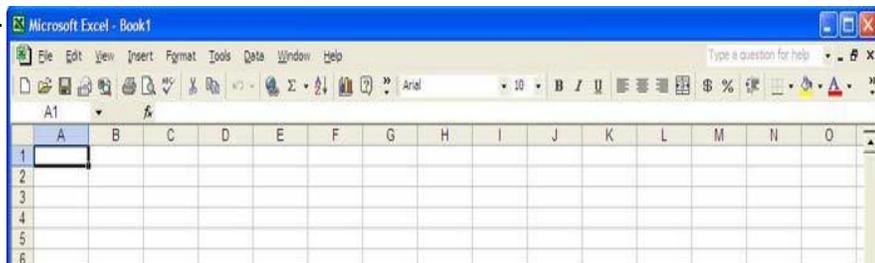
To determine the exact version of Excel, go to the "Help" menu and click on "About Microsoft Excel" (see image to the right).
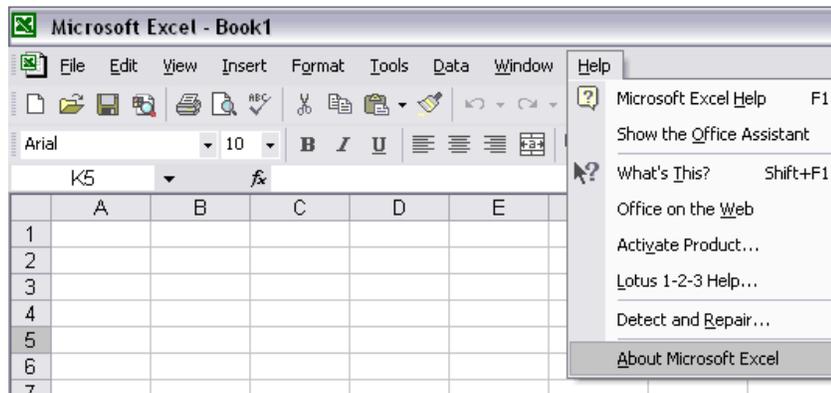
A box will appear displaying information about the Excel version you are using (see image to right).

Saving a File in Excel

Once you begin working in the Data Entry Template, you will need to save your work. The first time you save, you will need to specify a file name and file path by using "Save As"; however, any time after that you can save the file by simply selecting "Save."

Saving in Excel 97–2003
If you are using any version of Excel between Excel 97 and Excel 2003, to save the file (also known as an Excel "workbook") for the first time, click on "File" and select "Save As."
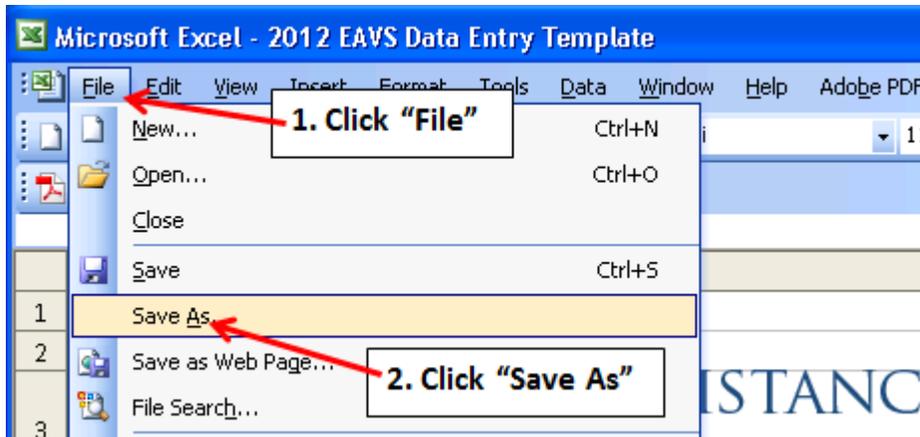
You will then need to specify a file path (i.e., the location on your computer) to which to save the workbook. You also need to create a name for the file. Click "Save" or hit "Enter" on your keyboard when done.
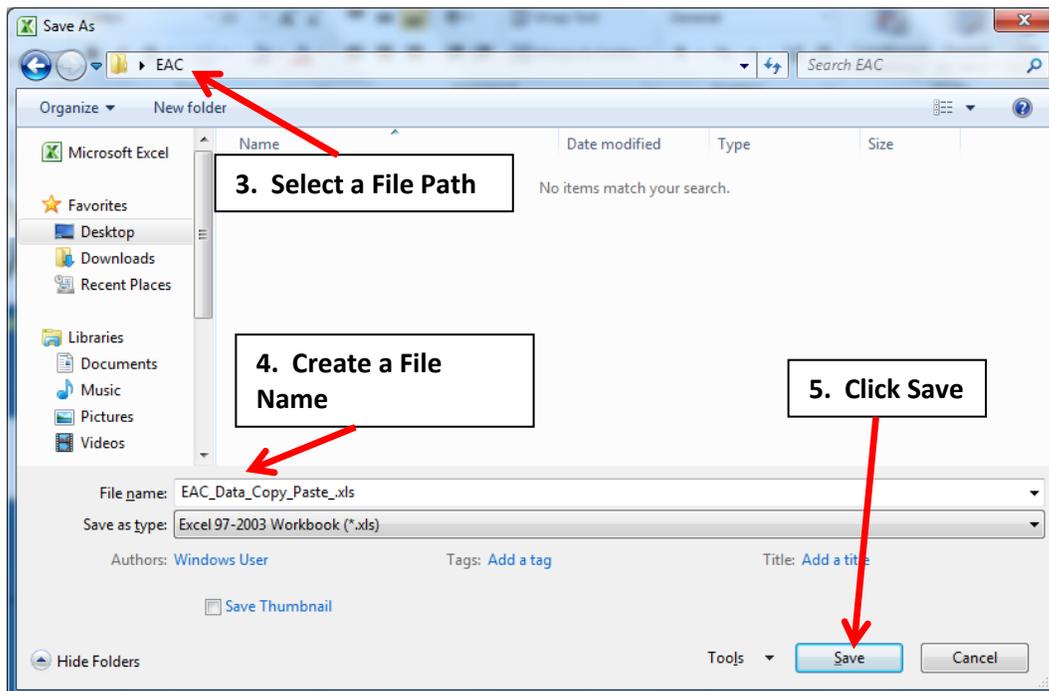
Once you have saved the file using the "Save As" option, you will subsequently only need to use the "save" function to save your work. You can save your work by selecting the "Save" icon in the Excel menu bar or by pushing the "Ctrl" and "S" buttons on your keyboard at the same time. If you want to save different versions of the file, then use the "Save As" command to save under different file names.
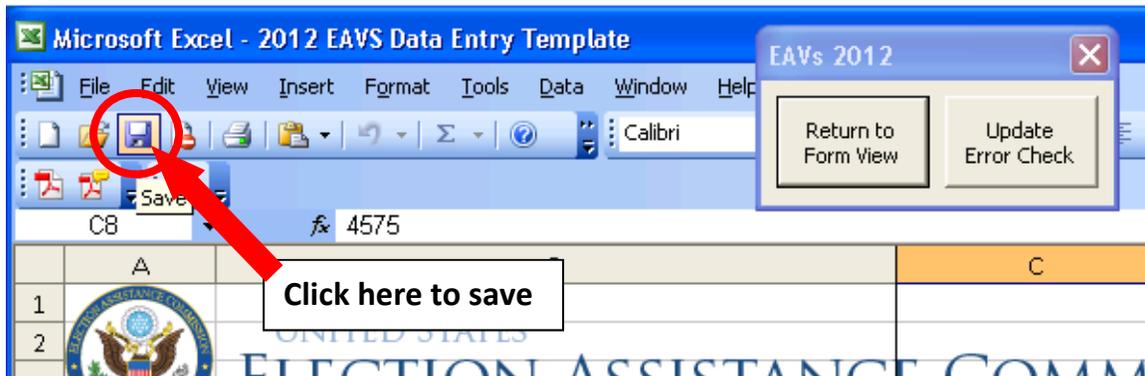
Saving in Excel 2007 and 2010

Saving a workbook in Excel 2007 and 2010 involves the same process as saving in Excel 97–2003. However, one extra step is involved—you need to specify the correct file extension to ensure that certain features of the data entry template are not lost. You will need to save it as an Excel Macro-Enabled Workbook (.xlsm).

Excel 2007: In order to "Save As," click on the "Office Button" in the top-left corner. Move your mouse down to the "Save As" button, then click "Excel Macro-Enabled Workbook" from among the options directly to the right. You will then need to create a name for the workbook and select the file path to which you will save the workbook.
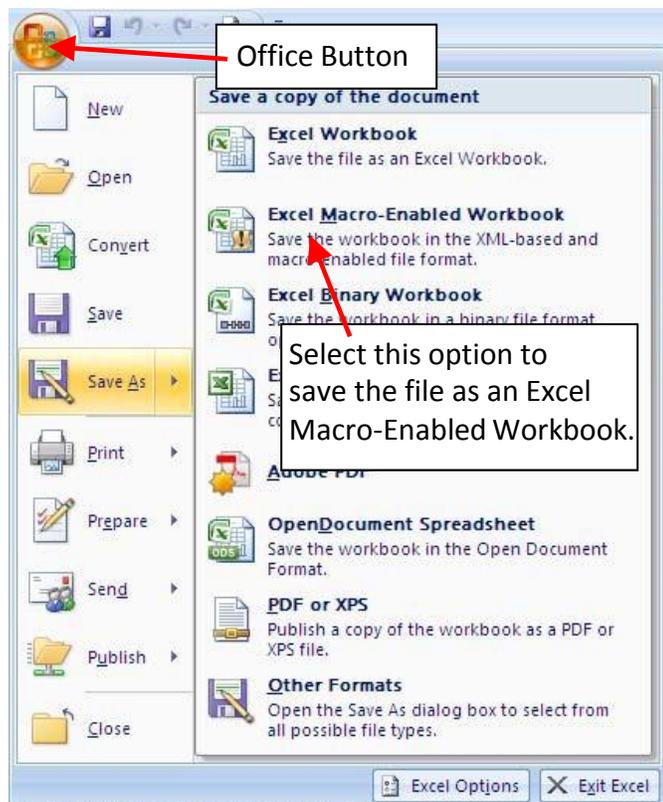
Excel 2010 or 2013: In order to "Save As," click on "File" from the menu bar in the top-left corner, and select "Save As" from the options on the left. The "Save as type" drop-down menu allows you to specify the file extension you will save the workbook as.

Select "Excel Macro-Enabled Workbook"; this should be the default option. To finish saving, create a file name for the workbook and select the file path to which you will save the workbook.
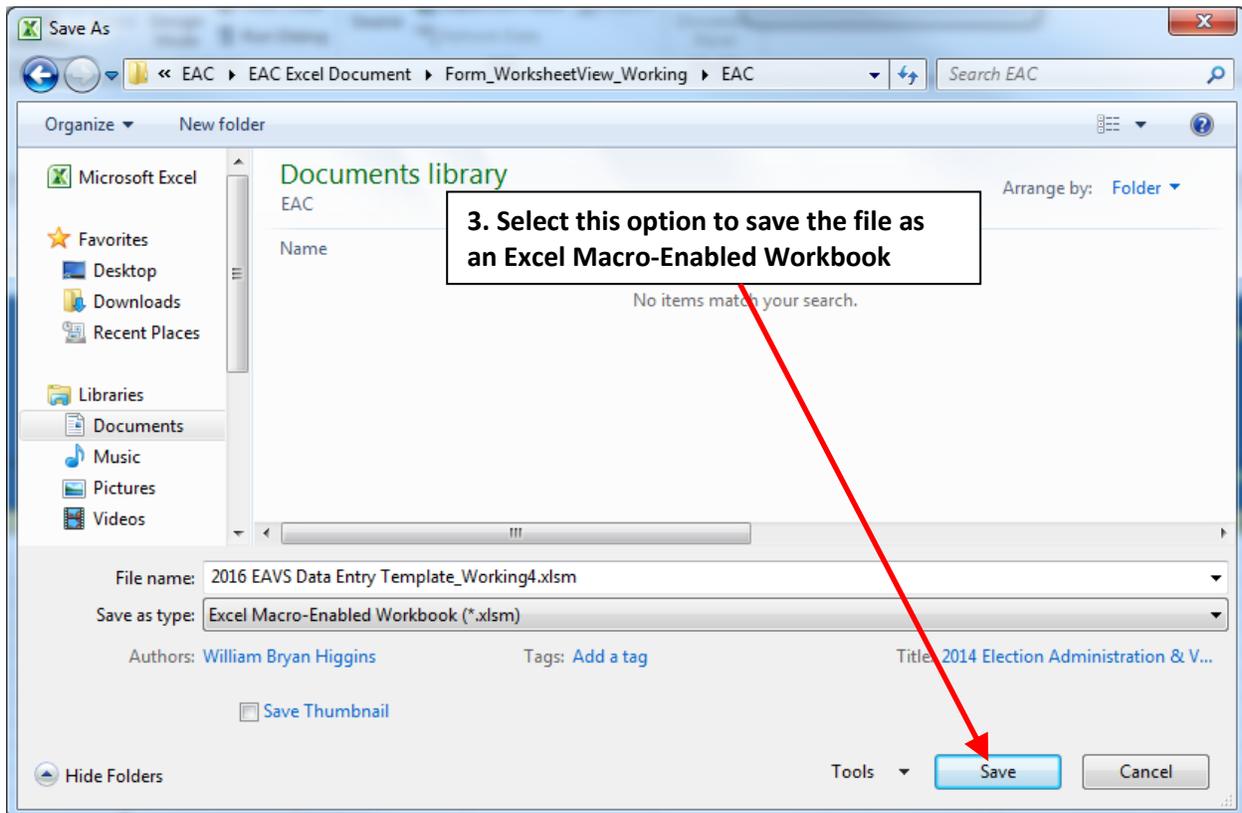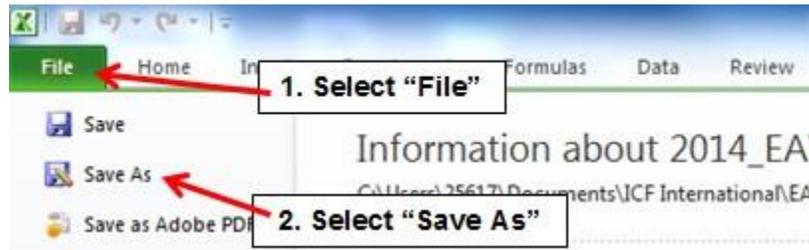
Just as in Excel 97–2003, in Excel 2007 and 2010, once you have saved the file using the "Save As" option, you will subsequently only need to use the "Save" function to save your work. You can save your work by selecting the "Save" icon in the Excel menu bar or by pushing the "Ctrl" and "S" buttons on your keyboard at the same time.

Components of an Excel Workbook

Before you begin working in the Data Entry Template, it's useful to understand the basic layout of Microsoft Excel and some terms that are common to the program.

Workbook: An Excel workbook is the entire file that you work with; in this case, the Data Entry Template, including all worksheets.

Worksheet: Worksheets are the specific tabbed sections contained in the workbook. A blank workbook contains three worksheets by default (Sheet1, Sheet2, Sheet3).
The 2016 EAVS Data Entry Template has eight worksheets, each corresponding to a different section of the paper survey: InfoSupp, EAC_A, EAC_B, EAC_C, EAC_D, EAC_E, EAC_F, and EAC_F7&8.

Excel's menus and toolbars—which cover approximately the top quarter of the screen—differ slightly between Excel 2003, 2007, 2010, and 2013. These features can be used to format and adjust the appearance of the worksheets, sort data, insert formulas, and perform other advanced operations. You will not need to know how to use these features. Aside from knowing how to save the file (covered above) and perform basic commands, such as "copy" and "paste" (which will be covered below), you won't need to interact much with the menu features.

However, you will be required to enter data (numbers, and in some cases, text) into the worksheets.

The next page explains the main components in Excel that you will need to know to perform this task.

Active Cell: This is the "current cell" or the cell that is in focus. A black outline surrounds this cell. Whenever you type something on the keyboard, it will be entered into the active cell. You can change which cell is active by clicking with the mouse or using the arrow keys on the keyboard.

Formula Bar: You can also enter data into the active cell by typing in the formula bar.

Columns and Rows: Columns run vertically and are designated by letters; rows run horizontally and are designated by numbers. The intersection of column letters and row numbers creates a cell reference (e.g., A1).

Name Box: The name box displays the cell reference (e.g., A1) of the active cell.
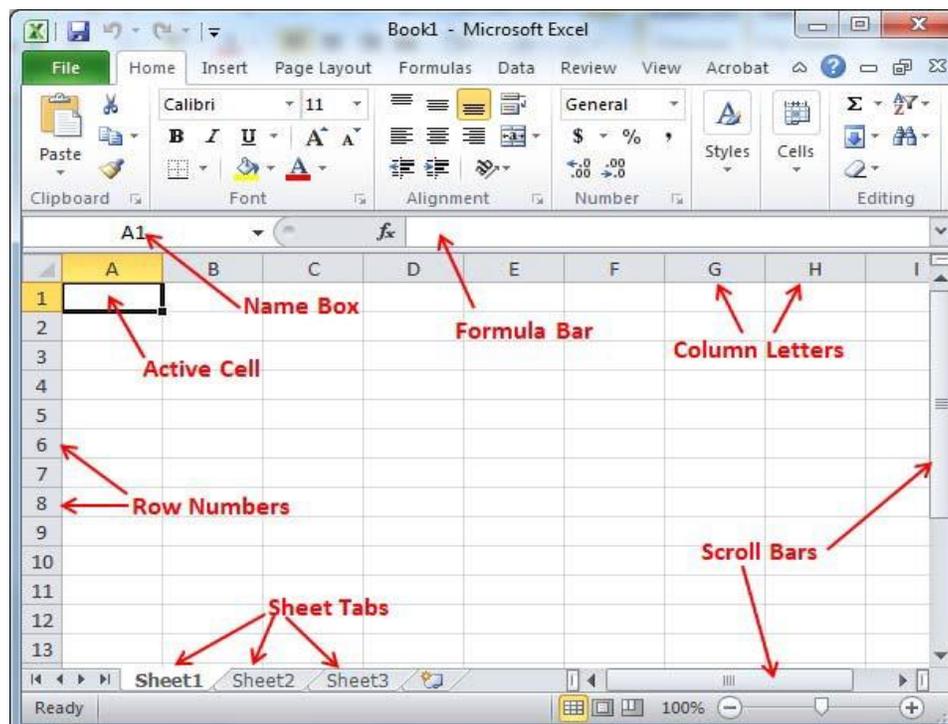
Sheet tabs: The sheet tabs are located in the bottom left corner and allow the user to navigate between different worksheets. If the workbook contains a large number of worksheets, not all sheet tabs will be displayed at once. You can see the whole range of sheet tabs by clicking on the tab scrolling arrows to the left of the sheet tabs.

Scroll bars: The worksheets in the 2016 EAVS Data Entry Template are very large. Depending on the number of jurisdictions in your State, you will need to scroll horizontally and vertically to be able to view the entire worksheet. You can scroll up and down by clicking and dragging the vertical scroll bar on the far-right corner of your screen. Likewise, click and drag the horizontal scroll bar—located in the bottom-right corner—to scroll left and right. You can also make different cells active by using the arrow keys. The worksheet will scroll appropriately to always keep the current active cell in view.

How to Copy and Paste Data

You may find it helpful to copy the contents from one cell to another in Excel. You might even wish to copy cell contents from another Excel workbook into the Data Entry Template.

Copy: To do this, you first need to select the cell or the specific contents of a cell(s) that you wish to copy. Then, to copy, hold down the "Ctrl" and "C" keys on your keyboard at the same time. You can also right-click on the selected area and then click "Copy" to do this.

Paste: After copying the cell(s), select the area in the Data Entry Template where you would like the contents to be pasted. Then paste the contents into this area by holding down the "Ctrl" and "V" keys on your keyboard at the same time. Note that you will only be able to copy multiple cells' worth of data into Worksheet View but not into Form View.

Note that if you copied the contents of more than one cell, when pasted, these contents will occupy more than one cell as well. For example, if you copy a 3x2 matrix of cells, they will occupy a 3x2 matrix of cells when you paste them in another location.

Copy and paste contents from another Excel workbook: You may find it necessary to paste data from an outside source—such as another Excel workbook or even an MS Word document—into the data template.

You will need to have both files open at the same time to accomplish this. First, have the data template open. Next, open the other Excel file by either (1) opening the other file from the folder (e.g., Desktop) to which it's saved or (2) opening a blank Excel workbook by holding "Ctrl" and "N" at the same time, then clicking "File" (or the Start ribbon, if you're using Excel 2007), then clicking "Open," and opening the file by navigating to the correct folder in the box that pops up.

Once both files are open at once, you can copy and paste data from one workbook to another, just as you would copy and paste within the same workbook. Select the cell(s) you wish to copy, and hold down "Ctrl" and "C" to copy. Minimize the window by clicking on the "minimize" button in the top-right corner of the screen. This will allow the other Excel file to be displayed. Then, select the area in the Data Entry Template where you would like these contents to be pasted, and hold down "Ctrl" and "V" to paste.

Click here to minimize the workbook.
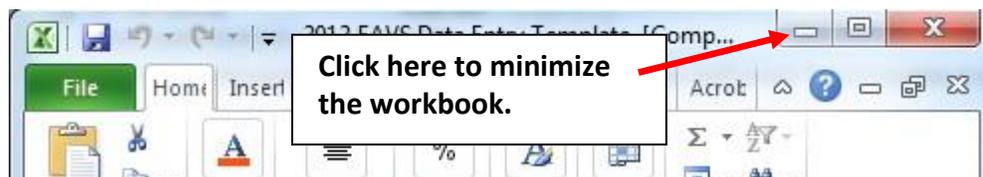
Paste Special: Skip blanks

If you have already entered data for some sections of the survey into the Data Aggregation Template, you may need to use the "Paste Special: Skip blanks" function to avoid overwriting existing data when pasting new data for other sections.

Copy the data you want to paste just as you normally would, then click the location on the worksheet where you would like the data pasted.

Hold down "Ctrl," "Alt" and "V" on your keyboard to pull up the Paste Special menu. Check the box next to "Skip blanks" on the menu, and then click the "OK" button.

Check the box next to "Skip blanks."

Click the "OK" button to paste data.