

Exercise 2: Inserting extra LPS into workbook

1. Open 'Malé Inv workbook Version 2.3_test data *your initials*.xls'
2. Go to **Menu 9** and then go to **Sheet: 8.1 'Large point source combustion emissions, general plant-specific details'**
3. **Unprotect worksheet:** On formatting toolbar, click on '**Tools**', '**Protection**', select '**Unprotect Sheet**' and enter password '**RAPIDC**' in uppercase.
4. **Insert a new row:** To allow a new power station to be added within the sub-sector '*Public electricity and heat production*', click on the cell below the last space for the '*Name of facility*' (**cell D19**) and, on formatting toolbar, click on '**Insert**' and select '**Row**'.
5. **Enter new plant details:** Type '**New power station**' in cell D19, enter a fuel consumption of 2000 kt/yr, and same NCV as used for Chandrapura power Station. (We will skip other plant-specific details for the purposes of this exercise.)
6. **Drag and fill** the fuel consumption (TJ/yr) calculation cell: **Select cell O18, click on 'Fill handle'** (the 'fill handle' is the small white cross on bottom right corner of cell, your mouse cursor changes to a black cross when it is moved over the fill handle) and **drag down to cell O19** underneath. (The number '41868.00' should appear in cell O19.)
7. **Enter default temporal profile** of 8.33% for all 12 months. (**Tip:** Copy and paste all 12 of the 8.33%*s* in the row above in one go using right mouse button.)
8. **Protect worksheet:** On toolbar, click on '**Tools**', '**Protection**', select '**Protect Sheet**' and enter password '**RAPIDC**' twice when asked.
9. **Go to next worksheet** 'Sheet 8.1.1 Large point source combustion emissions - sulphur dioxide (SO₂)' and **unprotect it** as before.
10. As in step 4, **click on cell D19** and then click on '**Insert**', '**Row**'.
11. **Drag and fill** from cell D18 to new cell D19. (The plant name '**New power station**' should appear automatically in cell D19.)
12. **Enter 1% for S content of fuel** and **5% for S retention-in-ash** for 'New Power station' as for 'Chandrapura power Station'.
13. **Unhide calculation columns: Highlight columns M and P** by left clicking on the grey cell containing column header letter M at the top of the worksheet and dragging

across to the right one cell to column header letter P. **Right mouse click** and select **'unhide'**. Columns N and O should now appear.

- 14. Except for Cell P19**, with your mouse **drag and fill** all remaining empty green calculation cells in row 19 from the green cells in row 18.
- 15. To get the new total SO₂ emissions** in the last column, **cut and paste cell P18 to P19**. Find **formula bar** (situated just above column header letters) and **change N18 to N19**. (The formula changes from '=SUM(N16:N18)' to '=SUM(N16:N19)' so as to include emissions from the New power station. **Check new total = 139460 tonnes SO₂**.)
- 16. Finish editing the worksheet: Make cell P18 grey** (use 'paint pot' icon in tool bar), **hide columns N and O** (by selecting column letter headers as before, then right click and select 'Hide'), and **re-protect worksheet**.
- 17. In your real inventory**, this would have to be repeated for all other pollutants (i.e. Sheets 8.1.2 to 8.1.7) but we will stop here for the purposes of this exercise. (But you could **try repeating this for another pollutant for 'homework' tonight!**)