

# The Uncle<sup>®</sup> Group, Inc.

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**NOTE: Use of the FLEX keyword requires that the UncleAddin be installed.** For end-users who do not have UNCLE PROFESSIONAL or UNCLE STANDARD installed on their PCs, the UncleAddin must be installed before accessing the Excel<sup>®</sup> workbook created with the FLEX keyword. Otherwise the worksheets therein will lose all of the FLEX capabilities and appear solely as last saved by the preparer.

## **Installing the Uncle FLEX Add-In:**

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Go to The Uncle Group web site's Home page [www.unclegroup.com](http://www.unclegroup.com), scroll to the bottom where you'll find **Quick Links**. Under **Uncle FLEX Add-In**, click on **Download** to install the Uncle Add-In for Excel<sup>®</sup>. This Add-In must be installed to access FLEX output in Excel<sup>®</sup>.

## **Overview of the FLEX View in Microsoft<sup>®</sup> Excel<sup>®</sup>:**

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Use of UNCLE PROFESSIONAL or UNCLE STANDARD's FLEX option results in an actionable Excel<sup>®</sup> workbook that enables the display or suppression of user-selected row types and data columns with a few simple clicks. This form of the worksheet facilitates the copying of user-selected row types (e.g. percents only) to new worksheets or other software programs, for charting and graphing, or for printing only the displayed results.

This form of the Excel<sup>®</sup> workbook defaults to the **Print View**, which is identical to the workbook worksheet(s) resulting from the standard EXCEL Run Request. By selecting **Flex View** on the **Uncle** ribbon, the workbook shifts to the FLEX view. Click on **Show/Hide Rows** and a dialog appears with checkboxes for the row types to be displayed. Once your selections are made, click on **OK** and the unchecked row types are hidden from view and disabled from further access. Select any columns to be hidden from view and then check **Hide Columns** on the **Uncle** ribbon. Only the displayed row types and columns will now be accessed for printing, copying (use **Copy Visible Rows**), or for use in charts and graphs. Linked charts and graphs may be pasted into Microsoft<sup>®</sup> PowerPoint<sup>®</sup> as modifiable objects, and not as pictures.

Click on **Check All** in the dialog (and **Unhide Cols** if appropriate) to return the worksheet to its original state. Selections made for any given worksheet will be applied to all worksheets.

## **Accessing the FLEX View in Microsoft<sup>®</sup> Excel<sup>®</sup> and Using Its Features:**

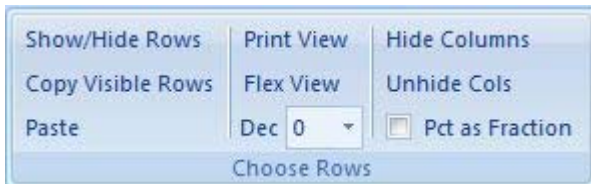
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Opening an Excel<sup>®</sup> workbook created by UNCLE's FLEX option will default to the **Print View**:

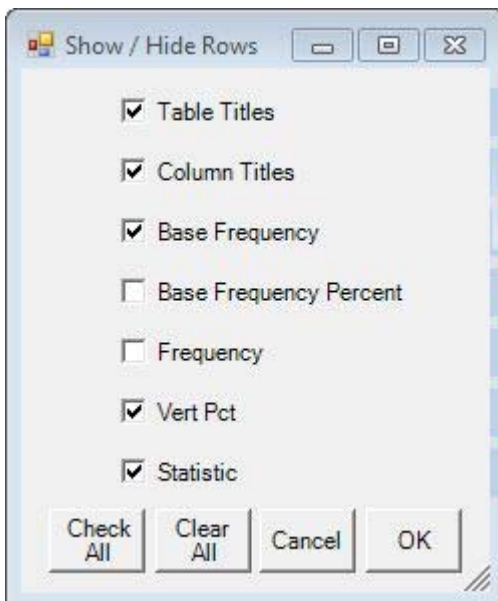
	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Q.5 What was the approximate per-night cost of the motel or hotel room where you stayed, all taxes included, on your most recent visit?												
2	Asked of those who stayed at a motel or hotel												
3													
4			Gender:	Gender:	Age: 18	Age: 25	Age: 30	Age: 35	Age: 40	Age: 45	Age: 50	Age: 60	Age: 70
		Total	Male	Female	to 24	to 29	to 34	to 39	to 44	to 49	to 59	to 69	Years and Older
5	Total Respondents	12	9	3	1	3	2	1	1	0	2	2	0
6		100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	0.0	100.0	100.0	0.0
7	Less than \$100 per	5	3	2	1	0	1	0	1	0	1	1	0
8	night	41.7	33.3	66.7	100.0	0.0	50.0	0.0	100.0	0.0	50.0	50.0	0.0
9	\$100 to \$149	2	1	1	0	1	0	1	0	0	0	0	0
10		16.7	11.1	33.3	0.0	33.3	0.0	100.0	0.0	0.0	0.0	0.0	0.0
11	\$150 to \$199	3	3	0	0	2	0	0	0	0	1	0	0
12		25.0	33.3	0.0	0.0	66.7	0.0	0.0	0.0	0.0	50.0	0.0	0.0
13	\$200 or more	1	1	0	0	0	1	0	0	0	0	0	0
14		8.3	11.1	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0
15	Don't know	0	0	0	0	0	0	0	0	0	0	0	0
16		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
17	Not reported	1	1	0	0	0	0	0	0	0	0	1	0
18		8.3	11.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	0.0
19	Average cost	123	137	85	95	153	152	100	75	0	115	85	0

Display the **Uncle** tab's ribbon (or the **Uncle** menu item's entries in older versions of Excel) to gain access to the FLEX view's features.

The **Uncle** ribbon allows you to switch back and forth between the **Print View** and the **Flex View**. In the **Flex View** you have options for hiding columns from view, altering the number of percentage decimals displayed, displaying percents as decimal fractions, or opening the **Show/Hide Rows** dialog.



The **Show/Hide Rows** dialog has entries for each of the active worksheet's row elements. By checking only those entries you want displayed, all other row elements will be hidden from view.



Depending on a worksheet's elements, other choices may include: independent and dependent significance and t-tests; horizontal percents; cumulative vertical or horizontal percents; auxiliary percents; the various INDEX, RINDEX, and CINDEX options; vertical and horizontal rank numbers; NULL rows; and others.

Here's the same worksheet in the **Flex View** after the above row types have been selected and applied. All row types are now hidden except for table and column titles, base row frequencies, statistic frequencies, and percents only for the other rows:

	B	D	E	F	G	H	I	J	K	L	M	N
1	Q.5 What was the approximate per-night cost of the motel or hotel room where you stayed, all taxes included, on your most recent visit?											
2	Asked of those who stayed at a motel or hotel											
3												
4		Total	Gender: Male	Gender: Female	Age: 18 to 24	Age: 25 to 29	Age: 30 to 34	Age: 35 to 39	Age: 40 to 44	Age: 45 to 49	Age: 50 to 59	Age: 60 to 69
5	Total Respondents	12	9	3	1	3	2	1	1	0	2	2
8	Less than \$100 per night	41.7	33.3	66.7	100.0	0.0	50.0	0.0	100.0	0.0	50.0	50.0
10	\$100 to \$149	16.7	11.1	33.3	0.0	33.3	0.0	100.0	0.0	0.0	0.0	0.0
12	\$150 to \$199	25.0	33.3	0.0	0.0	66.7	0.0	0.0	0.0	0.0	50.0	0.0
14	\$200 or more	8.3	11.1	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0
16	Don't know	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
18	Not reported	8.3	11.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
19	Average cost	123	137	85	95	153	152	100	75	0	115	85

Select any column or columns (contiguous and/or non-contiguous) that you want hidden from display:

	B	D	E	F	G	H	I	J	K	L	M	N	O
1	Q.5 What was the approximate per-night cost of the motel or hotel room where you stayed, all taxes included, on your most recent visit?												
2	Asked of those who stayed at a motel or hotel												
3													
4		Total	Gender: Male	Gender: Female	Age: 18 to 24	Age: 25 to 29	Age: 30 to 34	Age: 35 to 39	Age: 40 to 44	Age: 45 to 49	Age: 50 to 59	Age: 60 to 69	Age: 70 Years and Older
5	Total Respondents	12	9	3	1	3	2	1	1	0	2	2	0
8	Less than \$100 per night	42	33	67	100	0	50	0	100	0	50	50	0
10	\$100 to \$149	17	11	33	0	33	0	100	0	0	0	0	0
12	\$150 to \$199	25	33	0	0	67	0	0	0	0	50	0	0
14	\$200 or more	8	11	0	0	0	50	0	0	0	0	0	0
16	Don't know	0	0	0	0	0	0	0	0	0	0	0	0
18	Not reported	8	11	0	0	0	0	0	0	0	0	50	0
19	Average cost	123	137	85	95	153	152	100	75	0	115	85	0

Click on **Hide Columns** in the Uncle ribbon...

	B	E	F	P
1	Q.5 What was the approximate per-night cost of the motel or hotel room where you stayed, all taxes included, on your most recent visit?			
2	Asked of those who stayed at a motel or hotel			
3				
4		Gender: Male	Gender: Female	
5	Total Respondents	9	3	
8	Less than \$100 per night	33.3	66.7	
10	\$100 to \$149	11.1	33.3	
12	\$150 to \$199	33.3	0.0	
14	\$200 or more	11.1	0.0	
16	Don't know	0.0	0.0	
18	Not reported	11.1	0.0	
19	Average cost	137	85	

and the selected columns are hidden from view as well.

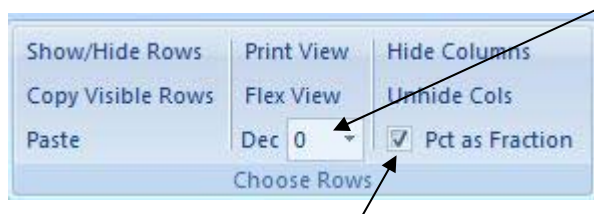
Select a subset of the displayed cells and click on **Copy Visible Rows** in the Uncle ribbon ...

8	Less than \$100 per night	33.3
10	\$100 to \$149	11.1
12	\$150 to \$199	33.3
14	\$200 or more	11.1
16	Don't know	0.0
18	Not reported	11.1

and only the visible selection will be copied to the clipboard; all hidden cells are suppressed. Create a graph from the selection and copy it into PowerPoint® as a modifiable object.

Any copying or pasting of selected cells within the Flex view should be performed using the **Copy Visible Rows** and **Paste** entries in the Uncle ribbon rather than the standard Excel entries.

The number of percentage decimal places displayed may be changed as well by selecting a value of 0, 1, 2, or 3 decimal places in the **Dec** drop-down list in the Uncle ribbon.



You can use the **Pct as Fraction** checkbox to switch percents to decimal fractions (1.0 vs. 100.0%). (This option requires that the preparer use the **PF** row option when creating the Flex output.)

To restore any portion of the worksheet to its original state, click on **Unhide Cols** to restore hidden columns to view, and check the appropriate unchecked boxes (or the **Check All** button) in the **Show/Hide Rows** dialog.

Any questions regarding the FLEX files and their use should be directed to the preparer of the Excel files rather than to The Uncle Group, Inc.