

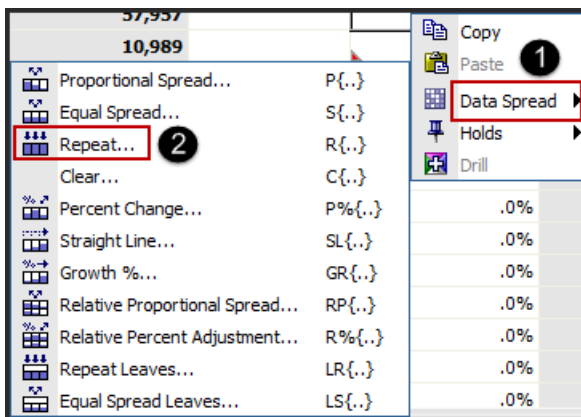
Using Data Spreading

You can use data spreading to enter or edit numeric data using a distribution. For example, you can evenly distribute a value across a range of cells, or increment all values in a range of cells by a percentage.

Most data spreading techniques do **not** apply to the needs of Northwestern University. One spread technique, Repeat, can be useful to some departments.

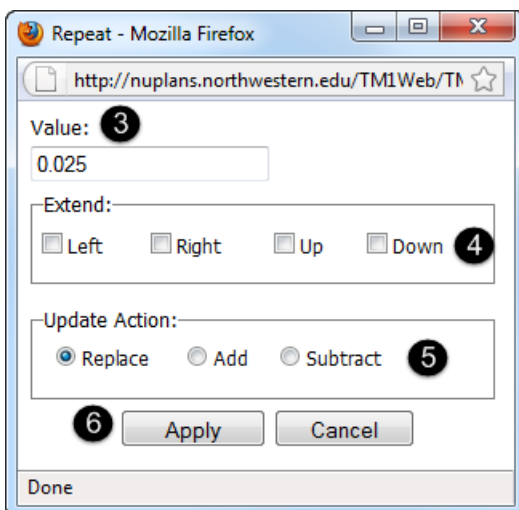
Steps to Spread Data

1. To spread data, right-click a cell and click **Data Spread**.
2. From the Spreading menu, **select Repeat**.



3. Enter/confirm the **Value** to Repeat.
4. Select the direction to Extend data in (down to “fill down”).
5. Confirm that **Replace** is selected.
6. Click **Apply**.

Note: You do not need to recalculate the data after NUPlans completes the spread.

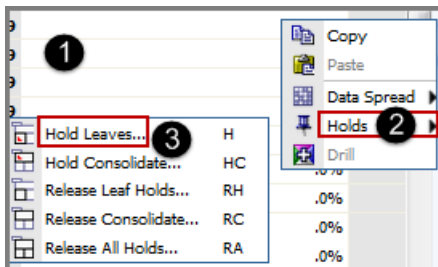


Hold Leaves

A hold is a method of excluding cells from data spreading. It prevents those cells from being affected by data spreading. For that reason, if you do use data spreading, it's important to apply holds beforehand. You can still edit held cells.

Steps to Apply a Hold to a Single Cell or Range

1. Select the cell or range of cells to hold.
2. Right-click in the cell or range and click **Holds**.
3. Click **Hold Leaves**.



- A red triangle appears in the lower left corner of each held cell.
- You can still edit held cells.
- When you log off, all holds are released.

Steps to Release a Hold on a Single Cell or Range

1. Select the cell or range of cells.
 2. Right-click the cell or range.
 3. Click **Holds**, **Release Leaf Holds**.
- The released cells can now accept values from other data spreading operations.
 - To release all held cells in every tab/view, select **Release All Holds**.