

Modular Building Guidelines

- It is always prudent to think of building financial models in a modular fashion by connecting a series of schedules. This expedites the model building process, facilitates auditing & makes models easier to present and print.
- Use the Explorer Pane to locate Conditional Formats, Hyperlinks, Logos, Hidden Sheets & Buried Sheets.
- Schedules must be audited, formatted, and properly prepared before publishing to a centralized library. Remember to remove shapes from each worksheet containing model schedules before publishing.
- Each schedule needs to be isolated before publishing and should not have any precedent cells. Use Isolate Worksheet, Flatten Selection & Show All Precedents to isolate model tabs & schedules.
- Use the AutoColor tools to check model schedules to ensure they do not have worksheet links. The Functional Map can also be helpful for since it will shade any worksheet links in the schedules.
- Use the Font Color Cycle to mark necessary connection points in model schedules with a bright color. Formulas in Data Tables will be pasted as values after insertion from a Macabacus Library. Never link the horizontal or vertical axis in a Data Table to the row or column input cells.
- Periodicity will need to be considered in situations where annual, quarterly, or monthly models are needed. Consider groups to organize the model schedules in the Macabacus Library as shown below. (Financial Statements, Capital Structure, Operational, Valuation, Inputs, Outputs & Other.)
- Cloud Storage must be set up to create a Shared Library. (Macabacus, Settings, Configure, Cloud Storage) The Shared Library location must be a folder that is under the Cloud Storage folder defined above. Always share changes after publishing schedules to a Shared Library. (Macabacus, Settings, Share)

View	Keystroke
Maximize View	CTRL ALT SHIFT W
Zoom Out / In	CTRL ALT +/-
Toggle Gridlines	CTRL ALT G

Auditing	Keystroke
Pro Precedents	CTRL SHIFT [
Pro Dependents	CTRL SHIFT]
Show All Precedents	CTRL ALT [
Show All Dependents	CTRL ALT]
Clear Arrows	CTRL ALT \

Colors	Keystroke
Blue-Black Toggle	CTRL ;
Font Color Cycle	CTRL '
Fill Color Cycle	CTRL SHIFT K

Paste Special	Keystroke
Duplicate	CTRL ALT D
Values	ALT ESV
Formulas	ALT ESF
Column Width	ALT ESW

Modeling	Keystroke
Fast Fill Right	CTRL SHIFT R
Fast Fill Down	CTRL SHIFT D

Visualizations	Keystroke
Functional Map ¹	ALT UVN
Clear Visualizations ¹	ALT UVC

Flatten & Isolate	Keystroke
Flatten Selection	CTRL SHIFT 3
Isolate Worksheet ¹	ALT UMFI

Autocolor	Keystroke
AutoColor Selection	CTRL ALT A
AutoColor Sheet	CTRL ALT S
AutoColor Workbook	CTRL ALT Q

Other	Keystroke
Explorer Pane	ALT UE
Library Manager ¹	ALT USEM
Library	ALT UK
Hyperlinks	CTRL K

Consider adding these shortcuts to the Quick Access Toolbar to improve efficiency. ⁽¹⁾
Our accelerator key has been set to 'U' for these keystrokes.