## Brown Bag Lunch & Learn #16 1/24/07

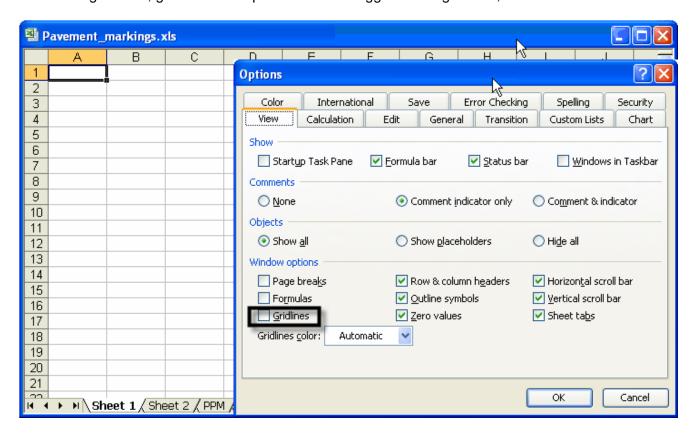
### Topic: Linking an Excel Spreadsheet in a Microstation Drawing

Microstation has an improved process for linking Excel Spreadsheets into a drawing (\*.dgn) file.

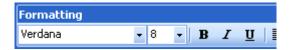
The method illustrated is an additional tool for creating tabulations of quantities within the PS&E package. One of the advantages to this method is to reduce the need to keep separate spreadsheets for quantity support calculations and miscellaneous summaries sheets.

#### To calculate quantities in Excel:

- 1. Open new Excel File.
- 2. To turn off grid lines, go to Tools> Options> View. Toggle off the gridlines, select OK.



3. Highlight all rows & columns. Set Font to Verdana 8 (Set Title Row = 10)

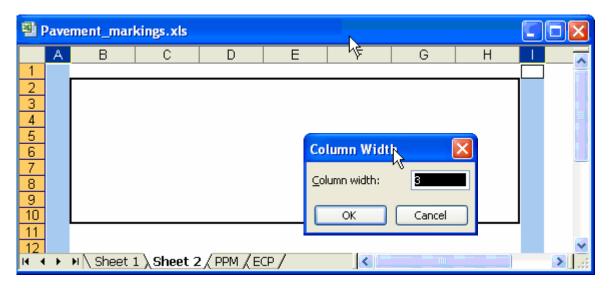


4. Highlight all rows and go to Format> Row> Height. Set all row height = 14 (Set Title Row = 20)

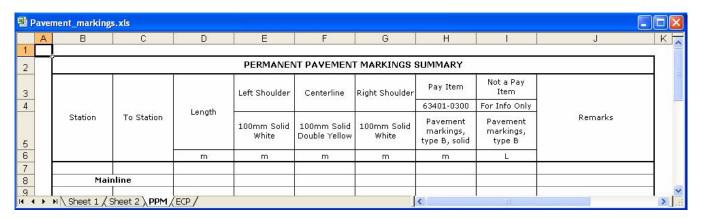


5. Leave Row 1 blank

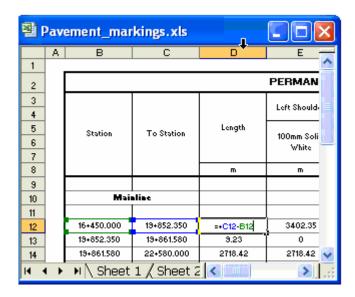
6. Set Column A (and the column after the last table column) to width between 3-5.



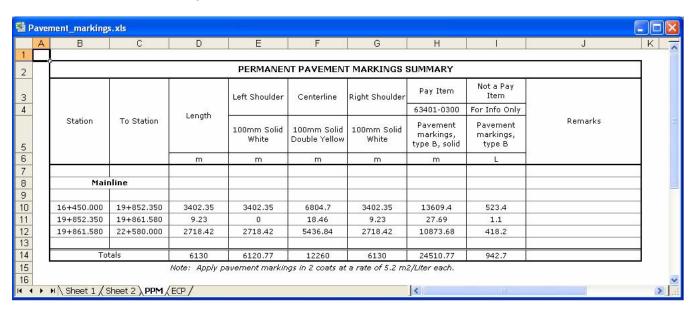
7. Set up table, including pay item number, description, unit:



8. Support your calculations and assumptions:

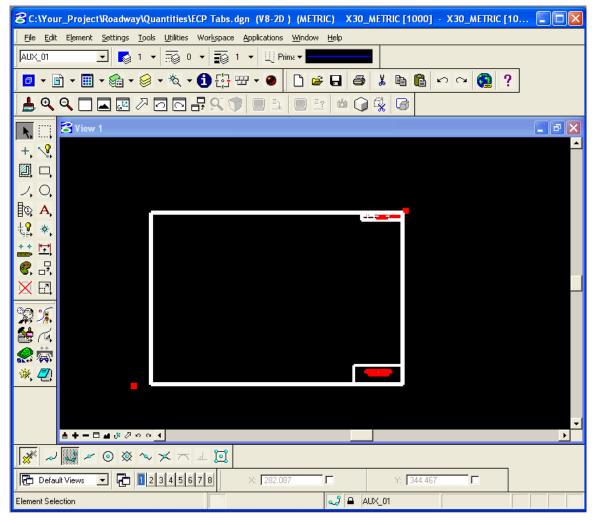


9. Complete the table (including remarks, notes, etc.)



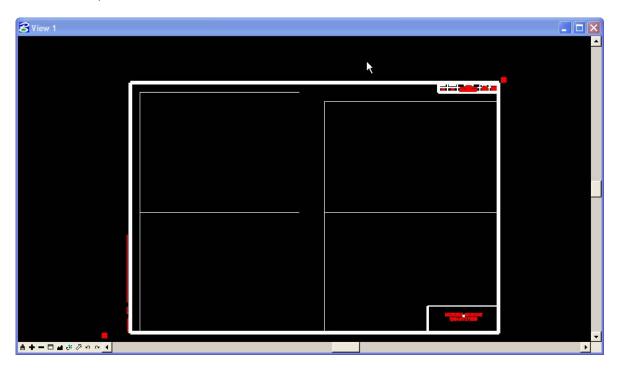
### To set up the .dgn file:

1. Open a new file and reference the project border.



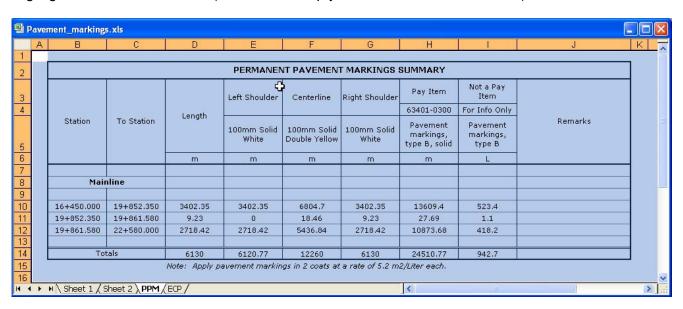
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2. Draw construction lines to "line-up" your tables (Use level = Aux\_07 and Active Element Class = Construction):



## To attach/Link the Excel table in the .dgn file:

1. Highlight the table to be linked (include one empty row and column on all sides):



2. Select "Copy"



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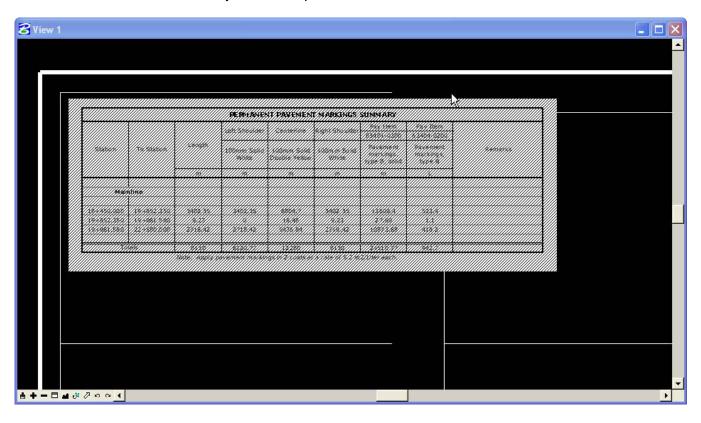
**3.** In Microstation, select "Paste"



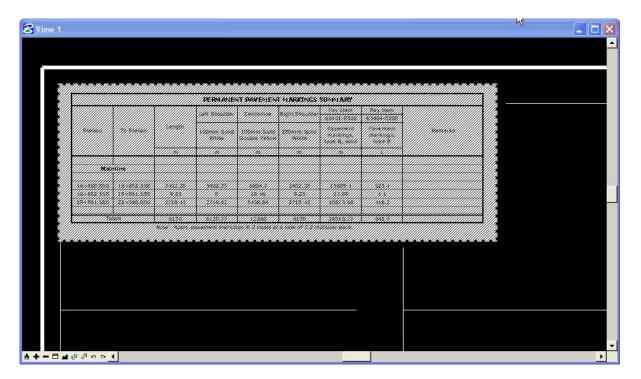
4. Select Paste as "Link" and Method "By Size". For Metric plans, use Scale =1000 [US Customary Scale = 1150]



5. Place Excel Link close to where you want to place it.



6. Move link to the construction lines:



- 7. Repeat appropriate steps to complete Miscellaneous Summaries Sheets.
- 8. Update Links regularly (particularly before printing).

