



ABOUT US

Lucid Analysis is a UK based IT consultancy with over seven years experience developing Microsoft Office-based solutions across a range of industries. We understand the need for organisations to make their time more productive. We use Word, Excel, Access and Outlook in our business so we are aware of how they are employed in practice. We know how best to expand on their built-in features and functions and how much they can offer through better customisation.

We take pride in developing quality solutions that meet the needs our customers'. Building and maintaining relationships with our clients is important which is why we offer support for all our deliverables.

We are happy to quote on any size of project from a single template to an integrated reporting system. If you require further information or would like a quotation then please contact us.

So why use a Microsoft Office-based solution?

[Click here](#) to find out.

WHY A MICROSOFT OFFICE SOLUTION?

We can design, program and implement Microsoft Office templates to help produce a consistent corporate brand identity throughout your organisation.

Why use solutions based on Microsoft Office?

- Most businesses are already familiar with the Microsoft Office suite of applications, making it easier for users to specify their requirements and get involved in the design process. This in turn leads to increased user acceptance and keeps support and training costs to a minimum.
- Office applications easily integrate with each other, data and content can be shared reducing the need for duplication.
- VBA code can be attached to a template for easy distribution of custom solutions. The code will be available to all documents using the template.

What are the Benefits?

- A consistent brand identity for every Microsoft Office document produced.
- Predefined templates save time in creating, formatting documents.
- Integrate documents with print services, fax or email.
- Data validation procedures can be incorporated into templates.
- More centralised control over document layout and design.
- Templates can cover a wide range of documents from letters, memos, reports, and presentations to contracts, internal procedures and training manuals and so forth.



WORD

Templates enable non-technical people to produce sophisticated and consistent documents. All the formatting and layout is taken care of, so users can concentrate on the content. Formatting can be introduced automatically as the user goes along. This enables one template to be used for different types of document, making it easier for users to become familiar with the template. Company's letterhead can be incorporated in the template and printed with the document saving on stationary costs.

Templates can also feature dialog boxes to assist user input of information. For example, users can select a recipient from their address book and their address automatically entered in the document. Details such as titles, logos and confidential status can be selected in the dialog box and inserted into headers and footers.

Word templates can be customised to intercept standard Word commands such as Save or Print. This allows you to force a document to be saved to a specific location that is accessible to the whole organisation and subject to a user's access rights.

We can add toolbars and menu items to Word as well as remove standard menu options. For example, font settings can be removed so users can only use the template styles, thereby ensuring all documents are consistent.

We can create data entry forms and surveys in Word with text fields, drop-down option boxes and check boxes. Respondents can answer questions online and answers can be validated, questions can be enabled or disabled according to preceding answers and all the responses can be exported to a database.



EXCEL

We can set up custom workbooks, templates and Add-Ins to provide easy access, using menus and toolbars, to common functions, features and custom functions and procedures. Excel also has a number of events, such as print, save and new worksheet that can be intercepted so that code can be processed prior to these events. This is useful for saving documents to specific locations, or printing with specific page properties. We can also provide custom procedures that respond to mouse events, such as double click, useful for reports that drill down to underlying data. Code can also be used to consolidate data from many different sources, workbooks, text files and databases.

Add-Ins are best used when procedures and functions are needed for multiple workbooks, the Add-In is loaded with the Excel application and is available globally to all workbooks. This is useful for custom calculations that Excel's built in functions do not cater for. Procedures can also be written for automatic formatting of tables ready for insertion into other documents.

As with Word, templates are great for keeping the style of documents consistent, i.e. chart formatting and colours. Graphs can be linked to dynamic ranges so that they update as the data changes, for example for month on month analysis. Pivot tables can be configured automatically, so that non-technical people can spend more time analysing the data.



POWERPOINT

PowerPoint provides such a wide choice of designs that there is a danger that you will end up with many completely different presentations styles created by different employees with different artistic ideas and abilities. The presentations may not promote the company image you wish to convey. PowerPoint templates enable your business to create presentations that are consistent with your brand image, as well as making it easier for your users to produce appealing and effective slides.

PowerPoint templates ensure that colours, fonts and bullets all follow certain styles. Elements such as titles, body text and company logo all appear in the same positions from slide to slide and it can also ensure consistent footer information like slide numbers and date are used. We are also asked to produce common content slides and best practice guides for users.

A common request is to expand on the PowerPoint colour scheme, using a toolbar colour pallet. Allowing a larger number of colours and varying shades of corporate colours to be easily applied. This is useful when presenting on different mediums and environments, for example a presentation in a well lit room will make better uses of strong colours. Toolbars can also be created to expand on the slide layout functionality of PowerPoint and some common tasks, like swapping object positions, adding chart legend outside of charts and inserting custom editable diagrams.

PowerPoint templates can have other uses besides on-screen presentations. They are commonly used for printed documents such as proposals, pitches and other graphic materials.



AUTOMATION

If you or your staff spend more than a few hours each month producing reports, then it is worth considering automating the process. If you spend hours manipulating data and copying it into other applications, such as Word or Excel, an automated report would be an ideal solution.

Microsoft Excel is the analytical business tool of choice for many companies. However, as much of the data is held in other systems, such as accounting and sales databases. Creating meaningful reports can involve time consuming importing or re-keying of data between various applications. This is error-prone and requires a significant investment in time and resources.

Automating the reporting process can save time and money, producing consistent and accurate reports quickly. Using VBA any Microsoft office application can control another.

This integrated approach allows you to run a report from the end product application such as Word. Data can be extracted from various sources, collated and calculations made using Excel. Charts can then be automatically imported into Word and conditional text added depending on the results. Further text can be added after manual analysis of the results. This can all be done for the user from a click of a toolbar button or menu, in a matter of seconds and not hours. Even the printing and emailing of reports can be automated.

We have been asked to produce tools for running large multi-market, sub-sector reports, with literally hundreds of pages, efficiently. The automated reports can be run from simple wizard type processes familiar to any Microsoft user, reducing training and supervision costs.



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CONTACT US



Stephen Marshman
Lucid Analysis
21 Melling Street
London SE182EG
Tel: 07971925765
Fax: 02088557090
Email: info@lucidanalysis.com



Stephen Marshman
Lucid Analysis
21 Melling Street
London SE182EG
Tel: 07971925765
Fax: 02088557090
Email: info@lucidanalysis.com



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SELECTED EXAMPLES?

Examples to come

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