

Seizure Monitoring Chart using Office Excel 2003

This package will produce an easy-to-view results chart from your daily, weekly or monthly records. The system can also produce multiple charts to show the frequency of seizures over an extended period of time.

If you are unfamiliar with using Windows Excel 2003 you may find it useful to print these guidelines to help you make the most of the package.

Firstly, ensure your security system will allow a 'macro' to run. When you first open the Excel workbook you may see the following message:



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Click 'Enable Macros'

To use this program:

- Keep a record of seizures over either days, weeks or months
- At the bottom of the screen, click on the tab 'Data'
- At the top of column B enter the name of the person

 Starting from line 2, and working down the page, enter the number of seizures for each day, week or month. Always enter a number on each line or a complete chart will not be generated and you will need a minimum of 12 seizure counts (daily or weekly or monthly).



To produce a chart, select some data by, either:

• Hover the mouse over the top of the relevant column

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- Or
 - Select part of a column hover the mouse over the first cell you want to use; left click the mouse and drag to the last cell you want to use (at least 12 cells)

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A new sheet will be created (Sheet 1) and the control chart for the selected column of data will be generated.



Save to your personal computer to keep the chart you have created.

To obtain the next chart, return to the 'Data' sheet and enter the next series of records in the next column (eg C) and select that column of data to repeat the process. This will create Sheet 2 and so on.

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If you have any comments or would like further information please email <u>communications@ncype.org.uk</u> or call the communications team on 01342 832243