

# Exclusion calculator: Quick start guide

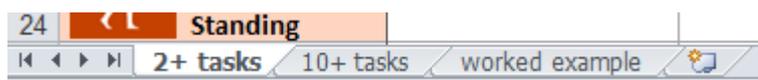
## EC2-0-4 geo extension release (Excel version), November 2017

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More details are provided in the accompanying reference manual.

### Worksheets

Three worksheets are provided to start with. *2+ tasks* and *10+ tasks* are blank task analyses. There is also a *Worked example*. To move between worksheets, click on the tabs at the bottom of the sheets.



### Colour-coding



Yellow: Results will be displayed in these cells. Please do not modify them or the calculations will not work properly.



Turquoise: Excel uses these cells for internal calculations, etc. Please do not modify them.



White and grey: Demand ratings and other information is entered into these cells.



Red: Anything associated with a demand assessment that is 'harder than' the available scale points (See Section 2.4)



Pale blue-grey or any other colour: Column and row headings, buttons, etc.

### Overall information and target population

There is a table on the right of the worksheet for entering overall information about the assessment and selecting the country and year of the target population. The ability to calculate exclusion for particular countries and years depends on the license key that is entered. A standard licence enables calculations for UK-1997, UK-2016 and UK-2025. If you try and select a country/year combination that your license key doesn't allow, you will get an error message when you attempt to calculate the exclusion.

### Demand assessments

The task sequence is described in the columns between the turquoise stripes. For each task, assess the demands made on the user's capabilities in rows 7-24. By default, *rating tips* will appear when you click on these cells. These provide guidance on how to perform the demand ratings. All assessments are made by entering a number between 0 and 12 or the symbol ">". This symbol means that the demand is greater than the scale points provided and outside the scope of the underlying survey. These demands are problematic because they exclude mainstream users and the actual exclusion will be higher than that shown in the results. To reflect this, the demands and results for these values are coloured in red.

### Results

When the demand ratings have been entered, click the button labelled *Calculate exclusion* on the top left of the worksheet. Results are shown in the yellow cells at the bottom of each task column and in extra columns to the right. A pie chart and bar graph are also given on the right of the worksheet.