

**NUTRITION CLUSTER
MS WORD DASHBOARD
TEMPLATES TUTORIAL**

EDIT CHARTS' FORMAT

- Use the chart Templates — collected in a folder “CHART_TEMPLATES”.
- Copy the files (.crtx) to the local disk (C:\Users\User'sname\AppData\Roaming\Microsoft\Templates\Charts), in order to change the charts to the defined templates.

After this, change the charts to the defined model by doing the following steps:

- Click on the chart you want to edit.
- On the Design tab, in the Type group, click Change Chart Type.



- Click Templates' Folder, and then click the chart template you want to use in the second box (note: these chart templates must be in the local disk).

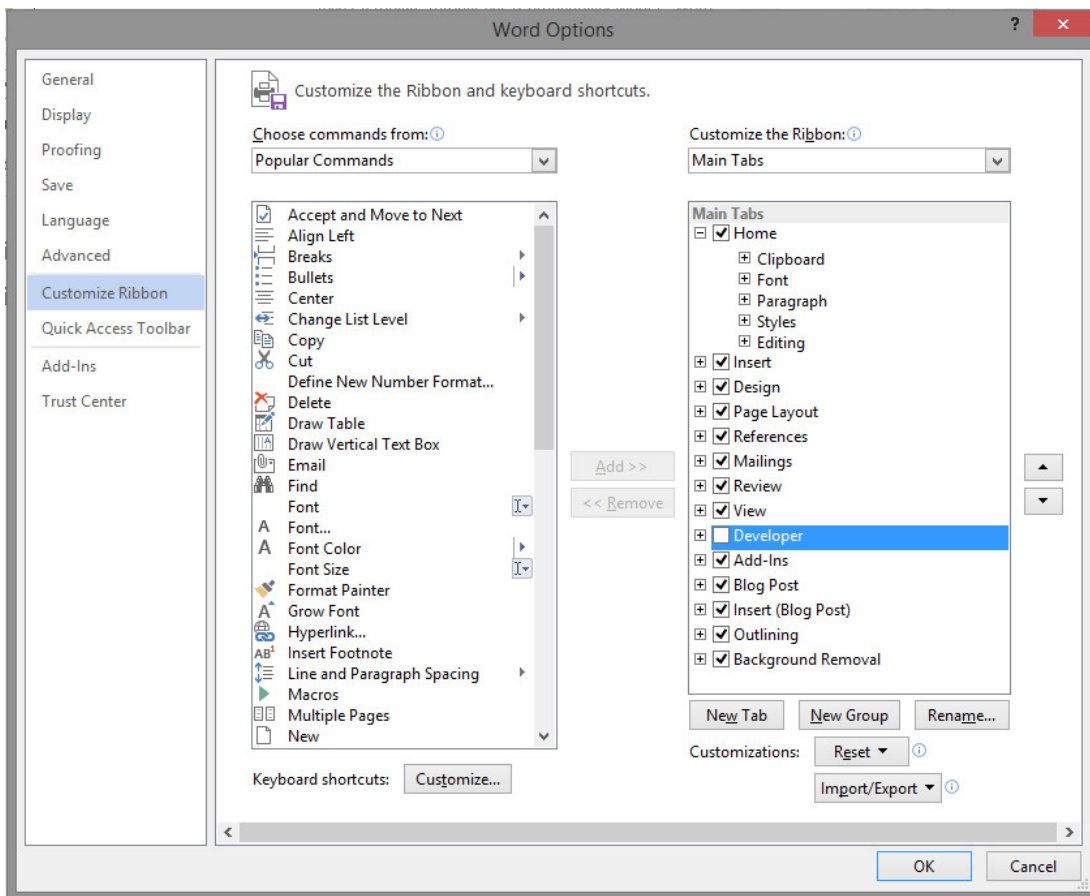
EDITABLE TEXT

There are some areas of text that are not supposed to be editable.

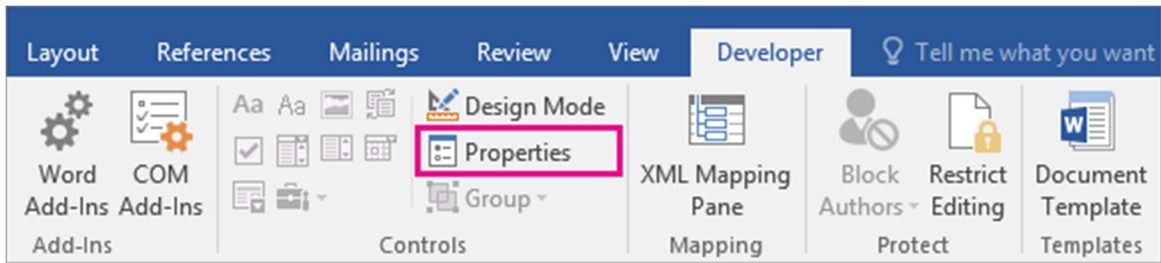
For example: “NUTRITION CLUSTER PROGRESS TOWARDS HUMANITARIAN RESPONSE PLAN”— in template “NC HRP progress dashboard” is protected against editing, so it can’t be changed.

To edit this text, follow these steps:

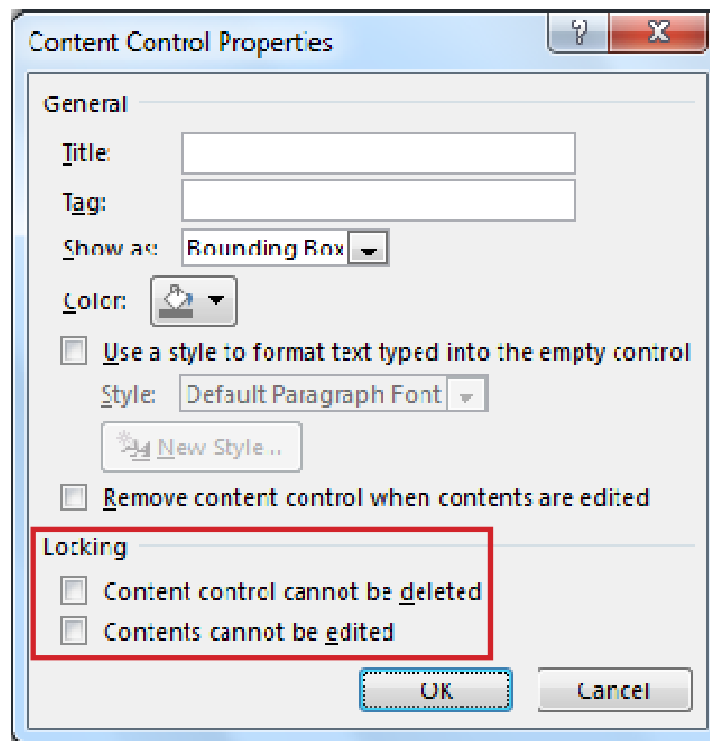
- Click the File > Options > Customize Ribbon
- In the “Customize the Ribbon” column select “Developer” check box.



- To unlock editing, select the box you want to unlock, and then click the Properties button on the Developer tab.



- In the Content Control Properties dialog box below, unselect the option of “Content control cannot be deleted” and unselect the option of “Contents cannot be edited”; Click the OK button.



DELETE CLUSTER OBJECTIVE OR ACTIVITY

The template has the flexibility to allow users to delete a cluster objective or activity chart within a cluster objective.

To delete one cluster objective:

- Select the column that you want to delete by clicking the column's top gridline or border.
- Right-click, and then click Delete Columns on the shortcut menu.

To delete one or more activities:

- Select the respective chart and then delete it. The elimination of activities implies the elimination chart to chart, that is, it needs to be done one chart at a time.

INSERT MAP PICTURE

In the maps editable field, it's possible to insert the images of maps by clicking on the image icon.

