

Character Practice Sheet (with Grid)

Please read this first

This guide explains the 3 steps from setup after downloading to printing.

Windows / Mac

*This guide was translated from the original Japanese using AI. If you notice any unnatural expressions or discrepancies, please refer to the original Japanese version.

About the downloaded files

The Excel macro-enabled file (xlsm format) is compressed in a zip file. After downloading, please unzip the file before use.

About the Windows and Mac files

If you use Windows, open the Windows file. If you use Mac, open the Mac file.

How to Use

* The screenshots in this section are examples from Windows (Japanese version). The display and button names may differ depending on your Mac or Excel version.

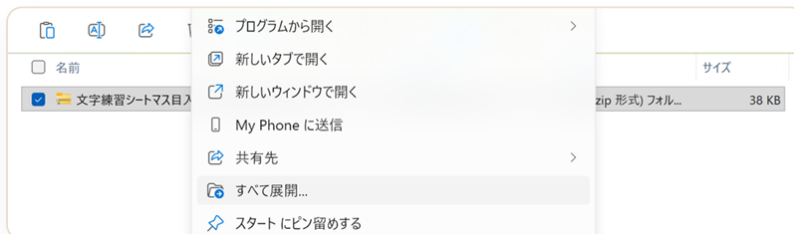
1 Unzip the zip file and open the Excel file

After downloading, unzip the zip file and open the Excel file that matches your OS: 「文字練習シート（マス目入り）_Windows版_vX.X.xlsm」 or 「文字練習シート（マス目入り）_Mac版_vX.X.xlsm」.

* vX.X is the version number. In the actual file name, it will be a number such as v1.2.

If the file is displayed as “Read-Only”, you may still be able to enter text or print the sheet, but font changes and other settings may not be saved.

To save settings, save the file to your PC and open it in an editable state.

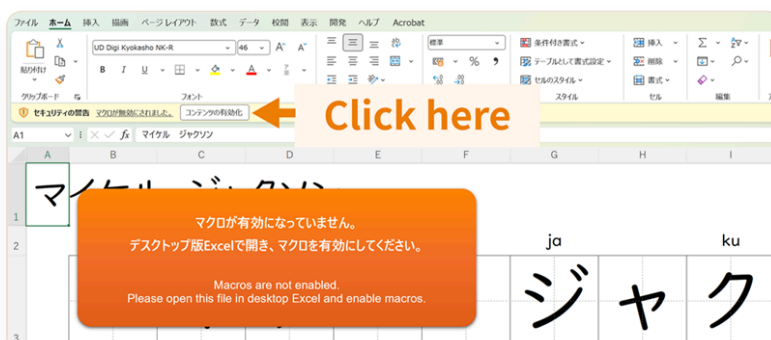


Example screen: Windows (Japanese version)

2 Enable macros **Important**

If a message appears at the top of the screen, be sure to click “**Enable Content**” or, on Mac, “**Enable Macros.**” If macros are not enabled, automatic updates after input and the button functions will not work.

If the message 「マクロが有効になっていません。 / Macros are not enabled.」 appears on the sheet, macros are not enabled yet.



Example screen: Windows (Japanese version)

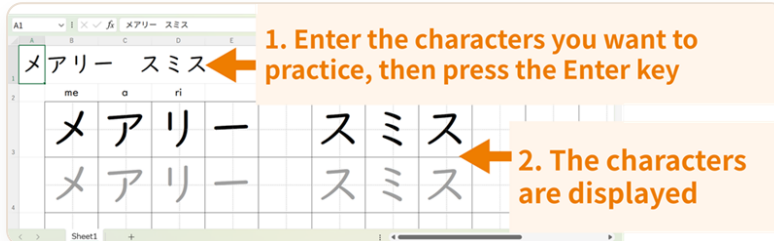
Check before entering text and printing

How to Use (continued)

3 Enter the word you want to practice and print the sheet

When you enter a word in the input area, the characters will appear in the practice grid.

You can enter up to 12 characters. Half-width katakana and spaces are automatically adjusted to fit the grid.



Example screen: Windows (Japanese version)

When you are ready, print the sheet and use it for practice.



Printed sheet example: input text 「メアリー スミス」

Automatic input adjustment

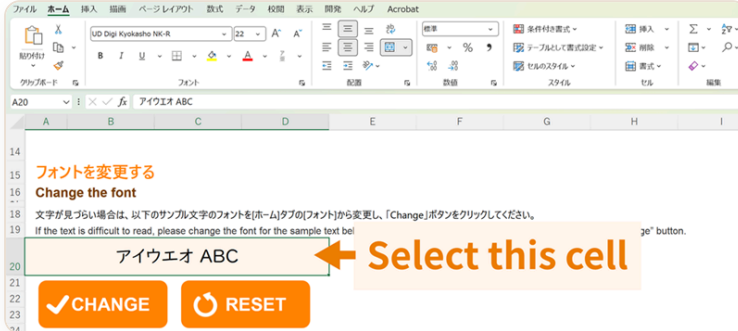
- You can enter up to 12 characters.
- If the input exceeds 12 characters, it is automatically shortened to 12 characters.
- If the input exceeds 12 characters, the message 「12文字まで表示します」 appears near the input area (cell N1 / outside the print area).
- Half-width katakana is converted to full-width katakana.
- Half-width spaces and line breaks are treated as one blank grid cell.
- Hiragana, katakana, and kanji are not converted into one another.

If the grid does not change after input, a guidance message does not disappear, or font settings are not saved, please refer to the FAQ section later in this guide.

If characters are hard to read: change the font with the CHANGE button

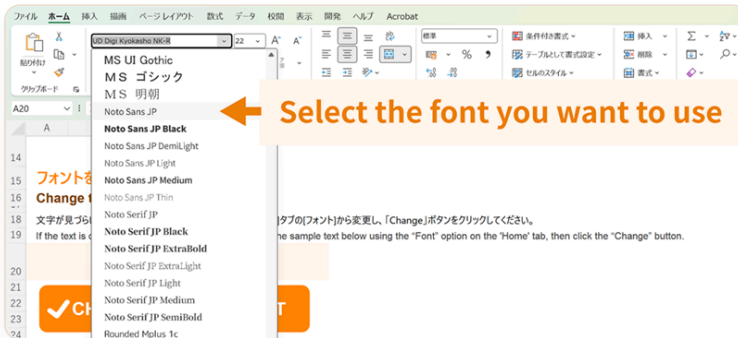
If characters are hard to read, select an easier-to-read font in the font setting area (cell A20), then use the CHANGE button to apply it to the grid.

- 1 Select the sample text in the font setting area.



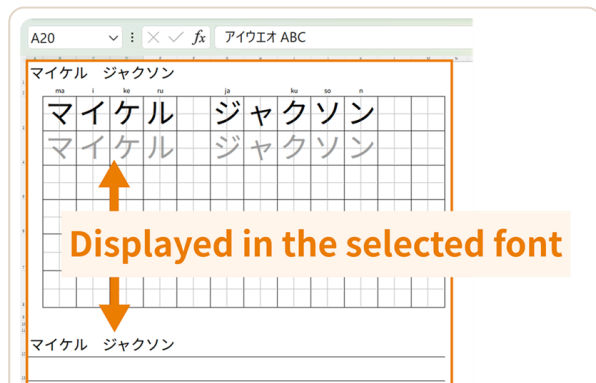
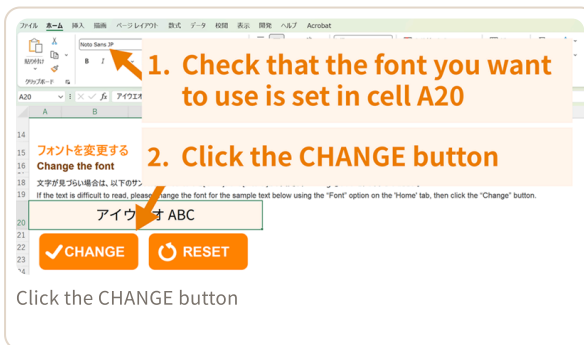
Example screen: Windows (Japanese version)

- 2 From Excel's Home tab, select an easier-to-read font.



Example screen: Windows (Japanese version)

- 3 Make sure that a font is set in the font setting area (cell A20), then click the CHANGE button. After the selected font is applied to the grid characters, save the file if needed.



The selected font is applied to the grid

To return the text display to this tool's standard appearance, use the RESET button. For details, please refer to the FAQ section later in this guide.

Frequently Asked Questions (FAQ) 1

Q1. The grid below does not change after I enter text.

One of the following may be the cause. First, check whether a confirmation message is left in front of or behind Excel. If you cannot find one, close Excel and open the file again.

1. Macros are not enabled

If “Enable Content” or “Enable Macros.” appears at the top of the screen, click it to enable macros. If a macro-enabling guidance message appears on the sheet, macros are also not enabled yet.

2. A confirmation message is hidden behind Excel

Confirmation messages such as “Read-Only,” “Enable Editing,” or “Enable Macros” may be hidden behind the Excel window when you open the file. In this case, the characters in the grid may not change even if you enter text.

3. The file is open in Excel for the web or the smartphone version of Excel

This file is for the desktop version of Excel. Macros do not work in Excel for the web or the smartphone version of Excel.

Q2. Can I use it with Excel for the web or on a smartphone?

This file is for the desktop version of Excel. Macros do not work in Excel for the web or the smartphone version of Excel, so the input update and button functions cannot be used.

Q3. The message 「マクロが有効になっていません。 / Macros are not enabled.」 appears on the sheet.

Macros are not enabled. Open the file in the desktop version of Excel and enable macros. Once macros are enabled, this guidance message disappears automatically.

Q4. A pop-up message appeared when I opened the Windows file on a Mac.

The file type may not match your OS. Use the Windows file on Windows and the Mac file on Mac.

Q5. Only part of the text is displayed.

The grid can display up to 12 characters. If the input exceeds 12 characters, it is automatically shortened to 12 characters. For long names or words, enter them in shorter parts.

Q6. Is it okay to enter half-width katakana or spaces?

Yes. Half-width katakana is adjusted to full-width katakana. Spaces entered between names, for example, are displayed as one blank grid cell.

Frequently Asked Questions (FAQ) 2

Q7. Does it convert hiragana to katakana?

No. The characters you enter are displayed as-is for practice. If you want to practice katakana, enter katakana.

Q8. The character shapes are hard to read.

You can change the font. Select the sample text in the font setting area, choose an easier-to-read font from Excel's Home tab, and then click the CHANGE button.

Q9. After changing the font with the CHANGE button, the font returned when I reopened the file.

The file may not have been saved, or it may have been opened as read-only.

If you want to use the same setting next time, save the file. If it is read-only, save it with a different name before use.

Q10. What does the RESET button do?

Use this button when you want to return the text display to this tool's standard appearance after changing the font.

When you click the RESET button, the grid characters return to an easy-to-read display based on your PC environment.

If you want to use the reset setting next time, save the file.

Q11. "Read-Only" was displayed.

If you open the file directly from an email attachment or cloud storage, it may open as read-only. You may be able to enter text and print, but settings such as font changes may not be saved.

Q12. During saving, the message 「マクロが有効になっていません。 / Macros are not enabled.」 appears for a moment.

This is normal. During saving, the display is temporarily switched so that the guidance message will appear the next time the file is opened with macros disabled.

This does not affect normal use.

If the tool still does not work after checking the above, please note your OS, Excel version, displayed message, and the steps you performed before contacting us.