**Instructions for Using "2010 Grand Total Summary" Excel Spreadsheet**

1. Open the spreadsheet. Refer to the two tabs at the bottom of the screen. You should first go to the "Customer Order Detail" tab.

2. Each of your customer orders should be entered in a separate row of the spreadsheet. Enter your customer name in Column "A".

3. Record your customer's order in the row next to their name. Put the quantity of each type of flower in the column under the flower name. Each category (e.g.-baskets, 4 ½" pots, etc.) is color coded with a different color. Be sure that you are entering the quantities in the correct column. Go all the way across the row until the entire customer order is complete. The spreadsheet will calculate the total order $ for each customer in column "BR". Make sure it agrees with the total on your customer's order.

4. Continue entering each order on a new row. There are sufficient rows to enter over 100 separate orders.

5. After entering each order, your totals will appear in Row 112. Column BR, Row 112 will show your total dollars sold. This amount should agree with the total of the checks you collected.

6. After entering all your orders and checking the total, click on the "Grand Totals" tab at the bottom of the spreadsheet. This sheet looks very similar to your "Customer Order" form. Enter your name and phone # at the top of the page (rows 4 and 5) and print the page. It will have a summary of all your orders and the totals should be the same as those on the "Customer Order Detail". <u>You do not have to print the large Customer Order Detail" sheet</u> (unless you want it for your own reference).

7. Hand in the one page "Grand Totals" with your checks at the April 14th Troop Meeting.

8. You will not be able to modify any of the formulas in either of the worksheets. If you have any questions, call Michele Stecklair at 610-429-3057.