**Part 1: Installing Python**

Download Python:

* Go to the official Python website: python.org
* Download the latest version of Python for your operating system (Windows/MacOS/Linux).

Install Python:

* Open the downloaded file to start the installation.
* Ensure you check the box that says “Add Python to PATH” during installation.
* Follow the prompts to complete the installation.

**Part 2: Setting Up the Environment**

Open Command Prompt or Terminal:

* Windows: Open Command Prompt (search for 'cmd' in the Start menu).
* MacOS/Linux: Open Terminal.

Install Required Libraries:

* Your script might require specific Python libraries. Install them using the following command: **pip install pandas openpyxl**
* This installs pandas and openpyxl, which are commonly used for Excel file manipulation in Python.

**Part 3: Running the Script**

Save the Python Script and Excel File:

* Save the .py file (e.g., totalage.py) and the Excel file (e.g., wiaXMR.xlsx) in an easily accessible folder, such as Documents.

Navigate to the Script’s Folder:

* In the Command Prompt or Terminal, navigate to the folder where you saved the files.
* For example, if you saved the files in Documents, the command might be:
* Windows: cd Documents
* MacOS/Linux: cd ~/Documents

Run the Python Script:

* Execute the script by typing: Python3 totalage.py
* This command runs the script using Python. The script will read the Excel file, perform the necessary calculations, and update the file. (If this causes an issue just type Python totalage.py instead)

**Enter Your Data into Excel**

Open the wiaXMR Excel File:

* In the “started column, enter the dates that items are considered “started” in your process. You should be able to export this from any digital tool like Jira or you can manually enter it.
* In the “Done” column, enter the dates that items are considered “Done in your process. You should be able to export this from any digital tool like Jira or you can manually enter it.
* Close the workbook

**Run the Python Script:**

* Execute the script by typing: Python3 totalage.py
* This command runs the script using Python. The script will read the Excel file, perform the necessary calculations, and update the file. (If this causes an issue just type Python totalage.py instead)

**Part 4: Checking the Results**

Open the Excel File:

* After the script completes its execution, open the Excel file.
* Check the updated data to ensure the script has run as expected.

Troubleshooting

* If you encounter any errors during installation or running the script, ensure you've followed all steps correctly.
* Make sure Python and the required libraries (pandas and openpyxl) are installed properly.
* Verify that the file paths in the script match the location where you've saved the Excel file.