

1. Open the TOP 100 Survey excel file
2. Do not edit in the first page which is "SUMMARY" TAB, skip to step #3

16	NO. OF CHILDREN (AGE)	0 - 5 years old	0	0
17		6 - 12 years old	0	0
18		13 - 16 years old	0	0
19		17 - 23 years old	0	0
20	LENGTH OF TIME KNOWN	More than 5 years	0	0
21		2 - 5 years	0	0
22		Less than 2 years	0	0
23	HOW WELL KNOWN	Close Friend	0	0
24		Casual Friend	0	0
25		Sneaking Acquaintance	0	0
SUMMARY INPUT SHEET				
Ready				

3. Click on "INPUT SHEET" TAB

20	LENGTH OF TIME KNOWN	More than 5 years	0
21		2 - 5 years	0
22		Less than 2 years	0
23	HOW WELL KNOWN	Close Friend	0
24		Casual Friend	0
25		Sneaking Acquaintance	0

Ready

SUMMARY INPUT SHEET

4. Input all the required fields there, do not leave unanswered every column

Top 100 Survey.xlsx [Protected View] - Microsoft Excel										
Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing										
	A	B	C	D	E	F	G	H	I	J
1	Count	Names	Source Letter	Yearly Income	Age	Occupation	Additional Status	Civil Status	No of Children	
2									0 - 5 years old	6 - 12 years old
3	1									
4	2									
5	3									
6	4									
7	5									
8	6									
9	7									
10	8									
11	9									
12	10									
13	11									
14	12									
15	13									
16	14									
17	15									
18	16									
19	17									
20	18									
21	19									
22	20									
23	21									
24	22									
25	23									
26	24									
27	25									
28	26									
29	27									

5. Once you inputted all the datas there, the SUMMARY TAB compute itself automatically
6. Save the file and then isend kay secretary yung pinaka excel file once its done.
7. Once approved by secretary, print all the datas in SUMMARY & INPUT SHEET,