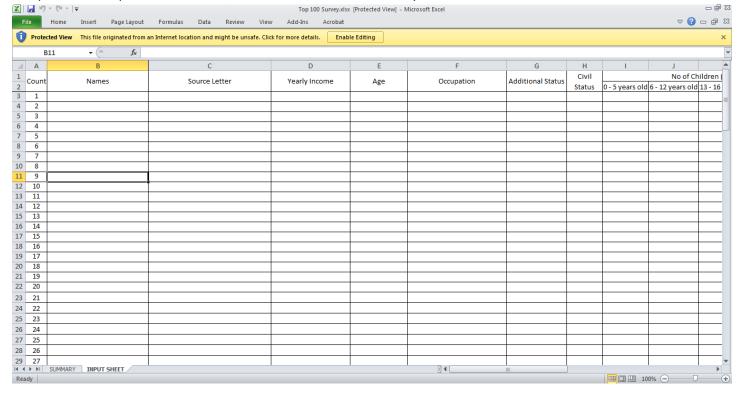1. Open the TOP 100 Survey excel file

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		Speaking 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		Speaking Acquaintance	0

SUMMARY | INPUT SHEET
Ready

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

Top 100 Survey.xlsx [Protected View] - Microsoft Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Add-Ins | Acrobat

Protected View   This file originated from an Internet location and might be unsafe. Click for more details.   Enable Editing

B11

	A	B	C	D	E	F	G	H	I	J
1	Count	Names	Source Letter	Yearly Income	Age	Occupation	Additional Status	Civil		No of Children
2								Status	0 - 5 years old	6 - 12 years old	13 - 16
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									

SUMMARY | INPUT SHEET
Ready   100%

5. Once you inputted all the datas there, the SUMMARY TAB compute itself automatically