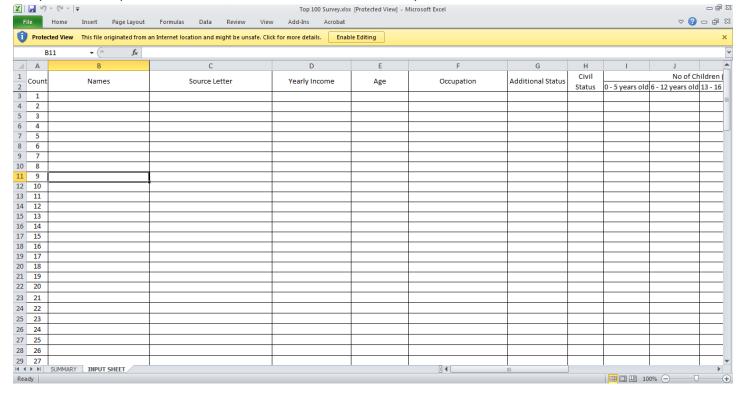
- 1. Open the TOP 100 Survey excel file
- 2. Do not edit in the first page which is "SUMMARY" TAB, skip to step #3

16	²	0 - 5 years old	0	0	
17	*	6 - 12 years old	0	0	
18	NO. OF OHLOREN (AGE)	13 - 16 years old	0	0	
19	₹8	17 - 23 years old	0	0	
20	.8	More than 5 years	0	0	
21	LENGTH OF THOOP	2 - 5 years	0	0	
22	9 £ £	Less than 2 years	0	0	
23		Close Friend	0	0	
24	MOMPEL	Casual Friend	0	0	
25	4 4	Speaking Acquintance	0	0	
N N N SUMMARY INPUT SHEET					
Ready					

3. Click on "INPUT SHEET" TAB

		I/ Lo jeuro ora	v			
20	8	More than 5 years	0			
21	TONGTH OF WAY	2 - 5 years	0			
22	<u> </u>	Less than 2 years	0			
23	7	Close Friend	0			
24	TOW WELL	Casual Friend	0			
25	₹.	Sperking Acquintance	0			
INPUT SHEET						
Ready						

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



- 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,