SPREADSHEETS

Using MS Excel

SHOW

STATISTICS

Spreadsheets using MS Excel

Supplementary Exercises using MS Excel

Exercise 1 – Using the List for your first data checking

Is important BEFORE you do anything else, to make sure you have all the entries correct. The easiest way to do this is to double check all the entry slips you have received from the exhibitors against ALL the entries in the program. To do this – use **THE LIST.**

1. In *Excel exercise file* folder open the MS Excel file *Club 23 challenges.xlsx*.
2. Along the bottom are the upside down tabs which are the pages within the workbook called sheets.

3. Click on the sheet called *list*.
4. This gives you a full list of all exhibitors. Print it.
5. To print this page out. While your cursor is in this sheet if you select print, you will see it asks you if you want to print the selected sheet. But you will notice in the print preview that it wants to print column F on another page. To stop this make the margins of the page bigger.
6. Change margins by selecting the *PAGE LAYOUT* tab, and selecting Margins. Click on Custom Margins at the bottom of the drop down list, and a margin dialogue box will appear, make both the left hand and right hand margins smaller, 1cm instead of 1.9 cm.
7. Go back to print option and you will see it now wants to print all the columns A to F on the one page
8. The first thing that you will use the list for is to go through all your entries and fill in the cage numbers on the exhibitors entry slip. This is a good step to do BEFORE anything else because if you have missed a cat that has to be entered, this is where it will show up.
9. If you find a cat you have missed, delete all the reports generated, enter the cat, and start from scratch generating all your reports.

Exercise 2 – Using the List for set-up

10. You can see information on this List which will be helpful for set-up of the show hall the night before the show.
11. In column E you can easily see where the kitten ring will stop (at cage number 49) and where the next ring – Entire Cats will start (cage number 50) Use this to plan your hall layout.
12. In column F is a list of what size each cage is. Use this to plan how many tables you will need I each ring.

Exercise 3 – Using the List for making ACF AoE award cards.

13. On the last page will be printed a little list of Group 1, Group 2 and Group 3 groupings. This is to tell you how many ACF AoE cards you will need. At some shows there are no or very few Group 2 cats, and if this list show a zero you do not need to write an ACF AoE card award for this category.

56	Group 1		
57	Males		10
58	Females		13
59	Neuters		7
60	Spays		3
61	Group 2		
62	Males		0

14. Also use the list at set-up to take around the hall with you. The column F tells you if the cage is a small, large or unusual size cage.

or	Sphynx	Spay	small	
	Companion	Kitten	large	
	Companion	Spay	large	
	Companion	Neuter	small	
	Companion	Neuter	large	
	Companion	Spay	large	
	Companion	Spay	hire	
	Companion	Neuter	small	

Exercise 4 – Using the Statistics Sheet for Set-up

15. Now look at another sheet called Statistics.
16. You will see actual measurements of the cage. You could also use this to calculate how many cages will fit on each table if you know the table sizes.
17. Scroll Down and you will see a list of people hiring cages.
18. Scroll down further and you will see a list of people who said on their entry that they would work at the show.

All this information depends on if you input it all in the Cat-A-Log program while you were entering each exhibitors cat.

My Notes