

GFWC Florida Reporting Worksheet Instructions Using Excel

In order to streamline efforts and make life easier we will be using Excel worksheets for reporting. You can enter your clubs projects without being concerned about the order by identifying them as explained below. Once all information is entered, Excel can sort all projects alphabetically to group the projects by CSP. The worksheets will also total all numbers for you and save you from that tedious task.

Here is how to do it:

1st Download the file to your computer from GFWCFLOIDA.ORG and save it to your computer using a name that will be easy for you to remember.

Open the file you saved to your computer.

Look at the bottom of your screen and you will see Tabs one is called the MASTER and the others with the name of each Community Service Program. Click on the MASTER tab first (we will use the other tabs to report projects for each program later).

General Information

The Community service Program name is already at the top of each sheet.

Enter :

Year in cell 2G

Club name into cell 3B

District# into cell 3E

of Members into cell 3G

Reporting Projects

1. Find the tab that says "Master", click on it. To make it easier report ALL PROJECTS onto the Master. (After all projects are listed on the master then you can do a sort, copy & paste to extract those items which can be reported for each CSP onto each CSP's worksheet)

Column A

- identify which Community Service program the project belongs in

A=Arts C= Conservation E=education H=Home Life

I=International Outreach P=Public Issues

-Also number the projects as you go (example A1 is art project 1, C1 is Conservation project 1 and so on)

Column B thru Column G

-enter the corresponding information(if more space is needed highlight some rows and use your right mouse button and click on insert)

***At the bottom of the page the sheet will automatically total for you (this is your grand total for all projects in all programs).

2. **Save** this before moving forward. (File, save)
3. Once all projects are added to the master sheet you can highlight all the rows used and then click the A-Z sort button. This will sort your projects by Community Service Program.
4. Now that all projects are in order highlight all projects for each program (example: highlight all rows that have an A for Arts)
5. Copy them (by using right mouse button and selecting copy from the list) to the correct CSP tab (by clicking on the tab at the bottom of the screen).
6. Once in the correct worksheet click on cell A6 and then paste (use the right button on your mouse and select paste from the list). All of your projects for that program should now be in the correct worksheet. Each sheet will total at the bottom. Check the totals to make sure they are correct.
7. **Save after you have pasted the information to each tab.**
8. Check your work and make sure you have copied and pasted all projects to each program tab.