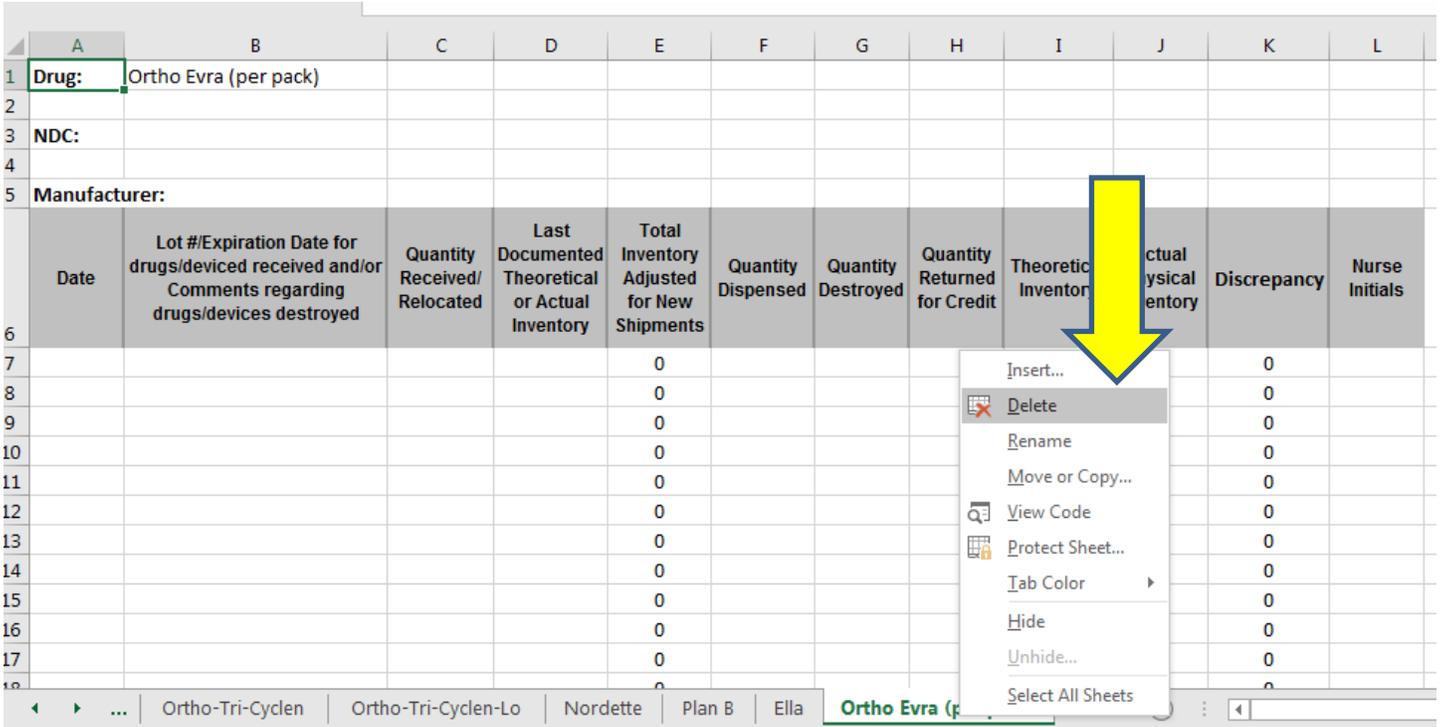
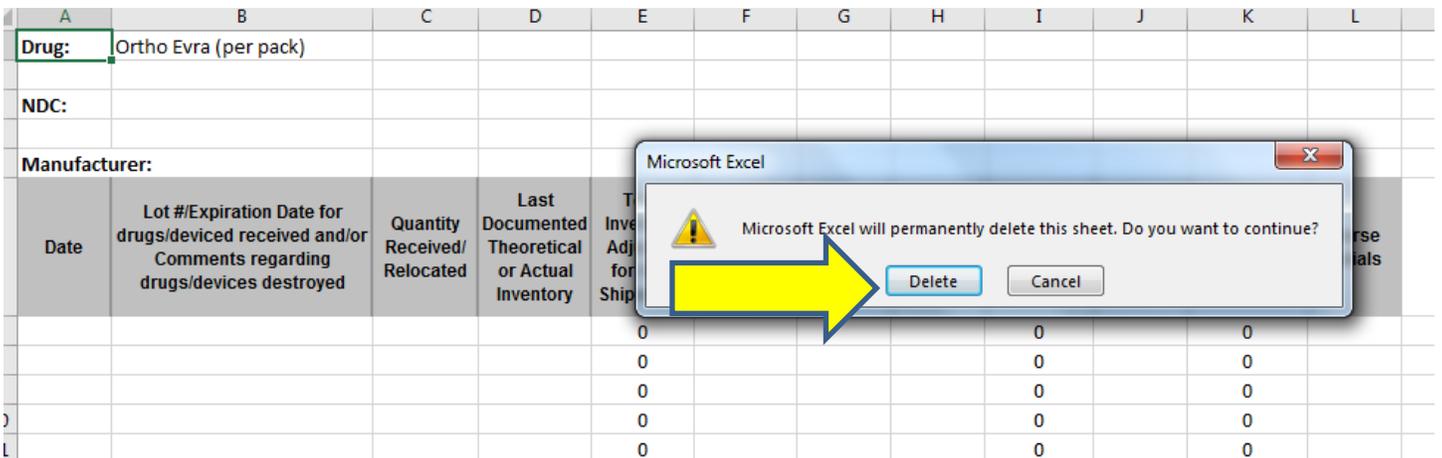


## Excel Instructions for Using the Family Planning Drug Inventory Spreadsheet

1. Please read the instructions on the spreadsheet (1<sup>st</sup> tab) carefully. The remainder of this document will demonstrate ways to customize your spreadsheet.
2. **To delete a tab** that is not applicable:
  - a. Right-click on the tab you wish to remove (in this example, we are removing the Ortho Evra tab), then left-click on “Delete:”



- b. A confirmation message will appear. Click on “Delete” to permanently remove the tab.

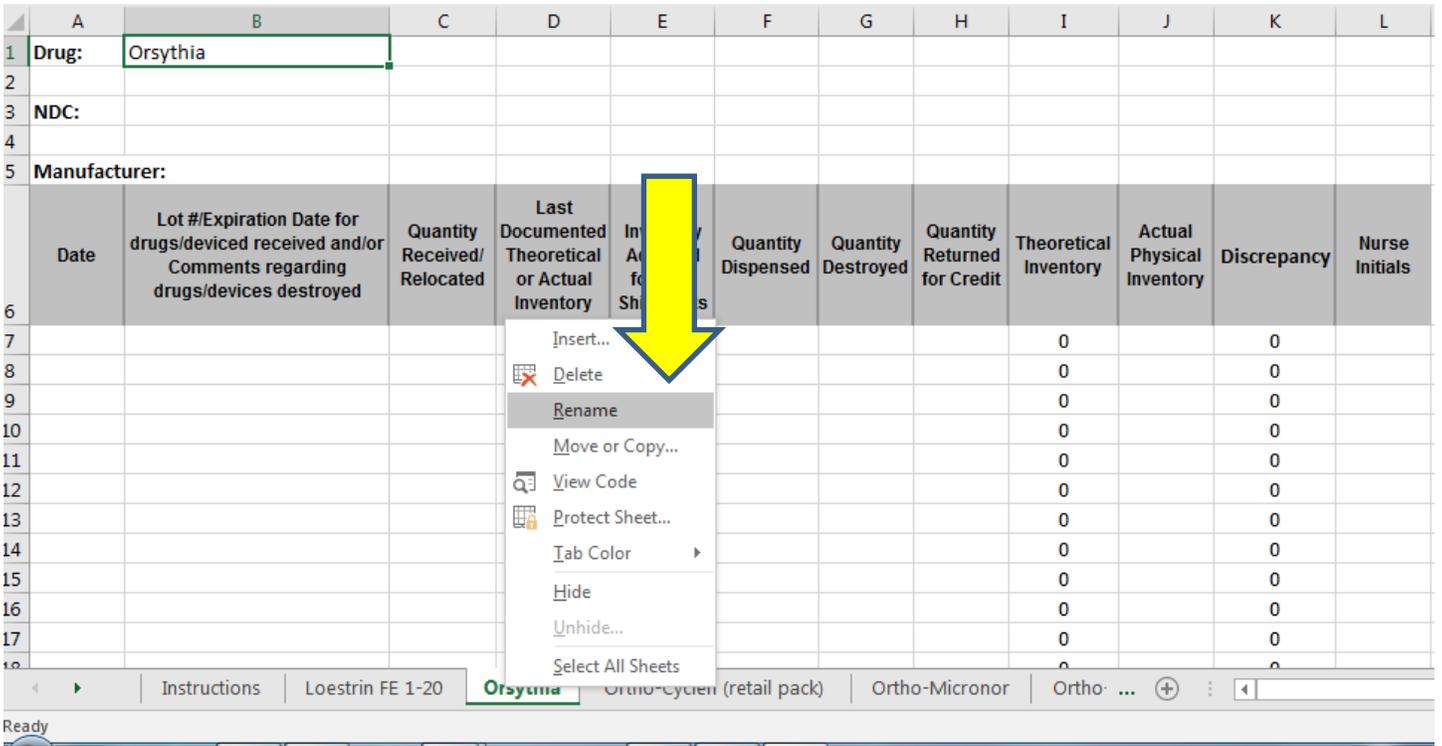


c. The Ortho Evra tab has been removed.

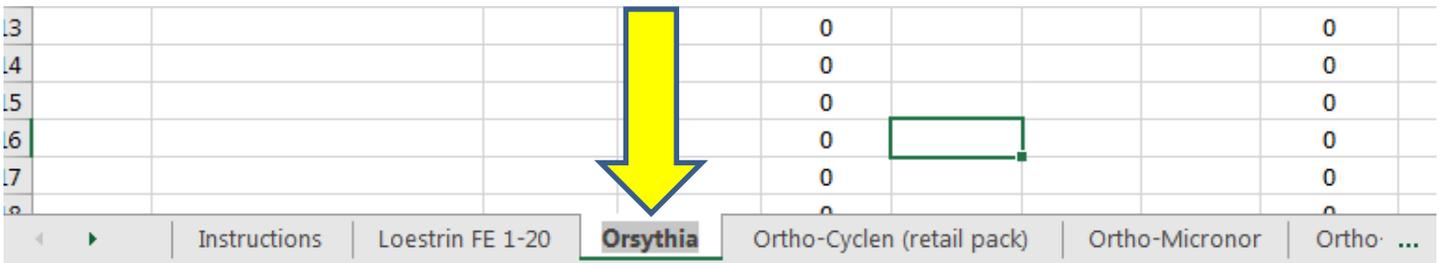


3. To rename a tab:

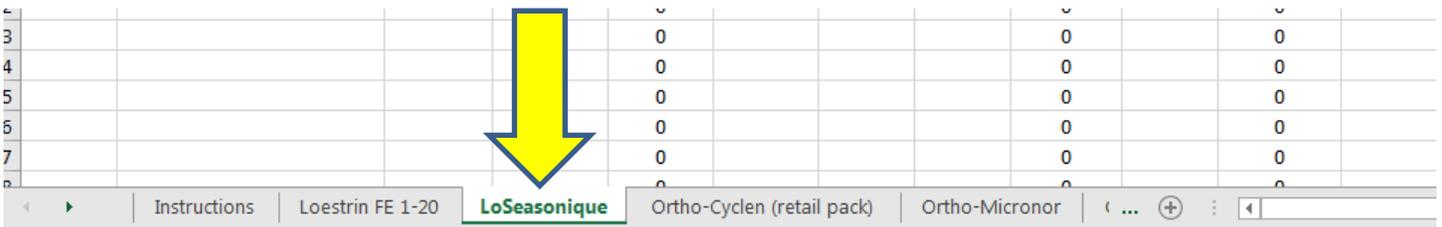
a. Right click on the tab you wish to rename (in this example, we will rename the Orsythia tab, so right click where you see the Orsythia tab at the bottom of the page), then left click on "Rename":



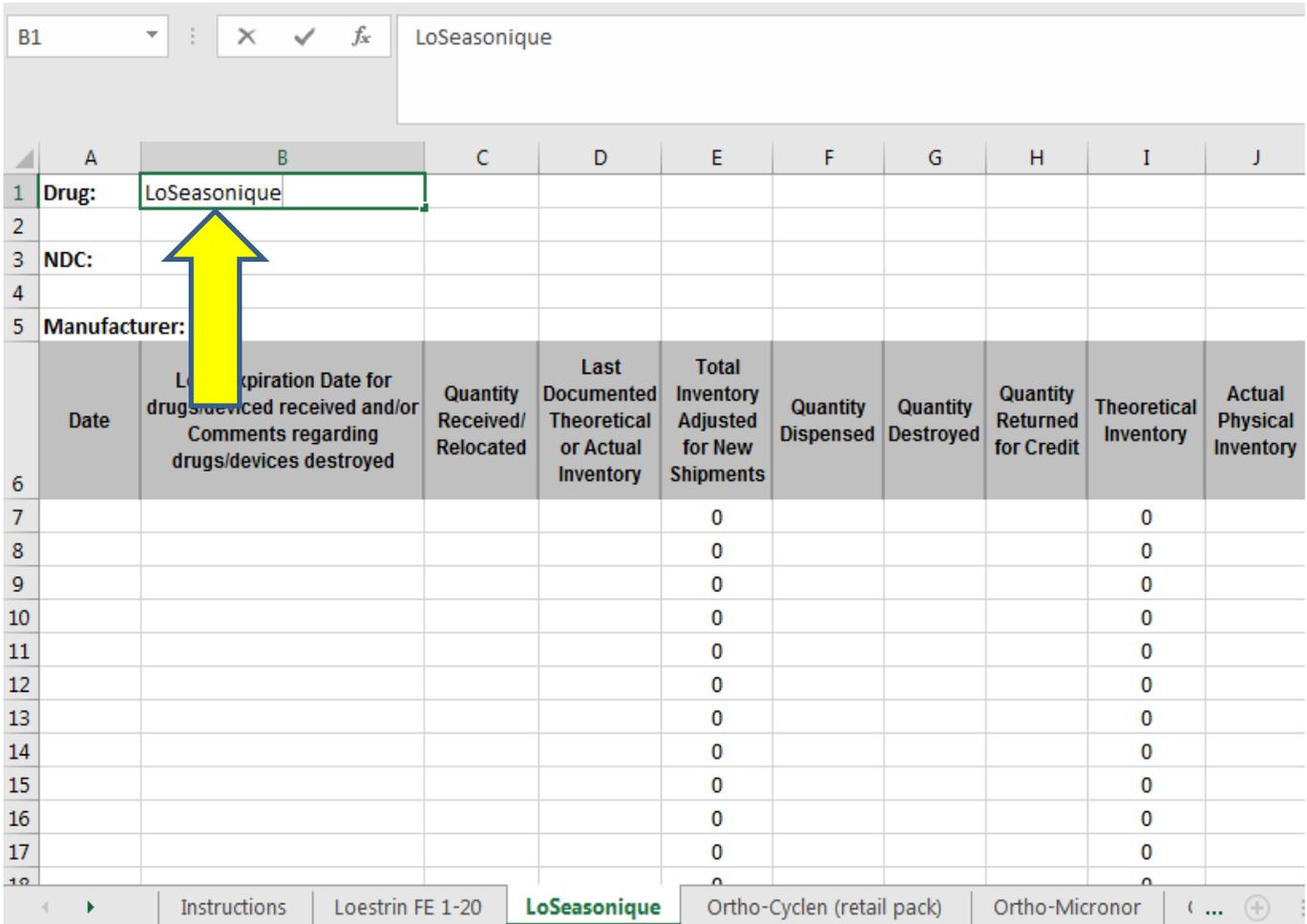
b. The tab name will be highlighted, and you can retype another drug name in its place:



c. In this case, we will substitute LoSeasonique, simply by typing that on the tab.

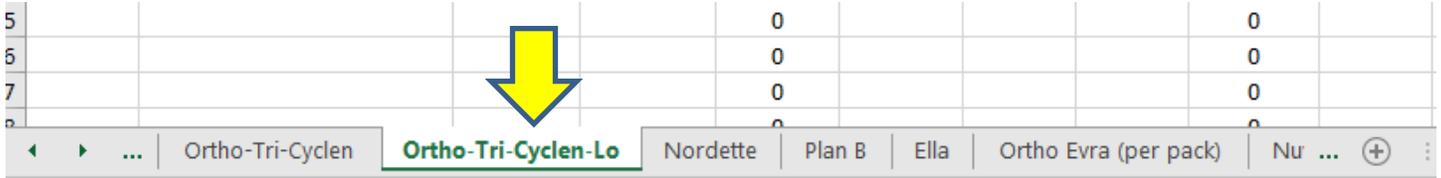


d. Please don't forget that the drug name in the upper left-hand corner (cell B1) must also be changed by clicking in that cell and typing the new drug name:



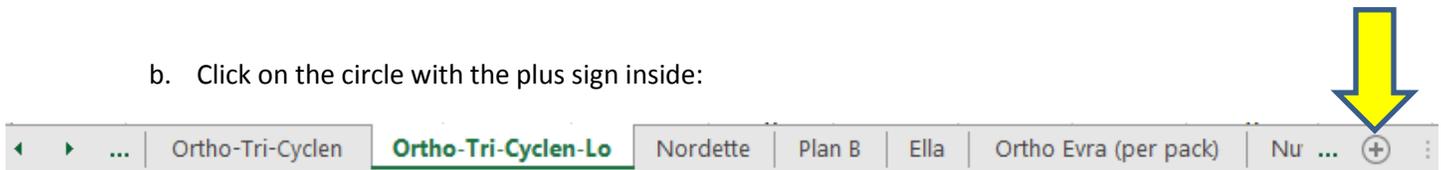
**4. To insert a new tab/sheet:**

- a. Move the cursor to the tab that will be left of the new tab/worksheet you wish to insert (in this example, we will insert a tab to the right of Ortho-Tri-Cycle-Lo):

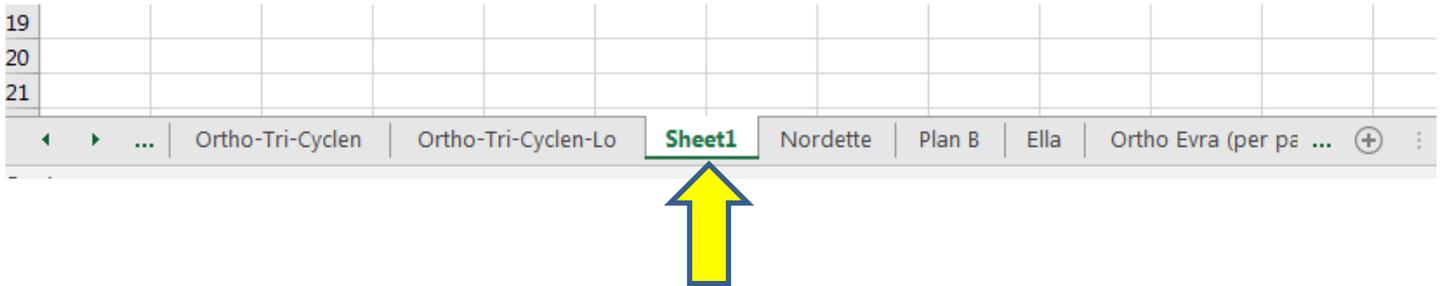


Note that if the entire page is selected (highlighted in gray), you may need to click on a cell to enable you to insert a new tab.

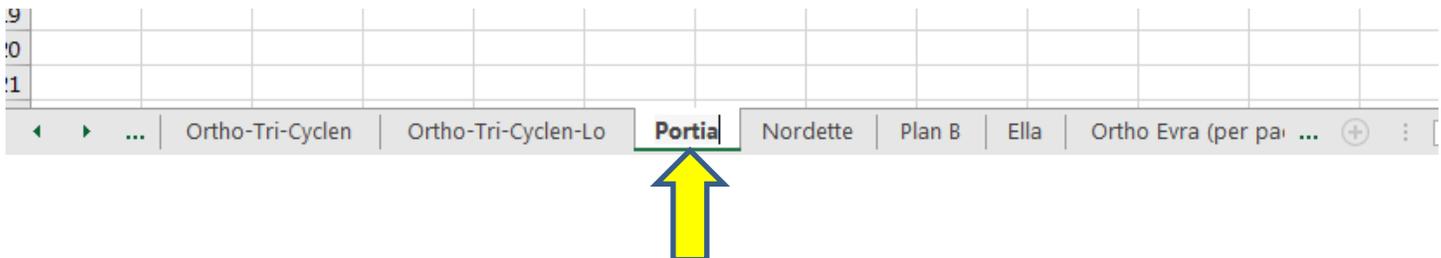
- b. Click on the circle with the plus sign inside:



- c. A new sheet will be inserted to the right of the sheet you selected. The sheet will automatically name itself "Sheet 1," and you will then change the name.



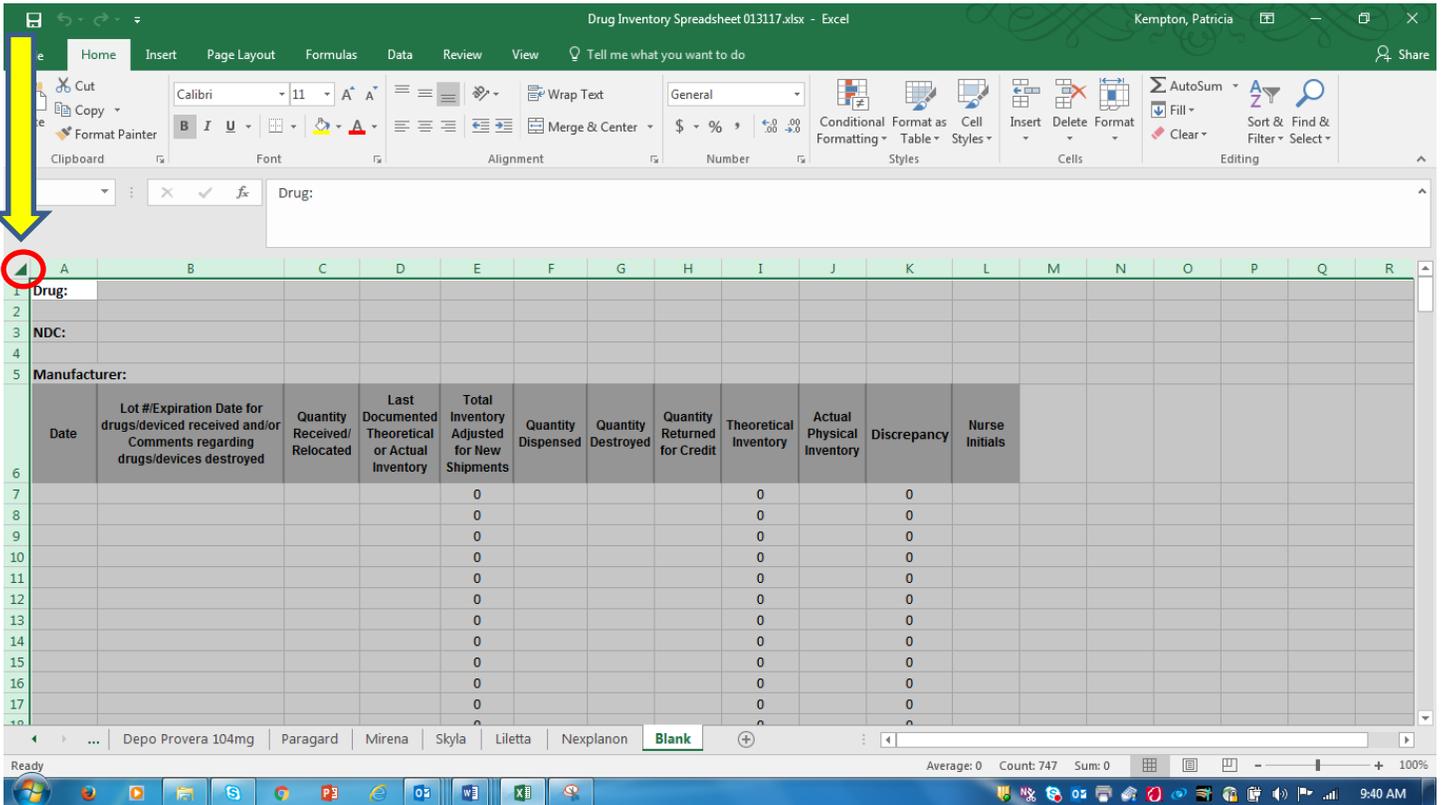
- d. Follow the instructions in item three above (3. To rename a tab) to rename this tab. (In this example, we will rename the tab "Portia.")



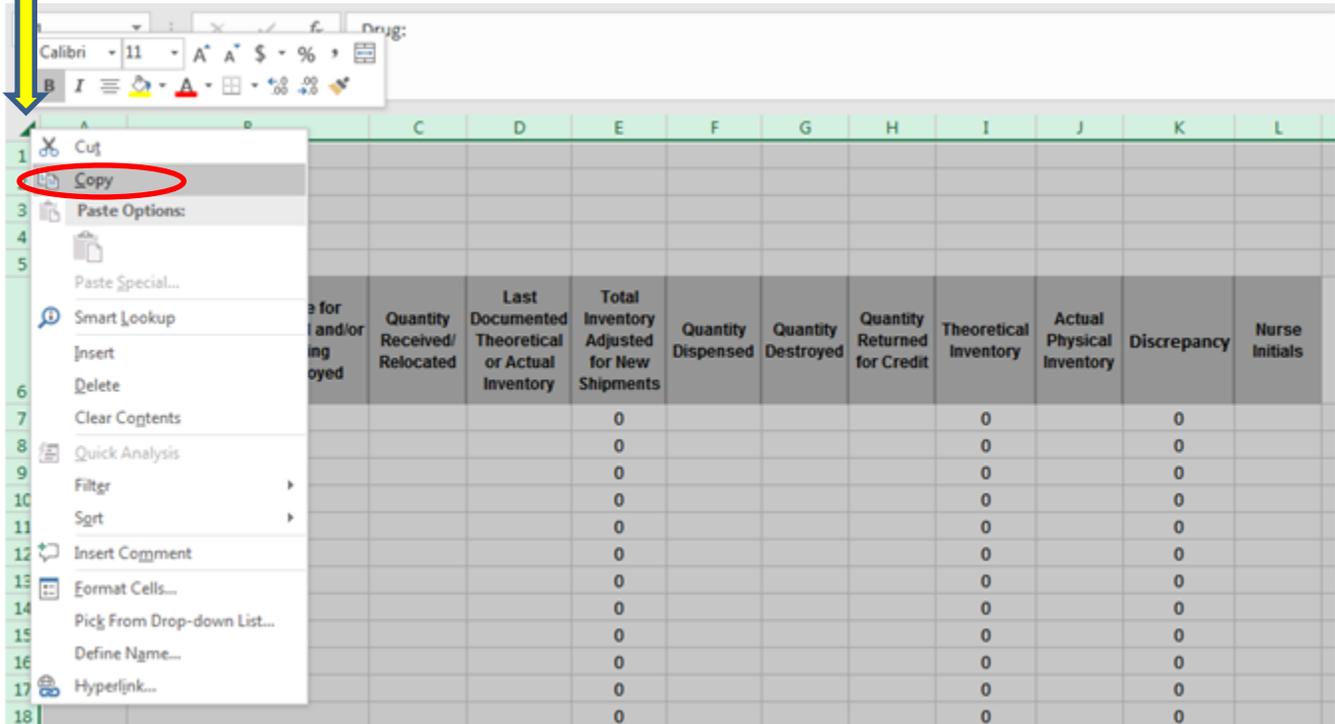
- e. To format this page so that it has the same text, columns and formulas as the other spreadsheets in our workbook, we will need to copy and paste the content from another tab. (In this example, we will copy content from the last tab “Blank.”) Find the “Blank” tab at the end of the workbook and click on it.



- f. Next, click on the triangle (circled in red in the image below) in the upper left hand corner to select the entire page. You will know the entire page is selected when it is shaded (note the gray color across all but the first cell A1).



- g. Right-click on the triangle in the upper left hand corner (see yellow arrow). A menu will open from which you will select "copy" by clicking on it.



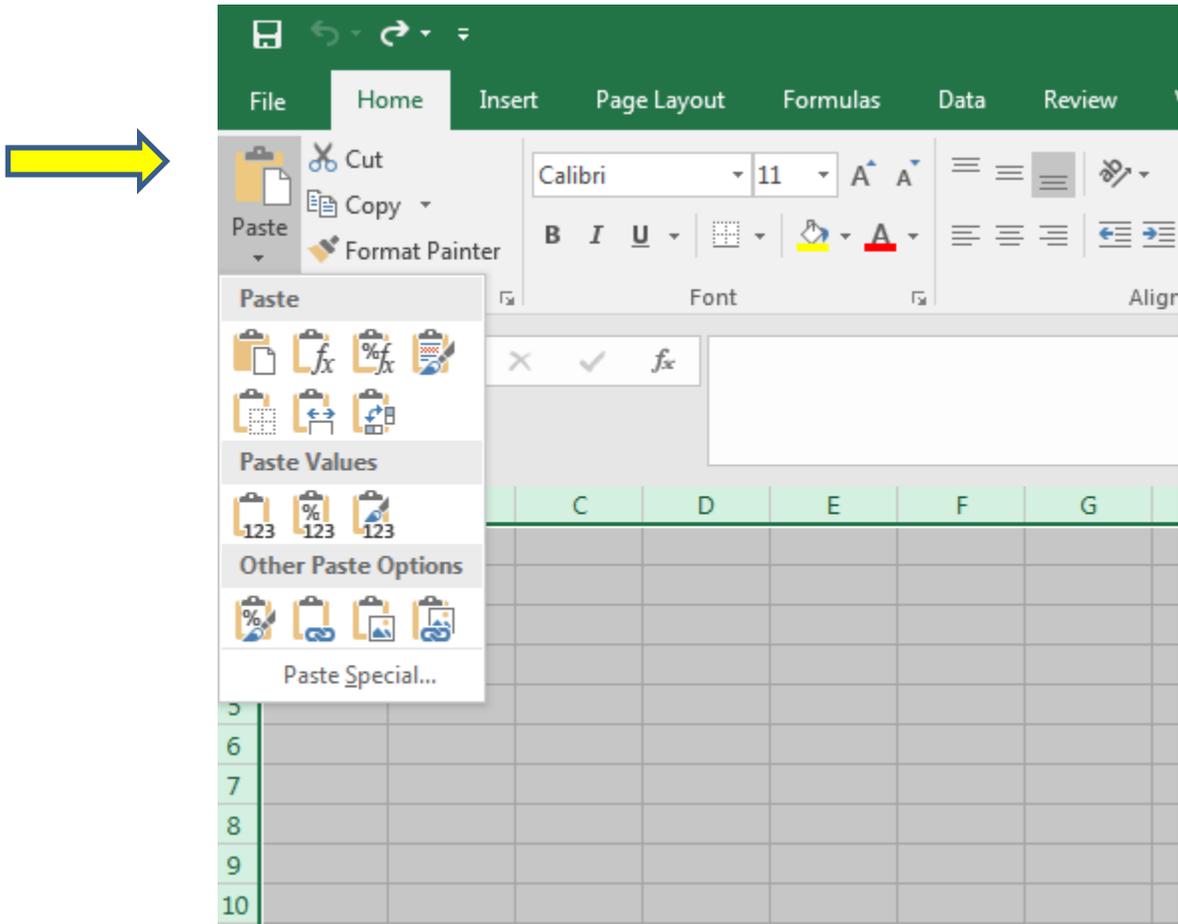
- h. A dotted line will encircle the workbook cells and will move in a clockwise fashion around the page.



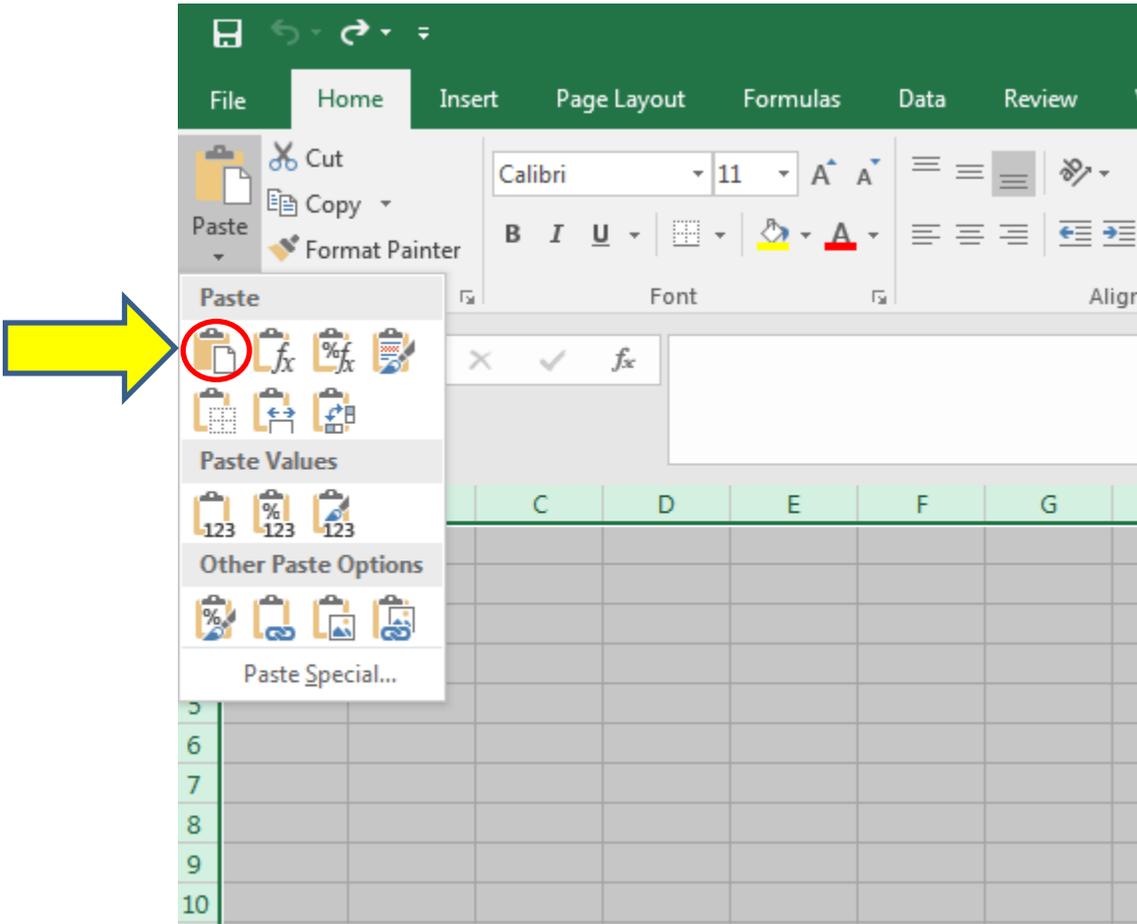
- i. Move your cursor back to the newly inserted page (labeled Portia in this example), and open that page.



- j. Click the paste function in the upper left hand corner of the window.



k. Next, select the complete paste icon (circled in red, below).



5. The worksheet should now look like all your other worksheets. Don't forget to type the drug name ("Portia" in our example) into cell B1.

	A	B	C	D	E	F	G	H	I		
1	Drug:	Portia									
2											
3	NDC:										
4											
5	Manufacture										
	Date	drug	Expiration Date for devices received and/or devices destroyed	Quantity Received/ Relocated	Last Documented Theoretical or Actual Inventory	Total Inventory Adjusted for New Shipments	Quantity Dispensed	Quantity Destroyed	Quantity Returned for Credit	Theoretical Inventory	A Ph Inv
5						0				0	
7						0				0	
8						0				0	
9						0				0	
0						0				0	
1						0				0	
2						0				0	
3						0				0	
4						0				0	
5						0				0	
6						0				0	
7						0				0	
8						0				0	