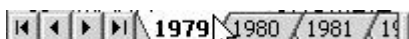


These spreadsheets are compatible with MS Excel or Open Office spreadsheets.

INSTRUCTIONS

These instructions are to outline the use of the spreadsheets of the Orange Runners' Club archives to be able to print and/or view your times, you can also use the filter and sort functions any way you wish.

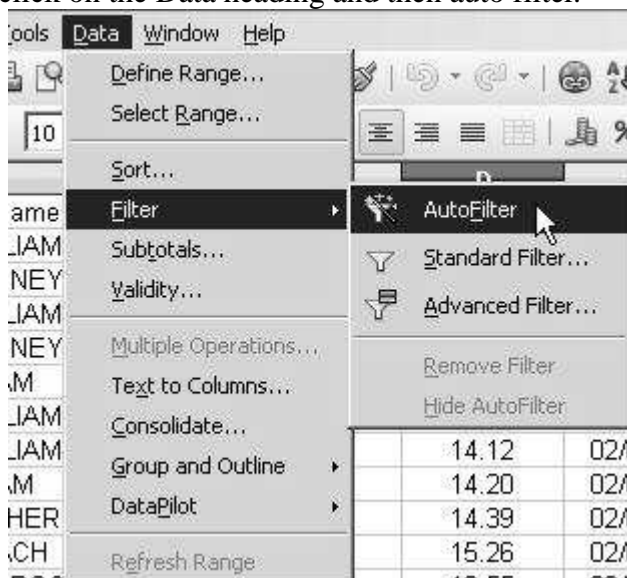
1. Open the file you wish to view, you will notice at the bottom of the spreadsheet a tab for each year within the range.



2. Click on the year you wish to view.
3. Click on the top of the 1st column hold down the shift key and click on the top of the last column.

	A	B	C	D	E	F	G
1	First Name	Surname	Avg/Km	Venue	Time	Dist	Date Last Run
2	FRANK	OSTINI	4.07	Bargwanna Road	12.2	3	05/09/2010
3	BRIAN	SHARP	4.33	Bargwanna Road	13.38	3	13/06/2010
4	JOHN	SUTHERLAND	4.33	Bargwanna Road	13.38	3	01/08/2010
5	JESSE	SMITH	4.39	Bargwanna Road	13.56	3	13/06/2010

4. Apply the Auto Filter, click on the Data heading and then auto filter.



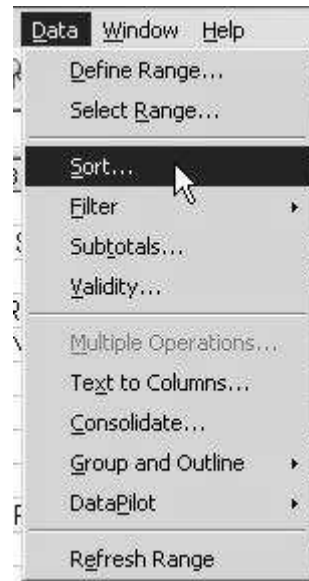
	A	B	C	D	E
1	First Name	Surname	Star	Time ran	Date Last Run
2	GARY	WILLIAMS		11.30	02/02/2000
3	JORDAN	CHENEY		12.04	02/02/2000
4	GARY	WILLIAMS		12.04	02/02/2000
5	JORDAN	CHENEY		12.06	02/02/2000

5. Click on the arrows on the top of the First Name column scroll down and click on your first name then repeat this step for your Surname.

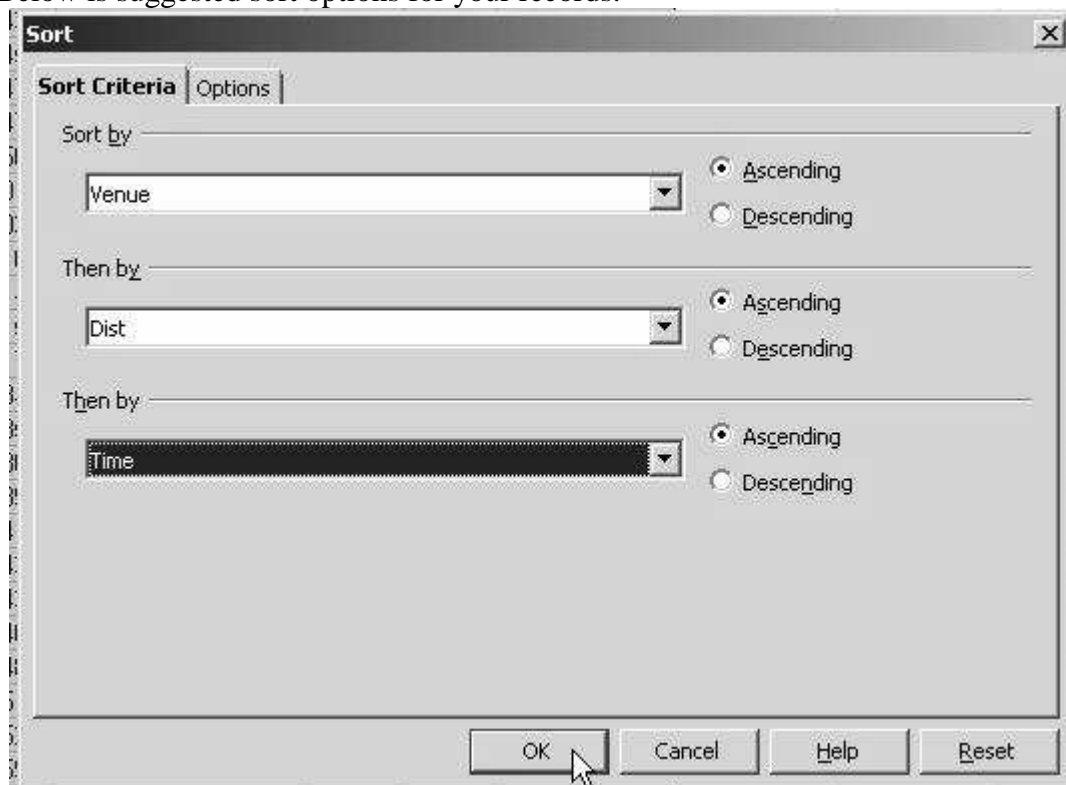
	A	B	C	D	E
1	First Name	Surname	Star	Time ran	Date Last Run
274	MICHAEL	APLIN		12.43	05/07/2000

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6. To apply a sort click on Data and sort.

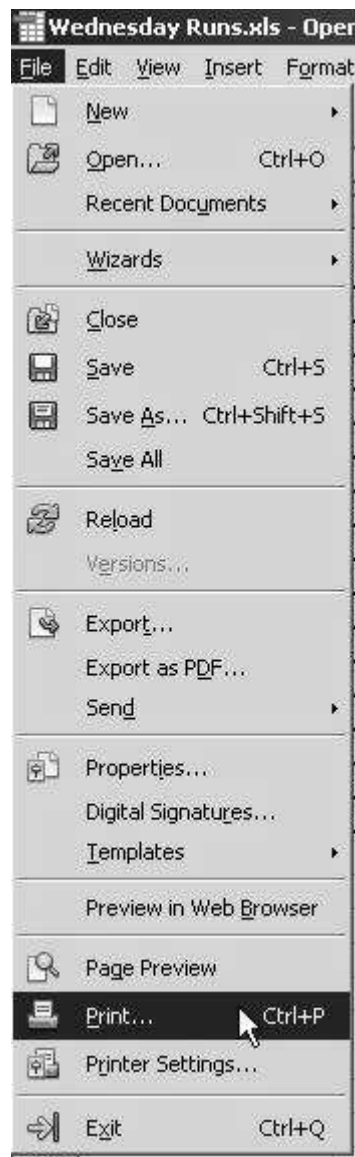


Below is suggested sort options for your records.



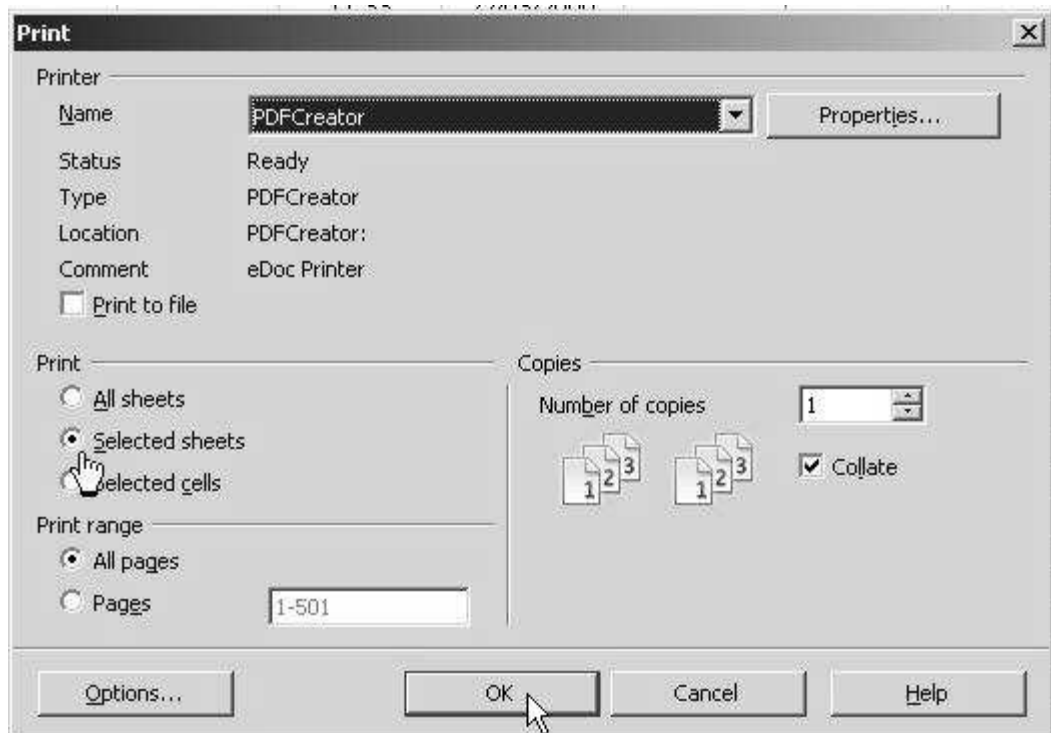
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7. To print your records click on the print heading NOT THE PRINTER ICON from the file heading.
See picture below..



Continued Next Page

Ensure selected sheets is chosen and click O.K



8. To show all the records click the arrows again and click on All at the top of both columns.



If you have any questions, complaints, comments etc. please email me at:
sharpnet1@bigpond.com

