

Spreadsheet Instructions

1. Click on the arrow next to the column heading “Name”, a drop down menu will appear, see image 1.

Image 1

	A	B	C	D	E	F	G
1	Name	Time	Lap 1	Lap 2	Lap 3	Finish Pace	Date
2	All		1	2	3		
3	Top 10						
4	Standard Filter...						
5	- empty -	00:19:42	00:05:54	00:06:54	00:06:53	9.1 km/h	02/01/2013
6	- not empty -	00:17:14	00:05:20	00:06:21	00:05:33	10.4 km/h	02/01/2013
7	Abby Dean	00:13:02	00:04:26	00:04:17	00:04:18	13.8 km/h	02/01/2013
8	Abigail Francis	(empty)	00:04:11	(empty)	(empty)	(empty)	02/01/2013
9	Abigail Sio	(empty)	00:05:00	00:04:29	(empty)	(empty)	02/01/2013
10	Aidan Seale	00:15:42	00:05:09	00:05:16	00:05:16	11.5 km/h	02/01/2013
11	Alannah Seale	00:11:57	00:03:50	00:04:04	00:04:02	15.1 km/h	02/01/2013
12	Alena Nicol						

2. Scroll down the list of names by clicking and holding the mouse button (see Image 1), when you find the name you are looking for click once on it and only those records will be shown.

If the “Time” column has an entry which displays “(empty)” there were less than 3 laps recorded (Wednesday Runs) or no time recorded (Sunday Runs).

3. To show all records again, click on the same arrow and drag back up to the top and click on “All”, see image 2.

Image 2.

	A
1	Name
2	All
3	Top 10
4	Standard Filter...
5	- empty -
6	- not empty -
7	Abby Dean
8	Abigail Francis
9	Abigail Sio
10	Aidan Seale
11	Alannah Seale
12	Alena Nicol