

HELP SHEET

**THIS IS A SHEET TO HELP YOU USE THIS SPREADSHEET FOR TRIALS RESULTS**

**IF YOU WANT TO PRINT THIS SHEET THEN MOVE THE POINTER TO THE LITTLE  
PRINTER PICTURE(4TH ON THE LEFT AT THE TOP OF THE SCREEN)**

YOU CAN MOVE BETWEEN SHEETS BY CLICKING ON THE SHEET TAB AT THE  
BOTTOM OF THE SCREEN .

1. ENTER ALL THE RIDER DETAILS AGAINST THEIR No ON THE "RESULTS " SHEET.  
THIS WILL AUTOMATICALLY PUT THIS LIST ON THE "LIST OF RINTRANTS" SHEET.  
YOU CAN MOVE AROUND WITHIN THE SHEET BY USING THE MOUSE OR THE  
ARROW KEYS , AND SCROLL UP OR DOWN BY CLICKING ON THE ARROWS AT THE  
FAR RIGHT OF THE SCREEN.(YOU WILL NEED THIS WHEN YOU REACH THE  
BOTTOM OF THIS WRITING!!!)

2. ENTER ALL THE RESULTS, SECTION BY SECTION , IN THE CORRECT  
SPACE(CELL)  
IF A RIDER MISSES A SECTION THEN ENTER 10.  
THE TOTAL WILL BE AUTOMATICALLY CALCULATED AS YOU ENTER THE RESULTS

3. TO SAVE YOUR WORK (RECOMMENDED AFTER YOU HAVE DONE SAY 5 MINUTES  
OR SO) CLICK ON FILE (TOP LEFT OF SCREEN) THEN "SAVE AS " THEN CHOSE THE  
DRIVE (PROBABLY A:IF YOU ARE USING A FLOPPY DISC) BY CLICKING "A", THEN  
CLICK ON THE LEFT OF FILE NAME ,DELETE ANYTHING IN THIS BOX AND TYPE IN A  
NAME OF YOUR OWN SAY HUR96 (THE MAX IS 7 LETTERS) THRN CLICK ON OK .  
ONCE THIS HAS BEEN DONE THEN YOU ONLY NEED TO USE "FILE" THEN "SAVE"  
TO SAVE THE REST (RECOMMENDED EVERY 5 MINS)

SO YOU NOW HAVE A PROVISIONAL RESULTS SHEET AND IF YOU DO NOT WANT IT  
SORTED THEN JUST TYPE IN YOUR AWARDS IN THE CELL PROVIDED AND PRINT  
THE SHEET BY USING "FILE" THEN "PRINT" THEN OK  
IF YOU WANT TO SORT THE SHEET THEN READ ON !!  
I WILL DO THIS LATER !!!!!!!!!!!!!!!!!!!!!!!







