



GREAT LAKES SAILING

Provisioning Spreadsheet Instructions

Overview

- This spreadsheet is designed to be simple to use. A basic familiarity with spreadsheets is assumed. Step-by-step instructions are below.
- Using it, you can build a provisioning list, print a shopping list and implement a storage plan. The spreadsheet has been developed using LibreOffice Calc, part of a much larger open-source office program. It is free and is compatible with other expensive office suite programs. The spreadsheet was saved in both LibreOffice format and Excel format. Certain command may be slightly different, depending on the program and program version you are using.
- Before using the spreadsheet, sit down with a calendar and determine the number of meals you will need to prepare. Consider using a 5 or 7 day rotating schedule.
- Once you know how many meals, prepare a meal list.
- From that meal list, make an ingredients list. This is the information that you will enter into your Provisioning Spreadsheet.
- Take an inventory of all the ingredients you have on hand. This information as well will be entered into your Provisioning Spreadsheet.
- The Provisioning Spreadsheet also allows you to identify where items are stored. It is a good idea to label storage spaces as this makes finding items much easier.

The Spreadsheet

- The spreadsheet has two columns (B and C) to enter Categories and specific Items. These are completely editable. There are some suggestions and several blanks for each Category. Change them as you see fit
- Columns E and F are where you enter what you have on hand and what you need to have.
- Columns G to K are where you can enter where and how much of each item is stored. These columns are not involved in any calculations and can be left blank if you so choose.
- **NOTE:** Several rows are filled in to provide an example. Simply delete the sample data in

Columns E and F and G to K.

- Column A and Column D are shaded. These columns have formulas in them and must not be altered. Column D calculates what you need to purchase.
- Column A indicates what needs to be purchased by inserting a red asterisk (*) where an item is below your required inventory amount
- Once the data has been added to the spreadsheet, you can sort it to see at a glance what needs to be purchased. You can also print out the results of the SORT to carry as a shopping list.

Instructions

1. When you download the spreadsheet, you will have a file labelled “Provisioning Spreadsheet”. You should save it. Then, immediately re save it under another name such as “Provisions”. After that, always work with your re saved version. This way, if anything happens, you still have the original on file.

Click FILE
Click SAVE AS
Enter a new name
Click SAVE

2. Go down the list of Categories and Items and edit the list to reflect your situation. Entries in Column B and C can be over-typed. If you need to add more rows you can do so. The formulas will need to be copied into the new rows. To insert a new row:

Select an entire row
Click INSERT
Click ROW
The new row will be inserted above the row you selected

3. Copy the formula in Column A by selecting the cell above the new blank cell and pasting it in:

Click EDIT
Click COPY (you must have the cell to be copied selected or highlighted)
Select the blank cell
Click EDIT
Click PASTE

4. Repeat for the cell in Column D

5. Do an inventory of what you have on hand. Enter those numbers in Column E. The spreadsheet is setup to deal with whole numbers but will handle decimal fractions just as easily (however, it may be hard to buy 1/2 loaf of bread)

6. From your ingredients list, enter the amounts of each needed in Column F

7. Columns G through K are there to identify storage location. They have no effect on the calculations

and can be ignored if you choose.

8. The spreadsheet is formatted for 222 rows giving you 5 full pages. You can increase that by selecting Row 222 and copying it below.

Select Row 222

Click COPY

Select however many rows you want to add

Click EDIT

Click PASTE

9. Continually save your work. Nothing is more discouraging than having to redo information because a program crashed.

Click FILE

Click SAVE (or click the small disk icon or hold down the Control key and press 'S')

TO SORT SPREADSHEET

1. This is where you can harness the power of a spreadsheet. Sorting allows you to reorder the ingredient's list to see the items you need to restock.

2. Beginning with Row 6, highlight all of the cells from Column A to Column K. Then continue highlighting all the way to the end of your provisioning list (currently Row 222)

Place cursor on Cell A6

Hold down SHIFT key and, using the direction arrows on your keyboard, first go across to Cell K6 and then down to K222

Click DATA

Click SORT

For Sort Key 1, select Column A

Check 'Descending'

For Sort Key 2, Select Column B

Check Ascending

Click OK

3. This will resort you entire ingredients list to put the items that need to be purchased (marked with a red asterisk (*) at the top of your list. That makes it easy to see and prepared a handwritten shopping list if you have no printer available.

TO PRINT A SHOPPING LIST

1. It is only necessary to print the first four columns – A through D.

2. Highlight cells A[^] to D6 and as far down as there are red asterisks

Click FILE

Click PRINT

Select 'Range' or Selected cells depending on your program and version

Click PRINT

3. Once you have a printed shopping list, the final step is to reset your provisioning list. There are two steps to this -UNDO the Print and UNDO the Sort. The steps are as follows:

Click EDIT

Click UNDO:Print

Click EDIT

Click UNDO:Sort

Finally, re-save your spreadsheet

Click FILE

Click SAVE

Once you have finished shopping, update your amounts on hand.

Save your updated spreadsheet so it is ready for your next re-provisioning.