



Guidelines for Using the Drink Diary Calculator *(Excel Spreadsheet)*

Purpose: The *Sip Smart! BC* Drink Diary Report is used for tracking the data from your class, after each of the three lessons. You can see what kinds of drink choices your class is making as a whole, and how their choices change as they learn more about how to make healthy drink choices.

This tutorial will explain how to fill in the given spreadsheet. See the bottom of this document for “troubleshooting” tips.

Using the Drink Diary Excel® Spreadsheet:

1. Open the Excel Spreadsheet that was emailed to you or downloaded from the Sip Smart! BC website.
2. Click the **DD1** (Drink Diary day 1) tab in the bottom left corner, if it is not already selected. Note that this sheet has also been copied for additional days – see tabs DD2 and DD3.
3. At the top of the spreadsheet fill in your name (Teacher), the date of this Drink Diary, the Class (or division), and the number of students in the data set. This information is used in calculations for reporting, and copied to Day 2 (DD2) and Day 3 (DD3) tabs automatically.

Filling in the spreadsheet once your students have completed their Drink Diary sheets:

1. Click the **DD1** tab in the bottom left corner to input data from Day 1.
2. Using the first Drink Diary sheet, fill in the information in the column labelled **S1** (Student 1).
3. Write in the number of beverages the student reported

having, noting the size they marked on their sheet.

Example: If Student 1 drank three 500 ml glasses of water, enter **3** in cell C10, under the **S1** heading, beside **M (500ml)**.

4. Continue filling in the different beverages that S1 drank. Enter the beverages exactly how the student wrote them.
For example, if the student wrote that they had two 250 ml glasses of water, do not mark down that they drank one 500 ml glass of water.
5. Using Student 2’s Drink Diary sheet, fill in the column for S2 (Student 2).
6. Continue until all student Drink Diary sheets have been entered into the spreadsheet.
7. For Drink Diary Day 2 and Day 3 data, use the DD2 and DD3 tabs respectively, and repeat steps 1 through 6 above.

The spreadsheet will automatically calculate totals for you:

- Column AG displays the number of each type of drink that was consumed by the students in your class.
- Column AH displays the total number of sugar cubes consumed by your class for each beverage type.
- Cell AJ58 displays the total amount of sugar cubes consumed in one day by the students in your class.
- Other totals, such as caffeine, are also listed on the spreadsheet.

Each day displays only the totals for that day.

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To print the spreadsheet, note that it is designed to print on letter size paper (8.5" x 11"). To print only your results page, print Page 3 and 4.

Troubleshooting

If the spreadsheet is not working as expected, here are a few things to try:

1. For basic Excel instructions, go to one of the following websites.

Microsoft Excel 2003: <http://office.microsoft.com/en-us/excel/FX100646961033.aspx>

Microsoft Excel 2007: <http://office.microsoft.com/en-us/excel/FX100646951033.aspx>

2. The spreadsheet is protected to reduce entry errors. However it is not password protected. If you need to "unprotect" you may. Search Excel® help for "unprotect sheet" or see this online help page: <http://office.microsoft.com/en-ca/help/HP100785801033.aspx#UnprotectSheet>

3. If cells are not visible on the screen:

- a. Note that there are scroll bars along the right and bottom of the spreadsheet

- b. Rows or columns may be hidden, click in the top left of the spreadsheet, where the row and column headings intersect, to select the entire sheet:

Then right-click anywhere on the column or row headings and select "Unhide":

