

For the best results and optimum performance it is suggested to use this fi

## Royal Ambassador "Budget" Ins Basic Use

1 To have the budget spreadsheet work best for you, all that is needed is to enter the quantities that is needed in the box that is in **"BOLD"** style. This is in the section of **"Magazines/Periodicals"** and the **"Books and Awards"** are located.

2 Enter the estimated cost of the items that is needed in the **"General Supplies and Activities"** section of the spreadsheet located in the in the **"Total"** column.

3 When you are finished with the spreadsheet, print and save it to a floppy drive, ju CD, any other storage devices of your choice.

4 When you turn your budget, you will need to turn the **"Explanation of the Budget"** with it. Click on the **"Explanation of the Budget"** tab and print the page.

Most of the budget spreadsheet is protected from accidental altering. You can only enter in Totals Needed for the magazines, books and awards, "Total" column for Personal Growth P "Total" column for General Supplies and Activities. It is not advised to alter areas that are profecient with the Excel Spreadsheet.

If you get a message that stays that this version is a later version and saving it may of information in the file. Follow the directions in the message.

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