

## **Instructions for Filling Out the Excel Order Forms:**

- 1. Open either Excel form.**
- 2. Fill in the blanks (use your “Tab” key to navigate from blank to blank)**
- 3. The amount will already be figured once you have the “Quantity” and “Price” columns filled out.**
- 4. Using your mouse click on the “box” in front of the correct payment method and if it’s a credit card click on the “box” in front of the correct credit card being used.**
- 5. Once you have the form filled out and are done, save or print, then email it to Cindy by:**
  - a. click on “file” (on the menu bar at the top of your screen)**
  - b. click on “Send To”**
  - c. click on “Mail Recipient (as attachment)**
  - d. when your email program opens send the email to [beadlady@beadlady.biz](mailto:beadlady@beadlady.biz)**

**Please note you can print & also save this document.**