***SS***

***Inventory Office Supplies***

*Note: Therapist provides computer with Excel (or other spreadsheet program)*

*Alternative: For a person who doesn’t know how to create a computer spreadsheet, provide a blank spreadsheet for them to complete (either on screen or on paper).*

Patient instructions:

Find the office supplies organizer and bring it to the table.

Create a spreadsheet using Excel.

The columns at the top of the spreadsheet should be as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Office Supply Item | Row | Column | Number of items in tray |

After you create the spreadsheet, find the tray that holds the office supply you want, type its name, row number and column letter in the spreadsheet so it looks like this:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Office Supply Item | Row | Column | Number of items in tray |
| Glue Stick | 4 | A,B | 8 |

Next count how many office supply items are in each tray.

Enter the number into the correct column on the spreadsheet.

Do this for every tray.