Inventory Hardware Items Using Spreadsheet

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 hardware 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 Hardware Item	Row	Column	Number of items in tray

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

Name of Hardware Item	Row	Column	Number of items in tray
Wood Joiners	4	B	8

Next count how many pieces of hardware are in each tray.
Enter the number into the correct column on the spreadsheet.
Do this for each tray.