

## Forecasting Customer Count

### Step

1. Merge and center A1 to T1, Type Forecasting Customer Counts
2. Merge and center A3 to F3, Type Breakfast CC History
3. Type Monday in A4
4. Type CC in A5
5. Highlight A4 and A5, Select the Fill Handle (black box) and pull down to row 17
6. Type 3/15 in cell B4
7. Type 3/22 in cell C4
8. Highlight B4 and C4, Select the Fill Handle (black box) and pull across to column F
9. Type 3/16 in cell B6
10. Type 3/23 in cell C6
11. Highlight B6 and C6, Select the Fill Handle (black box) and pull across to column F
12. Highlight B4 to F7, Select the Fill Handle (black box) and pull down to row 17
  
13. Highlight A3 to F17, right click on the blue area and select copy
14. Select cell H3 and Paste
15. Select O3 and Paste
16. Type in customer counts under each date
  
17. Change Breakfast to Lunch
  
18. Change Breakfast to Dinner
  
19. Merge and center A19 to E19, Type Forecasted Customer Count
20. Type Average in cell B20
21. Type SD in cell C20
22. Type Cushion in cell D20
23. Type Forecast in cell E20
24. Type Monday in cell A21
25. Highlight A21, Select the Fill Handle (black box) and pull down to row 27
26. In cell B21, type =Average (B5:F5) or =Average (select B5 through F5 with the mouse and Enter.
27. Repeat for Tuesday through Sunday
28. In cell C21, type =StDevP (B5:F5) or = StDevP (select B5 through F5 with the mouse and Enter.
29. Repeat for Tuesday through Sunday
30. In cell D21, type =C21/2 and Enter
31. Highlight D21, Select the Fill Handle (black box) and pull down to row 27
32. In cell E21, type =B21+D21 and Enter
33. Highlight E21, Select the Fill Handle (black box) and pull down to row 27
34. Highlight B21 through F27, right click on the blue area and select Format Cell.
35. Select Number form the list on the Number Tab, reduce decimal places to 0
  
36. Highlight A19 to E27, right click on the blue area and select copy
37. Select cell H19 and Paste
38. Select O19 and Paste