2017 County Submitted Horse Bowl Questions Instructions

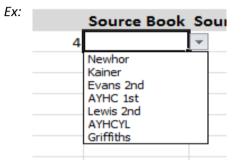
- ** If you are submitting both senior/mixed and junior questions, the total number of questions submitted needs to total 40. You do NOT have to submit 40 questions for each category.
- 1 If necessary, click the "Enable Editing" button at the top of the spreadsheet. Make sure you are entering your questions in the proper division's tab, located at the bottom of the spreadsheet.
- Ex: 26 5 Enter the source page number as just a number.
 - 27 Ex: If it came from page 65, enter just "65" (without the quotation marks.) The spreadsheet will format it for you.
 - 29 6 Save and name the file in the following manner: 2017HB_YourCounty
 - 30 Ex: If you are from Wake County, your file name will look like this: 2017HB_Wake
 - 32 7 Email your completed spreadsheet to Lori Stroud at llstroud@ncsu.edu by January ?



- **2** Type your county's name at the top of the spreadsheet.
- **3** Type the question and answer in the indicated cells on the spreadsheet. Use typical capitalization and punctuation.

County Name:	Johnston			
	Question	Answer	Source Book	Source Page
1 How many legs does the horse have?		4		
2				
		Question	Question Answer	Question Answer Source Book

4 Select the source book from the dropdown menu.



5 Enter the source page number as just a number.

Ex: If it came from page 65, enter just "65" (without the quotation marks.) The spreadsheet will format it for you.

- **6** Save and name the file in the following manner: 2017HB_YourCounty *Ex: If you are from Wake County, your file name will look like this: 2017HB_Wake*
- 7 Email your completed spreadsheet to Lori Stroud at <u>llstroud@ncsu.edu</u> by January 3rd.