

Workbook (spreadsheets) Notes (Basic and Simplified)

The spreadsheets are intuitive and will be obvious to anyone familiar with spreadsheets. However, not everyone is familiar with spreadsheets and these notes are intended to assist the spreadsheet novice.

This <https://www.libreoffice.org> link delivers the well-known and respected spreadsheet (and other office **applications**) *direct* from the source. It is safer to use *direct* sources. Easily downloaded, extracted and installed. I have it installed on my computers as well for testing these spreadsheets. When you download the spreadsheet a message at the top will ask you to give consent to edit the spreadsheet because the spreadsheet did not originate on your computer.

When you click on a workbook it opens at the place where it was last saved. At the bottom left of the kcal workbook, you will see several tabs, as shown below, the first of which, CONSUMPTION, is the page the kcal workbook will open on, when you first open the file. We will now explore the three active spreadsheets themselves.



CONSUMPTION SPREADSHEET

This is the main page you will be working on for a couple of minutes (or less) every day, after you have set it up. Setting up the CONSUMPTION page will initially take some time but once it is set up, you will never have to do it again. You may wish to alter it now and again but that will be up to you. Once you see the ease with which the page works, you will be eager to explore the full potential.

For the benefit of spreadsheet novices, all spreadsheet pages are locked (password) so you can only enter information in the correct places (the white and light blue cells). That will prevent those people from accidentally altering parts of the spreadsheets which can affect calculations.

Every effort has been made to keep all spreadsheets as simple as possible. They all contain more information and calculations than you will actually see on screen or need to see. Most calculation data numbers are the same colour text as the page colour in order to hide them.

We will start with the header information below. Please note the tiny red triangles in some cells which are useful notes you can view by hovering your cursor over the cells concerned.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1																							
2	Daily kcal consumption calculator																						
3																							
4																							
5	date				enter minimum and maximum kcal as recommended by the NHS chart		2137		2456		your chosen kcal		2300		kcal total consumed so		1263						
6							min kcal		max kcal														
7																							

The date is self-evident and will change daily if you are keeping a copy of each day for future reference. Not essential but it may be interesting to you to look back on in the future. For you to decide.

The minimum and maximum guideline kcal data (consumption permitted each day) information will be delivered by the NHS website **application**. This data remains as a reminder throughout your weight-loss period. That data is not used in any spreadsheet calculations.

Your chosen kcal data is **absolutely required information** to enable this application to work. Your decision and you can change that should you wish to at any time. The minimum kcal will obviously deliver a quicker weight loss period than the maximum but you may not be able to sustain that. The application gives a constant reminder throughout the page of how many kcal you have available to consume on the day.

The rest of the page is divided into several sections where information can added about food consumption. This division into sections will suit some people where their *pattern* of eating is important to them to look back on. You can if you wish enter all your data under one section. It does not matter. The simplicity and power of this will only become apparent once you start to use it. The sections, which will be explained individually, are as follows:

- Daily overheads
- Snacks mid-afternoon
- Supper
- Breakfast
- Main meal starter
- Snacks mid-morning
- Main meal
- Lunch
- Main meal desert

As you will discover, where you actually add consumption does not matter. The table automatically adds all consumption, no matter where it is entered on the page.

First note the section title top left in each panel. Note also the available kcal label on the right. This daily overheads section allows me to input anything that will be recurring each day. I know I use 4 bottles of semi-skimmed a week, regardless of how it is used and I never need to adjust that. Less work. You can enter notes on the right. A quick reminder, I weigh all liquids on the basis that 100ml = 100g which is near enough.

If you decide to knock back a bottle of plain milk one day, add that in anywhere on its own. Type in the kcal per 100g and the weight of the milk. If you know you will do that on other days, leave in the kcal per 100g figure for next time and delete the quantity.

[illegible]

Please note the two columns for adding weight of produce. It does not matter to overall calculations which you use. I like to split produce which falls under the five-a-day heading so I can monitor that intake separately. You may not wish to separate the two. Up to you to decide. This does not affect overall kcal consumption data. NB: the kcal per 100g column is now coloured light blue on the spreadsheet.

Breakfast will be used next to show how the remainder of the table works. Exactly the same for each section. Some sections have more lines than others and if someone needs a workbook with more lines, let me know.

[illegible]

All sections work the same simple way. Fill the sections up with produce you consume, together with their kcal per 100g data and leave them there. If you have a portion of an item on that particular day, add the weight used. If you add a new item to your list type it in. You can of course delete an item if you decide to discontinue that item permanently. The column on the right can be handy for adding notes or reminders.

You can of course change your mind at any time in a day, as often as you wish. Add or delete data in either of the two weight columns as desired and the application will automatically update itself at lightning speed. Blank lines or gaps in the list make no difference.

*Do not accidentally leave data in the weight columns, without a corresponding entry in the kcal per 100g column, as that will confuse the final **weight** results (only), though it cannot affect the more important kcal available data.*

Progression through the page each day actually takes only seconds, not minutes. You compile your daily rations with a few numbers and receive a constant reminder about where you are up to with your kcal. The available kcal is calculated based on your choice of daily kcal consumption added to the top of the page. You can change your mind as often as you like and amend the sections, all automatically updated at lightning speed.

I have used detailed descriptions in my workbook and avoided those here so as not to show brand names. What you write is what best suits you. The list may include several cereals depending on what you like. You may alternate cereals or breakfast choices each day. Leave the food entries in place, together with kcal per 100g data and add only weight data where applicable. All done in seconds.

If you are out for the day, keep food wrappers which contain kcal data for later addition. Do not forget to include sauces if you like a generous dollop of ketchup, weigh the bottle, pour and weigh again. Simple sums give you a figure in the weight loss phase. Be strict in this phase.

Saving your work > Saving your work > Saving your work > Saving your work > Saving your work > Saving your work >

This is hugely important. Get into the habit of saving your work. Go to File (top left on the screen) > then Save or Save As. Do that frequently as work proceeds. You cannot save too often. If you intend keeping a copy of your actual intake each day (not necessary), get into the habit of numbering to force the computer to save in chronological order, so you can research at a future date. For example:

- 1001 – 12.12.2021
- 1002 – 13.12.2021
- 1003 – 14.12.2021

I saved daily consumption details in the early days for research purposes only. I only save the same workbook daily now as I add weight maintenance data. I also maintain a freezer management spreadsheet to monitor ordering needs for all my freezer space (not included in the workbook). The CONSUMPTION page includes some statistical data. I also save a back-up copy elsewhere for peace of mind.

Weight Monitoring Spreadsheets – Weight 1

Although there are several other pages, mainly utility pages, the two weight spreadsheets are significant to your purpose. Weight 1 is for the initial weight-loss phase only, however long that takes, whether it be three months or twelve months.

Note again the tiny red triangles offering useful reminders. **You must enter a start weight and the amount of weight loss per week** you decide to aim for. You can revise your weight loss per week choice at any time. It does not matter. There are fixed parameters to prevent risky or over ambitious weight loss choices, as advised by the NHS. Year data optional.

The first column seen accepts a date, which is not essential but recommended. You need then to enter your weigh-in data in the second and third columns. It is suggested for consistency you weigh yourself undressed after emptying your bladder, just before you retire for the night. Repeat that in the morning before getting dressed. Expect a differential of around 1kg. Perfectly normal. Consistency in weighing essential.

The spreadsheet will offer you weight-target data for each week, based on your weight loss figure. Notes column can be useful to record unusual events which might impact on matters, for future reference. If you miss a weigh-in, use the same data as the day or night before.

Interestingly, if you look down the weight target each week column, you will see approximately when you can expect to hit your provisional weight target (which can be revised at any time). Adjusting the weight loss per week entry will be reflected in the weight target each week column, though as stated elsewhere, how long it takes does not matter, as long as you get there.

day #	date	am	pm	differential pm/am weight	weight target each week	notes only
001		86.0	86.7			
002		85.8		0.90		
003						

chart for use with an **electronic** bathroom scale only

Whether or not you achieve the weekly target set will depend on the correct balance between your selected kcal threshold per day and target weight-loss aim per week. *That is somewhat guesswork initially as we are all different.* You, like me, will probably guess wrong initially.

You may have to adjust your kcal intake or reset your weight-loss aim in the light of experience. It is far more important to be *very comfortable* with your kcal intake. How long weight-loss takes is not important. Once you see how much weight you are actually losing over a period of time, you can alter your headline figures accordingly. You will then have some idea how long it will be before your target-weight is achieved.

The target-weight is for you to decide and will be influenced by many factors, beyond the scope or competence of kcal-watch. What matters is that you must be losing weight if you adhere to your kcal threshold. No other outcome is possible. Trust the science.

Weight Monitoring Spreadsheets – Weight 2

WEIGHT2 is for use when you have achieved *your* target-weight. Once you have achieved your target-weight, you can abandon WEIGHT1 *immediately* and move directly onto WEIGHT2. This spreadsheet permanently monitors your average morning weight. Any drift will be quickly spotted. By this time it is likely your instinct on food choices will be kicking-in subconsciously. You are now learning fast and it is an extraordinary feeling I cannot describe. Over several years I have maintained my preferred average morning weight within < 1kg.

day #	date	am	pm	differential pm/am weight	average am weight	notes
001		67.0		1.00	67.00	
002					67.00	
003					67.00	
004					67.00	
005					67.00	
006					67.00	

chart for use with an **electronic** bathroom scale only

This second weight Monitoring Spreadsheet is actually not necessary once you have hit your target. I have never stopped maintaining this spreadsheet every year since. It takes only seconds to update each day. No big deal. Again, peace of mind data.

TABLES SPREADSHEET

This page will be obvious when you arrive. A bunch of useful and relevant calculators / conversion applications. As it is essential that all consumption data is entered in the CONSUMPTION page in the kcal per 100g format. The tables are largely in support of this. More can be created if required. Read the notes on that page.

COMBO SPREADSHEET

I originally called this page RECIPES but that is not its principal function, though it may appear so at first. The word COMBO was derived (by me) from the word combination (of ingredients).

I prepare meals such as casseroles and side-dishes, from raw ingredients. The COMBO page is where I compile those dishes. Handy also for saving as a recipe record. I like to experiment and if I have a record, I can reproduce a particularly liked dish.

More important, the application produces a food-label so I maintain absolute control over my consumption and recording. It accurately proportions those dishes into five-a-day and other-food. Other data includes kcal for the whole dish and kcal per 100g. A simple but very powerful tool. There are ten recipe charts on that page. If necessary pages can be duplicated instantly to double the number of charts.

With casseroles, I enter the name of the dish into the CONSUMPTION page, insert the correct kcal per 100g for the dish and enter weight data in both columns on the same line. Handy if you are monitoring your five-a-day consumption.

FINALLY

I maintained and saved my daily records in chronological order throughout the weight-loss phase. I no longer do so but I continue to use both the WEIGHT and COMBO pages. Occasionally the TABLES page if needed. I still weigh some food items daily as a matter of routine but the main control is the WEIGHT2 (maintenance) spreadsheet which will be maintained indefinitely. Weighing of course takes only seconds.