Grocery List

Done?	Produce	Price	Quantity	Brand
	Strawberries	\$1.50	16 oz.	Beach Street Farms
	Blueberries	\$1.50	4 oz.	Curry & Co. USA
	Cantaloupe	\$0.88	1 lb.	King Crow
	Bananas	\$1.04	1.5 lb.	Chiquita
	Tomatoes	\$1.99	10 oz.	Veg-Fresh Grape USA
	Apples	\$1.49	1 lb.	Braeburn
	Avocado	\$3.00	2	USA
	Bag Salad	\$2.69	1	Fresh Express Caesar
	Large Tomatoes		1 lb.	USA Vine Ripened

Done?	Dairy	Price	Quantity	Brand
	Milk (Skim)	\$3.99	1 gal.	Alta Dena Skim
	Milk (Whole)	\$1.59	1 qt.	Alta Dena Whole
	Cheese		.39/lb.	Henry's Shredded Cheddar
	Eggs	\$3.99	1 doz.	Organic Valley Cage Free Brown
	Butter product	\$3.99		Earth Balance
	Provolone	\$5.99	10 slices	Organic Valley

Done?	Meat		Quantity	Brand
	Beef	\$4.03	1.01 lb.	Pacific Pastures Grass-fed Hamb.
	Poultry	\$6.99	1 lb.	Rosie's Free Range Organic
	Seafood	\$7.99	1 lb.	Fresh Wild Coho Salmon
	Lunch meat	\$4.41	.5 lb.	Dietz/Watson Honeycured Turkey
	Lunch meat		4 oz.	Columbus Genoa Salami

Done?	Drinks		Quantity	Brand
	Soda	\$0.99		Crystal Geyser Sparkling
	Orange Juice	\$3.50		Simply Orange Pulp Free
	Coffee	\$8.99	1 lb.	Bulk Premium
	Water (gallon)	\$1.39	1 gal.	Arrowhead Distilled
	Water small bottles		6	Crystal Geyser individual bottles

Done?	Frozen Food		Quantity	Brand
	Broccoli	\$2.99	16 oz.	Sun Harvest - Florets
	Rice Pilaf	\$4.69	4 servings	Rice Expressions

Done?	Prepared food		Quantity	Brand
	Soup	\$2.99	14.5 oz. can	Amy's Organic
	Cereal	\$3.49	15 oz.	Kashi Go Lean Crunch
	Apple Sauce	\$4.59	6 pk.	Santa Cruz Organic
	Spaghetti Sauce	\$2.99	24 oz.	Sun Harvest Tomato Basil
	Mac n Cheese	\$1.25	1 box	Annie's

Dor	ne?	Bakery		Quantity	Brand
		Bread	\$4.99	1 loaf	Oroweat 100% Whole Wheat
		Buns	\$3.19	6 ct.	Henry's Organic Hamburger buns
		Tortillas	\$2.19	1 doz.	La Fe Flour Tortillas

Done?	Snacks		Quantity	Brand
	Tortilla Chips	\$3.00	16 oz.	Garden of Eatin'
	Trail Mix	\$4.59	1 lb.	Deluxe Nut Mix (Bulk)
	Ice cream	\$5.99		Alden's Organic
	Popcorn			Newman's Own
	Cookies	\$3.99	1 doz.	Henry's Oatmeal Raisin

You can use this Grocery List to help you keep track of the things you need to buy.

Date: 8/10/2010

Add to or modify the items on the list to personalize it before you go shopping.

Then you can either print the list and check off each item by hand as you purchase it, or you can type the letter **a** in the **Done?** column of boxes to make a check mark appear.

If you continue to work with this list on your computer, you can use the **AutoFilter** feature of Excel to quickly identify the tasks you have done or that you still need to complete. In the **Done?** column, click the black triangle to view filtered lists

To see filtered lists:

To see a list of items that are not completed and still need be to checked off, select (Blanks) in the drop-down menu.

To see a list of items that are checked off, select ${\bf a}$ in the drop-down menu.

To see all the tasks again, select (All) in the drop-down menu

When you are finished using these instructions, delete this text box by selecting it and