

How To Complete The Scores Sheet Spreadsheet

Stage 1

Prior to competition

<p>Open the score sheet.</p> <p><i>The print and PDI scores are already set to 1.0, as this is the minimum possible score. The section displayed opposite, will display on your computer screen.</i></p>	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
	PDI	Title	Score	Round Total
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
<p>Type the title of your selection of the image(s) or PDIs in title list. <i>The section displayed opposite, will display on your computer screen.</i></p>	Prints	Title	Score	Round Total
	Round 1	Merging sails	1.0	
		Passing ships	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
	PDI	Title	Score	Round Total
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
Save the score sheet, saving all changes.				

Stage 2

After the competition

<p>Update the image score by:</p> <ul style="list-style-type: none"> Click in the score box next to the image title. <p>Note: A downward arrow has now appeared to the right of the score box, as displayed opposite.</p>	<i>Prints</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Merging sails	1.0	▼
		Passing ships	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
<ul style="list-style-type: none"> Continue to update the score by clicking on the downward arrow. <p>Note: A set of numbers has now appeared, as displayed opposite. (0-6)</p>	<i>Prints</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Merging sails	1.0	▼
		Passing ships	0	2.0
	Round 2	Title 3	1	
		Title 4	2	2.0
	Round 3	Title 5	3	
		Title 6	4	2.0
	Round 4	Title 7	5	
		Title 8	6	2.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0

<ul style="list-style-type: none"> Continue to update the score by clicking once on the score achieved. 	<i>Prints</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Merging sails	3.0	
		Passing ships	1.0	4.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
<ul style="list-style-type: none"> Update the score of the second image, by repeating the first 3 steps in stage 2. 	<i>Prints</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Merging sails	3.0	
		Passing ships	2.0	5.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
	<i>PDI</i>	<i>Title</i>	<i>Score</i>	<i>Round Total</i>
	Round 1	Title 1	1.0	
		Title 2	1.0	2.0
	Round 2	Title 3	1.0	
		Title 4	1.0	2.0
	Round 3	Title 5	1.0	
		Title 6	1.0	2.0
	Round 4	Title 7	1.0	
		Title 8	1.0	2.0
Save the score sheet, saving all changes.				

The cells containing the 1st place (6), 2nd place (5), 3rd place (4) and highly commended (3) scores will change colour accordingly.

The spreadsheet will update automatically, as the titles and scores are updated.