How to Use the Multimedia Scoreboard

<u>Requirements</u>: Computer, Microsoft Excel, Microsoft Powerpoint.

We have emailed you three different files. Dependant upon how many teams turn up for quiz, use the relevant file - ie 10, 15 or 20 teams. Save all versions to your hard drive. Each week 'Save As' to allow your original template to remain unchanged.

Open the Scoreboard file and double click on the centre of the screen to access Excel. <u>If it asks about macros, click 'Enable macros'.</u> You now use the file as if it is an Excel file.
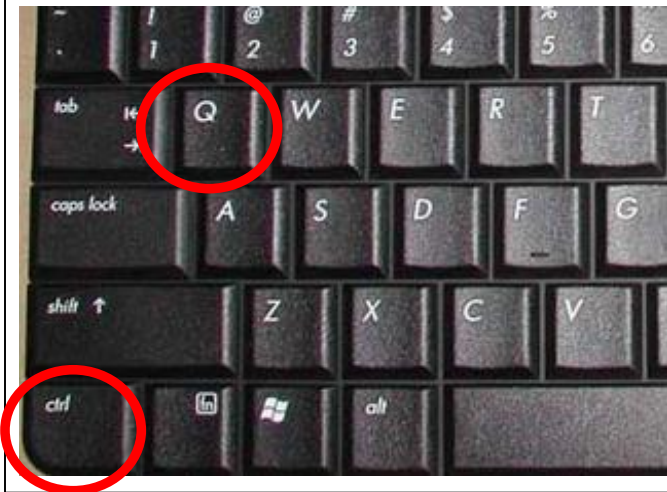
Enter the team names in the relevant spaces, by overtyping the respective letter of the alphabet. Delete the letters and numbers in any remaining rows if you have less teams.

To show a team's Joker rounds, simply replace the number in the cell with the letter 'J', and change the font colour to **RED** or any colour that suits and **Bold** it. As you enter each score it will be automatically 'auto-summed' in the far column 'L'. Put each score in the relevant column, and the Ponderous Puzzle score as each team solves it in column 'B'.

To sort the scores into order from first to last at the end of each round:

The quick way:

We have created a 'macro' shortcut key. Once scores are entered, hit the 'ctrl' and 'Q' keys simultaneously. Like magic, the leading team is on top, the lowest placed team on the bottom. This saves time, and explains why you are asked to 'enable macros' when accessing Excel.
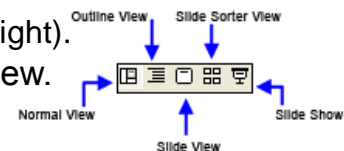

The long way:

Highlight the area you want to be sorted. In the case of this 10 team scoreboard it will be cells L10-A1 diagonally inclusive. Select the 'Data' drop down menu then 'Sort'. Sort by "Column L" as your data range. Also make sure you select "No header row" as your data range before pressing "OK".

To go to full screen, hit F5 or the 'slide show' icon (see diagram to the right). Hit the 'Esc' key (top left corner of keyboard) to get back to normal view. Double click again to access Excel. Repeat this process every round.

Most importantly remember to Save As You Go!