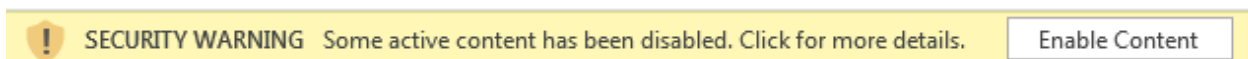


# QuizScore Guide

## Initial Set-Up

### Opening the Document

When first opening the document, you should be presented with a warning similar to the one shown below at the top of the spreadsheet. You must click enable content to allow the code behind the spreadsheet to run. You may be given the option to make this a trusted document, this just means that this option is automatically chosen when opening the document in the future.



### Choosing your Teams and Rounds

By default, there are 10 teams and 10 rounds entered but this can be easily be changed using the turquoise and orange buttons at the top of the spreadsheet. Adding a team or round will add it after the last team or round and give it the general name found in the default layout (e.g. Team F or Round 9). These names can be changed but if numbering the teams in a numeric way (e.g. Team 1, Team 2, etc.), remember that the teams, when sorted alphabetically will be sorted alphabetically, not alphanumerically (e.g. for the above example with 10 teams, the order will be Team 1, Team 10, Team 2, Team 3, etc.). It is not possible to add a team or round at the beginning or in the middle of the current set of teams and rounds and all new teams and rounds must be added one at a time.

When removing a team or round, the last team or round will be deleted. It is not possible to automatically delete another team or round.

## During the Quiz

### Entering Scores

Entering your scores into the spreadsheet is simple, just find the correct team on the rows and enter the score in the cell underneath the correct round. The totals at the end of each row will update automatically when you move to a different cell or push a button.

### Using the Cell Highlighting

The totals at the end of each row are highlighted according to the scores of each team. The top five teams (regardless of the total number of teams) will be highlighted at all times (regardless of the current sort used). The fifth team will be light green, the fourth team will be dark green, the third team will be bronze, the second team will be silver and the first team will be gold. In the case of a tie, both teams will be given the same colour at the higher rank and one colour will be skipped (e.g. if two teams tie for first, both will be highlighted gold and no team will be coloured silver).

This functionality is useful if, for example, you want to quickly see the top three or five teams, at any point, perhaps to inform participants of the top teams in no particular (or simply alphabetical) order.

### Using the Team Sorting

The spreadsheet has two ways of sorting the teams which can be swapped between by using the two purple buttons at the top of the spreadsheet. When sorting by score, the teams are ordered from highest score to lowest score, with alphabetical ordering being used in case of a tie. This is useful for seeing the final result or seeing the positions of all of the teams quickly. When sorting by score, position represents the teams place.

The other method is sorting by name (alphabetically). This orders the teams in alphabetical order exclusively (not alphanumeric as discussed earlier). This is useful for easily finding a team, such as when entering the scores for a round. When sorting by name, positions represents order, not place. I recommend using this method during the quiz and sorting by scores at the end of the quiz to get the final results.

For both sorting methods, the order will not update automatically and the appropriate button must be pushed to resort the teams when new data is added or existing data is changed.

## Advice

### Jokers

Many quizzes give teams a joker to receive double points on one round. If you choose to use a joker, I recommend highlighting all team names with a cell fill at the start of the quiz and removing the fill as each team plays their joker during the round. A letter or symbol (not number) such as 'J' can be used as a placeholder to remind the scorer to double the team's points for that round as it is custom to collect jokers before a round starts, rather than afterwards. The cell highlighting stays with the data, even if the data is moved so this is a good method to use.

### Quiz Sheets

Make sure to get the teams to include their name and round number or name on the sheets that they hand in for marking. I would suggest using a custom form with these two fields (plus the answers, of course) but if the quiz is to be done on a large scale or very low budget or timescale, you may want to use normal paper. In which case, reminding the teams to fill in this information clearly is very important in order for the correct scores for the correct teams on the correct rounds to be entered. The same is true for jokers (i.e. no team name or round number makes them hard to apply).

## Limitations

The program has very little validation so it is fragile if parts of it are altered unexpectedly. The key elements that the program relies on are the 'Total' header (spelt exactly like that with a capital T) so if deleted, you must type it in again in the correct location or the program will crash; and a blank space below the last team so if you wanted to add another team such as an average, make sure you leave a blank row such as shown to the left or it will be sorted by the program. The programs will also break if other columns are added besides the ones added automatically. In general, it is best not to alter the data entered in the spreadsheet apart from the team names and the teams' scores for each round.

The program also uses ASCII encodings for columns and team names so if using more than 26 columns or teams, the program will crash with the former and make strange team names with the latter. As having more than 23 rounds would crash the program (there are three other columns so any more would cause a column header to be AA), this limit is enforced and should not be manually changed. The program will also prevent the user from having less than one team or round. The effect of having more than 26 teams is shown right. Of course, these names can easily be changed manually so it is less of a problem.

25	Team Y
26	Team Z
27	Team [
28	Team \
29	Team ]
30	Team ^
31	Team _
32	Team `
33	Team a
34	Team b
35	Team c