

Scorebook

General Instructions

Before you begin ...

1. Check the page setup to ensure the margins are set to ½ inch (0.5") all around. From the main menu in Word, select "File" and then "Page Setup" and then the "Margins" tab.
2. On page 1 (the Scorebook cover page), double-click on the header, enter the applicant number, and enter your initials in the gray shaded areas (causes this information to appear at the top of each page in your scorebook).
3. Also on page 1, fill in the gray shaded areas with the applicant number, your name, etc.
4. See the "Technical Advice on Worksheet Formatting" information below.

Technical Advice on Scorebook Formatting:

- The scorebook has been reformatted into a simplified version with tables that allow you to move easily among data fields. Use the "Tab" key (or cursor) to move between columns and to begin the next comment. To add another comment field, press the "Tab" key after completing the comment in the data field you are working in. That will add another row to the table.
- To minimize problems when cutting and pasting in the scorebook, be sure to do the following:
 - (1) Select and copy the text.
 - (2) Place the cursor in the target area of the worksheet where you want to paste the content.
 - (3) Click "Edit" on the menu bar.
 - (4) Click "Paste Special..."
 - (5) Select "Unformatted Text."
 - (6) Click "OK."

This procedure will insert the contents of the source document into the target worksheet as text without disturbing the formatting of the scorebook.

How To Use the Score Sheet:

- The score sheet is a Microsoft Excel file that is imbedded at the end of the scorebook and should be completed after all comments are written and each Item score has been assigned.
- To enter data in this form, move the cursor over the center area of the form and double-click the mouse. Then click on the appropriate yellow-shaded cell in Column B on the worksheet. Enter the Item PERCENT scores as you assigned at the end of the comments in each item. **Enter the percentage as a decimal—for example if the score is 70%, enter .70; if the score is 30%, enter .30; etc.** Do not enter data in any other column. The worksheet will automatically calculate the appropriate scores based on your input.
- Click anywhere outside the worksheet to close it and return to the scorebook.

If you need further assistance, please contact the MQA Award Office at 573-526-1725.