

Using the Score Analysis Template in Excel

Here are some hints and guidelines for specific operations as you work with the score analysis template in Excel. Four versions of Excel are covered: Excel (for Windows) 2010 and 2007 and Excel for Mac 2008 and 2011.

1. Fill in measure numbers

Measures in the template are numbered only to 14. Here's how to add numbers for additional measures. All versions:

1. Click to select cell 01 (measure 14).
2. Click the fill handle in cell 01 and drag it across cells to the right.
3. Release the mouse button, and the Auto Fill Options button appears. Pull down the menu and click Fill Series.
4. Measure numbers are now added in sequence starting with 15 and numbering to the last cell in Step 2.

2. Add text to a cell

- 2007: Click in the cell and enter the text. On the Home tab, use tools in the Alignment group to position text (left, center, top, bottom, etc.
- 2010: same as above.
- Mac2011: same as above.
- Mac2008: Click on the Format icon to get Alignment tools.
- Copy/Paste – all versions: After you paste the text, pull down the menu on the Paste Options button and click Match Destination Formatting.

3. Adjust Column Width

- 2010: To change the width of one column, drag the boundary on the right side of the column heading. To change the column width to automatically fit the contents, select the column(s). On the Home tab, in the Cells group, click Format. Under Cell Size, click AutoFit Column Width.
- 2007: same as 2010
- Mac2011: To change the width of one column, drag the boundary on the right side of the column heading. To change the column width to automatically fit the contents, select the column(s). On the Home tab, click Format, then click AutoFit Column Width.
- Mac2008: same as Mac2011

4. Wrap text

- 2010: Click the column heading to select the column. On the Home tab, in the Alignment group, click Wrap Text.
- 2007: same as 2010.
- Mac2011: Click the column heading to select the column. On the Home tab, click Wrap Text.
- Mac2008: Click the column heading to select the column. Click Format > Cells > Alignment tab > Wrap text.

5. Merge cells

- All versions: You can enter text before or after you merge cells. Click and drag to select the cells that you want to merge. The cells you select must be adjacent. Note: If you cannot select cells, Excel may be in editing mode. To cancel editing mode, press ENTER.
- 2007: On the Home tab, click the Merge and Center button. Can also right click in selected cells, click Format Cells, Alignment tab, then Merge Cells.
- 2010: same as above.
- Mac2011: same as above.
- Mac2008: Easiest to select cells, then right click to select Format Cells, then Alignment, then Merge Cells.

6. Split Cells (UnMerge)

- All versions: Select the cells you want to split.
- 2007: On the Home tab, pull down the Merge and Center menu. Click Unmerge cells.
- 2010: same as above.
- Mac2011: same as above.
- Mac2008: On the Format menu, click Cells. Click the Alignment tab. Uncheck Merge cells. Click OK.

7. Draw a curve

- All versions: Click where you want the curve to start. Holding down the left button, Move the mouse along the desired curve. Release the mouse button at the peak of the curve. Click and hold the left mouse button again, and drag to where you want the curve to end. Double-click to end the curve.
- 2007: Insert/Shapes/Lines/select Curve (not Curved Connector).
- 2010: same as above.
- Mac2011: same as above. Insert is on the very top menu row, not the row of tabs.
- Mac2008: Under View/Toolbars, click Drawing. This brings up the toolbar to select Line type.

8. Draw Crescendo/Decrescendo Signs

- All versions: On the Drawing Toolbar, select the Lines tool. Click where you want one line of the sign to start, and drag to where you want the line to end. Repeat these steps to draw the second line. If the sign extends across several measures, you may want to merge the cells before drawing the sign. Or, you can merge the cells after the sign is drawn.
- 2007: Insert/Shapes/Lines/select Line.
- 2010: same as above.
- Mac2011: same as above.
- Mac2008: Use View/Toolbars/Drawing

9. Change line color/width

- All versions: Click to select the line.
- 2007: On the Format tab, click the arrow in the Shape Styles section. You can also right click on the line, then click Format Shape. Click Line Color, then pull down the menu next to Color. Click the desired color. To change the line width, click Line Style in the left menu, and use the Width menu to adjust line width.
- 2010: same as above.
- Mac2011: Select line. On the Format tab, pull down the arrow next to Line. Options are here to change color, weight, etc.
- Mac2008: Use View/Toolbars/Drawing. Within Drawing toolbar are icons for line width and color.

10. Insert an image

- All versions: Select the cell into which you want to insert the image. Merge the cells if you want the image to appear across several cells.
- 2007: On the Insert tab, click Picture. Click the desired file. Click Insert. Click a corner and drag to resize the image. On the Format tab, Click Crop to crop the image. Select the image and drag to position it within the cell.
- 2010: same as above.
- Mac2011: On the Insert tab, click Photo, then Picture from files. Click the desired file, then click Insert. To crop an image, select it, then click the Format Tab. There's a Crop icon on the Format ribbon. Click Crop, move the anchors to Crop, then click Crop again to confirm crop.
- Mac2008: Use Insert/Picture/From File. Doesn't have a Crop tool.

11. Enter a time signature

- 2010: Select the cell in which you want to enter the time signature. Right click in the selected cell. Click Format cells. Click the Number tab. Click Text. Click OK. Right click cell, Format Cells, Alignment, Wrap Text, click OK. Enter the first number. Press Space. Enter the second number. Insert spaces between the numbers until the second number jumps to a second line below the first number.

- 2007: same as above.
- Mac2011: same as above.
- Mac2008: Insert spaces between numbers, but need to press Enter in order to have numbers align.

12. Scale to fit on one page

- 2007: On the status bar, click the Page Layout button to switch from Normal to Page Layout view. In the Scale to Fit group, in the Width box, select automatic, and in the Height box, select 1 page. Rows will now appear on one page, but columns may extend to more than one page.
- 2010: Click the Page Layout tab. Click the arrow icon in the lower right corner of the Scale to Fit section. In the Scaling section, check the Fit to radio button and set tall to 1.
- Mac2011: On the Layout tab, in the Print section, there are menus for Fit To. Set Pages Tall to “1”. For Pages Wide, you will need to specify the number of pages in your analysis.
- Mac2008: File/Page Setup has tools to set number of pages wide/tall.

13. Page Breaks

- 2010: Under View, click Page Break Preview. This shows a dotted line where the page breaks will occur, and the line can be dragged to change the page break point.
- 2007: same as above.
- Mac2011: Click Layout, then click Breaks. This shows a dotted line where the page breaks will occur, and the line can be dragged to change the page break point.
- Mac2008: Under the View, select Normal. This shows a dotted line where the page breaks will occur. Drag the line to change the page break point.

14. Show/hide gridlines/headings

- All versions: Decide whether you want to display the headings (row numbers and column letters) and/or gridlines in the final PDF.
- 2010: Click View Tab. In the Show/Hide group, click Gridlines. Gridlines in the PDF are controlled under the Page Layout tab in the Sheet Options section. Check/Uncheck Gridlines.
- 2007: same as 2010.
- Mac2011: On Layout Tab, there are Gridlines checkboxes in the both the View and Print sections. The checkbox in the Print section controls gridlines in the PDF.
- Mac2008: View/Formatting Palette/Page Setup has tools for Gridlines (View and Print) and Headings (View and Print) and Titles (Print)

15. Freeze panes

- 2010: Under the View tab in the Window section, pull down the Freeze Panes menu. Select Freeze Top Row, then repeat and select Freeze First Column.
- Top Row and First Column in PDF are controlled by Page Layout tab, Print Titles. Click the icon next to “Rows to repeat at the top”, then click on the Row number “1” in the spreadsheet. Close the dialog and repeat for “Columns to repeat at left.” Click OK.
- 2007: Same as 2010.
- Mac2011: Layout tab, in the Window section, there is a Freeze Panes menu. Layout tab, In the Print section, there is an icon for Repeat Titles. Click the icon, and it open a dialog to select the row and column to repeat, as in 2007
- Mac2008: Place cursor in cell B2. Go to Window/Freeze Panes. This will freeze row 1 and column A. To repeat rows in printing, go to File/Page Setup/Sheet and follow usual process to select rows and column to repeat. Repeat rows/columns in PDF is controlled by Window/Freeze Panes, not by File/Page Setup/Sheet.

16. Save as PDF

- 2010: Save as PDF
- 2007: Save as “PDF or XPS”
- Mac2011: Save as PDF
- Mac2008: Same as Mac2011