

Battle Questions Template Instructions

Directions for Using the Spreadsheet File to Record *Battle of the Books* Questions

The **Battle Questions Template** spreadsheet was designed (using Microsoft Excel and Open Office Calc) to make it easier to compile Battle of the Books questions and to eliminate repetitive entries, such as book title and author's name. The spreadsheet format makes it easy to add new questions each year to a database which has been constructed. This will aid in the creation of practice and competition question sheets at the various levels, as well as facilitate the submission and distribution of these questions via e-mail or as a download from the Librarians' new web-site.

1. If you obtained the file **battle questions template.xls** or **battle questions template.ods** via e-mail or as a download, you will need to save the file to a safe place on your hard-drive (e.g. with your other school files). Usually this can be done by right-clicking on the file icon and choosing the appropriate command from the resulting menu. If you received the file on floppy, copy the file to a folder on your hard-drive.
2. Using Windows Explorer, find the file at the location to which you have just saved it. Open the spreadsheet file **battle questions template.xls** by double-clicking the icon next to the filename. If a version of Excel (Calc) is installed on your computer, the program should open with the file in view.
3. As the file **battle questions template.xls** is "read-only", the file cannot be over-written. That is, you will be forced to save any changes you make under a new filename, thus preserving the original file. Using *File, Save as*, save the file under a new filename with the ".XLS" extension. Using your last name for the new filename (e.g. MOORE.XLS) would be helpful. When entering data, make sure you save your work periodically (Ctrl-S).
4. The highlight (the dark border around a cell) should already be at cell B2, beneath the cell containing the words "Librarian's Name". Enter your name in this cell, then press the *Tab* key. Using the *Tab* key instead of the *Enter* key will cause the highlight to move to the next cell that requires input, skipping those cells that do not require input. The mouse or arrow keys can also be used to select any cell.
5. Tab or otherwise move the highlight to make cell B8 active, then press the F2 key to complete your first question. Just beneath the toolbar, you should see a box that has the text, "In what book " and has a cursor waiting for your input. Type the remainder of the question and press the *Tab* key when done. At cell C8, only enter the digits for the page number (e.g. 12) and press the *Tab* key. At cell D8, enter one lower-case letter (i.e. p, s, z, or d) for Practice, School, Zone or District respectively, or assign these letters later when you have finished entering all the Battle questions.
6. Cell contents can be edited at any time by highlighting the cell and pressing the F2 key. Changes can be made using the same keys as used in word processing.
7. Cell D6 maintains a count of the number of each category (i.e. p, s, z, d). A total of 52 questions are required: 16 each for Practice and School; 10 each for Zone and District.
8. When the spreadsheet is complete, e-mail the file as an attachment to Craig MacAlister at: cmacalister@sd73.bc.ca

BATTLE OF THE BOOKS Punctuation Guide

These are the punctuation conventions we have chosen to use for uniformity. I searched through Canadian Style and Turabian for guidance, and melded what they recommended.

Quotes:

- if it ends in a ? no final question mark is needed.
e.g. In what book do you read, "Where are you going?"
- if it ends in ! keep it and don't use a ?
e.g. In what book do you see "thousands of screaming kids!"
- if it ends in a period, drop it
e.g. In what book do you see "a bird flying overhead"?
- if it ends in ... drop them
e.g. In what book do you read, "The elephant ate everything, peas, carrots ..." becomes:
In what book do you read, "The elephant ate everything, peas, carrots"?
- no comma is needed prior to " if the quote fits into the sentence properly
e.g. In what book does a little boy "cry until his eyes were dry"?

Ellipses:

- Don't place them in front of a quote that fits in with the sentence
e.g. In what book do you read that a character "ate everything on his plate"?