

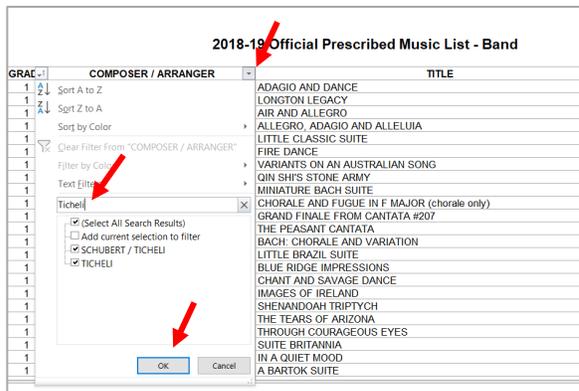
## How to use the sort, filter, and search features in the PML (Excel spreadsheet).

As an example, say you are looking for a required selection by Ticheli and your required selection must be at least grade 4. You have two options:

1. You can scroll down until you get to his music in your required grade level.
2. You can use the sort, filter, and/or search fields.

To use the “**COMPOSER / ARRANGER**” search field to limit the list to Ticheli’s music:

1. Click the pull-down arrow at the top of the “**COMPOSER / ARRANGER**” column.
2. Type Ticheli in the Search field. (You can also type a partial name, such as “Tic.”) In this case, there are selections both composed by and arranged by Ticheli.
3. Click OK to pull up a list of all the selections he wrote or arranged in all grade levels.

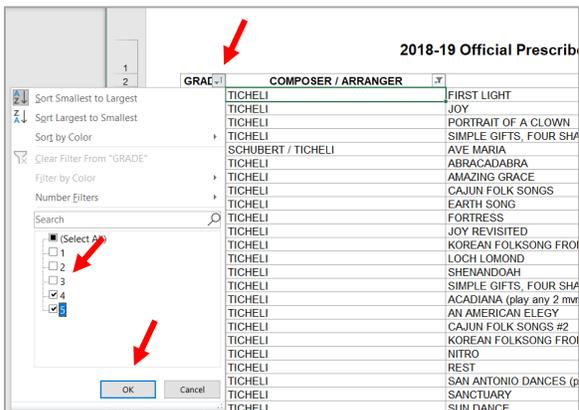


GRAC	COMPOSER / ARRANGER	TITLE
1	TICHELI	FIRST LIGHT
2	TICHELI	JOY
2	TICHELI	PORTRAIT OF A CLOWN
2	TICHELI	SIMPLE GIFTS, FOUR SHAKER SONGS (play mmnt. 1, 2 or 4)
3	SCHUBERT / TICHELI	AVE MARIA
3	TICHELI	ABRACADABRA
3	TICHELI	AMAZING GRACE
3	TICHELI	CAJUN FOLK SONGS
3	TICHELI	EARTH SONG
3	TICHELI	FORTRESS
3	TICHELI	JOY REVISITED
3	TICHELI	KOREAN FOLKSONG FROM JEJU ISLAND (play 1 mmnt.)
3	TICHELI	LOCH LOMOND
3	TICHELI	SHENANDOAH
3	TICHELI	SIMPLE GIFTS, FOUR SHAKER SONGS (play 3 mmnts.)
4	TICHELI	ACADIANA (play any 2 mmnts.)
4	TICHELI	AN AMERICAN ELEGY
4	TICHELI	CAJUN FOLK SONGS #2
4	TICHELI	KOREAN FOLKSONG FROM JEJU ISLAND (play any 2 mmnts.)
4	TICHELI	NITRO
4	TICHELI	REST
4	TICHELI	SAN ANTONIO DANCES (play one mmnt.)
4	TICHELI	SANCTUARY
4	TICHELI	SUN DANCE

Results

To REFINE this list and limit the selections by Ticheli to only those that are grade 4 or 5, add a filter to the “**GRADE**” column:

1. Click the pull-down arrow at the top of the “**GRADE**” column.
2. “Uncheck” all grades except “4” and “5.”
3. Click OK. The list will be trimmed to only Grades 4 and 5 selections by Ticheli.



GRAC	COMPOSER / ARRANGER	TITLE
4	TICHELI	ACADIANA (play any 2 mmnts.)
4	TICHELI	AN AMERICAN ELEGY
4	TICHELI	CAJUN FOLK SONGS #2
4	TICHELI	KOREAN FOLKSONG FROM JEJU ISLAND (play any 2 mmnts.)
4	TICHELI	NITRO
4	TICHELI	REST
4	TICHELI	SAN ANTONIO DANCES (play one mmnt.)
4	TICHELI	SANCTUARY
4	TICHELI	SUN DANCE
4	TICHELI	SYMPHONY # 2 (play mmnt. 3)
5	TICHELI	ACADIANA (play all)
5	TICHELI	ANGELS IN THE ARCHITECTURE
5	TICHELI	BLUE SHADES
5	TICHELI	DANCING ON WATER
5	TICHELI	GAIAN VISIONS
5	TICHELI	KOREAN FOLKSONG FROM JEJU ISLAND (play all)
5	TICHELI	POSTCARD
5	TICHELI	SAN ANTONIO DANCES (play all)
5	TICHELI	SYMPHONY # 1 (play all)
5	TICHELI	SYMPHONY # 2 (play mmnt. 1 or mmnt. 2)
5	TICHELI	VESUVIUS
5	TICHELI	WILD NIGHTS

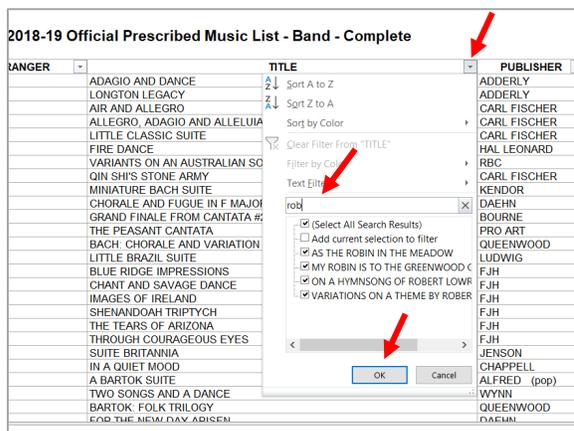
Results

Important: To start over with a **NEW SEARCH**, make sure “SELECT ALL” is checked in all columns if you have previously manipulated them. (You may be able to just click the “back” arrow.)

You know you heard a piece with “Robin” in the title and want to check to see if it’s on the required list, but aren’t sure of the title or the composer!

To use the “**TITLE**” search field to see if “Robin” is in any of the titles:

1. Click the pull-down arrow at the top of the “Title” column.
2. Type in “Robin” or only a few letters. In this example, only “rob” was entered.
3. Click OK. The trimmed list will include any title that contains the letters “rob.”



GRAC#	COMPOSER / ARRANGER	TITLE
1	STALTER	AS THE ROBIN IN THE MEADOW
3	GRAINGER / STURM	MY ROBIN IS TO THE GREENWOOD GONE
3	HOLSINGER	ON A HYMN SONG OF ROBERT LOWRY
5	JAGER	VARIATIONS ON A THEME BY ROBERT SCHUMANN

Results

REMEMBER: To start a **NEW SEARCH**, you must make sure “SELECT ALL” is checked in the drop-down for all columns. (You may be able to just click the “back” arrow.)