

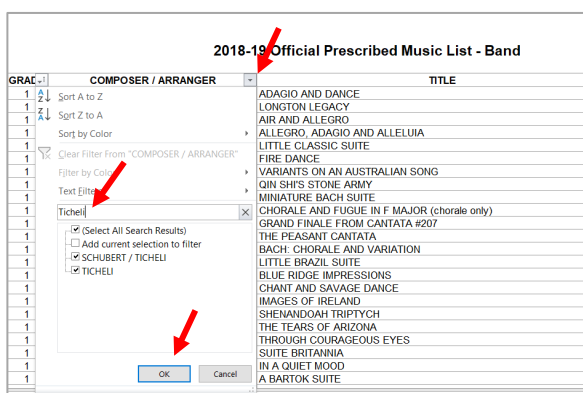
## How to use the sort, filter, and search features in the PML (Excel spreadsheet).

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.

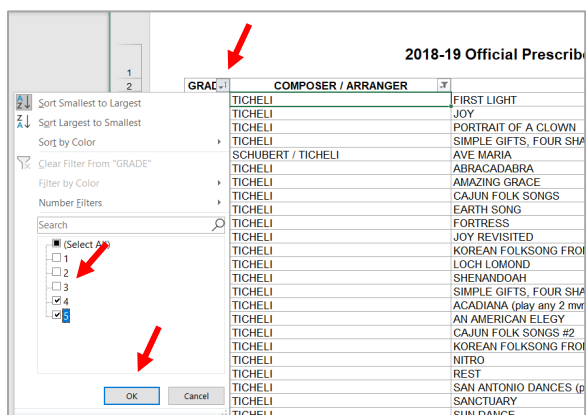


GRADE	COMPOSER / ARRANGER	TITLE
1	TICHELI	FIRST LIGHT
2	TICHELI	JOY
2	TICHELI	PORTRAIT OF A CLOWN
2	TICHELI	SIMPLE GIFTS, FOUR SHAKER SONGS (play mvmt. 1, 2 or 4)
3	SCHUBERT / TICHELI	AVE MARIA
3	TICHELI	ABRACADABRA
3	TICHELI	AMAZING GRACE
3	TICHELI	CAJUN FOLK SONGS
3	TICHELI	EARTH SONG
3	TICHELI	FORTRESS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



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

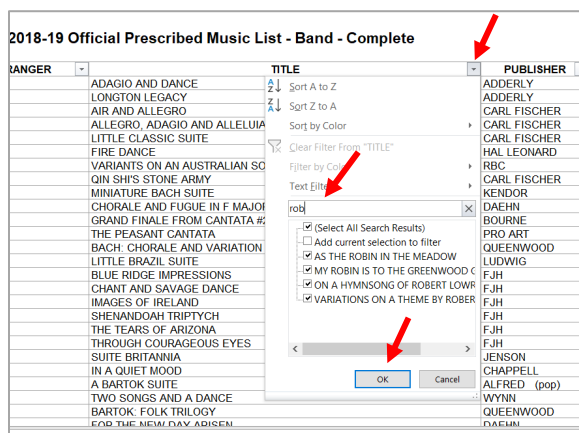
Results

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.”



2018-19 Official Prescribed Music List - Band - Complete		
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.)