Excel Specialist
Project #: E-12

Customer Name: College Concierge
Assigned to: You, the MS Excel Specialist
Project Title: Football Player Statistics
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge is developing a Web page for University of Learning's Web site. This page is for the university's athletics department. To build excitement about the upcoming homecoming game, they want to post individual player statistics on the Internet.

Your Job

As the Microsoft Excel Specialist, you will create a spreadsheet that displays player statistics for University of Learning's football team. You will need to use formulas to calculate totals and averages for each player's individual results.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.

2. Whenever you create a spreadsheet, be consistent in the manner in which you input the data. In this case, be sure to key each player's last name, followed by a comma, and then the player's first name.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-12 Football Player Statistics** in the "Excel Projects" folder within the "College Concierge Projects" folder.

3. Key the data into the spreadsheet as it appears in **Spreadsheet E-12**. Unless otherwise noted, the font should be set to Arial 10 point.

4. Change the font size of cell A1 to 16 point.

5. Format the width of column A to 25 and left-align.

6. Format the width of columns B and G to 12, and format the width of columns C, D, and F to 17.

7. Format the width of column E to 20.

8. Bold rows 1, 3, 4, 14, 16, 17, and 27.

9. Underline the text in rows 4 and 17.

10. Center-align columns B – G.

11. Format cells E5 – F14 and E18 – F27 to display 2 decimals.

12. Enter a formula in cell E5 to compute the YARDS/RUSH (yards per rush).

Hint: In cell E5, key =D5/C5.

13. Enter a formula in cell F5 to compute the YARDS/G (yards per game).

Hint: In cell F5, key =D5/B5.

14. Use the AutoFill feature to copy the formulas down columns E and F from row 5 to row 13.

15. Enter a formula in cell E18 to compute the YARDS/RECPTS (yards per reception).

Hint: In cell E18, key =D18/C18.

16. Enter a formula in cell F18 to compute the YARDS/G.

Hint: In cell F18, key =D18/B18.

17. Use the AutoFill feature to copy the formulas down columns E and F from row 18 to row 26.

Instructions to the MS Excel Specialist (Continued)

18. Use the SUM function to compute the Totals for cells B14, C14, D14, G14, B27, C27, D27, and G27 as follows:

    In cell B14, key =SUM(B5:B13).
    In cell C14, key =SUM(C5:C13).
    In cell D14, key =SUM(D5:D13).
    In cell G14, key =SUM(G5:G13).
    In cell B27, key =SUM(B18:B26).
    In cell C27, key =SUM(C18:C26).
    In cell D27, key =SUM(D18:D26).
    In cell G27, key =SUM(G18:G26).

19. Enter a formula in cell E14 to compute the total YARDS divided by the total number of RUSHES.

    Hint: In cell E14, key =D14/C14.

20. Enter a formula in cell F14 to compute the total YARDS divided by the total number of games.

    Hint: In cell F14, key =D14/15.

21. Enter a formula in cell E27 to compute the total YARDS divided by the total number of RECPTS (receptions).

    Hint: In cell E27, key =D27/C27.

22. Enter a formula in cell F27 to compute the total YARDS divided by the total number of games.

    Hint: In cell F27, key =D27/15.

23. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.

24. Carefully proofread your work for accuracy.

25. Resave the file.

26. Set the Print Area to include all cells containing data in the spreadsheet.

27. Use Print Preview and adjust the Page Setup so that the spreadsheet orientation is landscape and it fits on one page.

28. Print a copy of the spreadsheet if required by your instructor.

	A	B	C	D	E	F	G
1	UNIVERSITY OF LEARNING FOOTBALL PLAYER STATISTICS						
2							
3	RUSHING						
4	PLAYERS	G	RUSHES	YARDS	YARDS/RUSH	YARDS/G	TD
5	Morris, Antwon	15	140	460	<formula>	<formula>	3
6	Jensen, Ralph	10	101	404			4
7	Young, Felix	11	93	325			0
8	Schmidt, Dolph	9	83	280			0
9	Dixon, Tye	7	40	160			0
10	Stein, Chuck	2	25	100			0
11	Washington, Darian	3	3	56			0
12	Wilson, Pete	6	12	48			1
13	Munoz, Raphael	6	11	44			2
14	Total:	<formula>	<formula>	<formula>	<formula>	<formula>	<formula>
15							
16	RECEIVING						
17	PLAYERS	G	RECPTS	YARDS	YARDS/RECPTS	YARDS/G	TD
18	Whitmore, Tony	15	47	458	<formula>	<formula>	7
19	Hicks, Duane	12	38	389			4
20	Bordeau, Dave	5	18	320			2
21	Christian, Scott	4	12	258			3
22	Harvey, Dwight	11	8	189			1
23	Moore, Talton	8	3	52			0
24	Brady, Ed	5	3	48			0
25	Ferguson, Ray	6	1	39			0
26	Cowell, Chris	3	2	25			0
27	Total:	<formula>	<formula>	<formula>	<formula>	<formula>	<formula>