Assignment 1

Basic Excel Features

1. Open Assignment 1 Starter
2. Add a Header
	1. Go to Insert, Header& Footer
	2. Enter your header with your name in the first box, your period in the second box, and Assignment 2 in the third box.
3. Insert Row
	1. Highlight Row 1 by clicking on the 1 on the left side of the screen. Right click on the 1, and choose “Insert.”
	2. Type the title “NBA Player Comparison”
4. Title Formatting
	1. Highlight cells A1-M1. Click on the button to center the text across.
	2. Repeat for cells A2-M2.
	3. Change A1 to size 28 font.
	4. Change A2 to size 14 font and italicize it by clicking the button.
	5. Highlight A3-F3, Merge and center. Highlight A4-F4 and merge and center.
	6. Do the same for H3-M3 and H4-M4.
	7. Highlight A3 and change the background color to Red, and the text color to white. Use the arrow pull down menus to do this. 
	8. Change the font to 14. Do the same to H4, only do White text on Blue instead.
5. Text Options
	1. Highlight Cells A5-M5.
	2. Click on Wrap Text on your Home Ribbon. 
	3. Click on the text orientation button  and change to Rotate Text Up.
	4. Change the font size to 8.
	5. Highlight column B by clicking on the B at to top. 
	6. Right click and choose Column Width
	7. Change it to 14.
	8. Do the same for column I.
	9. Now highlight B6-B21. Right click and choose Format Cells. Click on the Alignment tab and check the box that says “Shrink to Fit.”
	10. Do the same for I6-I21.
6. Formulas & Auto Fill
	1. Put your cursor in F6. We will now calculate each player’s Field Goal average—this statistic is crucial for teams evaluating players that they would potentially draft or trade for.
	2. Type in the following formula: =D6/E6. Use your mouse to click on each box as you enter the formula. Press enter when finished.
	3. Click on F6 again. You will see in the right bottom corner a black box. Put your curor on it so that it is a black plus sign. Click and drag down to cell F21.
		1. You have just repeated the same math problem—and only had to enter it once! This is called auto-fill.
	4. Do the same for the second man’s numbers in column M.
	5. Make sure to change the format by clicking on the on the Home ribbon.
7. Auto Sum, Average
	1. Highlight cells D6-D21. Click on the  button on the upper right of your Home Ribbon.
	2. Do the same for E6-E21, K6-K21, and L6-L21.
	3. Highlight F6-F21. Go to the autosum button again, but this time, click on the arrow pull down menu and choose Average.
	4. Do the same for column M.
	5. Now we’ll do it again with a slight variation. Highlight C6-C21. Use Autosum to average it like you did before.
	6. Click on cell C22. Right click and Copy.
	7. Click on cell J22. Right click and paste. It will still calculate it for the other column!
	8. Average C6-C21 and J6-J21 the same way, so you calculate the average minutes each player had over the month.
8. Insert Picture
	1. Click on Row 4. Right click and choose Row Height. Change it to 40.
	2. Change the font to 14 and choose a new font of your choice for each team.
	3. Click on the upper button on your Home ribbon to move the text to the top of the cell.
	4. Go to Insert, Picture. Find the four pictures as instructed. Highlight all four and press Insert to bring all four of them into your document at once.
	5. Resize each image and place them as shown in the example below.
9. Borders
	1. Highlight A6-F22. Click on the borders arrow pull down menu and choose All Borders. Do the same on the other side.
	2. Highlight A3-A22 and do a thick box border. Then add a thick box border to H3-M22.
	3. Highlight A22-F22 and make it white on red like the title. Do the same for the other side with blue. Your titles should now look something like this:
10. Print – Go to File, Print. You will see a preview of your page on the screen.
	1. Make sure that, at the bottom, it says page 1 of 1, and that your header with your name is visible.
	2. If it does, you are ready to print! Print to the black and white printer.