

## Spreadsheet Instructions

### I. Entering data into the spreadsheet.

Open a worksheet in spreadsheet software. In cell A1, type the title of the data (see the example below). To make your title go across, or *span*, several columns, highlight the cells you want to cover, select the **Format** menu, choose **Cells**, and then click the **Alignment** tab. In the **Text control** section, click **Merge cells**, and then click **OK**. You can now center your title and change the font size and style. You may even want to change the background fill color.

In row 4, beginning in cell A4, type the title of your column (such as **Player**). Beginning in cell A5, enter your players' names in column A. In cells B4 through L4, list the categories of data, such as **Current Team**, **Batting Average**, **Slugging %**, **Games**, **AB**, **Hits**, **1B**, **2B**, **3B**, **HR**, and **RBI**. Fill in your data in each corresponding column.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Slugging Leaders and Lifetime Batting Average Leaders: Active Players</b>											
2	<i>(Key: Click on individual cells for formulas)</i>											
3												
4												
5	<b>Player</b>	<b>Current Team</b>	<b>Batting Average</b>	<b>Slugging %</b>	<b>Games</b>	<b>AB</b>	<b>Hits</b>	<b>1B</b>	<b>2B</b>	<b>3B</b>	<b>HR</b>	<b>RBI</b>
6	Todd Helton	Colorado Rockies	0.333	0.593	1424	5106	1700	972	413	29	286	996
7	Albert Pujols	St. Louis Cardinals	0.332	0.629	933	3489	1159	637	260	12	250	758

### II. Creating a formula using the Formula Bar.

To create a formula for automatic calculation, click the cell you want to contain the calculated number (such as the first cell in the **Slugging %** column). Type an equal sign (=) in the Formula Bar to begin your formula. Determine the operation or formula you need to use to complete your calculation. For example, to obtain the **Slugging %** data, use the following formula:

$$(1B+2*2B+3*3B+4*HR)/AB$$

In spreadsheet software, use *cell addresses* in your formulas instead of numbers. A cell address corresponds to the column letter and row number of a cell containing the data you want to calculate. For example, to calculate the **Slugging %** for Manny Ramirez (shown in row 5 in the sample table), use the following formula:

$$=(H5+2*I5+3*J5+4*K5)/F5$$

### III. Creating a formula using the Insert Function dialog box.

To create a formula using the Insert Function dialog box, click the cell you want to contain the formula. Then click the **Insert Function** button on the Formula Bar or choose the **Insert** menu, and click **Function**. The Insert Function dialog box opens. Choose your function (many options are available—click each function to learn what each function calculates). Click **OK**. In the **Number 1** text box, enter the cells you want the function to include, for example **B3:B6**. Click **OK**. The calculation results display in the cell.

#### IV. Choosing and creating charts and graphs to represent your data.

Before you create a chart or graph, make sure your calculations are completed. After your data is ready, highlight all of the cells that you want to use to create the chart or graph. Choose **Chart** on the **Insert** menu. Choose the chart or graph type that you think best represents your data, and then click the **Next** button. Follow the specific directions for your type of chart or graph. Add titles for the chart or graph and its axes if appropriate. Click the **Gridlines** tab and experiment with gridline options if gridlines apply to your type of chart or graph. Choose gridlines that make understanding your data easier. Click the **Legend** tab, choose a location for the legend, and then click **Next**. Place the chart or graph as an object on the original worksheet, so that you can see the worksheet entries as you examine the object, or place the chart or graph in a separate sheet of your worksheet and label it. Explore several options of charts and graphs to see which one best represents your data!