

Excel Assignment #1

Directions: Use an Excel spreadsheet to put the information below in an organized manner. You will need to find the statistics for “Yards/Comp” and “Yards/Game.” You will also need to find a number for every cell in the row labeled “Totals.” Make the formatting changes below when you get the information in.

Quarterback Stats

Name	Games	Att	Comp	Yards	Yards/Comp	Yards/Game
Tony	6	85	34	348		
Matt	7	132	81	1,065		
Drew	7	93	54	445		
Peyton	6	104	37	264		
Eli	5	67	52	549		
Donavon	6	75	38	284		

Totals

Formatting Changes:

- 1) Do a Center and Merge for the Row labeled “Quarterback Stats.”
- 2) Bold this title and make it a 16 pt font. (use default font style and size for the rest of the assignment)
- 3) Center, bold, and underline all column headings.
- 4) Leave Names aligned to the left, but center all numbers.
- 5) Add a header with Date, Name, and Hour.
- 6) Print and hand in.