

# COMPUTER LITERACY

MICROSOFT EXCEL: EXERCISE 1

Name: \_\_\_\_\_



## BALLER' NETA EXCEL

For this exercise, you will need your completed list of players and their heights for the Cleveland Cavaliers and one other team of your choice.

### Getting Started

1. Open up Microsoft Excel.
2. In cell B1, enter **Cavs**. Make the text bold.  
In cell C1, enter the other team you chose.
3. Below each team, enter the heights of each player (in inches). For the Cavs, you will end up using cells B2 through B18, since there are seventeen players on their roster.

### Using the AVERAGE Function

4. In cell A22, enter **Average**, make it bold, and set it to align to the right side (instead of the left).
5. In cell B22, use the AVERAGE formula to find the average height of players for the Cavs. You will do this by entering this formula: `=AVERAGE(B2:B18)`
6. In cell C22, do the same thing to find the average height of players for the other team. Remember – your formula will still use AVERAGE but it will not be identical to the formula in step 5.
7. Which team is taller on average?

	A	B	C
1		<b>Cavs</b>	<b>Magic</b>
2		76	84
3		78	78
4		84	83
5		75	81
6		80	75
7		80	75
8		84	81
9		82	81
10		71	76
11		79	78
12		80	79
13		82	76
14		83	81
15		81	82
16		81	74
17		83	84
18		76	74
19			
20			
21			
22	<b>Average</b>		
23			

### Using the SUM Function

*How tall would each team be if all the players formed a human tower, stacked on top of each other?*

8. In cell A23, enter **Total Height**, make it bold, and set it to align to the right side (instead of the left).
9. In cell B23, use the SUM formula to find the total height of the Cavs. It works just like the AVERAGE function, except you are using the SUM command this time instead.
10. In cell C23, use the SUM formula again to find the total height of the other team you chose.
11. Which team would be taller if they formed a “human tower”?

## Using the Min and Max Functions

*How tall are the tallest and shortest players on each team?*

12. In cell A24, enter **Tallest**, make it bold, and set it to align to the right side (instead of left).
13. In cell B24, use the MAX formula to show the height of the tallest player on the Cavs roster.
14. In cell C24, use the MAX formula again to find the height of the tallest player on your other team.
15. In cell A25, enter **Shortest**, make it bold, and set it to align to the right side (instead of left).
16. In cell B25, use the MIN formula to show the height of the shortest player on the Cavs roster.
17. In cell C25, use the MIN formula again to show the height of the shortest player on your other team.

## Both Teams Together

18. In cell D22, use the AVERAGE formula to find the average height of all the players (both teams combined).  
Remember, you will be using a bigger range this time (B2:C18).
19. In cell D23, use the SUM formula to find the total height of all the players on both teams stacked up together.
20. In cell D24, use the MAX formula to show the height of the overall tallest player.
21. In cell D25, use the MIN formula to show the height of the overall shortest player.

## Finishing Up

22. Save your Excel document (or “workbook”) using Excel 1 and your last name like this: Excel1-Smith.xls
23. Use the Dropbox link on mrpeyton.com to send Mr. Peyton your finished exercise file.



## A USEFUL TIP:

You can make the columns wider by pointing between the lettered cells at the top until the cursor turns into this:   
Once the cursor changes, you can click and “drag” the column left/right to make it wider or narrower.

