Part 5 – Team Roster (Excel)

Organizing your team roster

Goal

A spread sheet is a good way to keep track of records and organize a large amount of information. In this project you will use a spreadsheet to create a team roster with the players you chose for your team in Part 3. The roster will be used in many of the team's publications, such as the programs sold at the games, on the Web site, and in other promotional documents.

You will also use the team roster to keep track of your players salaries and to find out what the average salary is for the players on your team.

Tactics

- Be sure to input all of your records accurately.
- Transfer the data from your Word document into an Excel Spreadsheet and then manipulate the data as instructed.

Instructions:

1. Using Microsoft Excel, create a new workbook.
2. Save the work as Team Roster.
3. Insert a header with the text: <Your Name> <Year> <Team Name> Roster.
4. Column headings should be in cells A1-F1,
5. Bold and center align cells A1-F1.
6. Resize the columns so that all data display's properly.
7. Sort the roster by Last Name and then First Name in ascending order.
8. View the data to make sure that it has been sorted.
9. Print a copy of the sorted document.
10. Re-sort the roster by each player's uniform number is ascending order.
11. View the data to make sure that it has been sorted.
12. Print a copy of the sorted document.
13. Copy your roster to a new worksheet (Tab 2) in the same workbook.
14. Rename the worksheet ***Average Salary***.
15. In cell G1, enter the following column heading: Salary.
16. In column G, enter a salary for each player using the amounts that are relevant to today's salaries in your particular sport.
17. Format column G as currency showing the "$" symbol and two (2) decimal places.
18. Enter a formula at the bottom of the Salary column to find the average salary. ***Note:*** *Use the =Average formula.*
19. Carefully proofread your work for accuracy and print out a copy.