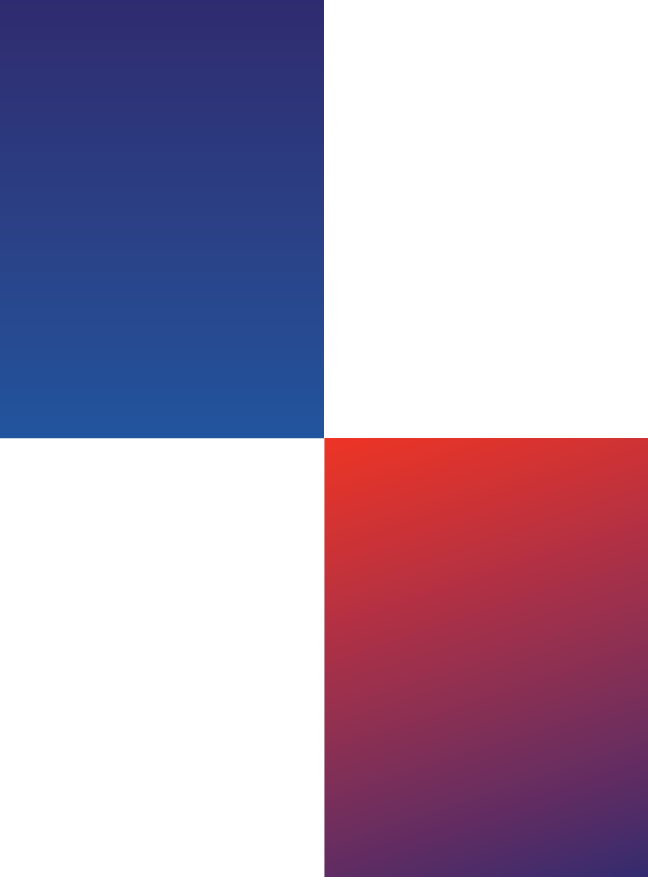
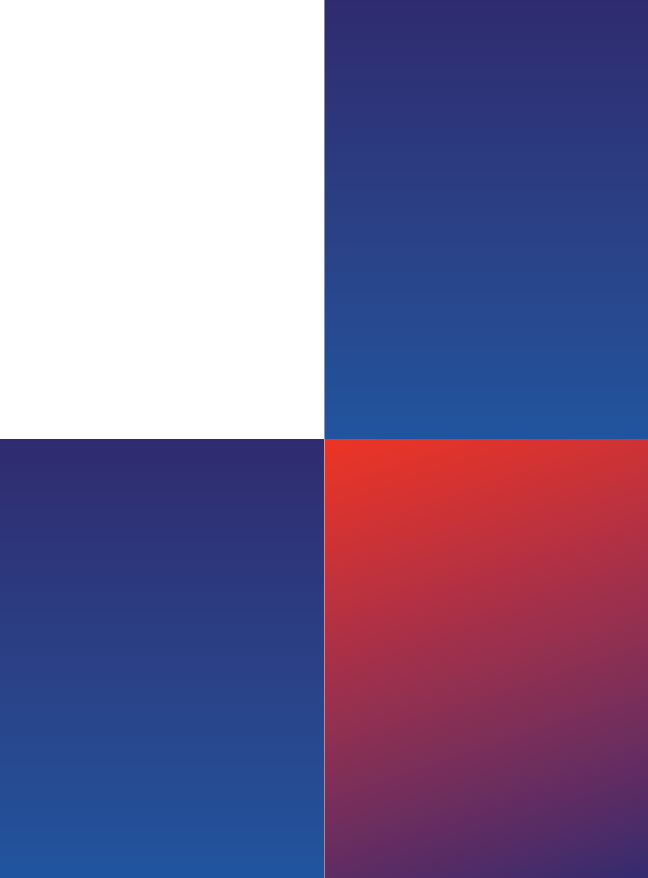
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CREATING A SPREADSHEET FOR

Ultimate Frisbee SOTG rules

You have been asked to create a spreadsheet to record the Spirit of the Game (SOTG) scores for an Ultimate Frisbee tournament. You are going to use the skills you have already learned to automatically total the score received from each team and work out the average score.

# 1



Drag to select cells B2 to F5 inclusive. You

should end up selecting 20 cells in total.

Click the dropdown menu that says ‘General’ on the ribbon and change this to ‘Number’. Bear in mind you’ll need to be on the ‘Home’ ribbon tab.

**5**

Open Microsoft Excel.

**2**

Type the team names in this order vertically from cell A1 to cell A5:

Pelicans Falcons Lions Turtles Sharks

# 6

Type ‘Total’ in cell G1 and make it **bold**.

# 7

Use the SUM formula in cell G2 to add up all of the scores that the Falcons gave the Pelicans (cells B2:F2).

Put some numbers into the score cells (use

1-4) to make sure this works properly.

**4**

Set every cell that you’ve written in so far to be **bold**.

**3**

Type the scoring categories in this order horizontally from cell B1 to cell F1:

Rule knowledge  
Use fouls  
Body contact   
Fair mindedness Positive attitude  
Communication

# 8

Do the same in cells G3:G5 for the scores from the Lions, Turtles and Sharks.

# 9 10 11 12

Type ‘Grand total’ into cell F6 and make it bold. Use the SUM formula in cell G6 to add up all the total scores in cells G2:G5.



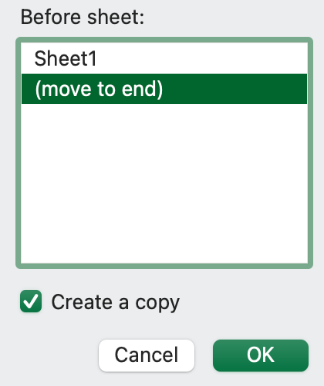
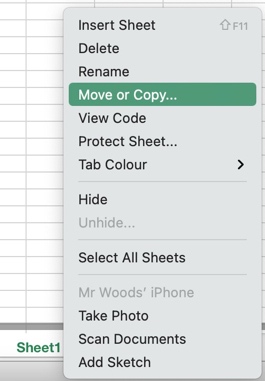
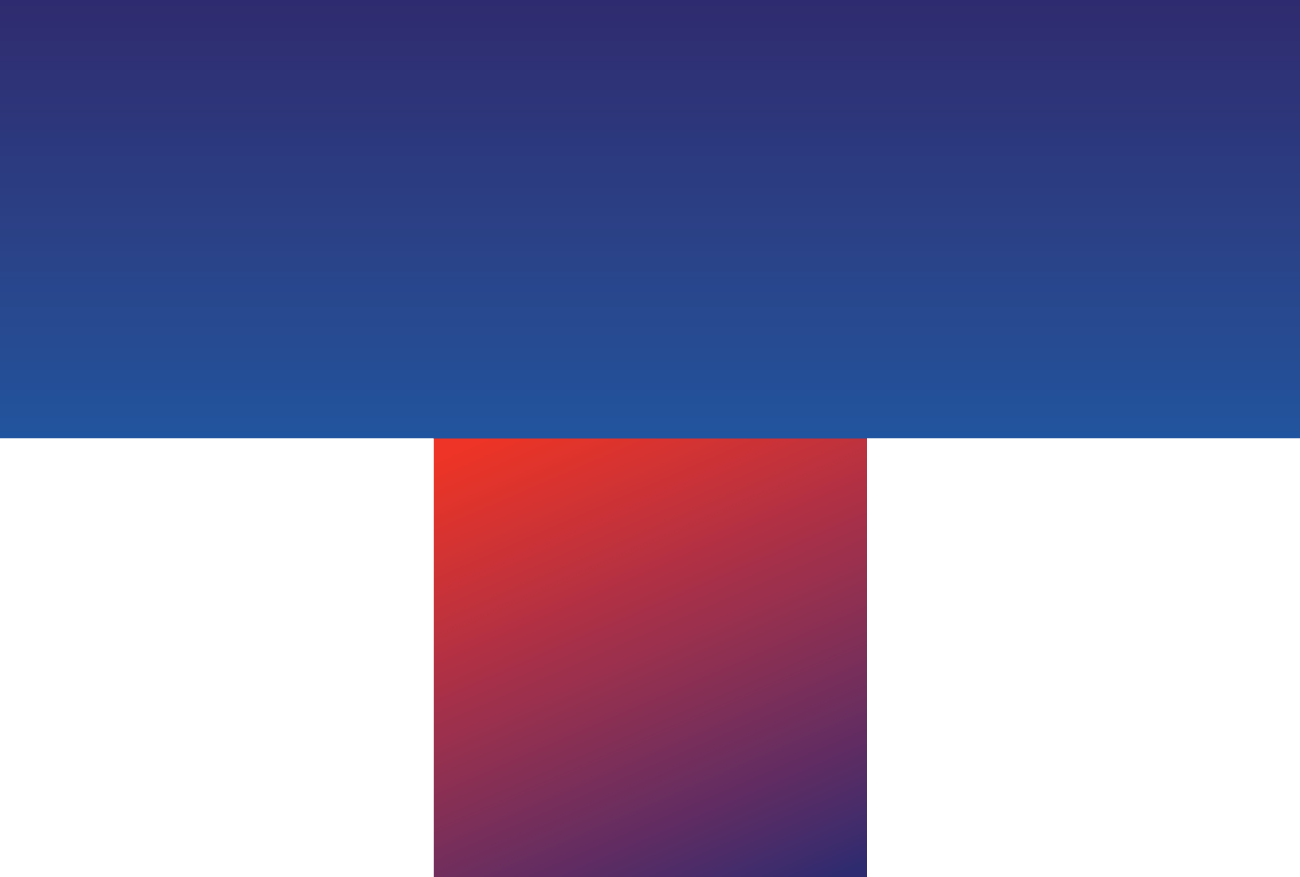
Type ‘Average’ into cell F7 and make it **bold**. Use the AVERAGE formula in cell G7 to find the average of the total scores in cells G2:G5.

Use formatting to make the spreadsheet look professional.

We are now going to make copies of our spreadsheet for every team.

*See next page.*

# 12



Right click on Sheet1 in the bottom left corner of the screen. Select ‘Move or Copy…’. In the dialogue box that appears, click ‘(move to end’ and tick the box next to ‘Create a copy’. Then press OK. You should now have two sheets (tabs) at the bottom of your Excel window.

**13**

Repeat this three times so that you have five different sheets (tabs) at the bottom of the screen.

# 14 15

Right click the first sheet and choose ‘Rename’. Rename the sheet to ‘Pelicans’. Rename the other sheets in the team order from the original sheet.

Go through each sheet, changing the team in A1 so that it matches the sheet name. You will need to put the Pelicans in place of the team you just added to A1 (e.g. put the Pelicans in cell A2 on the Falcons sheet).

You now have a fully functioning set of spreadsheets (called a workbook) to record the scores for the tournament!

EXTENSION TASK

# Displaying the

# final results

1. Create another sheet at the end of the workbook by pressing the + next to the Sharks sheet. Rename this sheet ‘Results’.
2. Write ‘Team’ and ‘Average SOTG score’ in cells A1 and B1.
3. Type the team names in this order vertically from cell A2 to cell A6:

Pelicans Falcons Lions Turtles Sharks

1. We are going to reference the Pelicans’ average score from their sheet. Click into cell B2 and type an equals sign. Do NOT press Enter. Then click back on the Pelicans sheet and select cell G7. Now press Enter. Now whatever is shown in that cell will be reflected in the Results sheet.
2. Do the same for the other teams.