EXCEL

Problem: You are a sports analyst keeping up with the NHL Hockey teams. You want to track the standings of each team in the eastern conference.

Instructions:

1. Open the workbook Q4-Data.xlsx provided by your instructor and save as yourname\_Q4 before going on to the next step.

2.. Format the worksheet title to the TITLE STYLE. Center the worksheet title across columns A through E.

3. Use a formula to calculate the points. The points are calculated in the following manner:

a) 2 points for every win

b) 1 point for every tie

c) 0 points for each loss

4. Add a 3-D Column chart comparing the first 5 Hockey Teams on the list. Show their wins, losses and ties. Move the chart underneath the table.

5. Center the data in cells B2:E18

6. Change the page setup to landscape.

7.. Rename the worksheet Statistics and color the tab RED.

8. Apply a conditional format to each team that has less than 30 points. Make the cell RED with a bold white font.

9. Change the document Properties:

* 1. Add your name
  2. Course number/ID
  3. Keywords (more than 2)

10. Format the table to your liking. Chose a nice color, borders, etc…

11. Insert a clipart image to the right of the table

12. Save your changes, close the document and submit the workbook.