

Batting Averages

Microsoft Excel

THE PASTA PIRATES BASEBALL TEAM

You are the new manager of the MAC A. RONI COMPANY baseball team, THE PASTA PIRATES. In order to be an effective manager, you need to look at the past performance of your players. The following statistics about the players have been provided for you.

PLAYERS	TIMES AT BAT	HITS	BATTING AVERAGE
J. Linguini	549	179	
S. Shell	469	130	
W. Giles	406	91	
L. Bow	330	80	
C. Carley	226	66	
E. Noodle	272	64	
Z. Teas	127	38	
C. Grates	388	106	
P. Rose	460	151	
H. Pastina	397	94	
S. Sauce	127	28	
TOTALS			
TEAM AVERAGE			
HIGHEST AVERAGE			
LOWEST AVERAGE			

1. Expand the height of the blank 1st row to accommodate the team banner, which will be about 1-2 inches tall.
2. Select columns A-D and increase their width slightly. This will change all four to the same new width.
3. Open the **Insert** ribbon and click on **[Shapes]** then choose something to use as a title banner from **[Stars and Banners]**.
4. Create an eye appealing design, that you can put the team name on. This should go at the top of your spreadsheet in row 1, **centered over columns A-D**.
5. Enter the statistics shown above into Excel - exactly as shown - and then make the changes listed below. (Remember not to leave blank columns – just resize them so that the text fits correctly.)
6. Also on the **Insert** ribbon, click on **[Header & Footer]**. This will change it to **Page Layout View**. Scroll to the bottom of Page 1 and click where it says **Click to add Footer**. Click again to the right of the rectangle to right align the footer. Enter your MLA ID info. (After you finish this step, it will not appear on the screen unless you do a print preview, so don't worry if you don't see it). You get back to normal view by clicking on the **View** ribbon and then **[Normal]**.

7. The manager would like to determine the batting average for each player:
 - a. Create the formula in the D column to calculate the average for each row.

(you cannot use the =average() function here)!!!!

batting average: =hits/times at bat

(In Excel: / is divide, * is multiply, + is add, - is subtract. So you could create a formula like: =(A1/B1) to divide A1 by B1, for ex.)

- b. Do not put the team average in this column.
 - c. Format the whole column to three decimal places (highlight the numbers, right click, and select format cells).
8. **Total** the at bat and hits columns to the right of where it says "TOTALS".
9. Calculate the **team batting average** using the totals provided and the formula above. Format correctly.
10. Use **=max & =min** to figure out the highest and lowest **batting averages**. There will be only one answer for each. ex: =min(E3:E7) or =max(C4:C8) to find the minimum and maximum values in that range.
7. Center all information
8. Use color formatting to make the spreadsheet look nice.
9. Proofread, turn in through Edmondo