

## HANDS-ON-EXERCISE: WORK IT OUT EX-4B-E3

In this exercise you are summarizing the attendance data for the Major League Baseball National League Central Division for the past five years. You will manipulate a spreadsheet to include a summary and documentation. The final worksheet is shown in Figure EX-4B-1.

**FIGURE EX-4B-1** Work It Out EX-4B-E3: completed

	A	B	C
1	<b>Pittsburgh Pirates</b>		
2	<b>Year</b>	<b>Attendance</b>	
3	<b>2008</b>	<b>1,609,076</b>	
4	<b>2009</b>	<b>1,577,853</b>	
5	<b>2010</b>	<b>1,613,399</b>	
6	<b>2011</b>	<b>1,940,429</b>	
7	<b>2012</b>	<b>2,091,918</b>	
8	<b>Five Year Total</b>	<b>8,832,675</b>	
9			

- 1 Locate and open the exercise data file **ex04b-ex03.xlsx**. Save the file as **ex04b-hw03.xlsx**.
- 2 Rename the first five sheet tabs “Pittsburgh,” “St. Louis,” “Chicago,” “Milwaukee,” and “Cincinnati,” respectively. Format the sheet tabs Blue as shown in Figure EX-4B-2.
- 3 Delete Sheet6 from the workbook and hide the Chicago sheet, then unhide the Chicago sheet.
- 4 Insert a new sheet to the left of the Pittsburgh sheet, name it Summary and format the sheet tab as described in Step 2.
- 5 Fill-in the information on the Summary sheet as shown here:

	A	B	C	D	E	F	G	H
1								
2	<b>Attendance Summary</b>							
3								
4								
5		<b>Total Attendance: All Central Division Teams</b>						
6								

- 6 Use the Range Name technique to summarize the Total Attendance from the Pittsburgh, St. Louis, Chicago, Milwaukee, and Cincinnati sheets into Cell I5 on the Summary sheet. Adjust the column widths on the Summary Sheet. Format Cell I5 as Number, 1000 separator, no decimals.
- 7 Insert a new sheet to the left of the Summary Sheet and Name it “Documentation.”

- 8 Enter the information and formatting on the Documentation Sheet as shown below:

**FIGURE EX-4B-2** Documentation Sheet

	A	B	C	D
1	<b>National League Central Division Attendance</b>			
2				
3	<b>Author</b>	<b>Student Name</b>		
4	<b>Date of Creation</b>	<b>Today's Date</b>		
5	<b>Last Modified</b>	<b>Tomorrow's Date</b>		
	<b>Description of Workbook</b>	<b>The National League Central Division Attendance workbook contains attendance figures for the last five years for the teams in the division. A summary of the attendance is included.</b>		
6				
7				
8	<b>Sheets in the Book</b>			
	<b>Documentation</b>	<b>Contains the five team's attendance</b>		
9				
	<b>Summary</b>	<b>Total attendance for all five teams for the past five years</b>		
10				
	<b>Documentation   Summary   Pittsburgh   St. Louis   Chicago   Milwaukee   Cincinnati</b>			

- 9 Group the Summary, Pittsburgh, St. Louis, Chicago, Milwaukee, and Cincinnati sheets and print the grouped worksheets if desired by your instructor.
- 10 Save and close the workbook file.