**Multiple-Sheet Workbook Management**

**Project Description:**

*You have volunteered to be the statistician for your high school’s football team. As part of your assignment you will organize, and present statistics to the coach. Currently the information is stored in three different Excel workbooks: offense, defense, and special teams. You will standardize the worksheets into a summary document as well as correcting errors, and safe guarding against future issue.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Download and open the file *exploring\_e09\_grader\_a1.xlsx*. Save the document as **e09c2Football\_LastFirst**, replacing *LastFirst* with your name. | 0 |
| **2** | Group the Passing, Rushing, Receiving, and Defense worksheets. Click cell A1 and fill the contents and formatting across all of the grouped worksheets. | 10 |
| **3** | With the sheets still grouped, select the range A2:G2. Add borders to all cells and fill the cells with the color Olive Green, Accent 3, Lighter 60%. Ungroup the worksheets. | 10 |
| **4** | Left intentionally blank. | 0 |
| **5** | In A3 on the Offensive Totals worksheet, insert a formula that references the appropriate worksheets to calculate total passing, rushing, and receiving touchdowns. | 10 |
| **6** | In B3 on the Offensive Totals worksheet, insert a formula that references the appropriate worksheets to calculate total passing, rushing, and receiving yards. | 10 |
| **7** | In C3 on the Offensive Totals worksheet, insert a formula that references the appropriate worksheets to calculate total completion rate based on data in the Passing worksheet. The completion rate is calculated by dividing the total completed passes by the total attempted passes. | 6 |
| **8** | Click the Defense worksheet and create a validation rule for cells B3:F26 that restricts entering numbers less than **0** and uses a whole number. Create an input message that reads the following: **Enter all stats as whole numbers.** (include the period). Choose the Stop style and enter the following error message: **Stats cannot be less than 0** (no period). Do not enter a title for either message. | 15 |
| **9** | Click the Defensive Totals worksheet and enter formulas in cells A3:C3 to calculate the total tackles, forced fumbles, and interceptions. (Data to calculate is on the Defense worksheet.) | 6 |
| **10** | Click the Offensive Totals worksheet and create a hyperlink in cell C2 to cell C2 on the Passing worksheet. | 5 |
| **11** | Click the Defensive Totals worksheet and create hyperlinks in cells A2 (Total Tackles), B2 (Forced Fumbles), and C2 (Interceptions) to their corresponding cells on the Defense worksheet (B2, E2, F2). | 6 |
| **12** | Create a footer on all worksheets with the sheet name code in the center and the file name code on the right side. | 6 |
| **13** | Apply landscape orientation, and then center the worksheets horizontally on the printouts. | 6 |
| **14** | Save the workbook. Ensure that the workbooks are in the following order: Passing, Rushing, Receiving, Defense, Offensive Totals, and Defensive Totals. Close the workbook and exit Excel. Submit the workbook as directed. | 0 |
|  | **Total Points** | **90** |